

## **2005-06 Faculty Handbook Changes (9-1-06)**

### **2.7.2.3 Promotion-review Files**

The burden of proof to warrant promotion in rank rests with the individual faculty member and must be provided in the promotion file. Criteria for appointment to each rank are stipulated in Section 2.1.2. Evaluation criteria and forms of evidence are described in Section 2.5. Candidates should consult guidelines issued by the committee as they prepare their application for review.

The Rank and Tenure Committee will apply the criteria to the evidence contained in two review files for each candidate reviewed.

File A: The candidate will prepare a promotion-review file that contains:

- a. a current *curriculum vitae*;
- b. a self-evaluative essay that includes a reflective statement describing personal teaching philosophy, strategies and objectives;
- c. evidence of teaching effectiveness: the teaching portfolio, as described in Section 2.5.1;
- d. a current program of professional development (see Section 2.9.1) (including one or two earlier programs and a description of progress made on earlier goals);
- e. a letter of evaluation from the appropriate department chair(s) [and/or the Dean of the School of Theology];
- f. a departmental letter composed as follows: The department chair will schedule a meeting of all ranked members of the department for the purpose of evaluating a candidate using the criteria set forth in section 2.5. Tenured members not on sabbatical, leave or external appointment (e.g. study abroad) are required to attend. One person chosen by those present at the meeting will act as the secretary at the meeting. The department chair cannot serve as secretary. The secretary will draft a departmental letter preserving the anonymity of persons making comments. This letter will be circulated among those who attended the meeting. If a department member feels that his/her comments are not accurately represented, that member and the secretary will work together to resolve the discrepancy. After a final draft has been distributed, members of the department will indicate their agreement with the contents of the letter by signing it. Tenured members who are not present at the meeting because of sabbatical, leave, study abroad appointment or for other reasons have the right to review the letter but do not sign off on it. The candidate will have the opportunity to respond to the contents of the letter as specified in section 2.6.5.2.1.
- g. letters of recommendation solicited by the candidate from peers familiar with the candidate's performance; such letters may come from within and/or outside the

college [university]; note that department members are required to submit letters to File B, below; and

- h. any other evidence that the candidate has met the various criteria necessary for the promotion being requested.

No material may be placed in File A without the faculty member's knowledge, indicated by his or her signature or initials on the first page of each document. It is the responsibility of the faculty member to make sure that this review file is complete. The candidate may add no materials to File A after the deadline.

In the event that a department chair is applying for promotion, the Associate Provost and Academic Dean, in consultation with the Division Head and senior members of the department, will designate someone to prepare the departmental evaluation.

File B: Materials solicited by the Rank and Tenure Committee as described below:

The Rank and Tenure Committee solicits an evaluation of each candidate from all members of that person's department(s) [and/or the School of Theology].

- a. all tenured faculty in the candidate's department must submit letters to File B;
- b. the chair, as a member of the department, may submit a separate letter to File B but is not required to do so;
- c. non-tenured faculty are not required to submit letters, but if they choose to do so, the letters will be placed in File B;
- d. departmental members writing letters of recommendation solicited by the candidate may choose to write a separate letter for File B or may submit the same letter.

All letters of evaluation should specifically address the degree to which the candidate meets or fails to meet the appropriate criteria in Sections 2.1 and 2.5. In the spirit of open dialogue, faculty members are encouraged to share their written evaluation with the candidate, but only the chair is required to do so.

No unsolicited materials will be accepted for File B, and materials in File B will be unavailable to the candidate.

At no time will the material in File B be available to anyone other than the Rank and Tenure Committee, the Associate Provost and Academic Dean [the Dean of the School of Theology if appropriate], the Provost for Academic Affairs, the President, legal counsel, and the Executive Committee of the Board of Trustees [Regents].

Upon completion of the review process, the review files will be closed. Materials of a personal nature provided by the candidate (for example, manuscripts, reprints, student course surveys) are to be returned to the candidate. The candidate's responsibility for retaining student course surveys after use in the evaluation process is described in the document "Procedures for Student Course Surveys".

Other material and all of the material solicited for File B will remain in a closed file in the Office of Academic Affairs. Where appropriate, these materials may be considered in subsequent formal reviews of the faculty member by the Rank and Tenure Committee. The materials in the files are not to be used for any other purpose, except as may be required by law.

## **Faculty Handbook Section 5.3**

### **Introduction and comments**

This draft, the FINAL DRAFT of Handbook Section 5.3, incorporates the text approved by the Joint Faculty Assembly and then editorially revised by the Greg Schroeder, newly elected chair of the Faculty Handbook and Elections Committee for '06-07.

All struck text and highlighted revisions have been removed and comments are omitted. The editorial renumbering of items in lists should be accurately reflected in this version, although the vagaries of Microsoft Word lists must be acknowledged and these items should be checked before incorporation into the true, official, Faculty Handbook.

Marcus Webster  
Handbook Committee Chair, '05-06

### **5.3 Standing Faculty Committees**

The standing faculty committees of the college and university actively participate in the governance of the college and university as specified in this section and Part I. The standing committees report to the Joint Faculty Assembly, except that campus-specific standing committees report to the appropriate assembly for that campus.

The standing faculty committees are:

- a. Faculty Governance Committee (Section 5.3.1)
- b. Academic Policies, Standards, and Assessment Committee (Section 5.3.2)
  1. Computing Subcommittee (Section 5.3.2.3)
  2. Assessment Subcommittee (Section 5.3.2.4)
- c. Curriculum Committee (Section 5.3.3)
- d. Academic Planning and Budget Committee (Section 5.3.4)
- e. Faculty Development and Research Committee (Section 5.3.5)
- f. College of Saint Benedict Rank and Tenure Committee (Section 5.3.6)
- g. Saint John's University Rank and Tenure Committee (Section 5.3.7)
- h. Faculty Handbook and Elections Committee (Section 5.3.8)
- i. Faculty Compensation and Benefits Committee (Section 5.3.9)
- j. Graduate Theological Studies Committee (Section 5.3.10)

#### **5.3.0.1 General Procedures for Standing Faculty Committees**

- a. Faculty service on a standing faculty committee or as an officer of the faculty is an integral part of a faculty member's responsibility.
- b. Voting for joint standing committees is by the joint faculty, including those positions which are designated as College of Saint Benedict or Saint John's University representatives. Voting for campus-specific committees is by members of the corresponding faculty only.

- c. Voting for division and School of Theology representatives will be done solely by members of that division or the School. When there is a designated School of Theology representative on a committee, School of Theology faculty members vote only for the School of Theology representative. When there is no designated School of Theology representative on a committee, faculty members of the School of Theology will vote with the Humanities Division, except that faculty members of the School of Theology who hold a joint appointment in a department outside the Humanities Division will vote with the division with which that department is associated.

For the purpose of elections to standing committees, departments will be associated with divisions as follows:

- **Fine Arts Division**—Art, Music, Theater;
  - **Humanities Division**—Communication, English, History, Modern and Classical Languages, Philosophy, Theology;
  - **Natural Science Division**—Astronomy, Biology, Chemistry, Computer Science, Geology, Mathematics, Nursing, Nutrition, Physics;
  - **Social Science Division**—Accounting, Economics, Education, Management, Military Science, Peace Studies, Physical Education, Political Science, Psychology, Social Work, and Sociology.
- d. The Faculty Handbook and Elections Committee (FHEC) or a designated Subcommittee supervises the elections of faculty members to standing committees and to faculty offices. Elections are normally held during spring semester. Ballot nominations from the FHEC will be presented to the Joint Faculty Assembly, permitting nomination from the floor. Elections shall be conducted by electronic ballot, with confidentiality of ballots ensured by the FHEC. In the case of election ties, the FHEC may, at its discretion, rerun the election or toss a coin to determine the winner.
- e. Should a vacancy occur among the elected members of a committee, the FGC appoints a new member to serve the remainder of the academic year. Election to complete the remainder of the term will take place at the next scheduled election. Terms of office start during the last committee meeting of the spring semester but not earlier than four weeks before the last day of final examinations.
- f. If the elected members of a committee are to serve multiple-year terms, the terms are staggered to insure continuity.
- g. An *ex officio* member of a committee is one who becomes a member by virtue of an office held. Consultant members, including student representatives, are appointed to assist the deliberations of the committee and to facilitate communication to appropriate offices, administrative areas and student governments. Such members have the same rights and responsibilities as do other members of the committee with the exception of voting rights, which are stipulated below.
- h. Only elected, appointed or ex-officio faculty members of standing committees vote on matters before the committee. Ex-officio administrative members and consultants are not voting members of standing faculty committees or subcommittees.

- i. Each newly constituted standing committee and subcommittee meets in the spring to elect its chair and begin its work for the coming year. Unless otherwise noted, the chair of the committee is to be chosen from the tenured faculty members of the committee. Subcommittees may be chaired by non-tenured faculty members.
- j. All faculty members, administrative officers, and students of the college and university are welcome to attend standing committee meetings, except portions of meetings designated by the committee as executive session. Any business pertaining to institutional policies and procedures is considered to be nonconfidential and may not be discussed in executive session; any business which reviews, evaluates, or proposes action pertaining to a particular faculty member, student, group of individual faculty members, or group of individual students is considered confidential and must be discussed in executive session.

### **5.3.0.2 Committee Chairs**

Each standing committee has a chair. The responsibilities of the chair are to:

- a. serve as a voting member of the FGC;
- b. report proposals and requests of the committee to the proper channels;
- c. respond to proposals and requests on behalf of the committee;
- d. establish the agenda for committee meetings and notify faculty and administration of the times of meetings;
- e. oversee the maintenance of minutes and records, report nonconfidential portions of the minutes as specified by the FGC, and make them available to the faculty, the Associate Provost and Academic Dean, the Provost for Academic Affairs, and Presidents of the College/University;
- f. submit an annual report to the FGC;
- g. communicate regularly with other chairs when there are matters of shared concern before the committee;
- h. transmit recommendations on changes in policy and procedure to the FGC; and
- i. periodically summarize the committee's nonconfidential activities for the appropriate assembly.

### **5.3.1 Faculty Governance Committee (FGC)**

The Faculty Governance Committee (FGC) is charged with constituting the committees of the Joint Faculty Assembly and the committees of the separate assemblies for Saint John's University and the College of Saint Benedict; with ensuring communication among the committees, between the committees and the Joint Faculty Assembly, between faculty committees and the administration, and between the committees and the College of Saint Benedict/Saint John's University community as a whole; with keeping a record of the actions and deliberations of the Joint Faculty Assembly and its committees; and with setting the agenda for the Joint Faculty Assembly.

### **5.3.1.1 Composition**

The members of the Faculty Governance Committee are, ex-officio:

- a. the Chair of the Joint Faculty Assembly, who will serve as Chair of the Committee;
- b. the Vice-Chair of the Joint Faculty Assembly; and
- c. the Chairs of each of the Standing Faculty Committees;

Ex-officio administrative members are:

- d. The Provost for Academic Affairs, and

Consultants are:

- e. the Parliamentarian of the Joint Faculty Assembly.

### **5.3.1.2 Responsibilities**

The duties and responsibilities of the Faculty Governance Committee are to:

- a. coordinate the work of the joint faculty committees by:
  1. maintaining a manual of the policies and procedures of the Joint Faculty Assembly and its committees,
  2. resolving jurisdictional issues among committees of the assemblies,
  3. monitoring the effectiveness of the committee structure and recommending adjustments or changes when necessary,
  4. arranging for reports, at least once a year, from each standing committee to the Joint Faculty Assembly,
  5. posting and preserving minutes of the Joint Faculty Assembly,
  6. overseeing the posting and preservation of minutes and reports of the faculty standing committees, and
  7. when appropriate, appointing or arranging for the election of members of Faculty Standing Committees when vacancies occur outside of the normal elections process;
- b. formulate, prepare and distribute:
  1. an annual calendar of meetings of the Joint Faculty Assembly each June for the following academic year and
  2. the agenda for each meeting of the Joint Faculty Assembly;
- c. oversee the grievance process, according to Handbook 4.1.1, when the Handbook and Election Committee files a grievance;
- d. coordinate faculty participation in all phases of the development and execution of the institutional strategic planning process;
- e. appoint faculty members to serve as non-voting members on Board of Regents/Trustees committees, as requested;
- f. coordinate faculty participation in any review of the academic administration;
- g. communicate with the appropriate faculty committees as deemed necessary;

h. and initiate whatever action is necessary to fulfill its duties and responsibilities.

### **5.3.2 Academic Policies, Standards, and Assessment Committee (APSAC)**

The Academic Policies, Standards, and Assessment Committee oversees the quality and functioning of the entire undergraduate academic program and formulates guidelines for achieving and maintaining integrity and excellence in academic programs.

#### **5.3.2.1 Composition**

The members of the Academic Policies, Standards, and Assessment Committee are:

- a. seven faculty members, elected to three-year terms—one elected from each of the four academic divisions and three elected at large. At least four of the faculty members must be tenured.

Ex-officio administrative members are:

- b. the Provost for Academic Affairs, and
- c. the Associate Provost and Academic Dean.

Consultants are:

- d. The Registrar, the Director of Academic Advising, the Director of the Libraries, and a representative of Information Technology Services, and,
- e. two students, one from each college, appointed by their respective student governments.

#### **5.3.2.2 Responsibilities**

The duties and responsibilities of the Academic Policies, Standards, and Assessment Committee are to follow.

- a. The general duties of the Committee are to:
  1. formulate guidelines for achieving and maintaining integrity and excellence in academic programs,
  2. oversee the quality and functioning of the entire undergraduate academic program,
  3. appoint faculty representatives to the College of Saint Benedict Admissions Committee, the Saint John's University Admissions Committee, and the Calendar Committee,
  4. obtain relevant external and internal information needed for planning or making recommendations,
  5. communicate to Academic Planning and Budget Committee regarding budget and resource needs based on academic planning and priorities as they relate to the curriculum,

6. identify and appoint members, from the faculty at-large, to the Computing Subcommittee,
  7. communicate with the appropriate faculty committees as deemed necessary, and
  8. initiate whatever action is necessary to fulfill its duties and responsibilities.
- b. The Committee's duties on Academic Policies are to:
1. review, prioritize, and recommend revisions to the learning goals and objectives of the colleges, when requested by the FGC;
  2. review, when requested by the FGC, the relationship between curricular, co-curricular, and extra-curricular learning in order to maintain excellence in academic programming;
  3. report recommended policy changes to the Joint Faculty Assembly at least annually; and
  4. review Strategic Priority Initiative proposals involving the academic area and forward recommendations to the Provost.
- c. The Committee's duties on Academic Standards are to:
1. create, periodically review, and revise academic policies that relate to the Registrar, library, media, calendar;
  2. address policies on other academic matters not specifically assigned to other standing committees;
  3. establish, periodically review, and revise -- in cooperation with the Offices of Admissions and Academic Advising -- academic standards for admission, academic probation and dismissal, and graduation.
- d. The Committee reports annually to the Joint Faculty Assembly on the aggregate findings of program assessment and review, and when appropriate, recommends action.
- e. The Committee provides consultation to institutional accreditation self-study teams.

### **5.3.2.3 Computing Subcommittee**

The Computing Subcommittee makes recommendations to the Provost for Academic Affairs concerning policies, long-range plans, and short-range plans for academic computing and oversees the implementation of these policies and plans.

#### **5.3.2.3.1 Composition**

The members of the Computing Subcommittee are:

four faculty members, appointed by the Academic Policies, Standards, and Assessment Committee to three-year terms — one from each of the four academic divisions.

Consultants are:

- a. the Director of Information Technology Services,
- b. the Director of Technology Support Services,
- c. the Academic Technology Project Leader, and
- d. the Director of Libraries and Media Services or an appointed representative.

#### **5.3.2.3.2 Responsibilities**

The duties and responsibilities of the Computing Subcommittee are to:

- a. recommend and review guidelines and standards for the purchase and distribution of computer technology for academic computing on the two campuses;
- b. review capital computing requests annually in light of established guidelines and standards;
- c. review academic computing needs on the two campuses periodically, as needed or requested, and provide guidelines to meet those needs;
- d. recommend and review long-range plans for academic computing on the two campuses;
- e. work with the Academic Planning and Budget Committee to assess the budgetary implications of academic computing in short-range and long-range university planning;
- f. recommend and review policies and procedures for use of computing technology on the two campuses;
- g. advise the Faculty Development and Research Committee in developing guidelines and determining funding for academic computing requests for faculty development;
- h. review the staffing needs of Information Technology Services and participate in the selection of any professional staff required;
- i. foster discussion and communication of Information Technology Services issues and concerns as they impact academic issues;
- j. communicate with the appropriate faculty committees as deemed necessary;
- k. initiate whatever action is necessary to fulfill its duties and responsibilities; and
- l. report findings and recommendations to the Academic Policies, Standards, and Assessment Committee.

#### **5.3.2.4 Assessment Subcommittee**

The Assessment Subcommittee oversees the assessment of learning in departments and programs. Its purpose is to ensure high quality academic experiences so that students may achieve institutional and departmental learning goals.

#### **5.3.2.4.1**      Composition

The members of the Assessment Subcommittee are:

- a. four faculty members, appointed by the Academic Policies, Standards, and Assessment Committee to three-year terms — one from each of the four academic divisions.

Ex-officio administrative members are:

- b. the Provost for Academic Affairs and
- c. the Associate Provost and Academic Dean.

Consultants are:

- d. two students, one from each college, appointed by their respective student governments, and
- e. the Assessment Coordinator.

#### **5.3.2.4.2**      Responsibilities

The duties and responsibilities of the Assessment Subcommittee are to:

1. establish, review, and revise policies and procedures related to the periodic review of departments and programs for assessment that are congruent with institutional missions and external accreditation requirements;
2. provide timely information to the faculty regarding assessment policies and procedures, accreditation guidelines, and developments in the field of assessment;
3. propose and review institutional academic assessment initiatives;
4. review changes in or updates to departmental and program mission statements, goals, and assessment plans;
5. monitor departmental and program assessment findings and reviews to assure that policies and standards are being followed;
6. create and revise policies regarding the assessment of Core Curriculum courses and programs;

7. create and revise policies regarding the collection of long term data concerning the Core Curriculum and student learning within the Core Curriculum; and
8. report findings and recommendations to the Academic, Policies, Standards, and Assessment Committee.

### **5.3.3 The Curriculum Committee (CC)**

The Curriculum Committee oversees the quality and functioning of the curriculum, including the core curriculum.

#### **5.3.3.1 Composition**

The members of the Curriculum Committee are:

- a. seven faculty, elected to three-year terms—one elected from each of the four academic divisions and three elected at large. At least three of the faculty members must be tenured.

Ex-officio administrative members are:

- b. the Provost for Academic Affairs, and
- c. the Associate Provost and Academic Dean.

Consultants are:

- d. the Registrar, the Director of Academic Advising, the Director of the Libraries, and
- e. two students, one from Saint John's University and one from the College of Saint Benedict, appointed by their respective student governments.
- f. In addition, when deemed appropriate by the Committee Chair, other faculty members who are charged with administration of the Core Curriculum may serve as consultants.

#### **5.3.3.2 Responsibilities**

The duties and responsibilities of the Curriculum Committee are to:

- a. oversee the ongoing development of the academic curriculum, including the Core Curriculum;
- b. create, review, and revise policies relating to the curriculum;
- c. review and act on proposals for new courses;
- d. review and act on proposals for revisions in majors, minors, and programs;

- e. recommend to the Joint Faculty Assembly the addition or deletion of majors, minors, and programs;
- f. propose revisions in the Core Curriculum to the Joint Faculty Assembly;
- g. review and act on proposals for Core Curriculum designations;
- h. communicate with the appropriate faculty committees as deemed necessary; and
- i. initiate whatever action is necessary to fulfill its duties and responsibilities.

#### **5.3.4 Academic Planning and Budget Committee (APBC)**

The Academic Planning and Budget Committee represents the faculty in the joint institutional strategic planning process and advises the Provost for Academic Affairs on matters of budgeting and long-range programmatic, fiscal, and personnel planning for the academic areas. Although the committee regularly considers those matters referred to it by the Provost for Academic Affairs, it may also respond to charges given it by the Joint Faculty Assembly and may initiate its own studies. The committee is charged with seeing that curricular planning meets the institutional missions and visions of the College and University.

##### **5.3.4.1 Composition**

The members of the Academic Planning and Budget Committee are:

- a. seven faculty members, elected to three-year terms—one faculty member from each of the four academic divisions, and three faculty members elected at-large. At least three of the faculty members must be tenured.

Ex-officio administrative members are:

- b. the Provost for Academic Affairs, and
- c. the Associate Provost and Academic Dean.

Consultants are:

- d. the Dean of the School of Theology,
- e. the Associate Dean and Director of the Academic Budget, and
- f. the Vice President for Enrollment, Planning and Public Affairs.

##### **5.3.4.2 Responsibilities**

The duties and responsibilities of the Academic Planning and Budget Committee are to:

- a. advise the Provost for Academic Affairs on policies and priorities concerning college and university revenue and expenditures;
- b. assist the Provost for Academic Affairs in the yearly ranking of academic priorities;
- c. advise the Provost for Academic Affairs concerning budgetary adjustments;

- d. assist in the preparation of long-range fiscal plans for the academic area;
- e. communicate with the appropriate faculty committees as deemed necessary;
- f. participate in all phases of the development and execution of the institutional strategic planning process
- g. consult with the Provost for Academic Affairs concerning the need for academic program reduction, impaction, merger, and closure, according to Section 2.14.4.1;
- h. recommend Joint Faculty Assembly action on Provost recommendations for academic program reduction, impaction, merger, and closure, according to Section 2.14.4.3.

### **5.3.5 Faculty Development and Research Committee (FDRC)**

The Faculty Development and Research Committee develops guidelines and implements policies, procedures, and programs which will enhance the personal, professional, and instructional development of the faculty, and it recommends institutional changes and improvements necessary to accomplish these goals.

#### **5.3.5.1 Composition**

The members of the Faculty Development and Research Committee are:

- a. seven faculty members, elected to three-year terms — one elected from each of the four academic divisions, one elected from the School of Theology, and two elected at large. At least three faculty members must be tenured.

Ex-officio administrative members are:

- b. either the Provost for Academic Affairs or the Associate Provost and Academic Dean.

#### **5.3.5.2 Responsibilities**

The duties and responsibilities of the Faculty Development and Research Committee are to:

- a. administer faculty development funding by:
  1. establishing criteria for funding
  2. receiving funding requests from individual faculty members and departments for professional development projects,
  3. making recommendations to the Provost for Academic Affairs regarding distributing funds to individuals and departments,
  4. receiving copies of project reports funded through the committee and forwarding evaluations to the Provost for Academic Affairs, and
  5. maintaining records on projects funded through the committee;

- b. oversee general professional development for faculty by:
  - 1. reviewing and ranking sabbatical leave proposals,
  - 2. reviewing requests for leaves and reduced teaching load associated with professional development and activities along with the recommendations of the chair of the department or head of the program in question, and
  - 3. soliciting nominations for annual teaching awards and overseeing the selection of the recipients;
- c. recommend institutional changes and improvements necessary to accomplish these goals;
- d. recommend institutional changes and improvements necessary to support faculty research and development;
- e. communicate with the appropriate faculty committees as deemed necessary; and
- f. initiate whatever action is necessary to fulfill its duties and responsibilities.

The Chair of the Committee will meet with the Institutional Advancement Offices at least once a year to talk about funding needs of faculty and to discuss long-range planning for faculty development. The Chair also serves as liaison with the Provost for Academic Affairs to help meet institutional needs through professional development projects.

### **5.3.6 College of Saint Benedict Rank and Tenure Committee**

According to the schedule and guidelines in Sections 2.1, 2.5, 2.6 and 2.7, the College of Saint Benedict Rank and Tenure Committee regularly reviews the progress of the College of Saint Benedict faculty with regard to their professional growth and their fulfillment of the obligations of faculty appointments. The committee makes recommendations to the Provost for Academic Affairs concerning advancement to tenure and promotion in rank as set forth in Section 2.7 , "Promotion Policies and Procedures."

#### **5.3.6.1 Composition**

The members of the College of Saint Benedict Rank and Tenure Committee are:

- a. seven faculty members, elected to three-year terms — one from the Fine Arts or Humanities Division, one from the Natural Science Division, one from the Social Science Division, and four elected at large.

Ex-officio administrative members are:

- b. the Associate Provost and Academic Dean.

The faculty members must be tenured College of Saint Benedict faculty, with not more than two from any one department. Department chairs do not serve on the committee during a year when a member of their department is to be reviewed.

### **5.3.6.2 Responsibilities**

The duties and responsibilities of the College of Saint Benedict Rank and Tenure Committee are to:

- a. determine, in consultation with the Provost for Academic Affairs and the appropriate Dean, when faculty members are eligible to apply for third-year review, tenure review, and promotion (see Sections 2.6.1, 2.6.3 and 2.7.1);
- b. receive data related to questions of rank, promotion, and tenure, and work with the Provost for Academic Affairs and the Associate Provost and Academic Dean to strive for consensus on questions of rank, promotion, and tenure;
- c. carry out all reviews according to the process and procedures described in Sections 2.5, 2.6, and 2.7;
- d. develop and follow a process of faculty review that is humane and practical and which promotes faculty development and growth;
- e. review and recommend changes in the criteria for evaluating both the professional performance and the institutional needs governing reviews, tenure, and promotion to the Faculty Handbook and Elections Committee;
- f. communicate with the appropriate faculty committees as deemed necessary; and
- g. initiate whatever action is necessary to fulfill its duties and responsibilities.

### **5.3.7 Saint John's University Rank and Tenure Committee**

According to the schedule and guidelines in Sections 2.1, 2.5, 2.6 and 2.7, the Saint John's University Rank and Tenure Committee regularly reviews the progress of the Saint John's University faculty with regard to their professional growth and their fulfillment of the obligations of faculty appointments. The committee makes recommendations to the Provost for Academic Affairs concerning advancement to tenure and promotion in rank as set forth in Section 2.7, "Promotion Policies and Procedures."

#### **5.3.7.1 Composition**

The members of the Saint John's University Rank and Tenure Committee are:

- a. seven faculty members, elected to three-year terms — one from the Fine Arts or Humanities Division, one from the Natural Science Division, one from the Social Science Division, and four elected at large.
  - b.
- Ex-officio administrative members are:
- c. the Associate Provost and Academic Dean.

All of the faculty members must be tenured Saint John's University faculty. Department chairs are ineligible for membership.

### **5.3.7.2 Responsibilities**

The duties and responsibilities of the Rank and Tenure Committee are to:

- a. determine, in consultation with the Provost for Academic Affairs and the appropriate Dean, when faculty members are eligible to apply for third-year review, tenure review, and promotion (see Sections 2.6.1, 2.6.3 and 2.7.1);
- b. carry out all reviews according to the process and procedures described in Sections 2.5, 2.6, and 2.7;
- c. review and recommend changes in the criteria for evaluating both the professional performance and the institutional needs governing reviews, tenure, and promotion to the Faculty Handbook and Elections Committee;
- d. develop and follow a process of faculty review that is humane and practical and which promotes faculty development and growth;
- e. advise the president on cases of suspension of faculty in accordance with procedures in Section 2.13.6.5;
- f. communicate with the appropriate faculty committees as deemed necessary; and
- g. initiate whatever action is necessary to fulfill its duties and responsibilities.

### **5.3.8 Faculty Handbook and Elections Committee (FHEC)**

The Faculty Handbook and Elections Committee acts as a resource to faculty members concerning Faculty Handbook policies, coordinates faculty deliberations concerning amendments to the Faculty Handbook, and oversees the elections and grievance processes.

#### **5.3.8.1 Composition**

The members of the Faculty Handbook and Elections Committee are:

- a. seven faculty members elected at large. At least four of the faculty members must be tenured.

Ex-officio administrative members are:

- b. the Provost for Academic Affairs.

#### **5.3.8.2 Responsibilities**

The duties and responsibilities of the Faculty Handbook and Elections Committee are to:

- a. initiate or receive proposals for amending or revising the Faculty Handbook as described in Section 2.16;
- b. process proposed Faculty Handbook changes through the Joint Faculty Assembly and the Provost for Academic Affairs, who will notify the Presidents of the

- College/University and secure acceptance, rejection, or proposed amendments to the proposals in accordance with the procedures described in Section 2.16.3;
- c. petition for emergency changes in the Faculty Handbook by following procedures in Section 2.16.4;
  - d. assist in the interpretation of particular passages in the Faculty Handbook;
  - e. initiate or receive charges of Faculty Handbook violations, and when necessary, implement procedures for action, including filing a grievance according to procedures in Section 4.1. When the Faculty Handbook and Elections Committee initiates a grievance, the Faculty Governance Committee shall perform all of the functions normally assigned to the Faculty Handbook and Elections Committee under the grievance procedure, including ruling on whether the alleged violation is grievable and appointing the ad hoc grievance committee.
  - f. oversee the preliminary steps of each grievance as described in Section 4.1.5 (except when the Faculty Handbook and Elections Committee is a party to the grievance) and report annually to the Assembly about all faculty grievances filed, as described in Section 4.1.10 11.2;
  - g. act as an oversight committee for Faculty Handbook issues;
  - h. establish faculty committee membership of standing and ad hoc committees by:
    - 1. maintaining an up-to-date record of committee membership;
    - 2. surveying faculty to learn on which committees individual members prefer to serve;
    - 3. scheduling and supervising faculty elections;
    - 4. provides information on faculty members eligible for appointment by the Faculty Governance Committee as faculty representatives to the designated committees of the SJU Board of Regents and the CSB Board of Trustees;
    - 5. consulting with the administration on the appointment of faculty members to administrative committees.
  - i. communicate with the appropriate faculty committees as deemed necessary; and
  - j. initiate whatever action is necessary to fulfill its duties and responsibilities.

### **5.3.9 Faculty Compensation and Benefits Committee**

The Faculty Compensation and Benefits Committee formulates recommendations on compensation issues. The committee serves in an advisory capacity to the Provost for Academic Affairs in the budgeting process as it relates to compensation.

#### **5.3.9.1 Composition**

The members of the Faculty Compensation Committee are:

- a. seven faculty members. At least four of the faculty members must be tenured.

Ex-officio administrative members are:

- b. the Provost for Academic Affairs.

Consultants are:

- c. the Associate Academic Dean and Director of the Academic Budget.

### **5.3.9.2 Responsibilities**

The duties and responsibilities of the Faculty Compensation and Benefits Committee are to:

- a. conduct an open meeting with the faculty to elicit salary and fringe benefit concerns;
- b. negotiate with the appropriate administrative officers and committees regarding faculty compensation;
- c. appoint representatives to serve on the Joint Benefits Committee;
- d. review the fringe benefit package annually and recommend changes in fringe benefits to the Joint Faculty Assembly and the appropriate administrative officers and committees;
- e. make recommendations for faculty compensation annually to the Academic Planning and Budget Committee, to the Joint Faculty Assembly, and to the administration;
- f. recommend a method for distribution of the compensation package to the Joint Faculty Assembly each year;
- g. make recommendations to the Provost for Academic Affairs on individual equity adjustments annually;
- h. review policies governing medical leaves and advise the Provost for Academic Affairs on such policies;
- i. review and recommend policies regarding early or partial retirement programs, in consultation with the Faculty Development and Research Committee;
- j. communicate with the appropriate faculty committees as deemed necessary; and
- k. initiate whatever action is necessary to fulfill its duties and responsibilities.

### **5.3.10 Graduate Theological Studies Committee**

The Graduate Theological Studies Committee, in collaboration with the faculty of the School of Theology, reports to the Dean of the School of Theology, who receives from them recommendations on academic matters for the School of Theology and, in turn, reports to the Provost for Academic Affairs.

#### **5.3.10.1 Composition**

The members of the Graduate Theological Studies Committee are five or six voting members: three faculty members from the School of Theology elected to three-year terms, the Dean of the School of Theology and/or a delegate appointed by the Dean, and a student elected by the School of Theology student government.

#### **5.3.10.2 Responsibilities**

The duties and responsibilities of the Graduate Theological Studies Committee are to:

- a. review educational aims, objectives, and programs of the School of Theology-Seminary, propose changes to the School of Theology faculty and submit those changes to the Provost for Academic Affairs;
- b. develop academic priorities in light of the educational aims and objectives of the School of Theology-Seminary;
- c. review and establish guidelines and procedures for granting academic credit for courses and submit them to the Provost for Academic Affairs;
- d. review and act on proposals for new courses in the School of Theology curriculum;
- e. review and recommend to the School of Theology faculty all proposed changes in degree requirements;
- f. review and make recommendations on policies regarding student academic standards, admissions, attrition, retention, academic probation, and dismissal;
- g. formulate policies regarding grade changes and waivers;
- h. hear appeals on charges of student plagiarism, academic probation, and dismissal;
- i. review policies and procedures and make recommendations concerning student academic advising;
- j. review policies and procedures and make recommendations concerning library services;
- k. review and evaluate policies and procedures for transcript evaluation, credit by examination, and credit for experiential learning;
- l. recommend means of improving the study atmosphere and learning environment of the School of Theology-Seminary;
- m. review forms and procedures of student evaluation of courses and recommend changes to the School of Theology faculty;
- n. act as a faculty advisory committee to the Dean of the School of Theology;
- o. communicate with the appropriate faculty committees as deemed necessary; and
- p. initiate whatever action is necessary to fulfill its duties and responsibilities.