# CSB/SJU Faculty Handbook Committee

# Annual report, academic year 2020-2021

Submitted by Kathleen Ohman, Chair

May 2021

**Membership 2020-2021**

Ordinarily, the Faculty Handbook Committee (FHC) has seven at-large voting members, each of them elected by the Joint Faculty Assembly (JFA). For academic year 2020-2021, the voting members were:

Phil Chu 2020-2023

Alexa Evenson 2020-2022

Michael Livingston 2018-2021

Kathleen Ohman 2018-2021, (chair)

Terri Rodriguez 2020-2023

The FHC also has one nonvoting member, Pam Bacon, Dean of the Faculty.

The FHC met virtually for 17 meetings on the following dates: 7/23/20, 7/28/20, 8/13/20, 8/24/20, 9/2/20, 9/21/20, 9/28/20, 11/4/20, 11/17/20, 1/21/20, 1/27/20, 2/17/21, 3/10/21, 4/21/21, 4/8/21, 4/21/21, and 5/11/21.

**Membership 2021-2022**

(At least three members must be tenured.)

Alexa Evenson (NUTR)   tt  2020-2022

Phil Chu (BIOL)                 t   2020-2023 (*Chair)*

Terri Rodriguez (EDUC)   t   2020-2023

Jim Read (POLS)               t   2021-2024

Megan Sheehan (SOCI)   tt 2021-2024

**Tasks completed, 2020-21**

The FHC responsibilities are to consider and process Handbook amendments, to maintain the Handbook and to oversee any grievances.

There were no grievances in 2020-21. The FHC chair and the Provost received one letter of intent to file a grievance, which initiated the preliminary stage of the grievance procedure. The grievant took no further action beyond the preliminary stage.

In addition to reviewing proposed revisions to the FHB, the committee developed guidelines for FHB numbering format. The pace of proposed revisions, however, prevented full implementation of this project, though some renumbering in Part V was made. The FHC previously received, permission from the Offices of the Presidents to make necessary formatting changes to Part I.

In addition to several sets of editorial revisions, the FHC reviewed and processed the following. Items.

**Part I:**

* Mission of the College of Saint Benedict to include select graduate programs. A revision was made in Part I in January 2021 that was proposed by the Presidents and boards. It had not been reviewed by the FHC.

### Mission of the College of Saint Benedict

The mission of the College of Saint Benedict is to provide for women the best undergraduate residential liberal arts education along with select graduate programs, in the Catholic and Benedictine traditions. The college fosters integrated learning, exceptional leadership for change and wisdom for a lifetime.

**Part II:**

* 2.1.2., 2.12.1, 2.3.7, and 2.9.4.3 Proposal regarding removing the term full-time language from benefit eligible

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* 2.5 sections related to IEJ (2.5.1; 2.5.2; 2.5.3; 2.5.4; 2.5.4.1, 2.5.4.2, 2.5.5.2)

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* 2.6.1: Definition of Probationary Status (Proposal Formerly identified as 2.5.1 E Teaching Effectiveness (Evidence from other Institutions)

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* 2.6.5.1 Simultaneous application for tenure and promotion;

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* 2.6.5.2 Third-year and Tenure-review Files and 2.7.2.3 Promotion Review Files (the FHB was updated with this revision on 10/13/20)

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* 2.13.6.5 revision related to changes in the Title IX policy in Part III of the Faculty Handbook (this change was approved using the emergency procedure and made to the FHB for 2020-21)

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* 2.14 Academic Program Reduction, Impaction, Merger, and Closure --2.14.4.1 Declaration, 2. Providing Evidence and Information Supporting Declaration (the FHB was updated with this revision on 10/13/20)

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**Part III:**

Sexual Misconduct Policy, Part III Addendum. (this change was approved through all appropriate committees in August 2020 and made to the FHB for 2020-21).



**Part IV:**

* 4.4-- 4.4.1. --4.4.2.--Protocol for the Addition of an Academic Program (the FHB was updated with this revision on 10/13/20)

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**Part V:**

* 5.3 General Procedures Revisions Proposal (Todd Johnson)

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* 5.4.4.1 Duties, Responsibilities of Joint Faculty Senate

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* 5.4.6.2 Joint Faculty Senate Committee on Technology (Dissolved); this entire section and subparts needs to be removed from the FHB and **5.4.6.3 Joint Faculty Senate Committee on Elections** and subparts, and **5.4.6.4 Joint Faculty Senate Committee on Family-Friendly Policies and Practices** and subparts renumbered. The renumbering of 5.4.6.3 and 5.4.6.4 is not referenced elsewhere in the FHB so renumbering of these will not affect other FHB sections.

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* 5.4.6.5 Joint Faculty Senate Committee on Inclusion, Equity, and Justice

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**Editorial Revisions posted for 10-day review by JFA 4/28/21 to 5/12/21); no comments received**

* 5.3 Standing Committees of the Joint Faculty Assembly reformatting

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* Common or Core Curriculum FHB references

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* FHB Typographical errors

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**The JFA, Provost, Presidents, and Board approved the use of section 2.16.5.1 to have 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.4.1, 2.5.4.2, and 2.5.5.2 placed in the handbook in AY 2021-22 so that faculty are aware that these new requirements will be used for evaluation beginning AY 2022-2023.**

**Items for 2021-22:**

1. 2.13.6.1 Grounds for Discipline and/or Dismissal (Alexa; see minutes 4/21/21) 
2. Part 3 revisions: Removing mentions of full-time with benefit eligibility status in Part 3. Changes were approved by the FHC, but still need Provost approval, and then posted for the JFA (see section 3.0.1); these were emailed to Pam Bacon on 4-28-21 
3. 2.5 and 4.3 sections related to Student Course Surveys (these revisions were returned to Christi Siver and subcommittee on 1-27-21 with comments; some of the revisions are needed because of outdated practices in the FHB sections).
4. Re numbering and reformatting of FHB using the Finn/Livingston guidelines. The FHC had permission in 2018 to do this for part I. Part 2 was completed in 2018-2019, but it did not reflect the amendments for 2018 to present, thus it needs to be reviewed again.
5. Inadequate definition of faculty workload - - tabled due to COVID 19.
6. Relook at Rank and Tenure committee composition (5.3.7.1) to determine whether this statement should be revised so that members on the R&T Committee could still serve on the subcommittee reviewing 3-year review files only if they are applying for promotion in rank: *Faculty members shall not serve as a member of the committee in the academic year in which they apply for promotion or tenure.*