

CSB/SJU Faculty Handbook Committee:

Annual report, academic year 2015-2016

Submitted by Jennifer Galovich, Chair
July 2016

Membership 2015-16

The Faculty Handbook Committee (FHC) has seven at-large voting members, each of them elected by the Joint Faculty Assembly (JFA). For academic year 2015-16, the voting members were

Carrie Hoover (2013-16)
Bernadette Elhard (2014-17)
Jennifer Galovich (2013 – 2016)
Michael Livingston (2015-18)
Barb May (2013 – 2016)
Yvette Piggush (term 2014-2017).
Dora Saha (2015-18)

Livingstone requested time off from the committee for Spring 2016 (sabbatical) and Fall 2016 (study abroad). His position was not replaced for Spring 2016.

The FHC also has one nonvoting member, either the Provost or her delegate, and Karen Erickson, Academic Dean, served as the Provost's delegate to the FHEC.

We met weekly during the fall semester and biweekly during the spring semester.

Membership 2016-17

Kelly Kraemer (2016-2019)
Jean Didier (2016-2019)
 Replaced for Fall 2016 by Scott Johnson
Bernadette Elhard (2014-17)
Jennifer Galovich (2016-2019)
 Chair 2016-17.
Michael Livingston (2015-18)
 Replaced for Fall 2016 by Elaine Rutherford
Yvette Piggush (term 2014-2017).
Dora Saha (2015-18)
 On sabbatical leave Fall 2016, not replaced.

Barbara May, Assistant Dean, will serve as the Provost's delegate to the FHC for 2016-17.

Tasks completed, 2015-16

As of AY 2015-16, the Committee no longer has elections among its prescribed duties. There were no grievances this year, however the committee worked with IT Services to set up a separate confidential sharepoint site to hold records of any matters related to a grievance, should one be brought.

Much of the Spring Semester was spent in review of the Grievance Policy which we found in 2014=15 to be full of holes, errors and contradictions. As part of that work, we found that most parts of the FHB use the term “working day” which is otherwise not defined. The FHC proposed the following definition, which was reviewed and, after some conversation, approved by the Executive Committee of the JFS:

A “working day” will mean: any day on which classes are held on campus at either the college or the university, as determined by the Registrar’s published Academic Calendar. Additions: Scholarship and Creativity day, study days, exam period days. Exclusions: Faculty Workshop Days, Commencement days, free days.

In sum, most of the work of the Committee was focused on processing various amendments to the Faculty Handbook. In addition to several sets of editorial revisions, the FHC managed the following:

Amendments to Part I:

1. At the request of the Presidents, section 1.1.3, Coordinate Mission and Values and Vision for the Future, was replaced in its entirety by a new section 1.1.3 entitled Academic Commitments to the Missions. This change also entailed an abbreviation of section 1.1.1(Mission of the College of St. Benedict) and a revision of section 1.1.2 (Mission of St. John’s University)
2. At the request of the President of St. John’s University, section 1.5.5 was revised to reflect the current practice that the dean of the School of Theology reports to the president of St. John’s University. This change to section 1.5.5 also entailed a change to section 5.3.11 (see below).

Amendments to Part II:

Changes were made to the following sections of part II and approved by the JFA on the dates indicated. See the JFA minutes for details of language:

1. Sections 2.5.1, 2.5.4, 2.5.4.1, 2.5.5.2, 2.6.5.4, 2.6.5.5 and 2.7.2.4. All approved on 12/1/15.
2. Sections 2.6.5.2.1 [Third-year and Tenure Review Files], 2.6.5.2 [Third-year and Tenure Review Files], 2.6.5.2.2, 2.7.2.3 File A and File B [Promotion Review Files], 2.5. and 2.5.2. All approved on 1/12/16.
3. Sections 2.5.1, 2.5.4.5, 2.5.5, 2.5.5.3, 2.9.1, 2.14.1, 2.14.4.2, 2.5 (Evaluations), all approved on 2/3/16.
4. Section 2.13.2 (approved 11/4/15)

Amendments to Part III:

There were several amendments to Part III that had been reviewed in AY14-15 and required further review from academic administration. That additional review did not take place this year. However, there were some amendments to 3.4.7.3.2.1 and 3.4.7.3.2.2 regarding tuition remission. These amendments served to update and clarify current practice.

Amendments to Part IV:

There was one amendment to Part IV - a new section 4.4 describing the Protocol for the Addition of an Academic Program. This item had in fact been approved by the JFS in March 2013 but somehow got lost. This year, the JFS reviewed it again and approved it on 1/19/16.

Amendments to Part V, section 4 (requiring JFA electronic approval)

1. Following up on JFS action from Spring 2015, the JFS approved language establishing the Family Friendly Policies Committee (section 5.4.6) on 10/14/15 and the JFA approved the motion electronically on 2/26/16. See those JFS minutes and materials for details.
2. On 2/16/16, the JFS approved
 - a) Many editorial revisions to 5.4, primarily for consistency of language and
 - b) Various revisions to the Computing Committee name and responsibilitiesSee those JFS minutes and materials for details.

These changes were approved electronically by the JFA on 3/15/16.

Other amendments to Part V:

1. FHC recommended changes to section 5.0. The JFS decided to table this matter until the JFA has reviewed proposed changes to 2.16 in Fall 2016.
2. Sections 5.1 and 5.2 were amended by the JFS on 11/17/15. See those JFS minutes and materials for details.
3. Sections 5.3.1.2, 5.3.4.2 and 5.3.5.2 were amended by the JFS on 11/3/15. See those JFS minutes and materials for details.
4. Additional amendments throughout section 5.3 were approved by the JFS on 12/9/15. See those JFS minutes and materials for details.

Items carried over for consideration by the 16-17 committee:

1. Several part III policies awaiting review from Academic Administration:
Drug and Alcohol Policy
Benedictine Hiring Policy
Parental Leave Policy
2. Review by JFA of changes made to Sexual Misconduct Policy during summer 2016.
3. Completion of process for revision of 2.16. Document has been sent to the JFS.
4. Once revisions to 2.16 have passed the JFA, we can ask the JFS to approve our changes to 5.1.
5. Continue revision of grievance procedures in part IV.
6. Discussion of how/whether to document faculty role in JBC in handbook
7. Complete discussion of revisions to 2.5.2 as proposed by Dean Erickson and R&T committees.
8. Possible further revision of APSAC committee description
9. (New item) Financial Exigency policy for part III
10. Possible change to 5.4.2.g after consideration of 2.16 (by request of Executive committee of JFS)
11. Editorial changes in 5.4.2.2 and 5.4.6.4 to correctly name the committees as JFS Committee on Technology and JFS Committee on Family-Friendly Policies

