

## 2009-10 Faculty Handbook Revisions

### 1.5.6 Department Chairs

The chair of a department of instruction represents the faculty of that department and has administrative responsibilities within that department. As an administrator, the chair is responsible for the proper functioning of the department; governance, faculty, students and facilities.

Department chairs are ranked faculty members. They report to the provost and to the ~~dean responsible for the academic division that their department is in~~ associate provost and academic dean.

### 2.6.4 Application Notice, and Deadlines, and Stopping the Clock for Third-year Review and/or Tenure

Each spring the Office of Academic Affairs will prepare and send to all current faculty a list of all faculty members who, according to college [university] records, will be eligible for third- or sixth-year review during the following academic year and who are thus expected to apply for formal review. Any faculty member who believes that he or she has been mistakenly omitted from or included in the list must promptly make this known directly to the associate provost and academic dean who oversees this process. Any disputes over eligibility will be resolved by the provost.

Also during the spring term, the Rank and Tenure Committee notifies the faculty of guidelines, procedures, and deadlines applicable for reviews in the following academic year. It is the responsibility of each candidate to meet all deadlines:

- a. A faculty member intending to submit a file for review at the third or sixth year must inform the Rank and Tenure Committee of that intention by the deadline announced by the committee, a date prior to the deadline for submission of the file.
- b. A file of appropriate materials (as established by departmental policy) must be submitted to the department chair [and/or the dean of the School of Theology] for review by departmental colleagues (see Section 2.6.5.2.2 below) by the deadline set by the chair [and/or the dean of the School of Theology].
- c. The complete file (File A, described in Section 2.6.5.2 below) must be submitted by the deadline set by the Rank and Tenure Committee. The file is presented to the secretary to the associate provost and academic dean, who is responsible for transmitting the file to the committee.

#### **2.6.4.1 Stopping the clock for third-year review and/or tenure**

For a tenure-track faculty member, the clock for third-year review and/or tenure may be stopped one time, for one academic year, in the event of the birth of a child, the adoption of a child, or the illness of an immediate family member (spouse, child, parent, parent-in-law, or domestic partner). Faculty who want to stop the clock must consult with their department chair [and/or the dean of the School of Theology] about timing of the stoppage.

A tenure-track faculty member who wants to stop the clock must provide written notification of his or her intent to do so. Written notification must be presented to the associate provost and academic dean and to the department chair. Notification can be presented any time during the probationary period, with the following exception: if notification is given in the calendar year when third-year or tenure files are to be submitted, then it must be given by May 1 at the latest.

During the period that the clock is stopped, the faculty will continue to teach a regular teaching load, to advise students, and to engage in ordinary departmental service, but will be free of obligations for other forms of service and for research. Pursuant to section 2.5.0.1 of the faculty handbook, faculty who stop the clock must continue to collect course evaluations for the courses that they teach.

In the event that two tenure-track faculty members are married or partnered, the right to stop the clock will apply to both.

Stopping the clock does not exclude or preclude other faculty options such as parental leave or an unpaid leave of absence.

Finally, third-year-review and tenure candidates who receive extensions will be evaluated by the same standards as candidates who do not receive extensions. associate provost and academic dean.

#### **2.6.5.2 Third-year and Tenure-review Files**

Faculty members are reviewed during their third and sixth years (as described in Section 2.6.3) by the Rank and Tenure Committee based on the evaluation criteria listed in Section 2.5 and the committee's examination of the evidence contained in two review files for each faculty member reviewed.

**File A:** Professional portfolio of materials prepared by the faculty member. This file should contain:

- a. current *curriculum vitae*;
- b. a self-evaluative essay describing personal philosophy, strategies, and

objectives concerning the criteria of Section 2.5;

- 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 any earlier programs and an account of progress made on earlier goals);
- e. letters of recommendation;
- f. any earlier annual evaluations by the department chair [and/or the dean of the School of Theology], and, for sixth-year review, the letter of evaluation from the Rank and Tenure Committee at the third-year review;
- g. the letter of initial appointment, if it included any agreements pertinent to tenure review (see Section 2.3.6); and
- h. other specific evidence that the candidate has met the various criteria listed in Section 2.5.

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

**File B:** Materials solicited by the Rank and Tenure Committee. As described below in more detail, it is the responsibility of the Rank and Tenure Committee to solicit:

- a. evaluations of the candidate from the appropriate chair(s) [and/or dean of the School of Theology] (see Section 2.6.5.2.1);
- b. evaluations from the other members of the candidate's department [and/or the School of Theology] (see Sections 2.6.5.2.2 and 2.6.5.2.3); and
- ~~c. for sixth-year review, evaluations of this faculty member's performance from appropriate students (see Section 2.6.5.2.3); and~~
- dc. any items identified in Section 2.6.5.2.f above that may be in the candidate's file located in the Office of Academic Affairs but which were not submitted by the candidate;

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

At no time during the review process will the material in these two review files be available to anyone other than the members of the Rank and Tenure Committee [the dean of the School of Theology if appropriate], the associate provost and academic dean, the provost, the president, legal counsel, or the Executive Committee of the Board. 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.

#### **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. amending and certifying minutes of the Joint Faculty Assembly, 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 Faculty 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. appoint members from the faculty at large to the Computing Subcommittee;
- ~~f.g. coordinate faculty participation in any review of the academic administration;~~
- ~~g. identify and appoint members from the faculty at large to the Computing Subcommittee~~
- h. communicate with the appropriate faculty committees as deemed necessary;
- i. and initiate whatever action is necessary to fulfill its duties and responsibilities.

### **5.3.1.3 Computing Subcommittee**

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

#### **5.3.1.3.1 Composition**

The members of the Computing Subcommittee are:

- a. four faculty members — one from each of the four academic divisions — appointed by the Faculty Governance Committee to three-year terms.

Consultants are:

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

#### **5.3.1.3.2 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 to the Faculty Governance Committee as necessary, but no less frequently than once per semester.

### **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 or a delegate appointed by the Provost, 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. from the faculty at large, identify and appoint one faculty representative to the College of Saint Benedict Admissions Committee, one faculty representative to the Saint John's University Admissions Committee, and two faculty representatives to the Calendar Committee, reasonable efforts being made to ensure that faculty representatives to the Calendar Committee will be housed in separate academic divisions,
  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.~~6. communicate with the appropriate faculty committees as deemed necessary, and
  - ~~8.~~7. 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 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:~~

- ~~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.~~

~~Consultants are:~~

- ~~b. the Director of Information Technology Services,~~
- ~~c. the Director of Technology Support Services,~~
- ~~d. the Academic Technology Project Leader, and~~
- ~~e. 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~~**5.3.2.3**      **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~~**5.3.2.3.1**      **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 or a delegate appointed by the Provost, 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 Director of Academic Assessment.

#### ~~5.3.2.4~~**5.3.2.3.2**      **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 Common Curriculum courses and programs;
7. create and revise policies regarding the collection of long term data concerning the Common Curriculum and student learning within the Common Curriculum; and
8. report findings and recommendations to the Academic, Policies, Standards, and Assessment Committee.

#### **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 Common 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 Common Curriculum to the Joint Faculty Assembly;
- g. review and act on proposals for Common Curriculum designations;
- h. in consultation with the Faculty Handbook and Elections Committee, appoint members from the faculty at large to the Education Abroad Curriculum Subcommittee;
- h.i. communicate with the appropriate faculty committees as deemed necessary; and
- h.j. initiate whatever action is necessary to fulfill its duties and responsibilities.

### **5.3.3.3 Education Abroad Curriculum Subcommittee**

The Education Abroad Curriculum Subcommittee oversees curriculum taught through the Office for Education Abroad semester programs.

#### **5.3.3.3.1 Composition**

The members of the Education Abroad Curriculum Subcommittee are:

- a. three faculty members, appointed by the Curriculum Committee from the faculty at large to staggered three-year terms. Experience teaching abroad is not a prerequisite for committee membership but is a desired quality.

Consultants are:

- b. the Director of the Common Curriculum,
- c. the Associate Provost and Academic Dean or a delegate appointed by the Associate Provost and Academic Dean,
- d. the Registrar or a delegate appointed by the Registrar, and
- e. the Director of the Office for Education Abroad

#### **5.3.3.3.2 Responsibilities**

The duties and responsibilities of the Education Abroad Curriculum Subcommittee are to:

- a. evaluate course proposals submitted for Intercultural and Experiential Common Curriculum designations, specifically for COLG 385; and
  - b. report findings and recommendations to the Curriculum Committee.
- These recommendations will be considered by the Curriculum Committee as a con