

## **CSB/SJU Faculty Handbook and Elections Committee:**

### **Annual report, academic year 2014-2015**

Submitted by Barb May, FHEC CHair

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#### *Membership*

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The Faculty Handbook and Elections Committee (FHEC) has seven at-large voting members, each of them elected by the Joint Faculty Assembly (JFA). For academic year 2014-2015, the voting members were Carie Braun (one year term, replacing Carrie Hoover who will return for her last year of commitment in academic year 2015-16), Bernadette Elhard (2014-17), Jennifer Galovich (term 2013 – 2016), Jean Keller (term 2012-2015), Barb May (Chair; term 2013 – 2016) Elaine Rutherford (replaced Adam Houghton who was abroad and has a term 2013-16), and Yvette Piggush (term 2014-2017).

The FHEC 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.

At the end of academic year 2014-2015, one member, Jean Keller, ended her term on FHEC. In addition, Adam Houghton was hired as department chair and cannot complete his term. Therefore, during the election process, these two individuals were replaced with Michael Livingston and Shrawantee (Dora) Sara. Carie Braun was a one-year replacement for Carrie Hoover who had substantial additional obligations in 2014-15, will be returning to the committee to complete her final year of her term.

We met weekly during the fall semester for one hour and had a three hour evening meeting November to discuss part V of the Handbook. We also had an additional meeting in November to abide by the Grievance procedures.

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#### *Tasks for Academic Year 2015-16*

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In an effort to maintain the momentum we have established in updating the Faculty Handbook, included below are tasks yet to be completed:

- Part II of the FH:
  - JFA vote on 2.13.2 Retirement policy changes. (This was sent back to the FHEC and administration in the 11/18/2015 meeting. We asked FCBC to look at this policy as there appeared to be a change in the policy. It has not returned to FHEC.)

- There is a written protocol for the addition of new programs. This needs to be put into part II of the FH.
- Department Chairs, the Rank and Tenure Committees and the Academic Dean were evaluating needed changes to the process of review at both tenure and promotion. There is a desire to align this process. These groups will come back with suggestions and language needs to be modified and voted upon.
- Part III
  - The Parental Leave policy (3.4.2.8) needs to be updated. It has been in deliberation with FCBC and the Administration.
  - The Drug and Alcohol Policy needs to be revisited.
  - Karen and the Administration are redrafting the hiring policy for Abbey members and CSB nuns.
- Part IV
  - The Grievance process needs to be revisited and addressed. Jennifer Galovich has already constructed a draft with some changes. The FHEC will go through this language to then present this to the JFS.
- Part V
  - There are editorial changes that need to be brought to the faculty. These need to be put into one document and distributed via email.
  - There needs to be a discussion on where to place the computing subcommittee. We have a motion designed to remove it from part V as it is not an elected committee.
  - We drafted another motion for section 5.4.3.4a that needs to be brought to the Senate.
  - FCBC drafted changes to 5.3.10 that need to be removed and voted on by the Senate.

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*Faculty Handbook*

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## **Part II Changes in the Faculty Handbook**

The following motions were approved by the JFA that resulted in changes to part II of the Faculty Handbook. Copies of the approved language can be found in Appendix A.

### Motions related to cancelling a class: approved at JFA meeting on 11/18/2015

- **MOTION: On the recommendation of the FHEC, the Joint Faculty Assembly approves the changes related to the SECTION 2.10.3.2 as detailed in the document titled "November part II leave FH motions 2014."**  
 RATIONALE and SUMMARY OF REVISIONS  
 The administration and members of the faculty have asked for greater clarity in the language describing the responsibilities by a faculty member upon cancelling a class. The new language

clarifies to whom a faculty member should report the cancelling of a class and identifies those individuals with whom one might discuss an issue with frequent class cancellation.

Motions related to leave: approved at JFA meeting on 11/18/2015

- **MOTION: On the recommendation of the FHEC, the Joint Faculty Assembly approves the changes related to the SECTION 2.11.1 as detailed in the document titled "November part II leave FH motions 2014."**

RATIONALE and SUMMARY OF REVISIONS:

The administration and the FHEC recommend removing the paragraph as stated because parental leave is addressed in section 3.4.2.8 of the Faculty Handbook. In addition, this language is no longer accurate referring to only one parent being eligible.

- **MOTION: On the recommendation of the FHEC, the Joint Faculty Assembly approves the changes related to the SECTION 2.12 as detailed in the document titled "November part II leave FH motions 2014."**

RATIONALE and SUMMARY OF REVISIONS

Under the recently enacted Women's Economic Security Act, Minnesota employers are now prohibited by statute from restricting an employee's ability to disclose his or her wages, requiring an employee to sign a waiver or other document denying the employee the right to disclose his or her wages, or retaliating against an employee for disclosing his or her wages or discussing another employee's wages that were disclosed voluntarily. This language also aligns with the Administrative and Support Staff Handbook.

Motions related to the language regarding "adjunct" faculty: approved at JFA meeting on 11/18/2015

- **MOTION: On the recommendation of the FHEC and Administration, the Joint Faculty Assembly approves the changes related to the SECTION 2.1 as detailed in the document titled "Motion-adjunct-term proposed revision 11-13-14."**

RATIONALE and SUMMARY OF REVISIONS

The administration and members of the faculty have asked for an update in the Handbook language on faculty rank. The current language is outdated and the Handbook's use of the term "adjunct" to mean anyone with a term contract is particularly problematic. For example, currently at CSB/SJU, an adjunct faculty is someone who teaches on a temporary basis either full time or part-time. At outside institutions, this is not the case and adjunct faculty are considered part-time faculty. This can result in confusion in the hiring process at CSB/SJU as well as for faculty looking for positions elsewhere. Therefore, in attempts, to update our faculty definitions, the changes in the document have been suggested.

Motions related to Course Opinion Surveys (passed by the JFA on 2/10/2015)

- **MOTION The Joint Faculty Assembly approves the following changes to Sections 2.5, 2.6, and 2.7 of the Faculty Handbook:**

RATIONALE

- 1) According to current practice, candidates already provide student course surveys as part of their review files, and no one would expect to succeed at review time without submitting these materials.
- 2) As discussed by the JFA on November 18, 2014, this change will bring the Handbook into alignment with the practice we already expect.
- 3) The reference to property becomes a reference to access. Section 4.3.2.1.4 states, "Faculty will have sole access to their own surveys unless they give permission, through IT Services, for others to view them." The proposed language does not contradict 4.3.2.1.4, except to require faculty to submit the surveys to Rank and Tenure.
- 4) Because the surveys are now conducted electronically rather than on paper, the language regarding the candidate's responsibility to retain student course surveys is no longer necessary. Also, section 4.3 does not address retention of the paper surveys.

### **Part III changes in the Faculty Handbook:**

In May 2013, Faculty Handbook co-chairs met with Pam Bacon, the new Senate Chair to discuss upcoming changes to the Faculty Handbook in AY2013-2014. Ten policies were identified that needed to be added to part III of the Faculty Handbook. Five of these were Risk Management policies that evolved in lieu of the Penn State Incidences as well as corporate restructuring at SJU. These include Reporting Sexual Child Abuse, Presence of Children and Minors on Campus, WhistleBlower, Fraud, and Conflict of Interest. In addition, there were policies currently in present in the Staff Handbook that were not present in the Faculty Handbook that needed to be added. These included Political Activities, Equal Employment Opportunity, Solicitation, Drug and Alcohol, and Copyright. Although a Faculty vote is not required to submit policies into part III of the Faculty Handbook, to maintain an open working relationship between the Administration and the Faculty, a procedure that allowed for conversations between the JFA and the Administration *before* submission of these policies was established in academic year 2014-15. The following policies were placed into part III of the Faculty Handbook using this open policy in academic year 2014-15: Whistleblower, Conflict of Interest, Fraud, Solicitation, and Equal Employment.

This left the following policies that were reviewed in Academic year 2014-15. These policies were provided to the FHEC by Carol Abell, Director of Human Resources. They were reviewed by FHEC, often with continued discussions with Carol Abell. During this process, numerous changes were made to multiple policies exemplifying the benefit of the process for submission of these policies to part III of the Faculty Handbook. Those that went through and completed the process for submission to part III of the Faculty

Handbook are highlighted below with the date of their submission to the faculty. These policies were immediately added to the Faculty Handbook.

- 3.4.1.4 **Family Medical Leave Act**: submitted to the faculty on 2-10-15
- 3.4.2.5 **Sick Leave**: submitted to the faculty on 2-10-15
- 3.5.2 **Reporting of Suspected Child Abuse**: submitted to the faculty on 10-28-2014
- 3.5.3 **Minors on Campus**: submitted to the faculty on 10-28-2014
- 3.5.14 **Political Activities** (this policy was introduced in spring 2015 but required further revision and was placed into part III of the Handbook); submitted to the faculty on 10-28-2014 with minor revisions in discussion with Faculty Members
- 3.5.15 **Smoke-Free Policy**: submitted to the faculty on 10-28-2014

The **Drug and Alcohol Policy** was received for discussion by the FHEC in February of 2015. This policy was discussed at length between the FHEC and Academic Administration. It was distributed to the JFA in May of 2015. Due to the many concerns and issues evoked by the Faculty, the Administration decided to postpone the discussion of the Drug and Alcohol policy until the onset of the next Academic year 2015-16. The 2015-16 Joint Faculty Chair, Jean Lavigne, hosted a discussion at the end of the year to discuss and put together the list of concerns that faculty had in regards to the policy. This will be a document that will help to initiate the discussion in the fall of 2015.

Changes to the **Parental Leave policy** (section 3.4.2.8) were also discussed between the FHEC and the Administration and brought to the administration on 10/24/14. However, some questions regarding the benefit arose. Therefore, it was decided that further discussions, before its submission, needed to occur between the Administration and APBC (current chair, Jim Crumley). Because final discussions were not completed by the end of the academic year, this is another policy that will need to be revisited at the onset of academic year 2015-16

A change to section 3.4.2.7.3.1 on **Tuition Remission** was also changed. This change was to help better define a dependent and identify what verification might be required to prove that individual is a dependent. This change was submitted to the faculty on March 10, 2015.

#### **Part IV Changes in the Faculty Handbook**

As a result of significant work completed by several *ad hoc* committees to review and revise the student course surveys, changes were made and approved on 4/28/2015 by the Joint Faculty Senate to section 4.3 in the Faculty Handbook. These changes are highlighted in Appendix C.

#### **Part V Changes in the Faculty Handbook**

Substantial changes were made to part V of the Faculty Handbook. The FHEC met in a three hour meeting to evaluate the necessary editorial changes and motions to update section V of the Faculty Handbook. Unfortunately, our efficiency was lost in the midst of additional work and the editorial changes were not made. These editorial changes are on the agenda for early next academic year.

The following motions were passed at the designated Senate meetings and have resulted in changes to the Faculty Handbook.

- On 2/3/2015, the following motion was passed by the JFS. Language changes can be seen in Appendix D:
  - **Motion: The Joint Faculty Senate authorizes the creation of a permanent subcommittee of the Senate to coordinate, oversee, and administer faculty elections. The Faculty Handbook and Elections Committee (FHEC) shall be renamed the Faculty Handbook Committee (FHC). The duties described in section 5.3.9.2.h of the Faculty Handbook shall become the responsibility of the new Senate Subcommittee on Elections. The Senate Executive Committee shall appoint members of the Subcommittee on Elections, which shall be comprised of at least four Senators, at least one non-Senator, and be chaired by a Senator.**  
This has resulted in the name change FHEC to FHC in all areas of the Faculty Handbook. This language is identified in Appendix D.

- On 4/15/2015, the following motion was passed by the JFS. Language changes can be seen in Appendix D:
  - **MOTION ON HANDBOOK CHANGES RELATED TO Section 5.1.2 of Faculty Handbook, Responsibilities of the Joint Faculty Assembly. On the recommendation of the FHEC, the Joint Faculty Senate approves the changes related to Faculty Handbook Responsibilities of the Joint Faculty Assembly in section 5.1.2**

RATIONALE AND SUMMARY OF REVISIONS:

It is current practice and should be stated that the Joint Faculty Assembly has authority and must vote on changes in part II of the Faculty Handbook.

- **MOTIONS ON HANDBOOK CHANGES RELATED TO THE PARLIAMENTARIAN POSITION IN SECTION 5.2, 5.2.3, 5.2.4.e, and 5.2.5**  
**On the recommendation of the FHEC, the Joint Faculty Senate approves the following deletions related to election of the parliamentarian in Section 5.2, 5.2.3, 5.2.4.e, and 5.2.5**

RATIONALE AND SUMMARY OF REVISIONS:

Under the Senate Constitution, the parliamentarian is appointed by the executive committee of the Senate, not elected.

- **MOTION ON HANDBOOK CHANGES RELATED TO EDUCATION ABROAD CURRICULUM SUBCOMMITTEE (SECTION 5.3.c, 5.3.4.3, 5.3.4.3.1, AND 5.3.4.3.2) On the recommendation of the FHEC, the Joint Faculty Senate approves the deletion of the Education Abroad Curriculum Subcommittee, SECTION 5.3.c, 5.3.4.3, 5.3.4.3.1, and 5.3.4.3.2 of the Faculty Handbook.**

**RATIONALE AND SUMMARY OF REVISIONS**

The Education Abroad Curriculum Subcommittee no longer exists. This subcommittee existed when the Academic Curriculum Committee (ACC) and the Common Curriculum Committee (CCC) were a single committee. When this single committee split into the ACC and the CCC, the Education Abroad Curriculum Subcommittee ceased to exist. Its duties were taken on by the two new committees. The revision would delete section 5.3.c, 5.3.4.3 and its subsections (5.3.4.3.1-5.3.4.3.2) from the Handbook in order to bring the descriptions of the committees and subcommittees in the Handbook in line with the committees and subcommittees that actually exist.

- **MOTION: On the recommendation of the FHEC, the Joint Faculty Assembly approves the replacement of Joint Faculty Assembly with Joint Faculty Senate in section 5.3 of the Faculty Handbook.**

**RATIONALE AND SUMMARY OF REVISIONS**

Standing committees regularly report to the Joint Faculty Senate, not the Joint Faculty Assembly.

- On 5/4/2015, the following motions were passed by the JFS. Language changes can be seen in Appendix D:

- **Motion: The Joint Faculty Senate approves the revisions to section 5.3.5 of the Faculty Handbook as described in the document, "*handbook changes – recommendations from APBC for JFS review.docx*."**
- **Motion: The Joint Faculty Senate directs the Faculty Handbook Committee to replace the references in the Faculty Handbook to the *Sturgis Standard Code of Parliamentary Procedure* with the American Institute of Parliamentarians**

***Standard Code of Parliamentary Procedure (2012, or most recent edition). The Joint Faculty Senate confirms that the American Institute of Parliamentarians Standard Code of Parliamentary Procedure (formerly, the Sturgis Standard Code) is the parliamentary authority of the JFA/JFS, subject to any rules or procedures in Part V or by-laws in the Senate Constitution.***

- There were several changes made in the Constitution which requires JFA approval. This approval must be completed electronically. There were 7 motions that were approved electronically on 5/4/2015:

- **Motion 1: Three-year term for Senators.**

**MOTION:** The Joint Faculty Senate recommends that the CSB/SJU Joint Faculty Assembly approves changing Joint Faculty Senate division representative and at large member terms (excluding the Senate Chair and Vice chair who serve as at large members of the Senate) from two years to three years for Senators elected after the 2015-2016 academic year. The JFS recommends the following changes to the Faculty Handbook: Section 5.4.3.1.d.4, replace “one half” with “one third”; Section 5.4.3.5.a, replace “two years” with “three years.”

- **Motion 2: Roll call votes.**

**MOTION:** The JFS recommends that the JFA remove the requirement for a roll call vote at JFS meetings. A member of the Senate or the chair of the Senate may request a roll call either prior to or after a vote.

- **Motion 3: Process for the distribution of minutes.**

**MOTION:** The JFS directs the Vice Chair to present the Faculty Handbook and Elections Committee with an amendment to Section 5.4.7.2.c of the Faculty Handbook. The existing language in Section 5.4.7.2.c will be removed and replaced with the following: “The Vice Chair of the JFS will distribute approved minutes on the JFA distribution list within seven working days following each Senate meeting. The secretary will provide a draft of the minutes to the Chair and the Vice Chair of the JFS within two working days of the meeting. The Chair and the Vice Chair will review the draft minutes and make corrections as needed, forwarding a revised version to the Senate within two working days of receipt of the draft from the secretary. The Senate members will review the revised draft within two working days of receipt. All stages of review may be done electronically. Upon approval by the JFS Executive Committee, the Vice Chair of the JFS will distribute approved minutes to the JFA distribution list.”

- **Motion 4: Removal from Office.**

**Motion:** The Joint Faculty Senate amends section 5.4.3.6 of the Senate Constitution as follows: “A Senator who misses any three meetings **for reasons other than conflict of a scheduled class** ~~in a semester or any five meetings~~ in an academic year, must forfeit his/her Senate membership.”

- **Motion 5: Duties of Senators.**

**Motion:** The Joint Faculty Senate adds the following language to section 5.4.4.2 of the Senate Constitution:

“f. Serve on at least one subcommittee, task force, or ad hoc committee established by the Senate each academic year. A Senator is exempt from this obligation if, in addition to his or her duties as a Senator, she or he also serves on a standing faculty committee as described in section 5.3, or serves as JFA/JFS chair or vice chair. The executive committee has the authority to waive this requirement if there are insufficient senate committees, or to grant additional exemptions at its discretion.”

- **Motion 6: Duties of the Executive Committee: Appointing Senate committee members.**

**Motion:** The Joint Faculty Senate changes the following language to section 5.4.6.1.j of the Senate Constitution:

“Appoint members from the faculty ~~at large to the Computing Subcommittee~~ **to serve on Senate subcommittees, task forces, and ad hoc committees as directed by the membership requirements of each subcommittee.**”

- **Motion 7: Duties of the Executive Committee: removal of standing committee members.**

**Motion:** The Joint Faculty Senate adds the following language to section 5.4.6.1.e of the Senate Constitution: “monitoring the proper functioning of faculty committees as defined in section 5.3 of the Faculty Handbook and taking necessary action, including in unusual circumstances the removal and replacement of committee chairs and members, to ensure effective committee work. In the event the executive committee removes someone from a committee, it must report this action to the Joint Faculty Senate at its next meeting. Actions by the executive committee to remove elected members of faculty committees must be confirmed by a vote of two-thirds by the JFS.”

A 30-day preliminary period of the grievance process was initiated by a faculty member on May 12<sup>th</sup>, 2014. As the Faculty Handbook is not completely clear, the FHEC found it appropriate to pause the 30 day process on Friday before graduation weekend (May 16<sup>th</sup> in this case) and to continue the process at the onset of classes on August 25<sup>th</sup>. This grievance was not resolved after the 30 day preliminary period as described in section 4.1.5. A formal grievance statement was submitted (4.1.6) and the decision by the FHEC was to form an *ad hoc* grievance committee as described in section 4.1.6.1-4.1.6.5. The *ad hoc* grievance committee weighed the evidence and conducted a preliminary investigation. The final decision was to dismiss the grievance (4.1.7.5). It is here that the grievance ended.

A different faculty member initiated a grievance on 11/9/14. This grievance claimed inadequate consideration (4.1.1.2). This timing initiated the 30-day preliminary investigation as identified in section 4.1.5. This grievance was resolved before the end of this time period.

An additional three grievances were initiated on 4/4/2015 by the same faculty member. These grievances claimed a violation of policy or procedure as described in section 4.1.1.1.a. Those parties involved were not able to resolve the issues after the 30 day preliminary stage. However, in discussions, the grievant did not plan to initiate a formal grievance process and continue the process.

During the implementation of the grievance process over the academic year, it was clear by the FHEC that the language that explains this process is NOT clear. Jennifer Galovich initiated a review of this language in the spring of 2015 and this will initiate the review of the language by the committee at the onset of academic year 2015-16.

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### Elections

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During the academic year 2014-2015, there were 33 open seats in the standing faculty governance committees and the JFS. Members of FHEC secured a total of 82 candidates for the ballots to fill the 33 positions. Note, no positions were run unopposed and some individuals after unsuccessful elections in an earlier round chose to run for a different position. As the final committee roster was put together, we noticed an error. The Faculty Handbook requires that at least two members of the faculty must be tenured on the Academic Curriculum Committee. Unfortunately, in the election process we only had one tenured individual on the committee. Because this was discovered *after* the fourth and last round of elections, it was the Executive Committees decision as to how to fix the error. Upon discussion, the Executive Committee decided to hold one more election. This election was held during finals week. Because it was not conducted during the academic year and during the normal four rounds of elections, the position was converted to a one-year position so a new individual will be elected in academic year to replace the newly elected individual. Elections were run in four rounds and were distributed as follows:

**Round one** – Vice Chair (SJU position), CSB Rank & Tenure, SJU Rank & Tenure (completed on 10/20/14)

**Round two** – ACC, APBC, APSAC, CCC, FCBC, and another SJU R&T faculty member (completed 1/20/15)

**Round three** – FDRC, FHEC, Joint Faculty Senate (divisional representatives only), FHEC (completed 3/26/15)

**Round four** – FCBC (three year position), APSAC (three year position), CCC (one year replacement), Joint Faculty Senate (six at large representatives) (completed on 4/28/15)

**Round five**—There is not normally a round five for elections. However, it was noticed that we did NOT have two tenured members on the ACC. Because this was noticed too late to hold in the final round four elections, we turned this issue over to the new Senate Executive Committee. Because the position by Erica Stonestreet was won in a tie and she was still under a tenure track position, the Executive Committee spoke with her and she was willing to step down. The Senate Executive Committee identified additional Humanities individuals who were willing to run for a late election and they asked the FHEC to help hold the elections. The elections were held after classes ended but this was believed to be more “fair” than simply choosing an individual. The election was held for a one-year position so that a full three year term election can be conducted during the academic year.

The 2015-2016 roster for the JFS and standing faculty committees is located in Appendix E of this report.

At the 2/03/15 JFS meeting, upon recommendation of the FHEC, the JFS approved to remove the role for facilitation of faculty elections from the FHEC. Faculty elections will now be facilitated by a permanent sub-committee of the JFS. As a result, the FHEC was renamed to the Faculty Handbook Committee (FHC). The Faculty Handbook was adjusted as necessary.

At the Senate meeting on 10/15/2013, the Senate approved a motion to recommend that the JFA approve three-year terms for the Faculty Senate terms. However, this recommendation was not discussed nor voted on at a JFA meeting. This vote need to occurs electronically and was not conducted until after the fourth round of elections in May 2015. Therefore, the JFA members elected in 2014-15 will complete two-year terms. In the elections next academic year, the new JFS members will be asked to serve three-year terms.

#### **Issues and Concerns regarding Elections:**

1. Post Tenure Development Coordinator Position

In academic year 2014-15, Steve Stelzner agreed to serve as the Interim Joint Coordinator for the Post-Tenure Development Coordinator Position. During this academic year it was decided that this role needed to be redefined with guidance from the Administration as the role’s definition in the Faculty Handbook is different than what has been practiced. The Senate/Administration did not resolve this issue during this academic year and will need to address this issue during the next academic year, 2015-16.

## 2. Identification of willing faculty participants

In May 2014, the FHEC distributed a “preference” survey for faculty governance and committee work to all faculty via Forms Manager. This data was collected and meant to serve as a guide for identification of individual faculty that had interest in particular committee work. Approximately 100 faculty participated in the preference survey. While this data was used, decisions and commitments changed over the summer making the data somewhat unreliable. It is recommended that should a preference form be distributed, it be distributed at the onset of the academic year.

We also received a file from Judy Eggert that identified all faculty and their current commitments. This file was not completely updated so it was difficult to work with. However, we continued to use this file to identify potentially willing participants in the election process. To identify willing participants we took the following steps:

- a. The committee first asked those individuals who participated in the preference form whether they were willing to participate on the committee as chosen. If this process filled the position on the ballot, we did not continue to ask additional individuals.
- b. If we did not have enough positions filled (as was typical), we used the excel spreadsheet of faculty to email those that could potentially fill the position.

Towards the end of the semester, in attempt to be more efficient, the FHEC chair would simply email the entire JFA election list to ask for nominations and willing participants. We were also able to fill the ballot in this manner and may be a simpler and less selective measure for finding potential candidates.

### **2.10.3.2 Other Faculty Responsibilities**

c. A faculty member who must be absent from a class due to illness of self or family member, or other due cause is expected to try to make arrangements for alternative instruction. The faculty member should inform the department chair and departmental coordinator of the alternative arrangements and arrange for timely notification to students, especially in the event the class must be cancelled. Graduate faculty should notify the dean of the School of Theology • Seminary. If a chair must be absent, notification should be sent to the departmental coordinator and the academic dean. Most absences can be addressed within the department, but chairs and program directors are encouraged to communicate any concerns regarding faculty absences to the academic dean (dean of the School of Theology Seminary).

### **2.11.1 Nonprofessional Leaves with Pay**

The college [university] provides for short-term leaves with pay in some circumstances such as jury duty, mandatory military service, or medical or compassionate reasons. A short-term leave of absence is ordinarily not more than 10 working days but may be extended for a longer period. Short-term leaves for illness or disability are subject to the provisions of the disability policy of the college [university].

Requests for leaves are submitted in writing to the academic dean [and/or the dean of the School of Theology] along with a written recommendation on the leave from the department chair. In the case of emergency leaves for compassionate reasons, the requests may be made to the academic dean [and/or the dean of the School of Theology], who may waive a written request in view of the circumstances.

### **2.12 Compensation**

Compensation is a subject of agreement between the college [university] and a faculty member entering into or renewing a contract for faculty employment.

**Wage Disclosure:** The College of Saint Benedict and Saint John's University respect confidentiality in administering compensation. The Human Resources and Academic Affairs departments will not disclose wage information to others without a valid business reason to provide compensation data. A faculty member may choose to disclose his/her own wages or discuss another faculty member's wage, which was voluntarily disclosed by that faculty member, without fear of reprisal. Faculty are encouraged to respect sensitivity of wage information and to exercise discretion with such information recognizing there are many factors which comprise compensation decisions.

The College of Saint Benedict and Saint John's University will not require a faculty member to waive his/her rights to disclose compensation information as a condition of employment, or take any type of adverse employment action against a faculty member for exercising his/her wage disclosure rights under Minnesota law (MN Statute Section 181.172). This law permits a civil cause of action for any violations and, in any such action, the court may, if deemed appropriate, order job reinstatement, back pay, restoration of lost service credit, and the expungement of adverse personnel records.

Questions about wage disclosure may be directed to the Human Resources department.

## **2.1 Faculty Rank**

The faculty comprises all persons having contractual appointment for the instruction of students at the college [university]. It consists of two distinct groups: tenured or tenure-track faculty and term-appointment faculty. Faculty holding tenure-track (probationary) and tenured (continuous) contracts are subject to review as specified in 2.5. Faculty holding term appointments (non-tenure-track) receive term contracts (for a specified term, usually one academic year), and have more limited rights and responsibilities, as defined here (Sections 2.1.3 and 2.1.4) and concerning evaluation (Section 2.5) and separation (Section 2.13).

### **2.1.0 Definitions**

It will be helpful to note the meaning of some phrases used throughout the following sections on specific ranks:

- a. The phrase "professional equivalent" is intended to allow for the occasional possibility of a "nontraditional" appointment, namely that prominent persons without the appropriate terminal academic degrees in their discipline may nonetheless possess experience and professional recognition (e.g., in the creative arts, business, the medical community) that may in the judgment of the college [university] substitute for the usual academic degree. Such a possible substitution affords the flexible consideration of exceptional candidates without reducing appropriate standards for appointment.
- b. "A graduate institution of recognized standing" means an institution accredited by one of the six regional accrediting associations in the United States (e.g., North Central) or, for faculty members educated in other nations, a recognized university of international standing.
- c. "An appropriate terminal degree" means a graduate degree from an institution of recognized standing, other than the earned doctorate, that is judged appropriate by college [university] policy for the faculty position to which an individual is appointed. The provost, in consultation with the vice provost, the academic dean and the department chair [and/or the dean of the School of Theology], makes the final decision concerning the appropriate terminal degrees for faculty positions.
- d. The phrase "or its equivalent for reduced-load faculty" means that a requisite number of years of service (e.g., six years prior to tenure review) can be fulfilled over a longer period by a reduced-load faculty member (see Section 2.1.1.2) based on the arithmetic total of the various fractions of full-time service

stipulated in that faculty member's contracts over that period.

e. Tenure and probation are defined in Sections 2.6.1 and 2.6.2.

### **2.1.1 Tenured/Tenure-Track Faculty: Workload**

A tenured/tenure-track faculty member is a full-time (greater than 3/6) or part-time (up to 3/6) employee of the college [university] who has been appointed to one of the four academic ranks: instructor, assistant professor, associate professor, or professor. Members of the tenured/tenure-track faculty receive continuous contracts (if tenured) or probationary contracts (if on tenure-track). See Section 2.6 for an explanation of tenure, probation, and the tenure-review process.

#### **2.1.1.1 Full-time Tenured/Tenure-Track Faculty**

A full-time faculty member:

- a. has full-time teaching duties or has teaching and other duties (e.g., chairing a department, counseling, research) equivalent to a full-time teaching load (see Section 2.10.3);
- b. fulfills the other duties and responsibilities of a faculty member (see Section 2.10.3); and
- c. holds academic rank as described in Section 2.1.2.

#### **2.1.1.2 Reduced-load Tenured/Tenure-Track Faculty**

Reduced-load faculty are those who are tenured or tenure-track, as defined in Section 2.1.1, and who hold an appointment which is less than full time but ordinarily half time or more. They may be employed on probationary or continuous contracts. Such reduced-load faculty have *pro rata* contractual rights to promotion, tenure, and sabbatical leave as provided in the *Faculty Handbook*. They are full voting members of the Faculty Assembly and have, on a reduced-load basis, responsibilities for advising, service on committees, and all other responsibilities of full-time faculty members as detailed in the *Faculty Handbook*.

### **2.1.2 Tenured/Tenure-Track Faculty: Criteria for Appointment**

At the time of initial appointment of a full-time or reduced-load faculty member, the provost, in consultation with the vice provost, the academic dean [the dean of the School of Theology] and the department chair, makes a judgment about rank for the initial contract using the criteria described below. Thereafter, changes in rank occur as described in Section 2.7. See Section 2.1.0 for the definitions of phrases used below.

#### **2.1.2.1 Instructor**

Criteria for rank of instructor shall be:

- a. possession of a master's degree from a graduate institution of recognized standing, or its professional equivalent;
- b. either proven or presumptive potential to obtain an appropriate earned doctoral degree or appropriate terminal degree; and
- c. either proven or presumptive potential to fulfill the duties and responsibilities of a faculty member.

This rank is not a permanent rank for full-time faculty.

#### **2.1.2.2 Assistant Professor**

Criteria for the rank of assistant professor shall be:

- a. possession of an appropriate earned doctorate or appropriate terminal degree from a graduate institution of recognized standing, or its professional equivalent;
- b. evidence of or presumptive potential for teaching effectiveness;
- c. evidence of or presumptive potential for scholarship in appropriate fields; and
- d. evidence of or presumptive potential to fulfill the other duties and responsibilities of a faculty member.

This rank may be a permanent rank.

#### **2.1.2.3 Associate Professor**

Criteria for the rank of associate professor shall be:

- a. possession of an appropriate earned doctorate or appropriate terminal degree from a graduate institution of recognized standing, or its professional equivalent;
- b. a minimum of six years (or its equivalent for reduced-load faculty) of ranked full-time teaching in a regionally accredited college or university;
- c. evidence of sustained, noteworthy teaching effectiveness; and
- d. evidence of noteworthy research, scholarship, creative or professional activities and/or service.

Ordinarily, promotion to the rank of associate professor is applied for and granted during the sixth year of service, as a part of review for and granting of tenure.

This rank may be a permanent rank.

#### **2.1.2.4 Professor**

Criteria for the appointment to the rank of professor shall be:

- a. possession of an appropriate earned doctorate or appropriate terminal degree from a graduate institution of recognized standing or its professional equivalent;
- b. minimum of 12 years of full-time ranked teaching in a regionally accredited college or university (or its equivalent), or a minimum of six years of full-time teaching at the rank of associate professor at the college [university];
- c. evidence of strong performance at the level of associate professor of all faculty duties and responsibilities described in Section 2.5; and
- d. evidence of excellence in teaching and in either scholarship/creative work or in service to the university.

This rank may be a permanent rank.

### **2.1.3 Term-appointment Faculty: Workload**

Faculty members who hold term appointments (see Section 2.2.1.1 for a description of term contracts) may serve either part time or full time.

#### **2.1.3.1 Part-time, Per-course Faculty**

Part-time, per-course faculty teach less than full time and

- a. usually have duties entailing only teaching and consultation with students as described in Section

2.10.3.2 (a, b, c, and h);

b. meet or exceed the criteria of the appropriate academic title defined in Section 2.1.4 below;

c. always receive a term contract (see Section 2.2.1.1);

d. receive fringe benefits only if their contract is for greater than three-sixths time; and

e. do not accumulate time toward tenure, promotion, or sabbatical leave.

Part-time, per-course faculty are expected to be available outside of class at least one-and-a-half hours per week for each course taught to consult with students regarding their course work.

### **2.1.3.2 Full-time Term-appointment Faculty**

Although full-time faculty members are ordinarily either tenured or on tenure-track, special full-time appointments unrelated to tenure are sometimes appropriate for limited periods. See Section 2.2.1.1 for policies governing term contracts. Such faculty members

a. usually have duties and responsibilities similar to those of the ranked faculty;

b. meet or exceed the criteria of the appropriate academic title defined in Section 2.1.4 below;

c. always receive a term contract (see Section 2.2.1.1);

d. receive fringe benefits; and

e. do not accumulate time toward tenure, promotion, or sabbatical leave.

## **2.1.4 Term-appointment Faculty: Criteria for Appointment**

Term-appointment faculty have the same academic freedom and responsibilities in the management of courses as tenured and tenure-track faculty. Although they are formally appointed by the president at the recommendation of the provost, arrangements for term-appointment faculty are ordinarily worked out between the chair and the vice provost, and academic dean [and/or the dean of the School of Theology]. Term-appointment faculty do not accumulate time toward tenure, promotion, or sabbatical. Should a faculty member with a term appointment subsequently receive a probationary appointment, the length of the probationary period prior to tenure review is determined in accord with Section 2.3.6, "Initial Rank and Length of the Probationary Period."

### **2.1.4.1 Instructor**

Instructors are hired on a greater than 3/6 term contract. An instructor should have at least a master's degree in the appropriate field, or its professional equivalent.

### **2.1.4.2 Visiting Professor by Rank**

The title visiting professor is assigned to an individual with a terminal degree on more than 3/6 on a term-contract basis, at the appropriate rank (visiting assistant, visiting associate, or visiting full professor).

### **2.1.4.3 Adjunct Professor by Rank**

A faculty member who holds a term appointment on a part-time basis (3/6 or less) will receive a contract as adjunct instructor, adjunct assistant professor, adjunct associate professor, or adjunct professor, depending on qualifications.

### **2.1.4.4 Post-doctoral Fellow.**

This title is assigned to individuals who receive a fellowship which may include teaching and time allocated for research on a term-contract basis.

#### **2.1.4.5 Artist or Writer or Scholar in Residence**

This title is assigned to individuals who have demonstrated outstanding ability in performance in the creative arts (art, music, poetry, writing, and theater) or in scholarship and who are appointed to teach and/or pursue other duties at the college [university], ordinarily for a limited period of time on a term contract on either a part-time, per-course or full-time basis.

#### **2.1.5 Special Rank Faculty**

Such an appointment is made only after the president has consulted with the provost, the vice provost, the academic dean [the dean of the School of Theology], and the department chair and has issued a recommendation to the college's [university's] Board of Trustees. Special rank appointments carry with them no contractual workload obligations. (See Section 2.12.3 for status and privileges of retired faculty members.)

##### **2.1.5.1 Trustees Professor**

An appointment as Trustees professor recognizes a current faculty member extraordinarily distinguished in arts, education, or the professions.

The special rank of Trustees professor is an honorary title and does not affect compensation arrangements. A Trustees professor might hold only this special rank and receive a part-time, per-course contract. A tenured full-time member of the faculty may be appointed as Trustees professor without giving up any rights associated with his or her current rank, ordinarily that of professor.

##### **2.1.5.2 Professor Emerita/us**

This rank may be assigned to associate professors or professors who have limited or terminated their responsibilities as a faculty member for valid reasons (e.g., retirement, illness) after 15 or more years of distinguished and meritorious service to the college [university].

The title professor emerita/us is an honorary one and does not affect salary or fringe benefits that might be involved in any part-time, per-course contract between the individual and the college [university].

Appointees will have their names recorded at this rank in the catalog during the remainder of their lifetimes.

##### **2.1.5.3 Professor Alumna/us**

The honorary title of professor alumna/us may be assigned to a faculty member with 15 or more years of service at the college who is not given the title professor emerita/us and who voluntarily leaves employment with the college. Appointees will have their names recorded at this rank in the catalog during the remainder of their lifetimes.

#### **2.1.6 Administrators with Faculty Status**

Administrative officers (e.g., dean, provost, or president) do not receive faculty contracts but may hold faculty rank while they are in administrative positions. Those who teach while in administration at the college [university] have the same academic freedom and responsibilities in the management of courses as full-time ranked faculty. Administrative officers who hold tenured faculty rank have the right to retain tenure and rank following the completion of their administrative contract. Time in administrative positions ordinarily does not count toward promotion, tenure, or sabbatical leave, in the case of a ranked faculty member who serves as an academic administrator for the full academic year and who also teaches one quarter time or more during that academic year.

- **WE WILL REVIEW THE REST OF THE HANDBOOK TO UPDATE ALL REFERENCES TO “RANKED” FACULTY.**

### **2.5.0.1 Evaluations**

...

In order to gather student reaction and recommendations for improvement, faculty members must - at the frequency specified in Section 4.3 – conduct student course surveys at the end of their courses. Such student course surveys are the property of each faculty member as described in Section 4.3, but they must be submitted to the Rank and Tenure Committee at times of evaluation.

### **2.5.1 Teaching Effectiveness**

Excellence in teaching is the most important goal of a faculty member at the college [university]. In all applications for third-year review, tenure, and promotion, teaching effectiveness should be addressed as the most important basis for seeking a positive review of the application.

Candidates must present evidence of effective teaching from any classes that they have taught, including department courses, department courses with core designation, core courses, outside their department, and other courses outside their department...

...

A faculty member demonstrates effectiveness by assembling and presenting a teaching portfolio. The portfolio requires the two types of evidence below:

- a. reflective statement describing personal teaching philosophy, strategies, and objectives, as well as progress toward one's professional goals; and
- b. the student course surveys, together with the candidate's summaries and analysis of those surveys, and a description of any changes in one's courses as a response to student reaction.

Other evidence in the teaching portfolio may include the following:

- c. evaluation by department chair, [and/or the dean of the School of Theology,] and/or appropriate program directors;<sup>1</sup>
- d. evaluative statements from departmental/program colleagues;
- e. review of course syllabi, course materials, and exams by peers inside or outside the two institutions;
- f. continuing education in one's field or areas related to one's teaching responsibilities; and
- g. participation in seminars, special courses, or workshops, whether sponsored by the college [university] or other organizations, on the development of teaching and learning skills.

### 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 must 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;
- ...

Materials of a personal nature provided by the candidate (for example, manuscripts, reprints, student course opinion surveys) are to be returned to the candidate.

### 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.

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<sup>1</sup>

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 prepares a promotion-review file that must contain:

- 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;

...

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 opinion surveys) are to be returned to the candidate.

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*Appendix B. Part III Language changes to the Faculty Handbook*

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#### **3.4.1.4 Family Medical Leave Act**

Faculty Members' Rights and Responsibilities under the Family and Medical Leave Act

##### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible faculty members for the following reasons:

- For incapacity due to pregnancy, parental medical care, or child birth;
- To care for the faculty member's child after birth or placement for adoption or foster care;
- To care for the faculty member's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the faculty member unable to perform his/her job.

##### **Military Family Leave Entitlements**

An eligible faculty member with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use his/her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal

arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

### **Benefits and Protections**

During FMLA leave, the employer must maintain the faculty member's health coverage under any "group health plan" on the same terms as if the faculty member had continued to work. A faculty member is entitled to the same or an equivalent job upon returning to work from FMLA leave if he/she returns to work within the twelve-week (or twenty-six week for military family leave) period. If a faculty member is unable to return to work or fails to return to work when the FMLA leave has been exhausted, the faculty member will be considered to have terminated employment unless an extension of leave or some other accommodation has been requested by the faculty member and such extension or accommodation has been granted by the employer. Any request for an extension of leave or accommodation must be made in writing to the Director of Human Resources.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the faculty member's leave.

### **Eligibility Requirements**

A faculty member is eligible if he/she has worked for a covered employer for at least twelve months and has worked for at least 1,250 hours over the previous 12 months.

### **Definition of Serious Health Condition**

A serious health condition entitling a faculty member to FMLA leave means an illness, injury, impairment or physical or mental condition that involves inpatient care as defined in the FMLA regulations or a course of continuing treatment by a health care provider as defined in the FMLA regulations.

### **Use of Leave**

A faculty member does not need to use this leave entitlement in one block. Leave may be taken intermittently or on a reduced leave schedule when medically necessary. A faculty member must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### **Substitution of Paid Leave for Unpaid Leave**

In order to use paid leave for FMLA leave, faculty members must comply with the employer's normal paid leave policies.

### **Faculty Member Responsibilities**

A faculty member must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the faculty member must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

A faculty member must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and to determine the timing and duration of the leave.

Sufficient information may include that the faculty member is unable to perform job functions, a family member is unable to perform daily activities, the faculty or family member needs hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. A faculty member also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. A faculty member also may be required to provide certification and periodic recertification supporting the need for leave.

### **Medical Certification**

If a faculty member takes Family Medical Leave for his/her own serious health condition or to care for the serious health condition of his/her child, spouse, or parent, the employer requires certification from a health care provider. The initial certification will be due fifteen calendar days after the request for Medical Leave is requested, and a certification supporting the leave will be required every thirty days, subject to exceptions. If certification is not provided as required, protected leave may be denied until it is provided.

### **Health Care Coverage**

During a faculty member's Family Medical Leave, the employer will continue to pay its share of the benefits, i.e., medical, dental, life, and long term disability if applicable. Faculty are required to pay their portion for the duration of the leave. If the faculty member is in a pay status, premiums will be deducted through the normal payroll process. If the faculty member is in a non-pay status, contact the Human Resources department for payment arrangements.

### **3.4.2.5 Sick Leave**

(See Sections 2.10.3.2.c for reporting an absence)

#### **Eligibility**

A faculty member may earn up to 20 days (160 hours) per year. Sick leave accrues based on FTE status and begins to accrue immediately upon employment.

#### **Earning Sick Leave**

Sick leave can be accrued up to a maximum of ninety days or 720 hours. A faculty member's sick leave balance is not paid out upon separation of employment.

#### **Use of Sick Leave**

An eligible faculty member may use accumulated sick leave hours to account for absence(s) from work due to his/her non-occupational injury or illness, the illness or injury of the faculty member's relative (as defined below), or for a medical/dental/vision care appointment.

Relative is defined as:

- minor or adult child, including step, adopted, or foster child
- grandchild including step, adopted, or foster grandchild

- spouse
- sibling
- parent/step-parent/parent in-law
- grandparent

**Safety Leave:** A faculty member may also use sick leave for safety leave, broadly defined as leave for the purpose of providing or obtaining assistance because of sexual assault, domestic abuse or stalking of the faculty member or any relatives of the faculty member, as outlined above.

**Medical Certification:**

A faculty member using five consecutive days of sick leave will be required to obtain medical certification for the absence. The absence may qualify for Family Medical Leave due to a documented serious health condition of the faculty member, the faculty member’s spouse, child, or parent. Please contact the Human Resources Department for further information or refer to Section 3.1.4.4 Family Medical Leave Act.

**3.5.2 Joint Policy on Reporting Suspected Child Abuse**

**I. PURPOSE, SCOPE, AND DEFINITION**

**A. Purpose.**

The purpose of this policy is to ensure the health, safety, and well-being of children. The College of Saint Benedict (CSB) and Saint John’s University (SJU) have zero tolerance for child abuse in any form.

**B. Scope.**

This policy applies to all students, faculty, and staff of CSB and SJU. Other individuals or organizations engaging in or conducting activities associated with CSB and/or SJU or doing business at or with CSB and/or SJU are required to comply with the provisions of this policy, as determined by the College and University. The policy applies to the CSB and SJU campuses, all properties owned or leased by either CSB or SJU, and all off-campus sites at which students, faculty, or staff or other associated individuals of either institution participate in College or University sponsored activities, including study abroad programs. 3 (3-This policy is as comprehensive as possible, but it is not possible to foresee every situation. If you have questions, about this policy, you should speak with a Human Rights Officer or another member of the Child Protection Team.)

**C. “Child.”** For the purposes of this policy, a “child” is any minor, defined by law as an individual under the age of 18.

**D. “Associate.”** For purposes of this policy, an “associate” is any individual or organization engaging in or conducting activities associated with CSB and/or SJU or doing business at or with CSB and/or SJU, including members of Saint John’s Abbey or Saint Benedict’s Monastery.

**II. REQUIRED REPORTS OF MALTREATMENT OF CHILDREN (PHYSICAL ABUSE, SEXUAL ABUSE, OR NEGLECT)**

A. ALL EMPLOYEES AND STUDENTS MUST REPORT SUSPECTED CHILD ABUSE TO CSB OR SJU. CSB and SJU cannot stop child abuse unless its representatives are made aware of suspicions or allegations regarding it. Therefore, all CSB and SJU students, faculty, staff, and associates who suspect any physical or sexual abuse or neglect of a child on campus or in connection with any CSB and/or SJU event, program, or activity are required to immediately report the issue to at least one member of the Child Protection Report Team. (Contact information is listed below in the appendix to this policy.)

Child Protection Report Team  
CSB/SJU Human Rights Officers  
CSB/SJU Human Resources Director  
CSB/SJU Provost CSB and SJU Divisional Vice Presidents  
CSB Security Director  
SJU Life Safety Services Director  
CSB and SJU Deans of Students Dean & Rector of  
SJU School of Theology

Students, faculty, staff, and associates are required to make reports of suspected physical or sexual abuse or neglect to the Child Protection Report Team regardless of whether they witnessed the suspected abuse directly or whether the suspected abuse was reported to them by another. When any member of the Child April 2015 181 Protection Report Team receives such a report, she or he shall promptly share the report with the other members of the Child Protection Report Team, and the President and Title IX Coordinator of each institution. 4 (4-Because of the significant interaction between students and employees of CSB and SJU, CSB and SJU have determined that reports of suspected child abuse at one institution shall be shared with members of the Child Protection Report Team and the President from the other institution so that each institution can take appropriate responsive measures. In addition to the reports of child abuse that are required by this policy, students, faculty, staff, and associates are strongly encouraged to report to a member of the Child Protection Report Team any verbal or other conduct by students, faculty, staff, or associates towards a child that may cause emotional harm to the child. CSB and SJU acknowledge that it may be difficult to define what types of verbal abuse or other conduct may harm a child. Questions about whether a report should be made may be directed to any member of a Child Protection Report Team. CSB and SJU are firmly committed to helping children and to providing a positive environment for children that is free of verbal or emotional abuse.)

CSB and/or SJU will investigate the incident and take immediate measures to protect the child or children of concern. In addition to reporting to a member of the Child Protection Report Team, all students, faculty, staff, and associates are encouraged (and some faculty, staff, students, and associates must – See Part II.B. below) report their concerns about possible child neglect or physical or sexual abuse to law enforcement authorities or to Stearns County Human Services. CSB and/or SJU will report the incident to law enforcement or a local child welfare agency in accordance with applicable law.

Students, faculty and staff who fail to make a required report in violation of this policy, will be subject to discipline, up to and including expulsion from school for students or termination of employment for faculty and staff. Discipline will be administered in accordance with the applicable student, faculty or staff handbook at their institution.

## **B. MANDATORY REPORTERS REQUIRED BY MINNESOTA LAW TO REPORT SUSPECTED CHILD ABUSE TO LAW ENFORCEMENT.**

In addition to the internal reporting requirement specified in Part II.A., the Minnesota Child Abuse Reporting Act (Minnesota Statutes § 626.556 at <https://www.revisor.mn.gov/statutes/?id=626.556>) requires that the following employee groups (which may include students) also immediately report suspected child abuse (including physical abuse, sexual abuse, or neglect) to local law enforcement authorities: April 2015 182

- All Faculty
- Cabinet members
- All Student Development staff
- All Admission and Residential Life staff
- All coaches and assistant coaches
- Any employee who works with children
- Any employee who supervises students who work with children
- Any employee who works in the CSB Security or SJU Life Safety offices
- Any other professional in the field of education, healing arts, psychological or psychiatric treatment, social services, or law enforcement

### **Subd. 3. Persons mandated to report**

(a) A person who knows or has reason to believe a child is being neglected or physically or sexually abused, as defined in subdivision 2, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, or the county sheriff. In all cases, the person is required to make an internal report to a member of the CSB/SJU Child Protection Report Team. Legally-specified reporters must provide an immediate verbal report to law enforcement and within 72 hours must provide a written report. Individual criminal penalties may result from failure to make a required report. Contact information for making a report to law enforcement authorities is provided in the appendix to this policy. CSB and SJU faculty and staff who travel to different parts of the country and world should know that different states and different countries have different laws with respect to reporting suspected abuse. Faculty and staff are responsible for inquiring into and knowing reporting requirements, as applicable. CSB and SJU seek to support all employees who are required to make reports under state law. If you have questions about your duties as a mandatory reporter, you may seek assistance from the Human Rights Officer(s), the Human Resources Director, or your institution's Title IX Coordinator. CSB and SJU expect all employees April 2015 183 to comply with applicable law in addition to reporting suspected abuse to CSB or SJU.

## **C. REPORTS OF CHILD PORNOGRAPHY REQUIRED.**

Possession of Child Pornography is a crime for which CSB and SJU have zero tolerance. Any CSB or SJU student, faculty, or staff who suspects that a CSB or SJU student or employee is in possession of or accessing child pornography on the college or university campus, in connection with any CSB or SJU event, or by using college or university property including, but not limited to: computers, servers, phones, or other

resources, must immediately report their concerns to a member of the Child Protection Report Team. A mandatory report to the police, the county sheriff, or the local child welfare agency is also required under Section II.B. in instances where the faculty or other staff member listed in II.B. knows the individual depicted in the pornography and knows that the individual is a minor.

**D. NO RETALIATION.**

CSB and SJU will not retaliate against any student, faculty or staff who makes a good faith report of suspected child abuse under this policy, and retaliation by any community member (student or employee) is strictly prohibited. Encouraging others to retaliate also violates this Policy. Any student, faculty or staff member who feels they have been retaliated against for making a report under this policy or for participating in an investigation should contact the Human Rights Officer(s), Dean(s) of Students, or the Human Resources Director. Students, faculty and staff who are found to have engaged in retaliation against another employee or student, in violation of this policy, will be subject to discipline, up to and including expulsion from school for students or termination of employment for faculty and staff, in accordance with the applicable student, faculty or staff handbook at their institution.

**APPENDIX: CONTACT INFORMATION.**

(contact information not included here but is in the final document)

**3.5.3. Joint Policy on the Presence of Children and Minors on Campus and Participating in Campus Events and Activities For The College of Saint Benedict and Saint John’s University**

**PURPOSE, SCOPE, AND DEFINITIONS**

**A. Purpose.** The College of Saint Benedict (CSB) and Saint John’s University (SJU) welcome children to our campus community and in the greater community around us. The purpose of this policy is to promote the health, safety, and well-being of children on campus and children who participate in CSB and SJU events and to clarify CSB and SJU rules with respect to children and minors.

CSB and SJU have zero tolerance for child abuse and have adopted a separate Joint Policy on Reporting Suspected Child Abuse. Please refer to that policy with questions related to reporting suspected child abuse.

**B. Scope.** This policy applies to all students, faculty, and staff of CSB and SJU; campus visitors; and individuals or organizations engaging in or conducting activities associated with CSB and/or SJU or doing business at or with CSB and/or SJU. The geographic scope of this policy includes the CSB and SJU campuses, all properties owned or leased by either CSB or SJU, and all off-campus locations, including but not limited to monastic property and study abroad programs, at which students,

faculty, or staff or other associated individuals of either institution participate in College or University sponsored activities.<sup>2</sup>

- C. Child, Children, Minor, and Minors.** For the purposes of this policy, the terms “child,” “children,” “minor,” and “minors” refer to or describe individuals under the age of 18. When the policy refers to children of CSB and SJU faculty, staff, and/or students, the reference includes minor siblings and other minors who are relatives of CSB or SJU faculty, staff, or students.
- D. Associate.** For purposes of this policy, an “associate” is any individual or organization engaging in or conducting activities associated with CSB and/or SJU or doing business at or with CSB and/or SJU, including members of Saint John’s Abbey or Saint Benedict’s Monastery.

## RESPONSIBILITY FOR CHILDREN

CSB and SJU are institutions of higher education. While CSB and SJU welcome and invite the presence of children on campus, CSB and SJU recognize that the campuses and CSB/SJU events may not always be an appropriate environment for children.

In recognition of the family needs and responsibilities, CSB/SJU students, faculty, and staff, may bring their child(ren) to campus for limited periods of time while the employee or student is engaged in work or educational activities, with approval by the supervisor or appropriate designee. In doing so, students, faculty, and staff must recognize and respect the needs of other community members for a quiet and productive work and educational setting. No facility or office on campus is to be used regularly in lieu of paid, child care or for unsupervised recreation for children. The adult responsible for a child is also responsible for the child’s behavior and actions, and is expected to ensure that the child complies with the directions of College or University personnel.

- A. Supervision Required.** Faculty, staff, and students and other adults maintain the sole responsibility for the safety of their own child(ren) or any other child(ren) accompanying them on campus.

There are risks to bringing children to the campuses and to CSB and SJU events. Students, faculty, and staff and other adults should be aware of these risks and are responsible for any and all injuries or damages sustained to or by their child(ren) or any other child(ren) accompanying them while on the CSB or SJU campuses or any properties owned or leased by CSB or SJU, and when bringing child(ren) on college-sponsored trips or other activities. CSB and SJU shall not be responsible or liable for any such injuries or damages unless such injuries or damages are caused by the sole negligence of CSB or SJU, or their officers, agents, or employees.

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<sup>2</sup> This policy is as comprehensive as possible, but it is not possible to foresee every situation. If you have questions, about this policy, you should speak with the Human Resources Director or the Dean of Students at your institution.

B. **Revocation.** Allowing employees and students to bring their child(ren) to campus or on College or University-sponsored trips as described in the sections below is a privilege extended by CSB and/or SJU and may be revoked at the discretion of the College or University if the provisions of this policy are violated or the privilege is abused. CSB or SJU may also prohibit an employee or student from bringing a child(ren) to campus if other members of the College or University community reasonably object. Any member of the community who is not comfortable with the presence of a child(ren) in his or her work or educational setting should advise his or her supervisor, the Dean(s) of Students, or the Director of Human Resources.

## **SPONSORED EVENTS AND PROGRAMS ON-CAMPUS**

A. **Sponsored Events.** CSB and SJU sponsor a number of events in the performing arts, athletics, and other areas that are open to children. The College and University welcome the presence of children on campus for these events. In order to ensure their safety and that of other guests, CSB and SJU require that the parent, legal guardian, or other adult responsible for each child comply with the following provisions:

1. CSB and SJU are not responsible for the supervision of any children who attend a campus event (as noted in Section II.A of this policy), unless the event sponsor specifically states in a written announcement that supervision by College or University staff will be provided.
2. Children must remain in the area of campus where the event is located.
3. The adult responsible for a child is also responsible for the child's behavior and actions and for any damage caused by a child, as noted in Section II of this policy.
4. If a child attending a CSB or SJU event or program needs an accommodation for a disability or other special need, it is the responsibility of the adult to request such an accommodation, in advance of the event, to the extent possible.

B. **Sponsored Programs.** Throughout the calendar year, CSB and SJU sponsor a number of programs specifically designed for children, such as summer camps and fine arts programs. The College and University require that children in these programs be appropriately supervised by adults with the proper training and credentials, and subject to CSB and SJU's criminal background check requirements. Each program has specific operating protocols related to its nature and purpose, but all programs are expected to comply with the safety practices stated below. Failure to follow these practices should be reported immediately to the Program Director or appropriate supervisor.

1. All program staff (paid and volunteer, including CSB and SJU student staff members) must receive training with respect to working with children. The level of training will differ depending on the program.
2. Program sponsors should determine the appropriate ratio of staff to children and follow that ratio. In all cases, any ratios mandated by law must be followed.

3. Program staff must inform another staff member when they are taking children out of the program room or area for any reason.
4. Except in emergency or other exigent circumstances, no child should ever be left alone with a staff member. It is a best practice for programs to use and enforce the “rule of three,” requiring at least two program adults or two children in each group at all times.
5. Children in any program must remain in the area where the program is being held. As much as possible, no child who is participating in a CSB or SJU sponsored program should be left alone on campus at any time or for any reason. The Dean of Students may make exceptions in limited circumstances involving older children based on the written request of the Program Director.
6. Employees working in the program may only take photographs of children in the program for program-related purposes, and only after the child’s parent or legal guardian has signed a College or University provided waiver allowing the photograph.

C. **Programs and Events Sponsored by Other Entities.** CSB and SJU allow selected outside individuals and entities to rent College and University facilities for programs/events specifically designed for or including children, such as swimming programs, summer athletic, dance, and academic programs, and family events such as weddings. CSB and SJU will work with these entities to assist them in complying with this policy.

#### **PROGRAMS AND TRIPS OFF-CAMPUS**

A. **General.** Through CSB and SJU’s service learning, community service, internships, student teaching and other programs, faculty, staff, and students, are engaged in many off-campus activities involving children. All CSB and SJU participants in such programs and activities are required to comply with the child protection requirements of the off-campus site where the activities occur, including requirements related to training and criminal background checks.

B. **Use of College and/or University Funds.** Any person using College and/or University funds, including club funds from the Student Senates, to participate in off-campus activities involving children must notify the Dean(s) of Students, in writing, or (in the case of faculty or staff) the Director of Human Resources when applying for the College or University funds and before commencing the activity. CSB and SJU may, in their discretion, set conditions on the use of College or University funds to ensure compliance with reasonable measures designed to protect children and reduce risk for CSB and/or SJU.

C. **CSB and SJU Sponsored Trips.** Students, faculty and staff may take their own child(ren) on college-sponsored trips under the following conditions:

1. The student, faculty or staff member wishing to take his/her child must provide advance notice and obtain prior written approval from the person(s) directing the trip.
2. In order that the child's presence not impede the employee's or student's performance of his or her trip responsibilities, the employee or student may be required to arrange and pay for a childcare provider other than the employee or student to supervise the child at all times during the trip.
3. The employee or student is responsible for all trip expenses of the child.
4. The employee or student must drive or ride in the same vehicle as the child.
5. The child must be included on any roster of trip attendees.

**D. Study Abroad**

CSB and SJU support faculty who lead study abroad programs and who live abroad with their families. Faculty should consult with the Office of Education Abroad with respect to participation by their child(ren) in trips or other activities associated with study abroad programs.

**ACADEMICS, RESIDENTIAL LIFE & EMPLOYMENT**

**A. Minor Students in Classes, Labs and Study Abroad Programs.** Some students in CSB and SJU classes and laboratories and participating in study abroad programs are minors. Students from Saint John's Preparatory School sometimes take courses at the College and/or University, and some undergraduate students matriculate before they have attained the age of 18. Minors who take courses and/or participate in College and/or University programs are expected to follow course requirements and the behavioral expectations of all other CSB and/or SJU students, including all College and University policies for students. Minors and their parents should be aware that SJU and CSB courses are not specifically designed for minors and may include activities, conversations, or topics that would not normally be presented to minors. CSB and SJU are not responsible for ensuring that course content is appropriate for minors.

Prior to commencement of classes and programs each semester, the Registrar's Office will notify faculty members of the students enrolled in their courses who are minors. Faculty shall be mindful of the minor status of such students and consider whether any particular measures are necessary with respect to such students. Faculty members who have questions about minors in their classes or in out-of-classroom events and programs should contact the Academic Dean, Education Abroad Director, or the Deans of Students. The Dean(s) or Director is responsible for assisting faculty members in determining whether any particular measures should be taken with respect to minors.

**B. Minors Who Live on Campus.** Because some enrolled students start school before they have attained the age of 18, CSB and SJU sometimes have minors who live in residence halls. Minors living in

residence halls are expected to follow the same rules as all other CSB or SJU students. Before minors move into a residence hall, the residence hall staff members will be notified of their minor status and birth date. Residence hall staff members shall be mindful of the minor status of such students and consider whether any particular measures are necessary with respect to such students. Staff members who have questions about minors living on campus should contact the Dean of Students.

C. **Employment of Minors.** Occasionally, CSB and SJU may hire a minor to fill an employment position or a student work position. The Human Resources Office or Student Employment Program must authorize the hiring of any minor. CSB and SJU comply with applicable law with respect to the employment of minors. In the event that a minor is hired by CSB or SJU, the Human Resources Office or the Student Employment Program will inform the supervisor that the employee is under age 18 and will help determine whether any particular steps are necessary because of the employee’s age. Minors may not be assigned to work alone or unsupervised without written approval of the Human Resources Director.

**OVERNIGHT VISITS INVOLVING MINORS**

A. **General Rules.** Students residing in college owned housing are welcome to host overnight guests provided that they comply with the CSB or SJU Residential Life Guest Policy. All guests (including guests under the age of 18) must agree to abide by applicable rules related to the campus guest policies. In addition, the parent(s)/guardian(s) of guests who are under the age of 18 must sign a campus visit permission and waiver form.

B. **Overnight Visits by Prospective Students.** CSB and SJU sometimes arrange for prospective students to visit the campus on an overnight stay. All visits by prospective students should comply with the CSB and SJU Offices of Admission Overnight Visit Policy and should be coordinated through the CSB and SJU Offices of Admission. Prospective students who are staying overnight (and their parents if the prospective students are under 18) will be required to sign a campus visit waiver and must agree to abide by applicable rules related to overnight visits.

C. **Camps and Conferences with Overnight Guests.** The rules regarding overnight stays by minors in connection with CSB and SJU camps and conferences will be determined by the directors of the camps and conferences involved, in consultation with the Divisional Vice President or his/her designee. Generally, minors who are not registered for such programs will not be allowed to stay overnight as a guest, but special exceptions may be made by the camp or conference director (with approval from the Divisional Vice President or his/her designee.) for special programs. Outside entities hosting camps and conferences on campus must follow the standards established by CSB and SJU with respect to such overnight stays.

**CONTACT INFORMATION**

<b>COLLEGE OF SAINT BENEDICT</b>	
Director of Human Resources	Carol Abell, cabell@csbsju.edu, 320-363-5511

Dean of Students	Jody Terhaar, jterhaar@csbsju.edu, 320-363-5601
Academic Dean	Karen Erickson, kerickson@csbsju.edu, 320-363-5401
Director of Education Abroad	Peggy Retka, pretka@csbsju.edu, 320-363-5962

<b>SAINT JOHN'S UNIVERSITY</b>	
Director of Human Resources	Carol Abell, cabell@csbsju.edu, 320-363-5511
Dean of Students	Michael Connolly, mconnolly@csbsju.edu, 320-363-3512
Academic Dean	Karen Erickson, kerickson@csbsju.edu, 320-363-3147
Director of Education Abroad	Peggy Retka, pretka@csbsju.edu, 320-363-5962

As stated above, CSB and SJU have adopted a separate Joint Policy on Reporting Suspected Child Abuse. Please refer to that policy with questions related to reporting suspected child abuse.

*Endorsed by CSB Board of Trustees and Approved by President MaryAnn Baenninger – May 20, 2013*  
*Approved by SJU Board of Trustees – May 20, 2013*

**3.5.14 Political Activities**

The College of St. Benedict and Saint John’s University recognize the educational and civic merits of political awareness among its employees. The College of Saint Benedict and Saint John’s University, as an academic institutions, promote free expression of political ideas. All employees and students are encouraged to express their political preference by voting for the candidate of their choice. However, as an institution with non-profit legal status, we are prohibited by federal law from endorsing candidates for elective office or political parties. An employee, like all other citizens, may engage in political activity provided the employee does not represent or imply that the employee is speaking or acting in the name of or on behalf of the College of Saint Benedict or Saint John’s University. If an employee engages in direct political activity which may conflict with the employee’s ability to carry out his or her job responsibilities, the employee must consult with his or her supervisor to assess whether a leave of absence or other adjustment to the job assignment is appropriate in the best interest of the employee, the College of Saint Benedict, and Saint John’s University.

The College of Saint Benedict and Saint John’s University follow applicable federal and state law as well as the guidelines of the American Council of Education (ACE) on political campaign-related activities of colleges and universities. University policies regarding political campaigning on campus are available at <http://csbsju.edu/sju-student-development/j-book-student-policies>. A complete copy of the ACE guidelines is available at <http://www.acenet.edu/news-room/Pages/Memo-Political-Campaign-Related-Activities-of-and-at-Colleges-and-Universities.aspx>.

### 3.5.15 SMOKE FREE CAMPUS

The College of Saint Benedict and Saint. John's University have the responsibility to provide a naturally safe, healthy and productive environment to all employees, students, residents and visitors. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, presents significant health hazards to the public. Secondhand e-cigarette aerosol contains nicotine, ultrafine particles and low levels of toxins that are known to cause cancer. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including high risk for fire damage, cleaning and maintenance, and costs associated with employee absenteeism, health care and medical insurance. Tobacco use includes smoking (inhaling, exhaling, burning, vaping or carrying any lighted cigar, cigarette, electronic cigarette, or pipe) and the use of smokeless/chewable tobacco.

The College of Saint Benedict and Saint. John's University therefore have set the following policies regarding cigarette smoke and tobacco use:

- The use of tobacco products (including but not limited to cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes and other tobacco products) is prohibited in all college buildings, other partially or fully enclosed structures, bus stops, and athletic field structures (including but not limited to outdoor seating, dugouts and player shelters).
- The use of tobacco products (including but not limited to cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes and other tobacco products) is prohibited in all college owned or operated vehicles.
- Smoking and the use of vapor related products outside of campus buildings must take place at least 25 feet from any entrance, exit, or any building's fresh air intake. Any users should exercise discretion near public/visitor entrances and non-smokers.
- The College of Saint Benedict and Saint. John's University prohibits on its campus the sale or free distribution of tobacco products and the advertisement or acceptance of money or merchandise demonstrating loyalty to tobacco companies or any second-party sales or marketing outlets or agents.

#### 3.4.2.7.3.1 Tuition Remission for Dependents

##### **Eligibility**

After a full-time benefit eligible employee has worked for at least twenty-four months in a full-time capacity, CSB will grant tuition remission beginning the next fall or spring semester to the eligible employee's qualified son or daughter to attend either the College of Saint Benedict or Saint John's University. Continued access and use of the benefit requires the employee to remain in a benefit-eligible

position or, if no longer employed, to have left employment in a manner consistent with the provisions of this policy which allow for the extension of the benefit to eligible dependents of a former employee.

The terms of the tuition remission benefit at the College of Saint Benedict or Saint John's University are as follows:

A qualified son or daughter is defined as the employee's biological child, child legally adopted prior to age 18, or step-child living with the employee or a step-child for whom the employee has full or shared custody.\*. Each time an eligible employee requests a tuition remission benefit, the qualified son or daughter must meet the following criteria:

1. is less than twenty-five years old;
2. is not and has not been married;
- 3.. has been accepted for admission by the CSB/SJU Admission Office based on meeting the admission criteria.

\*A step-child must be claimed as a dependent on the employee's tax return for at least the tax year prior to utilizing the benefit, unless legally ineligible to be declared a dependent. An IRS tax return transcript will be required. A copy of a divorce decree or a death certificate may also be requested.

**Note:** Only undergraduate course offerings qualify. Continuing Education courses, special evening courses, School of Theology courses, summer school, and the like are excluded.

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*Appendix C. Part IV Language changes to the Faculty Handbook*

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**Revisions to section 4.3 of the Faculty Handbook approved by the Joint Faculty Senate on April 28, 2015**

### **4.3 Student Course Surveys**

#### **~~4.3.1 Policy on Student Course Surveys~~**

~~On March 17, 2015, the Joint Faculty Senate adopted the following policy on student course surveys.~~

#### **4.3.1 The Place of Student Course Surveys in the Evaluation of Faculty**

Faculty-student interaction, typically in the classroom and the context of a course, is the foundation of teaching and learning. Although students are not in a position to evaluate faculty formally, their firsthand observations of the course and their classroom experiences provide information about the quality of

instruction from a student's perspective. Furthermore, students have the reasonable expectation that their input will be solicited and reviewed. Faculty encourage students to respond to surveys in a thoughtful way; in turn, faculty consider these responses thoughtfully when thinking about how to improve their teaching and their courses.

At points of formal review, faculty present and respond to course surveys in their requests for retention, tenure, and promotion. During such formal review faculty responses to student course surveys are but one part of a larger body of evidence used to assess teaching effectiveness, as detailed in section 2.5.1.

Student course surveys can play an important role in the processes of mentoring and curricular development as well; as always, they are most useful when read from the perspective of experienced instructors and considered in the context of other measures of teaching effectiveness.

### **4.3.2 Purposes and Principles**

~~Instructors conduct student course surveys to gather information about their teaching and student learning to ensure continued professional development.~~

~~Student course surveys are but one part of a larger body of evidence that instructors present in support of their requests for retention, promotion and tenure.~~

Student course surveys play important roles for all faculty members, ~~whether ranked or unranked~~ tenure, tenure track, or term. Specifically, they assist in faculty development, mentoring, and evaluation, as well as curricular improvement. Appropriate uses of student course surveys include:

- curricular and pedagogical improvement for all faculty, whether tenured, tenure-track, or term;
- mentoring of faculty, including developing specific skills and knowledge that will enhance the faculty member's professional and personal growth;
- evaluation of ranked faculty at times of annual reports and third-year, tenure, promotion, and post-tenure reviews;
- decisions regarding the retention of term faculty;
- addressing student complaints regarding courses or faculty professional conduct; and
- improvement of department/program curriculum, in accordance with departmental/program policy.

### **4.3.3 Practices**

#### **4.3.3.1 Required Survey Questions**

~~The Joint Faculty Senate determines maintains and revises the required questions.~~

The Joint Faculty Senate determines and revises any required questions.

~~For some courses, departments may create and validate useful ways of gathering additional information that best suit their curricular goals.~~

~~Instructors may design supplemental survey questions that evaluate their course and teaching effectiveness.~~

#### **4.3.3.2 Additional Questions**

Departments and programs may develop additional questions for purposes of curricular improvement and may establish supplementary protocols for access and required use as appropriate to their departmental and curricular needs.

Individual faculty members may develop and administer supplemental student course survey questions.

#### **4.3.3.3 Frequency and Timing**

~~Instructors should conduct student course surveys within the last two weeks of the semester, or in the last week of a mod or team-taught course.~~

#### **4.3.1.2.3 Frequency**

~~Non-tenured faculty must conduct student course surveys for all classes each semester unless they teach more than three classes per semester. In that case, they are only required to administer three student course surveys per semester. Tenured faculty should administer three student course surveys per year.~~

Student surveys are to be administered by all faculty each semester for all credit-bearing courses with enrollment of five or more students.

Faculty administer the student course surveys on-line and in class in the last two weeks of the course. In courses offered for less than a full semester, surveys are administered in the last week of the course. For courses without standard meeting times, faculty will make every effort to gather the students together in the above time periods to administer the surveys.

#### **4.3.1.2.4 Survey Administration**

~~Student course surveys for end-of-semester course evaluation will be facilitated online with IT Services providing technical support and assuring anonymity for the students. Student course surveys and results will be available to the faculty member online but not until after the deadline for final grade submissions. A secure repository will store completed student course surveys for each faculty member. Faculty will have~~

~~sole access to their own surveys unless they give permission, through IT services, for others to view them.~~

#### **4.3.3.4 Electronic Administration of the Surveys**

Students complete the on-line course surveys in class and with their own electronic devices. Provision will be made for those students who do not have an appropriate device.

Student course surveys will be facilitated online, using either an outside third-party service provider or internal IT Services technology. In either format, IT Services will provide technical support and assure anonymity for the students. Student course survey results will be available to the faculty member online but not until after the deadline for final grade submissions.

A secure repository will store completed surveys for each faculty member. Faculty who leave the employ of the college or university shall continue to have access to completed surveys for their courses for a period of six months after the end of their contract term.

#### ~~4.3.1.2.5~~ **Raw Data Results**

~~The raw data will be considered the property of the faculty person. Because the purpose of this data collection is to track individual growth, this information is **not** to be used in statistical analyses comparing faculty members with each other. Faculty members should be encouraged to identify and analyze patterns in their student course surveys across time.~~

#### **4.3.3.5 Raw Data Results**

The raw data will be considered the property of the faculty person as follows: Faculty retain rights to the raw data as described in 4.3.3.4, which affords faculty access to survey data for a reasonable period following the end of their contract term, and 4.3.4, which allows faculty members to share survey results with whomever they wish, both inside and outside the institutions. Because the purpose of this data collection is to track individual growth, this information is **not** to be used in statistical analyses comparing faculty members and/or departments with each other.

#### **4.3.4 Access to the Survey Results**

The following parties have access to the completed student course surveys

- a) the faculty member teaching the course;
- b) the Academic Dean's Office;
- c) the faculty member's department or program chair for courses taught within the department or program and cross-listed courses, as described in 4.3.5;
- d) tenured and tenure-track colleagues within the department, at third year, tenure, and promotion reviews, to aid both in the preparation of their letters of evaluation and in any departmental evaluation of the candidate's file; and
- e) the Rank and Tenure Committee, at third year, tenure, and promotion reviews, as described in sections 2.5.0.1, 2.5.1, 2.6.5.2, and 2.7.2.3.

In addition, individual faculty members may share the results of their student course surveys with whomever they wish, both inside and outside the institutions, at times and for purposes they deem appropriate.

#### **4.3.5 Protocols Regarding the Chair's Access to Results of the Student Course Surveys**

Reviewing student course surveys is an important responsibility that should be carried out collegially, respectfully, and in the context of other evidence about the faculty member's teaching.

Department chairs and program directors must wait one week after the deadline for final grade submissions to commence their review of any student course surveys specified below.

##### **4.3.5.1 Department Chairs**

Department chairs have access to the surveys of faculty with locus of appointment in their department and other faculty who teach courses in their department for the purposes indicated below.

a) tenure-track faculty: each semester, for the purposes of mentoring; writing the annual evaluations for probationary faculty at first, second, fourth, and fifth years; and writing the chair's letter at review times;

b) tenured faculty: every three years, unless the tenured faculty member is already undergoing a formal promotion or post-tenure review, for the purposes of ongoing faculty evaluation and development; at the request of either the chair or the tenured faculty member, the Academic Dean may conduct the review of the student course surveys. If the chair receives student complaints about a faculty member's course or professional conduct, she/he may access the results of the surveys, in conjunction with other evidence, to address concerns as appropriate. In this case, the chair notifies the faculty member.

c) term faculty: each semester, for the purposes of mentoring, ongoing faculty development, writing the annual report, and decisions regarding retention.

##### **4.3.5.2 Chairs of Interdisciplinary Departments and Programs**

Chairs and directors of interdisciplinary departments and programs have access to the surveys for the following courses in the respective departments and programs:

a) upper-division courses that are a requirement for the interdisciplinary program as listed in the Academic Catalog: each semester.

b) First Year Seminar, Ethics Common Seminar, and Honors: each semester.

In these cases, the chairs and directors use the surveys as part of a larger body of evidence to mentor faculty, assure instructional quality, and determine continued participation of the faculty person in the interdisciplinary department or program. At the request of either the chair or the faculty member, the Academic Dean may be party to the review of the course surveys.

Language approved on 4/15/2015:

*Parliamentarian position:*

**5.2 Officers**

The elected officers of the Joint Faculty Assembly are: the chair and, the vice-chair, ~~and the parliamentarian.~~

a)

**5.2.3 Parliamentarian**

The Parliamentarian, **appointed by the Executive Committee of the Senate**, advises the presiding officer and all members of the Joint Faculty Assembly and serves as a consultant to the Executive Committee of the Senate regarding parliamentary procedure and will render a ruling in cases of parliamentary challenges. Rulings of the parliamentarian will be based upon, and may be challenged in accord with, the parliamentary authority specified in Section 5.1.3.

**5.2.4 Rules for the Election of Officers and Terms of Office**

The following rules apply to the election of faculty officers and their terms of office:

- a. The term of office for officers begins during the last Faculty Senate meeting of the spring semester.
- b. The term of office for the chair and vice-chair of the Faculty Senate is one year.
- c. The vice-chair assumes the office of the chair for the academic year following an academic year of service as vice-chair. .
- d. Each year the Joint Faculty Assembly elects a new vice-chair. If the new chair is a member of the Saint John's University faculty, then the new vice-chair must be elected from the College of Saint Benedict faculty; if the new chair is a member of the College of Saint Benedict faculty, then the new vice-chair must be elected from the Saint John's University faculty.

~~e. The parliamentarian is elected to three-year terms and must be a member of the Joint Faculty Assembly. The parliamentarian may be reelected.~~

**5.2.5 Vacancies**

Should the office of chair of the Faculty Senate become vacant during the fall semester, the vice-chair of the Faculty Senate assumes the office of chair for the remainder of the outgoing chair's term. Should the office of chair of the Faculty Senate become vacant after the fall semester, the vice-chair of the Faculty Senate assumes the office of chair for the remainder of the outgoing chair's term and an additional one-year term.

Should the office of vice-chair of the Faculty Senate become vacant during the fall semester, the Faculty Senate arranges for the election of a new vice-chair from the appropriate faculty who assumes office immediately upon election, serves for the remainder of the term, and succeeds to the office of chair as usual. Should the office of vice-chair of the Faculty Senate become vacant after the fall semester, the Faculty Senate may, at its discretion, either appoint a new vice-chair from the appropriate faculty to serve until the next regular election or arrange for the election of a new vice-chair from the appropriate faculty who assumes office immediately upon election, serves for the remainder of the vice-chair's term, and succeeds to the office of chair as usual.

~~Should the office of parliamentarian become vacant before the end of the term, the Faculty Senate may, at its discretion, either appoint a new officer to serve until the next regular election or arrange for the election of a new officer who assumes office immediately upon election and serves for the remainder of the term.~~

### *FHEC responsibilities and name designation:*

#### **5.1.2 Responsibilities**

The duties and responsibilities of the Joint Faculty Assembly are to:

- a. ~~deliberate and act on behalf of the whole faculty on all matters relating to Part II of the Faculty Handbook;~~
- ~~a.b.~~ deliberate and act on behalf of the whole faculty on undergraduate curricular matters (including but not limited to admission and graduation requirements, the core curriculum, and additions and deletions of majors, minors, and programs);
- ~~b.c.~~ deliberate and act on behalf of the whole faculty on faculty welfare....
- ~~c.d.~~ deliberate and act on behalf of the whole faculty on any other matters which are the concern or responsibility of the joint faculty;
- ~~d.e.~~ create its own structures, procedures, and rules.

#### **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. Academic Policies, Standards, and Assessment Committee (APSAC) (Section 5.3.1)  
Assessment Subcommittee (Section 5.3.1.3)
- b. The Common Curriculum Committee (CCC) (Section 5.3.3)
- c. The Academic Curriculum Committee (ACC) (Section 5.3.4)  
Education Abroad Curriculum Committee (Section 5.3.4.3)
- d. Academic Planning and Budget Committee (APBC) (Section 5.3.5)
- e. Faculty Development and Research Committee (FDRC) (Section 5.3.6)
- f. College of Saint Benedict Rank and Tenure Committee (Section 5.3.7)
- g. Saint John's University Rank and Tenure Committee (Section 5.3.8)
- h. Faculty Handbook and Elections Committee (Section 5.3.9)

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

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

### 5.3.9.1 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 or a delegate appointed by the provost.

### 5.3.9.2 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 Faculty Senate and the provost, 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 Senate Executive 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 Faculty Senate 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 Senate Executive Committee as faculty representatives to the designated committees of the SJU Board of Trustees 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.

### 5.4.3 Senate Representation and Election

#### 5.4.3.1 Election of Senators

- a. Eligibility of faculty to vote is described in Section 5.1.1 of the *CSB/SJU Faculty Handbook* and shall apply to Senate elections.
- b. All ranked faculty (see *Handbook*, Section 5.1.1) are eligible for election to the Faculty Senate.
- c. Full-time administrators with faculty status may not vote in Senate elections and are not eligible for election to the Senate during their terms as administrators.
- d. The election of Senators is managed by the Faculty Handbook and Elections Committee in a two-stage election process. The two stages are described below in items (5) and (6).
  1. Nominations from the faculty are solicited by the committee, and the procedures described in the *CSB/SJU Faculty Handbook*, Section 5.3.0.1.d are followed, adapted as necessary to fit the provisions in this section.
  2. For each stage of the elections, nominations are announced by the committee electronically to the members of the Joint Faculty Assembly one week in advance of the election to permit additional nominations to be submitted to the committee, confirmed with nominees, and included in the election ballot.
  3. It is the responsibility of the ~~Faculty Handbook and Elections Committee~~ **Joint Faculty Senate** to ensure that elections are contested and, to the extent possible, to ensure that the slate is constructed so that some balance of rank and campus is assured.
  4. To the extent possible, terms of service are staggered such that one-half of Senators are elected in each academic year.
  5. The **first stage** is the election of Senators by division, conducted electronically, and apportioned as described below in Section 5.4.3.4. The first stage also includes election of the Vice-Chair according to provisions in Section 5.4.5.1 below by the voting membership of the entire Joint Faculty Assembly.
  6. During the **second stage**, the ~~Faculty Handbook and Elections Committee~~ **Joint Faculty Senate**; is charged with presenting a slate for at-large members, balanced as they see fit by rank and campus of appointment and submitted for electronic vote by the membership of the entire Joint Faculty Assembly.

Any other place in the Faculty Handbook where Faculty Handbook and Elections Committee (or FHEC) found should be replaced with Faculty Handbook Committee or FHC.

*Education Subcommittee language removal:*

### 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. Academic Policies, Standards, and Assessment Committee (APSAC)  
(Section 5.3.1)  
Assessment Subcommittee (Section 5.3.1.3)

- b. The Common Curriculum Committee (CCC) (Section 5.3.3)
- c. The Academic Curriculum Committee (ACC) (Section 5.3.4)

~~Education Abroad Curriculum Committee (Section 5.3.4.3)~~

- d. Academic Planning and Budget Committee (APBC) (Section 5.3.5)
- e. Faculty Development and Research Committee (FDRC) (Section 5.3.6)
- f. College of Saint Benedict Rank and Tenure Committee (Section 5.3.7)
- g. Saint John's University Rank and Tenure Committee (Section 5.3.8)
- h. Faculty Handbook and Elections Committee (Section 5.3.9)

~~**5.3.4.3 Education Abroad Curriculum Subcommittee**~~

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

~~**5.3.4.3.1 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 Academic Dean or a delegate appointed by the Academic Dean,~~
- ~~d. the Registrar or a delegate appointed by the Registrar, and~~
- ~~e. the Director of the Office for Education Abroad~~

~~**5.3.4.3.2 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 consent agenda.~~

*Standing Committees report to JFS instead of JFA*

### **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~~ **Joint Faculty Senate**, except that campus-specific standing committees report to the appropriate assembly for that campus. The standing faculty committees are:

Language approved by the JFS on 5/4/2015:

*APBC composition change*

#### **5.3.5 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 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, 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.

##### **5.3.5.1 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 members are:

- a. the Provost or a delegate appointed by the Provost, and
- b. the **chair of the Joint Faculty Senate/Joint Faculty Assembly**

Consultants are:

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

##### **5.3.5.2 Responsibilities**

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

- a. advise the provost on policies and priorities concerning college and university revenue and expenditures;
- b. assist the provost in the yearly ranking of academic priorities;
- c. advise the provost 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 concerning budget and wider issues of new majors, minors and programs;
- h. consult with the provost concerning the need for academic program reduction, impaction, merger, and closure, according to Section 2.14.4.1;
- i. recommend Joint Faculty Assembly action on provost recommendations for academic program reduction, impaction, merger, and closure, according to Section 2.14.4.3.

### *Update the Parliamentary Code reference*

#### **5.4.7.1 Senate Meetings**

d. Rules. The ~~Standard Code of Parliamentary Procedure (revised and updated) by Alice Sturgis~~ **American Institute of Parliamentarians *Standard Code of Parliamentary Procedure* (2012, or most recent edition)** determines procedure in all cases in which the Faculty Senate does not decide otherwise

### *Electronic Motions*

These motions were approved by the JFA electronically on 5/4/2015 to change this language:

#### **Motion 1: Senator Three year terms:**

#### **5.4.3 Senate Representation and Election**

##### **5.4.3.1 Election of Senators**

- e. Eligibility of faculty to vote is described in Section 5.1.1 of the *CSB/SJU Faculty Handbook* and shall apply to Senate elections.
- f. All ranked faculty (see *Handbook*, Section 5.1.1) are eligible for election to the Faculty Senate.
- g. Full-time administrators with faculty status may not vote in Senate elections and are not eligible for election to the Senate during their terms as administrators.
- h. The election of Senators is managed by the Faculty Handbook and Elections Committee in a two-stage election process. The two stages are described below in items (5) and (6).
  1. Nominations from the faculty are solicited by the committee, and the procedures described in the *CSB/SJU Faculty Handbook*, Section 5.3.0.1.d are followed, adapted as necessary to fit the provisions in this section.
  2. For each stage of the elections, nominations are announced by the committee electronically to the members of the Joint Faculty Assembly one week in advance of

the election to permit additional nominations to be submitted to the committee, confirmed with nominees, and included in the election ballot.

3. It is the responsibility of the Faculty Handbook and Elections Committee to ensure that elections are contested and, to the extent possible, to ensure that the slate is constructed so that some balance of rank and campus is assured.
4. To the extent possible, terms of service are staggered such that one-half ~~half~~ **third** of Senators are elected in each academic year.
5. The **first stage** is the election of Senators by division, conducted electronically, and apportioned as described below in Section 5.4.3.4. The first stage also includes election of the Vice-Chair according to provisions in Section 5.4.5.1 below by the voting membership of the entire Joint Faculty Assembly.
6. During the **second stage**, the Faculty Handbook and Elections Committee, is charged with presenting a slate for at-large members, balanced as they see fit by rank and campus of appointment and submitted for electronic vote by the membership of the entire Joint Faculty Assembly.

#### **Section 5.4.3.5a**

Senators serve a term of ~~two~~ **three** years.

#### **Motion 2: Roll call votes.**

#### **5.4.7.d**

All non-procedural votes are recorded and posted in the minutes. **A member of the Senate may request a roll call either prior to or after a vote.**

#### **Motion 3: Process for the distribution of minutes.**

#### **5.4.7.2.c**

~~Minutes shall be publicly distributed within five working days following each Senate meeting. The~~ **Vice Chair of the JFS will distribute approved minutes on the JFA distribution list within seven working days following each Senate meeting. The secretary will provide a draft of the minutes to the Chair and the Vice Chair of the JFS within two working days of the meeting. The Chair and the Vice Chair will review the draft minutes and make corrections as needed, forwarding a revised version to the Senate Executive Committee within two working days of receipt of the draft from the secretary. The Senate Executive Committee members will review the revised draft within two working days of receipt. All stages of review may be done electronically. Upon approval by the JFS Executive Committee, the Vice Chair of the JFS will distribute approved minutes to the JFA distribution list."**

#### **Motion 4: Removal from Office.**

#### 5.4.3.6. Removal from Office

A Senator who misses any three **meetings for reasons other than conflict of a scheduled class** in a semester or any five meetings in an academic year, must forfeit his/her Senate membership.

#### Motion 5: Duties of Senators.

##### 5.4.4.2 Duties of Senators

...

f. Serve on at least one subcommittee, task force, or ad hoc committee established by the Senate each academic year. A Senator is exempt from this obligation if, in addition to his or her duties as a Senator, she or he also serves on a standing faculty committee as described in section 5.3, or serves as JFA/JFS chair or vice chair. The executive committee has the authority to waive this requirement if there are insufficient senate committees, or to grant additional exemptions at its discretion.

#### Motion 6: Duties of the Executive Committee: Appointing Senate committee members.

##### 5.4.6.1.j Duties of Executive Committee

...

j. Appoint members from the faculty at large to the ~~Computing Subcommittee~~ **to serve on Senate subcommittees, task forces, and ad hoc committees as directed by the membership requirements of each subcommittee.**

#### Motion 7: Duties of the Executive Committee: removal of standing committee members.

##### 5.4.6.1.e Duties of Executive Committee

...

8. monitoring the proper functioning of faculty committees as defined in section 5.3 of the Faculty Handbook and taking necessary action, including in unusual circumstances the removal and replacement of committee chairs and members, to ensure effective committee work. In the event the executive committee removes someone from a committee, it must report this action to the Joint Faculty Senate at its next meeting. Actions by the executive committee to remove elected members of faculty committees must be confirmed by a vote of two-thirds by the JFS.

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*Appendix E: Senate and Standing Committees of the Joint Faculty Assembly  
Rosters for 2015 – 2016*

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Note that there was a replacement election held by the Executive Committee (facilitated by the FHEC chair) to the ACC due to an error discovered that only one tenured individual was on the 2015-16 committee.

**Senate and Standing Committees of the Joint Faculty Assembly:  
Rosters for 2015 – 2016**

**May 11, 2015 version**

**Academic Planning and Budget Committee (APBC)  
(3 members must be tenured)**

Fine Arts	Samuel Johnson (ART)	t	2015 – 2018
Humanities	Kelly Berg (COMM)	t	2014 – 2017
Natural Science	Alicia Peterson (CHEM)	t	2014 – 2017
Social Science	Jeff Anderson (PCST)	t	2013 – 2016
At Large	Tom Sibley (MATH)	t	2014 – 2017
At Large	Eleonora Bertranou (MCL)	t	2014 – 2017
At Large	Warren Bostrom (ACCT)	t	2015 – 2018

**Academic Policies, Standards, and Assessment Committee (APSAC)  
(4 members must be tenured)**

Fine Arts	Elaine Rutherford*	t	2015 – 2016
Humanities	Madhu Mitra (ENGL)*	t	2015 – 2016
Natural Science	David Mitchell (BIOL)	t	2015 – 2018
Social Science	Aubrey Immelman (PSYCH)	t	2015 – 2018
At Large	Bret Benesch (MATH)	t	2013 – 2016
At Large	Terri Rodriguez (EDUC)	tt	2015 – 2018
At Large	Corey Shouse (HISP)	t	2014 – 2017

*Elaine Rutherford is a one-year replacement for David Arnott (2014-17) Madhu Mitra is a one year replacement for Emily Esch whose term expires in spring 2016;*

**Academic Curriculum Committee (ACC)  
(2 members must be tenured)**

Fine Arts	Amy Grinsteiner (MUSC)	tt	2014 – 2017
Humanities	Brian Larkin (HIST)	t	2015 – 2016
Natural Science	Jennifer Schaefer (BIOL)	tt	2013 – 2016
Social Science	Louis Johnston (ECON)	t	2013 – 2016
At Large	Shannon Smith (HIST)	tt	2015 – 2018

**Common Curriculum Committee (CCC)  
(2 members must be tenured)**

Fine Arts	John-Bede Pauley (MUSC)	tt	2013 – 2016
Humanities	Karyl Daughters (COMM) *	t	2013 – 2016
Natural Science	Brian Johnson (CHEM)	t	2015 – 2018
Social Science	Christi Siver (POLS)	tt	2014 – 2017
At Large	Sunil Chetty (MATH)	tt	2014 – 2017

*\*Karyl Daughters is a one year replacement for Cindy Malone.*

**Faculty Compensation and Benefits Committee (FCBC)  
(4 members must be tenured)**

At Large	Philip Chu (BIOL)	t	2014 – 2017
At Large	Jim Crumley (PHYS)	t	2013 – 2016
At Large	Gary Prevost	t	2013 – 2016
At Large	Imad Rahal (CSCI)	t	2015 – 2018
At Large	Kingshuk Mukherjee (GBUS)	tt	2013 – 2016
At Large	Katie Johnson (COMM)	t	2015 – 2018
At Large	Parker Wheatley (ECON)	t	2014 – 2017

**Faculty Development and Research Committee (FDRC)  
(3 members must be tenured)**

Fine Arts	Carol Brash (ART)	t	2015 – 2018
Humanities	Tania Gomez (HISP)	tt	2014 – 2017
Natural Science	Sarah Yost	t	2015 – 2018
Social Science	Jean Didier (GBUS)	t	2013 – 2016
S.O.T.	Kristin Colberg (SOT)	tt	2013 – 2016
At Large	Georgia Hogenson (NRSG)	tt	2013 – 2016
At Large	Jason Schlude	tt	2015 – 2018

**Faculty Handbook and Elections Committee (FHEC)  
(4 members must be tenured)**

At Large	Michael Livingston (PSYCH)	t	2015 – 2018
At Large	Yvette Piggush (ENGL)	tt	2014 - 2017
At Large	Jennifer Galovich (MATH)	t	2013 – 2016

At Large	Bernadette Elhard (NUTR)	t	2014 – 2017
At Large	Barb May (BIOL)	t	2013 – 2016
At Large	Carrie Hoover (NRSG)	t	2013 – 2016
At Large	Shrawantee (Dora) Sara (ECON)	tt	2015 – 2018

**College of Saint Benedict Rank and Tenure Committee  
(All members must be tenured)**

Fine Arts/Hum.	Christina Hennessy (HISP)	t	2014 – 2017
Natural Science	LuAnn Reif (NURS)	t	2014 – 2017
Social Science	Linda Tennison (PSYC)	t	2015 – 2018
At Large	Ellen Jensen (BIOL)	t	2013 – 2016
At Large	Vincent Smiles (THEO)	t	2013 – 2016
At Large	John Olson (ECON)	t	2014 – 2017
At Large	Carolyn Finley (MUSC)	t	2015 – 2018

**Saint John’s University Rank and Tenure Committee  
(All members must be tenured)**

Fine Arts/Hum.	Bruce Campbell (HISP)	t	2014 – 2017
Natural Science	J. Andrew Whitford Holey (CSCI)	t	2015 – 2018
Social Science	Claire Haeg (POLS)	t	2013 – 2016
S.O.T.	Michael Patella (SOT)	t	2013 – 2016
At Large	Marina Martin (HISP)	t	2015 – 2018
At Large	Patricia Bolaños (HISP)	t	2013 – 2016
At Large	Michael Gass (MATH)*	t	2015 – 2016

*\*Michael Gass is a one year replacement for Jeff Kamakahi who finishes his term in 2016.*

**Graduate Theological Studies Committee**

S.O.T.	Shawn Colberg (SOT)	tt	2013 – 2016
S.O.T.	Kathleen Cahalan (SOT)	t	2012 – 2015
S.O.T.	Kathy Cox (SOT)	t	2014 – 2017

**Post-tenure Faculty Development Program Coordinator**

Steve Stelzner (PSYC)	t	Interim joint coordinator for 2015-16
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## Joint Faculty Senate

### Executive Committee:

Jean Lavigne, Chair  
Robert Hesse, Vice Chair  
To be determined  
Parliamentarian – Anne Sinko

### Chair of JOINT FACULTY ASSEMBLY and the JOINT FACULTY SENATE

Jean Lavigne (ENVR)

### Vice Chair of JOINT FACULTY ASSEMBLY and the JOINT FACULTY SENATE

Robert Hesse (MATH)

### Divisional Representatives

Humanities	Derek Larsen (ENVR)	t	2015 – 2017
Humanities	Gregory Schroeder (HIST)	t	2014 – 2016
Humanities	Andreas Kiryakakis (MCL)	t	2015 – 2017

Natural Science	Tom Kirkman (PHYS)	t	2014 – 2016
Natural Science	Anne Sinko (MATH)	t	2014 – 2016
Natural Science	Jeanne Lust (BIOL)	t	2014 – 2016

Social Science	Lisa Lindgren (GBUS)	t	2015 – 2017
Social Science	Mary Jepperson (ACFN)	t	2015 – 2017
Social Science	Jessica O'Reilly (SOCL)	tt	2014 – 2016

S.O.T.	Cathleen Cahalan (SOT)	t	2013 – 2015
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Fine Arts	Amelia Cheever (THEA)	tt	2015 – 2017
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### At Large Representatives

At Large	Whitney Court (POLG)	tt	2015 – 2017
At Large	Robert Hesse (MATH)	t	2015 – 2017
At Large	Kaarin Johnston (THEA)	t	2014 – 2016
At Large	Phil Kronebusch (POLG)	t	2015 – 2017
At Large	William Lamberts (BIOL)	t	2015 – 2017
At Large	Rachelle Larsen (NRSG)	t	2015 – 2017
At Large	Jean LaVigne (ENVR)	t	2015 – 2017
At Large	Christen Strollo (CHEM)	tt	2015 – 2017
At Large	Sucharita Mukherjee (ECON)	t	2015 – 2017

At Large	Jonathan Nash (HIST)	tt		2014 – 2016
At Large	Sheila Nelson (SOCL)		t	2014 – 2016
At Large	Michael Reagan (BIOL)	t		2014 – 2016