

2008-09 Faculty Handbook Revisions

1.4.1-2. Faculty Role in the Governance of the Saint John's University

To further its educational mission and goals, Saint John's University is committed to cooperation among the Board of Regents, the administration, the faculty, the students, the monastic community of St. John's Abbey, and the College of St. Benedict. The broadest possible exchange of information and opinion is necessary for effective planning and implementation of the University's educational objectives.

Each constituency of the academic community has different initiating and decision-making responsibilities. The primary role of the faculty in governance is the implementation of the educational goals held separately and in common by St. John's University and the College of St. Benedict. In this capacity the faculty is primarily responsible for curriculum planning, policy, and review, and curricular requirements including but not limited to: admissions and graduation requirements; the core curriculum; additions and deletions of majors, minors, or programs.

Although changes in educational policy may be proposed by any faculty individual or group, the Provost, President or Board of Regents, any major changes require consultation with the faculty prior to final action by the Provost, President, or Board of Regents as is appropriate, unless there is formal agreement to do otherwise. That consultation would take place through any mutually agreed upon procedure which provides a means for the faculty (as a whole or through authorized representatives) to present its judgment in the form of a recommendation, vote or other expression sufficiently explicit to record the position or positions taken by the faculty.

The faculty is also responsible for the setting and maintaining of faculty standards, including, but not limited to, recommendations regarding tenure, promotion, sabbaticals, and the use of faculty development funds. The faculty, through its representatives on the Joint Benefits Committee, consults with other employee groups in order to formulate recommendations regarding working conditions and joint employee benefits.

Finally, the faculty is responsible for recommendations regarding the procedures used to determine salary increases and the creation and implementation of salary schedules. The faculty also consults with other employee groups in order to formulate recommendations regarding employee benefits and working conditions.

The faculty participates in institutional governance through the Joint Faculty Assembly and through its representatives on standing committees or *ad hoc*

committees of the Joint Faculty Assembly. Faculty members have additional responsibilities to exchange information with and serve as consultants to constituencies of the University. These responsibilities may be fulfilled by participation in committees of the Board of Regents or the Administration, divisional and/or departmental governance, or *ad hoc* committees.

The faculty is subject to the reserve power of control by the Board of Regents in their initiation, review and recommendation of requirements for admission, the curriculum requirements for graduation, the nature and number of degrees to be conferred, and regulations for the conduct of the educational work of the University. In particular, no exercise of the powers herein conferred on the faculty that, in the judgment of the President of the University, involves a major issue in the educational policy of the University shall take effect without the concurrence of the President of the University and the approval of the Board of Regents. The power of review or final decision in these areas is lodged in the Board of Regents or delegated by it to the President. Only in exceptional circumstances, however, is non-concurrence exercised, and the reasons for the action are communicated to the faculty by the President.

1.5.2 The Provost ~~for Academic Affairs~~

The provost is the chief academic officer and is accountable to both presidents for oversight of all academic and academically related programs and services in the coordinate curriculum of the college/university. The provost empowers deans, department chairs and other academic administrators to fulfill their responsibilities effectively and efficiently by hiring and retaining a faculty capable of sustaining the coordinate curriculum. The provost also directs the coordinate academic planning process and oversees administration on all academic budgets and the use of academic facilities.

1.5.3 The ~~Dean of the College of Saint Benedict~~ ~~The Dean of Saint John's University~~ Associate Provost and Academic Dean

~~Each~~ The associate provost and academic dean is accountable to the provost for the orderly administration of academic programs. ~~in their areas of responsibility: the dean of the College of Saint Benedict for the divisions of Fine Arts, Social Sciences and Education at both institutions; the dean of Saint John's University for the divisions of Natural Science, Humanities, and Nursing at both institutions.~~

The locus of each faculty appointment is in a specific department. The associate provost and academic dean's responsibilities for scheduling, evaluation and matters of student and faculty interpretation of educational policies are included in his/her divisional oversight. Matters specific to a faculty member's College of Saint Benedict or Saint John's University contract are to be called to the attention of the appropriate institutional associate provost and academic dean. Both

~~deans may participate in the evaluation for promotion on rank and tenure review, but ordinarily the dean works with faculty members who hold appointments in his/her institution.~~

1.5.5 Division Heads

The division head represents the departments inside of that division and has administrative responsibilities within that division. As an administrator, the division head is responsible for the proper functioning and coordination of the departments of the division. There are four divisions: fine arts, humanities, natural sciences and social sciences.

Division heads are ranked faculty members. They report to the associate provost and academic dean.

1.5.56 Department Chairs

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

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

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 ~~associate provost/academic dean~~ **associate provost and 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.

2.1.2 Ranked 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 ~~associate provost/academic dean~~ **associate provost and 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.

2.1.4 Term-appointment Faculty: Criteria for Appointment

Term-appointment faculty have the same academic freedom and responsibilities in the management of courses as ranked 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 ~~associate provost/academic dean~~ **associate 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."

2.1.5 Special Rank Faculty

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

2.2.1.1 Term Contracts

Term contracts are limited to the term of employment stated in the contract and carry no presumption of renewal. Term contracts do not lead to tenure. 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." Compensation and responsibilities are ordinarily worked out and agreed upon in writing between the appointee and the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology], in consultation with the department chair. See Sections 2.1.3 and 2.1.4 for a further description of term appointments.

Although a part-time, term-contract appointment might be appropriate for many years in succession, full-time faculty members are ordinarily either tenured (receiving a continuous contract; see Section 2.2.1.3 below) or on tenure-track (receiving a probationary contract; see Section 2.2.1.2 below). Full-time term contracts are routinely limited to no longer than three years.

In special circumstances (for example, for summer teaching), ranked faculty of the college [university] may receive term contracts in addition to their regular contracts.

Full-time, term-contract faculty will receive annual departmental reviews.

2.3 Recruitment and Appointment

The quality of initial appointments is vital to the quality of teaching and scholarship to which the college [university] is committed. The following statements of policy for recruitment to the faculty are intended to aid department chairs, the provost, the ~~associate provost/academic dean~~ **associate provost and academic dean** and others who are involved in making initial appointments.

All new members of the faculty shall receive a copy of the *Faculty Handbook* by the time of their initial contract offer. Part II of the *Faculty Handbook* exists as an integrated part of every contract, with the remaining parts helping to delineate many of the terms and conditions of faculty employment. New faculty members will be subject to all amendments to the *Faculty Handbook*, even those enacted subsequent to their signing a contract (see Section 2.16.6.c.).

2.3.1 Authority to Hire

Sole authority to hire and retain faculty members is vested in the president. This authority is customarily exercised through the provost and the ~~associate provost/academic dean~~ **associate provost and academic dean** by procedures established to assure adequate consultation with the faculty and full compliance with human rights norms.

2.3.4 Procedures for Recruitment

The recruitment of faculty members is the responsibility of the provost and ~~associate provost/academic dean~~ **associate provost and academic dean** in consultation with the division heads and department chairs. Procedures for recruitment are found in Section 3.2.

2.3.6 Initial Rank and Length of the Probationary Period

Initial rank and length of the probationary period shall be determined at the time of hiring in accord with Section 2.1. Provisions concerning tenure and the length of the probationary period in light of previous experience will be determined by the provost in accord with Sections 2.6.1 and 2.6.3. Even persons tenured elsewhere ordinarily receive probationary contracts at the time of initial appointment at the college [university]. In rare cases, tenure may be granted immediately by the Executive Committee of the Board of Trustees [Regents] after

recommendation of the Rank and Tenure Committee, the provost, and the president.

Any agreement shortening the usual length of the probationary period (see Section 2.6.3, "Eligibility to Apply for Tenure") or specifying the terminal degree required for tenure (see Section 2.1.0.c, "An appropriate terminal degree") ordinarily will be stipulated in a letter of appointment, accompanying the initial contract offer, from the ~~associate provost/academic dean~~ **associate provost and academic dean**, with a copy to the department chair and the divisional dean [and/or the dean of the School of Theology].

2.4.1 Availability of Employment Records

The records concerning a faculty member are available on a need-to-know basis to the president, the provost, the ~~associate provost/academic dean~~ **associate provost and academic dean**, the college [university] counsel, and the Human Resources director. The faculty member, or someone authorized in writing by the faculty member, may have access to the nonconfidential portions of such records. The faculty member may, for the cost of duplication, request that copies of any nonconfidential materials in the file be provided by the college [university].

2.5.0.1 Evaluations

Formal evaluations of ranked faculty are carried out by the Rank and Tenure Committee during the third year of full-time appointment, during the sixth year (resulting in a decision on the granting of tenure), and before promotion in rank. Procedures for these evaluations are described in Sections 2.6, "Tenure," and 2.7, "Promotion." Periodic review of tenured faculty occurs in accord with Section 2.8, "Post-tenure Review." Although tenured faculty are not formally evaluated annually, they should periodically consult with the department chair [and/or the dean of the School of Theology] concerning their programs of professional development. (See Section 2.9.1, "Planning for Professional Development.")

Department chairs [and the dean of the School of Theology] are expected to arrange annual evaluations of probationary members of their department in a detailed manner. The chair sends a letter of evaluation to the ~~associate provost/academic dean~~ **associate provost and academic dean**, with a copy to the candidate. The ~~associate provost/academic dean~~ **associate provost and academic dean** may participate in this evaluation if appropriate and is responsible for ensuring that department chairs complete these reviews annually. The chair [and/or the dean of the School of Theology] is also responsible for a less formal annual evaluation of term-appointment faculty.

If desired, untenured faculty may seek out (for example, with the help of the department chair or the Learning Enhancement Service) the participation of a

nondepartmental senior faculty member or outside consultant to be part of a formative evaluation process. This person would not later be part of any summative evaluation of the candidate unless the candidate requested his or her participation.

In order to gather student reaction and recommendations for improvement, faculty members survey student opinion at the end of their courses. Such course surveys are the property of each faculty member, but they are routinely submitted to the Rank and Tenure Committee at times of evaluation and to other individuals and committees where appropriate at the faculty member's discretion.

2.5.0.2 Departmental Guidelines for Evaluations

The Rank and Tenure Committee must apply the evaluation criteria below to candidates from diverse departments. Consequently, departments shall develop, and periodically review departmental guidelines for evaluation that interpret from the perspective of a particular discipline the criteria and forms of evidence described below. Departmental guidelines shall be developed in consultation with the ~~associate provost/academic dean~~ **associate provost and academic dean** [or the Dean of the School of Theology] and the Divisional Head and shall be placed on file in the Office of Academic Affairs for advisory use by faculty evaluation committees. The guidelines shall also be communicated to new faculty members at the time of hiring and inform departmental discussions of candidates for third year review, tenure, and promotion. Faculty members shall consult these guidelines when drawing up their professional development plans. These departmental guidelines supplement but do not supersede the criteria and forms of evidence stipulated in Section 2.5 below.

2.6.1 Definition of Probationary Status

Ordinarily, tenure is granted only after a probationary period of teaching at the college [university]. The probationary period gives individuals time to improve their performance and to demonstrate their abilities. It also gives colleagues the time to observe and evaluate them on the basis of performance in faculty positions. During the probationary period, a faculty member has the same academic freedom as a tenured faculty member.

The probationary period begins with an appointment as a full-time or reduced-load ranked faculty member (see Section 2.1.1) at the rank of instructor or higher, and ordinarily shall not exceed six full academic years of service (or its equivalent for reduced-load appointments) at the college [university]. If newly hired faculty members are given credit for previous teaching experience (shortening the length of the probationary period), this information ordinarily will be stated in writing in the initial contract, in accord with Section 2.3.6.

The decision on reappointment or non-reappointment of probationary faculty members is made annually by the president, employing the recommendation of the provost and the results of the annual evaluation by the department chair in consultation with the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or by dean of the School of Theology]. (See Section 2.5.0.1 for a further description of the annual review process.) Non-reappointment of a probationary faculty member can occur only in accordance with the provisions of Section 2.13 (see especially Section 2.13.3, "Non-reappointment of Probationary Faculty") and cannot be based on reasons which involve a violation of academic freedom or the college's [university's] policy on nondiscrimination (see Section 2.1.1).

2.6.3 Eligibility to Apply for Tenure

The qualifications necessary to be considered for tenure include:

- a. possession of an appropriate earned doctorate or appropriate terminal degree from a graduate institution of recognized standing, or its professional equivalent, as described in Section 2.1.0;
- b. the rank of assistant professor; and
- c. the expected completion of six years of full-time probationary service (or its equivalent for reduced-load faculty) by the end of the academic year in which application for tenure is made. Time on leaves will count toward tenure only if the faculty member and the college [university] agree to this in writing at the time the leave is granted. (For definition and procedures for leaves, see Sections 2.9.3, "Other Professional Leaves," and 2.11, "Nonprofessional Leaves.")

In rare cases, the provost may recognize extraordinary circumstances or performance by authorizing a review for tenure prior to the usual deadline on the recommendation of or in consultation with the department chair [the dean of the School of Theology] and the ~~associate provost/academic dean~~ **associate provost and academic dean**. Such a candidate for tenure must nonetheless meet the usual deadlines described in Section 2.6.4.b and c.

2.6.4 Application Notice and Deadlines

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

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

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

2.6.5.2 Third-year and Tenure-review Files

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

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

- a. current *curriculum vitae*;
- b. a self-evaluative essay describing personal philosophy, strategies, and objectives concerning the criteria of Section 2.5;
- c. evidence of teaching effectiveness: the teaching portfolio, as described in Section 2.5.1;
- d. a current program of professional development (see Section 2.9.1) (including any earlier programs and an account of progress made on earlier goals);
- e. letters of recommendation;
- f. any earlier annual evaluations by the department chair [and/or the dean of the School of Theology], and, for sixth-year review, the letter of evaluation from the Rank and Tenure Committee at the third-year review;

- g. the letter of initial appointment, if it included any agreements pertinent to tenure review (see Section 2.3.6); and
- h. other specific evidence that the candidate has met the various criteria listed in Section 2.5.

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

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

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

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

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

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

Other material and all of the material solicited for File B will remain in a closed file in the Office of Academic Affairs. Where appropriate, these materials may be considered in subsequent formal reviews of the faculty member by the Rank and

Tenure Committee. The materials in the files are not to be used for any other purpose, except as may be required by law.

2.6.5.2.1 Evaluation by the Department Chair [and/or the Dean of the School of Theology]

It is the responsibility of the appropriate department chair(s) [and/or the dean of the School of Theology] to submit to the Rank and Tenure Committee evaluations of each candidate scheduled for formal review from their area. These evaluations should address the degree to which the candidate meets the evaluation criteria of Section 2.5. They should also evaluate the candidate in light of the educational needs of the department or program in both the near and long-term future. The chair should specifically include a judgment concerning the candidate's eligibility for tenure (Section 2.6.3) as well as a projection of departmental faculty needs over the next three to five years (developed in conjunction with the ~~associate provost/academic dean~~ **associate provost and academic dean**), especially as these projections relate to the qualifications of the candidate for tenure. If the department has developed guidelines for evaluation (as described in Section 2.5.0.2), the chair will append a copy for the use of the committee.

Ordinarily, no probationary member of the faculty should serve as department chair. In the event that a department chair is scheduled for a third-year or tenure review, the ~~associate provost/academic dean~~ **associate provost and academic dean**, in consultation with senior members of the department, will designate someone to prepare the evaluation.

The chair delivers the letter of evaluation to the candidate at least one week prior to the deadline for the candidate's submission of the review file, to allow the candidate time to respond. Should a chair's letter be late, the candidate must still submit the file by the usual deadline but will have the option of submitting an additional written response to the tardy letter by a later deadline, to be set by the chair of the Rank and Tenure Committee upon request from the candidate.

2.6.5.3 Committee Deliberation for Third-year and Tenure Review

After the review files have been completed, the Rank and Tenure Committee will conduct its review.

- a. The committee will examine file materials and determine the degree to which each candidate has successfully met the various criteria.
- b. The committee will also interview the appropriate departmental chair and the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or dean of the School of Theology] for each faculty member being reviewed. If additional information about the candidate's performance is obtained, the candidate will be invited to respond.

- c. The committee also has the right to consult additional experts, either from within or outside of the college [university] (e.g., program directors) for clarifications about matters of fact which might aid them in their evaluation. If additional information about the candidate's performance is obtained, the candidate will be invited to respond.

2.6.5.4 Action on Third-year Review

- a. After completion of its review, the committee will come to its decision and submit to the candidate and the provost an evaluation of the candidate, a recommendation of either a probationary or a terminal contract for the following year, and, in the case of an endorsement of continued probationary status, the committee's recommendations for improvement prior to the tenure review. A copy of this evaluation, with recommendations, is also sent to the department chair [and/or the dean of the School of Theology] and the ~~associate provost/academic dean~~ **associate provost and academic dean** and division head.
- b. The provost then transmits the recommendation of the committee to the president along with the provost's own evaluation and recommendation for continuation or termination of the candidate's probationary contract. The provost sends a copy of the evaluation and recommendation to the candidate, department chair, [and/or dean of the School of Theology,] division head, ~~associate provost/academic dean~~ **associate provost and academic dean**, and chair of the Rank and Tenure Committee.
- c. The president makes the final decision. Any decision to end a probationary appointment as an outcome of this review process must follow the procedures in Section 2.13.3, "Non-reappointment of Probationary Faculty."

The provost notifies the candidate of the president's decision on or before May 1. A copy of the formal notification is also sent to the department chair [and/or the dean of the School of Theology] and the ~~associate provost/academic dean~~ **associate provost and academic dean** and division head..

2.6.5.4.1 Meeting with the Candidate

On completion of its review, the committee schedules a meeting among one of its members, the candidate, the ~~associate provost/academic dean~~ **associate provost and academic dean** [the dean of the School of Theology as appropriate], and the department chair to clarify for the candidate its evaluation and, for those candidates endorsed for continuation toward tenure, the committee's expectation prior to sixth-year review.

2.6.5.5 Action on Tenure Review

- a. After completion of its review, the committee will come to its decision and submit to the candidate and the provost an evaluation of the candidate and a recommendation either for or against the granting of tenure. A copy of this evaluation, with recommendations, is also sent to the department chair [and/or the dean of the School of Theology] and the ~~associate provost/academic dean~~ **associate provost and academic dean**.
- b. The provost transmits to the president the committee's recommendation along with the provost's own evaluation and recommendation. The provost sends a copy of the evaluation and recommendation to the candidate, department chair, [and/or dean of the School of Theology,] division head, associate provost and academic dean, and chair of the Rank and Tenure Committee.
- c. The president reviews these materials and then forwards the file and the recommendations of the committee and the provost, along with the president's own recommendation, to the Executive Committee of the Board of Trustees [Regents] for the final decision. Any decision to end a probationary appointment as an outcome of this review process must follow the procedures in Section 2.13.3, "Non-reappointment of Probationary Faculty." The president will notify the candidate and the department chair in writing whether his or her recommendation to the Executive Committee was positive or negative and, in the case of a negative recommendation, will indicate the grounds on which the recommendation was made.
- d. The provost informs the candidate of the Board's decision as soon as possible. A copy of the formal notification is also sent to the department chair [and/or the dean of the School of Theology] and the ~~associate provost/academic dean~~ **associate provost and academic dean**.

2.7.1 Eligibility to Apply for Promotion

Individual faculty members are eligible to apply for advancement in rank only if they expect to complete the minimum length of full-time service in current rank by the end of the academic year in which application for promotion is made. In addition, applicants for promotion to the rank of associate professor must already have tenure or must be simultaneously applying for tenure and promotion.

In rare cases, the provost, in consultation with the ~~associate provost/academic dean~~ **associate provost and academic dean** and the department chair [and/or the dean of the School of Theology], may recognize extraordinary circumstances or performance by authorizing a review for promotion prior to the usual deadline.

Sabbatical leaves and leaves with pay count toward the satisfaction of years in rank needed for eligibility to apply for promotion. Leaves without pay do not count toward promotion unless the faculty member and the college [university] agree in writing to the contrary at the time the leave is granted. (For initial appointment at the rank of associate professor or professor, see Sections 2.1.2 and 2.3.6.)

2.7.2.1 Deadlines

The responsibility for applying for promotion in rank rests with the individual faculty member. The Rank and Tenure Committee issues specific deadlines and procedures for implementing the *Faculty Handbook* provisions.

- a. A faculty member applying for promotion in rank must inform the Rank and Tenure Committee of his or her intention to apply by the notification deadline announced by the committee.
- b. Application materials must be complete and on file in the Office of the ~~associate provost/academic dean~~ **associate provost and academic dean** no later than the application deadline announced by the committee.

2.7.2.3 Promotion-review Files

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

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

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

- a. a current *curriculum vitae*;
- b. a self-evaluative essay that includes a reflective statement describing personal teaching philosophy, strategies and objectives;
- c. evidence of teaching effectiveness: the teaching portfolio, as described in Section 2.5.1;
- d. a current program of professional development (see Section 2.9.1) (including one or two earlier programs and a description of progress made on earlier goals);
- e. a letter of evaluation from the appropriate department chair(s) [and/or the Dean of the School of Theology];
- f. a departmental letter composed as follows: The department chair will schedule a meeting of all ranked members of the department for the purpose of evaluating a candidate using the criteria set forth in section 2.5.

Tenured members not on sabbatical, leave or external appointment (e.g. study abroad) are required to attend. One person chosen by those present at the meeting will act as the secretary at the meeting. The department chair cannot serve as secretary. The secretary will draft a departmental letter preserving the anonymity of persons making comments. This letter will be circulated among those who attended the meeting. If a department member feels that his/her comments are not accurately represented, that member and the secretary will work together to resolve the discrepancy. After a final draft has been distributed, members of the department will indicate their agreement with the contents of the letter by signing it. Tenured members who are not present at the meeting because of sabbatical, leave, study abroad appointment or for other reasons have the right to review the letter but do not sign off on it. The candidate will have the opportunity to respond to the contents of the letter as specified in section 2.6.5.2.1.

- g. letters of recommendation solicited by the candidate from peers familiar with the candidate's performance; such letters may come from within and/or outside the college [university]; note that department members are required to submit letters to File B, below; and
- h. any other evidence that the candidate has met the various criteria necessary for the promotion being requested.

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

In the event that a department chair is applying for promotion, the ~~associate provost/academic dean~~ **associate provost and academic dean**, in consultation with the division head and senior members of the department, will designate someone to prepare the departmental evaluation.

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

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

- a. all tenured faculty in the candidate's department must submit letters to File B;
- b. the chair, as a member of the department, may submit a separate letter to File B but is not required to do so;
- c. non-tenured faculty are not required to submit letters, but if they choose to do so, the letters will be placed in File B;

- d. departmental members writing letters of recommendation solicited by the candidate may choose to write a separate letter for File B or may submit the same letter.

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

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

At no time will the material in File B be available to anyone other than the Rank and Tenure Committee, the ~~associate provost/academic dean~~ **associate provost and academic dean** [the dean of the School of Theology if appropriate], the provost, the president, legal counsel, and the Executive Committee of the Board of Trustees [Regents].

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

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

2.7.2.4 Action on Promotion

In addition to the above materials in the promotion-review file, the committee also has the right to consult additional experts, either from within or outside of the college [university], for clarifications on matters of fact which might aid them in their evaluation. If additional information about the candidate's performance is obtained, the candidate will be invited to respond.

- a. The Rank and Tenure Committee examines the evidence on light of the criteria for appointment in Section 2.1.2 and the criteria for evaluation in Section 2.5.
- b. After completion of the review, the committee will come to a decision and submit to the candidate and the provost an evaluation of the candidate and a recommendation either for or against the promotion. A copy of this evaluation, with recommendations, is also sent to the department chair

- [and/or the dean of the School of Theology] and ~~associate provost/academic dean~~ **associate provost and academic dean**.
- c. The provost then transmits the committee's recommendation to the president along with the provost's own evaluation and recommendation. The provost sends a copy of the evaluation and recommendation to the candidate, department chair, [and/or dean of the School of Theology,] division head, ~~associate provost/academic dean~~ **associate provost and academic dean**, and chair of the Rank and Tenure Committee.
 - d. The president reviews these materials and then forwards the file and the recommendations of the committee and the provost, along with the president's own recommendation, to the Executive Committee of the Board of Trustees [Regents] for the final decision.
 - e. The provost informs the candidate of the Board's decision as soon as possible. A copy of the formal notification is also sent to the department chair [and/or the dean of the School of Theology] and the ~~associate provost/academic dean~~ **associate provost and academic dean**.

2.9.1 Planning for Professional Development

Each faculty member creates and regularly updates a Program of Professional Development (PPD). Preparation of the PPD, in consultation with the department chair [and/or the dean of the School of Theology] as well as appropriate program directors, allows the faculty member to integrate professional development plans with the mission and goals of both the college [university] and the department. Faculty members must be familiar with the mission and goals and curricular plans of the college [university] and be able to demonstrate how their individual directions for professional development are related to the needs of the department and the college [university]. Departmental guidelines for evaluation (see Section 2.5.0.2) can be helpful in the planning process. In addition, the plans within the Program of Professional Development should be drawn up in accordance with the relevant guidelines of the Faculty Development and Research Committee.

Probationary faculty members are expected to meet annually with the department chair [and/or the dean of the School of Theology] to conduct a planning session concerning the faculty member's PPD. Senior faculty members should consult periodically with the department chair to review and update the PPD. At times of such review, intermediate goals may be set. The faculty member may amend the individual program at any time, in consultation with the department chair [and/or the dean of the School of Theology].

A copy of the faculty member's current PPD should be maintained on file in the department's office and in the Office of Academic Affairs. The provost or the ~~associate provost/academic dean~~ **associate provost and academic dean** may

interview faculty members periodically in regard to their professional growth plans.

The faculty member's Program of Professional Development is submitted to the Rank and Tenure Committee at the time of third-year, sixth-year, and promotion review and is part of the evidence evaluated (see Section 2.5.5.2, "Professional Development"). Quality of a development plan is assessed on the strength of its connections to evaluation criteria described in Section 2.5. Progress achieved in attaining the goals outlined in earlier plans is deemed to be a measure of academic seriousness. The PPD is also employed during reviews for sabbatical leave by the Committee on Faculty Development and during post-tenure review.

2.9.2.3 Application Policies and Procedures for Sabbatical Leaves

Sabbatical leaves are not granted automatically upon the completion of the necessary period of service. Faculty members must demonstrate in writing, as part of their application, evidence of sound research, creative activity, or other academic achievement to support the program of work which they plan for the sabbatical period. They must also show that their proposed programs will accomplish one or more of the general purposes set forth in the opening paragraph of Section 2.9.2, "Sabbatical Leaves." Applications which do not meet the criteria for sabbaticals are rejected by the committee.

A faculty member intending to apply for sabbatical leave must provide advance notice of that intention. Because the department chair [and/or the dean of the School of Theology], in consultation with members of the department and the administration, must make plans to cover the responsibilities of faculty on sabbatical leave, a faculty member anticipating a sabbatical should inform the chair [and/or dean of the School of Theology] as early as possible. In addition, a faculty member applying for sabbatical leave must inform the Faculty Development and Research Committee of his or her intention to apply by the notification deadline announced by the committee.

The application for sabbatical leave is made using the forms and guidelines developed by the Faculty Development and Research Committee, available in the Office of Academic Affairs. The application and the other materials must be submitted to the committee by the committee's established deadline.

A faculty member is expected to consult with the department chair [and/or the dean of the School of Theology] on the sabbatical proposal. Because the department chair, in consultation with the members of the department and the administration, must make plans to cover the responsibilities of faculty on sabbatical leave, a faculty member anticipating a sabbatical should inform the chair as early as possible. The chair should receive the sabbatical proposal a minimum of two weeks prior to the application deadline. A letter from the chair

addressing the following issues must be submitted to the committee, with a copy provided to the applicant:

- a. the professional quality of the sabbatical proposal and the applicant's capacity to accomplish the goals indicated;
- b. how the leave will affect the applicant's professional growth, as well as the department and its offerings; and
- c. the department's staffing during the faculty member's sabbatical, as well as extra-departmental effects, if any.

A request for replacement of faculty, if necessary, is made by the department chair to the ~~associate provost/academic dean~~ **associate provost and academic dean** and the provost.

2.9.2.5 Action on Sabbatical Applications

- a. After evaluating all applications, the Faculty Development and Research Committee ranks the proposals and sends its evaluations and ranking to the provost. The committee also sends a brief assessment of the proposed project to the applicant.
- b. The provost submits a recommendation to the president in light of the total needs and fiscal capabilities of the college [university].
- c. The president makes a recommendation and presents it to the appropriate committee of the Board.
- d. The final decision on a sabbatical application rests with the Executive Committee of the Board.
- e. Following action by the Executive Committee of the Board, the provost gives written notice to the applicant, the department chair, the ~~associate provost/academic dean~~ **associate provost and academic dean** [the dean of the School of Theology], and the chair of the Faculty Development and Research Committee of the approval or disapproval, for stated cause, of the application. Applicants being reviewed for tenure are informed that their sabbatical is contingent upon the granting of tenure.

2.9.3 Other Professional Leaves

A professional leave is a negotiated agreement whereby a member of the faculty for reasons related to his or her professional life is absent from regular duties of appointment for more than 10 working days. Such a leave may be with or without pay. Short-term absences (for no longer than 10 working days) with pay for legitimate cause may be arranged at the discretion of the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology].

A member of the faculty on professional leave is allowed to return to the same or a substantially similar position; previously earned tenure, rank, and benefits are not lost. A professional leave with pay for less than one academic year ordinarily counts toward promotion and tenure but will do so only if both the college [university] and the individual agree to this in writing at the time the leave is granted. Whenever possible, the college [university] will provide the services to faculty members on professional leave as outlined in Section 2.9.4. Requests for such assistance should be directed to the appropriate committee or administrative officer.

The policies and procedures for nonprofessional leaves (e.g., medical or compassionate leaves) are described in Section 2.11.

2.9.3.2 Time Limit and Procedures for Professional Leaves

Professional leaves extend for a definite period. Because they almost always make orderly planning more difficult, they impose a hardship on the college [university] and are normally granted only for a single term or an academic year. Only under unusual circumstances will a leave be granted for as much as two years. A faculty member on a one-year leave of absence may apply for a second one-year leave by following these same procedures. Two-year leaves are not renewable.

The request for a professional leave of absence with or without pay should be made, if possible, in time to allow for adequate administrative planning. A written request for a leave must specify its purpose, plans, and length. The faculty member requesting the leave consults with the department chair, who prepares a letter to the ~~associate provost/academic dean~~ **associate provost and academic dean** describing the impact of the leave on staffing and giving the chair's own recommendation. The request, along with the chair's letter, is submitted to the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology] who then forwards it along with his or her recommendation to the provost. The provost then confers with the Faculty Development and Research Committee and requests its recommendation.

When evaluating leave requests, the provost and the Faculty Development and Research Committee will take into consideration the length of service since the faculty member's last absence (whether sabbatical or other professional leave or nonprofessional leave) before making recommendations. Ordinarily, a faculty member will be expected to teach at the college [university] for at least two years between non-emergency leaves.

The provost transmits the recommendations of the committee to the president along with his or her own evaluation. The president will forward these recommendations along with the president's own to the Executive Committee of

the Board for a final decision. The decision of the Executive Committee will be reported in writing by the provost to the faculty member requesting the leave.

Ordinarily the college [university] will grant leaves of all kinds in any given academic year to no more than 10 percent of the total full-time teaching faculty in each term.

2.10.3.1 Faculty Assignment

Each faculty member's assignment of responsibilities is determined annually by the department chair in consultation with the faculty member and with the approval of the ~~associate provost/academic dean~~ **associate provost and academic dean**. [Graduate faculty assignments are determined by the dean of the School of Theology in consultation with the faculty member.]

The actual faculty assignment will vary from person to person considering the following factors:

- a. the department curriculum, the number of courses and preparations required, the number of students in the assigned courses;
- b. use of teaching methods and resources consistent with quality education;
- c. number of student contact hours in laboratory sections, methods, courses, private lessons, etc;
- d. number of individual learning projects or internships;
- e. committee assignments;
- f. extraordinary circumstances within a department;
- g. number of advisees; and/or
- h. administrative work.

The following guidelines are used in the determination of faculty assignments:

- a. Faculty members should be occupied chiefly with the academic growth and development of students.
- b. Individual learning projects and internships are an important part of the education process. In addition to normal course assignments, faculty members are expected to be responsible for such teaching from time to time. However, no faculty member need be responsible for more than three concurrent individual learning projects and/or internships without a corresponding reduction of other duties.
- c. A faculty member will neither be assigned more than three 4-credit courses, nor more than 100 students in a given semester unless the college [university] provides assistance to make working with a larger number of students feasible.

- d. The vitality of the common curriculum depends on the active involvement of faculty members. Faculty members are expected to teach common curriculum courses. While departmental needs may sometimes prevent faculty members from teaching extra-departmental courses in the common curriculum, faculty members are strongly encouraged to do so periodically.
- e. Faculty members in the School of Theology face explicit expectations for scholarship that should be taken into account in a determination of their annual faculty assignment.

2.10.3.2 Other Faculty Responsibilities

- a. Faculty members are expected to conduct classes in a manner appropriate to the type and level of the course assigned; to establish and inform students of course objectives, requirements, and schedules; and to deal with student papers and examinations in a timely manner.
- b. Faculty members are expected to hold office hours for consultation on course work and the advising of students.
- c. A faculty member who must be absent from a class due to illness or other due cause should try to make arrangements for alternative instruction or inform the department chair or dean of the college [university] to arrange for timely notification of students. Graduate faculty should notify the dean of the School of Theology.
- d. Faculty members are expected to take up other responsibilities as the situation may call for: moderating senior theses or research projects, assisting in the recruitment of prospective students, teaching for a colleague in an emergency, assisting in summer registration, etc.
- e. Faculty members are expected to participate in the decision-making, curriculum development, and assessment processes of the department and the college [university]. Faculty members are not expected to serve on a college [university] standing or *ad hoc* committee before the year in which they apply for third-year review.
- f. Although faculty members have a primary responsibility to their own department, they are also members of a larger collegial community and should make every effort to work cooperatively with members of other departments and with the administrators of the college [university], respecting appropriate deadlines established by various administrative officers.
- g. Faculty members are required to attend the fall faculty workshop and spring commencement exercises. If faculty are unable to attend, they should notify the Office of Academic Affairs in advance. Faculty members are also expected to attend other major academic convocations.

- h. In addition, each faculty member has a responsibility to be familiar with his or her roles and responsibilities as described in the *Faculty Handbook*. If questions of interpretation arise, clarifications should be sought from the president, the provost, the ~~associate provost/academic dean~~ **associate provost and academic dean**, the department chair [the dean of the School of Theology], or the Faculty Handbook Committee. Any exceptions mutually agreed upon should be in writing and signed by all parties concerned.

2.10.3.3 Outside Activities

Full-time faculty members are expected to devote their full working time to this employment. Nonetheless, consulting and other outside activities of a professional nature are encouraged by the college [university] where such activities give the faculty member experience and knowledge valuable to professional growth while making a positive contribution in society. In order to keep a balance in this matter, no outside service or enterprise, professional or other, should be undertaken by a faculty member that might interfere with his or her primary responsibility to the college [university] as defined in Section 2.10.3, "Faculty Responsibilities."

The following procedures apply:

- a. Although a faculty member need not obtain prior authorization before engaging in outside professional activities, the faculty member should consult with the chair and the ~~associate provost/academic dean~~ **associate provost and academic dean** prior to any instance where a conflict between his or her contractual responsibilities to the college [university] and the outside activity may arise.
- b. If outside activities harm a faculty member's performance of professional responsibilities, the chair [and/or the dean of the School of Theology] should speak directly to the faculty member about the matter. If the situation does not improve sufficiently, additional assistance will be available from the ~~associate provost/academic dean~~ **associate provost and academic dean** and/or the provost. See Section 2.13.6, "Discipline and/or Dismissal for Cause."
- c. Faculty members may use their offices, library services, and, to a limited extent, secretarial staff (if available after completion of official work) to assist in the preparation of professional manuscripts, creative work, or other outside professional activity.
- d. Except for incidental use of office equipment (e.g., word processing, local phone calls), faculty members may use college [university] facilities for nonprofessional outside activities only with written approval of the department chair, the ~~associate provost/academic dean~~ **associate provost and academic dean** [university], [and/or the dean of the School of

- Theology], and the person responsible for operating that facility or equipment. In such cases, the faculty member or his or her outside employer or sponsor will pay the reimbursement rate established by the college [university] for such use.
- e. Faculty members may employ official college [university] stationery in outside professional activities. They should not use official stationery or the college's [university's] name or seal in any offer of goods or services by any outside organization without prior permission of the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology]. The college [university] assumes no responsibility for the competence or performance of the outside activities (either professional or nonprofessional) of any faculty member. Faculty members must be careful not to represent themselves as acting on behalf of the college [university].
 - f. Faculty members uncertain about their responsibilities with regard to a conflict between their work as a faculty member and their outside activities should consult with their chair and their ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology], concerning their compliance with college [university] policies.

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].

A longer parental leave is available due to birth or adoption of a child, with the leave occurring either in the semester of the birth or adoption or in the following semester. If both parents are employed by the College of Saint Benedict and/or Saint John's University, only one of the parents is eligible for the leave.

Requests for leaves are submitted in writing to the ~~associate provost/academic dean~~ **associate provost and 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 ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology], who may waive a written request in view of the circumstances.

2.11.2 Nonprofessional Leaves without Pay

A faculty member wishing to have an extended leave without pay for any of the above reasons should make a written request to the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology as appropriate], accompanied by an evaluation by the department chair. Ordinarily such leaves are not granted for more than one academic year. An effort should be made to arrange the leave to coincide with the academic terms.

2.12.1 Salary

The compensation package proposed by the college [university] administration is normally reviewed on an annual basis by the Faculty Compensation and Benefits Committee and presented by the committee to the Faculty Assembly for endorsement.

Among the factors receiving consideration in determining compensation, both at the time of initial appointment and in the annual determination of salary increases, are current market conditions, the characteristics of individual faculty members, and any inequities that may have arisen.

- a. The salary of faculty members at the time of initial appointment is determined by the ~~associate provost/academic dean~~ **associate provost and academic dean** in consultation with the divisional dean and department chair [and/or the dean of the School of Theology]. This offer is to be approved by the president.
- b. Compensation for faculty members holding term contracts, whether full time or part time (as described in Sections 2.1.3 and 2.1.4), is determined by the type of contract and the factors mentioned above. The salaries and benefits of term-contract faculty will be adjusted commensurate with that of ranked faculty on an annual basis.
- c. Faculty members receive an increase in salary with promotion in rank.
- d. The provost is responsible for recommending individual faculty compensation according to the compensation package formula approved each year by the Faculty Assembly in accord with the annual budget as approved by the Board of Trustees [Board of Regents and The Chapter of the corporation].

The provost makes individual inequity adjustments upon the review of recommendations of the Faculty Compensation and Benefits Committee.

- e. An individual faculty member may appeal to the provost to request an adjustment in salary. If unsatisfied with the provost's response, he or she may appeal to the president.

- f. In order to establish a fair system of salary based on principles of equity, the administration and the faculty in collaboration will establish criteria for the selection of other institutions of higher learning for the purpose of comparing the salary packages afforded by such other institutions with that proposed by the college [university].

2.13.1.1 Resignation Effective at the End of a Contract Period

Ordinarily a resignation is an announcement by a faculty member that he or she will be leaving the college [university] at the end of the current contract year. Because of the importance of planning for a replacement, faculty members should provide written notice of resignation to the provost, with a copy to the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology] and the department chair, at the earliest possible time, but no later than the deadline for the return of contracts for the following year (as described in Section 2.2.4).

2.13.1.2 Resignation Effective before the End of a Contract Period

Although extremely rare, it is possible for a faculty member to seek to be released from a contract with the college [university] before its completion. A faculty member seeking release from contract should make a written request to the provost, with a copy to the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology] and the department chair, at the earliest possible date. All such resignations are subject to approval by the college [university]. In light of the extreme hardship such resignations cause, they are approved only in highly unusual circumstances.

2.13.2 Retirement

In accord with federal law, retirement occurs at the option of the faculty member, who should give due notice to the provost. After retirement, any appointments to the faculty are on a term-appointment basis (see Sections 2.1.3 and 2.1.4) and are mutually agreed upon by the individual faculty member and the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology], in consultation with the appropriate department chair.

A description of the status and privileges of retired faculty members is contained in Section 2.12.3.

2.13.3 Non-reappointment of Probationary Faculty

Even though probationary contracts are renewable annually (in accord with Sections 2.2.1.2 and 2.6.1), legitimate reasons for non-reappointment of a probationary faculty member may include but are not limited to the following:

- a. unfavorable reviews of the faculty member's performance based on the expectations identified in Sections 2.5 and/or 2.10,
- b. cancellation of or change in a program (as defined in Section 2.13.5.1.1),
- c. declining enrollment,
- d. need for reduction in staff, and/or
- e. incongruence between the teaching interests of the faculty member and the educational goals of the college [university].

Following completion of the evaluation process (described in Section 2.6) appropriate for the probationary faculty member that year, any decision not to reappoint such a faculty member is made by the president, following consultation with the department chair, the ~~associate provost/academic dean~~ **associate provost and academic dean** [the dean of the School of Theology if appropriate], and the provost, and acting in accord with the college's [university's] policy on nondiscrimination (see Section 2.0.1).

2.13.4 Separation Due to Prolonged Mental or Physical Illness

When a mental or physical illness becomes prolonged, the department chair and the ~~associate provost/academic dean~~ **associate provost and academic dean** [and/or the dean of the School of Theology] consult with the faculty member in an attempt to assist with the problem, including investigating the possibility of a formal leave. The college [university] may terminate a faculty contract in situations where a prolonged mental or physical illness or disability prevents the faculty member from fulfilling all or a substantial part of faculty responsibilities.

Upon request from the college [university], the faculty member shall present medical evidence of his or her state of health to the provost. Upon written request from the faculty member to the provost, the Rank and Tenure Committee will review the situation and send its recommendation concerning termination to the provost and the candidate. This recommendation becomes part of the provost's eventual report to the president.

In all such cases, the college [university] will make every effort to work within the disability program to ease the burden of any such termination as far as is contractually possible.

2.13.5.3.3 Decisions Concerning Layoffs

Decisions to lay off specific faculty are made by the president after receiving recommendations from the provost, who will have consulted with the ~~associate provost/academic dean~~ **associate provost and academic dean**, the Rank and Tenure Committee, and appropriate program directors and department chairs, and the prioress [abbot] concerning issues of Benedictine preference.

As a part of the deliberation process leading up to a final decision by the president, the provost shall provide the appropriate committees (and make available to other interested parties) documentation concerning program integrity and the quality of the curriculum, as well as concerning tenure, rank, degrees, and seniority, enrollment and credit hours, gender and racial diversity, Benedictine presence, the locus of faculty appointment (both departmental and institutional), and other relevant issues.

2.13.5.3.4 Order of Layoff within a Department or Program

- a. Prior to involuntary dismissals, the following voluntary measures should be investigated:
 1. If a department must get by with one fewer person, it should consider retaining all faculty members but with a reduced salary and workload for each. Such an alternative should not be implemented without the consent of all affected department members.
 2. The possibility of voluntary early or phased retirement should be investigated.
- b. If necessary, involuntary reductions will occur in the following order:
 1. In the case of a layoff caused by a major academic change, the first to be laid off within an academic department or program should be any administrators teaching there, except as necessary to avoid serious distortion of program integrity.
 2. Term-appointment faculty members (i.e., those who are neither probationary nor tenured) will be terminated next, except as necessary to avoid serious distortion of program integrity.
 3. Faculty members with probationary contracts are ordinarily terminated next, employing the criteria in the “General Procedures for Layoffs,” Section 2.13.5.2 above.
 4. The appointment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure, except in extraordinary circumstances where serious distortion of the academic program would result, employing the criteria in the “General Procedures for Layoffs,” Section 2.13.5.2 above. The provost, in consultation with the ~~associate provost/academic dean~~ **associate provost and academic dean**, department chairs, and the Rank and Tenure Committee, makes a recommendation concerning extraordinary circumstances to the president who makes the final decision.

3.1.1 Hiring Procedures for Benedictines of Saint Benedict's Monastery

In order to maintain the Benedictine character of the College of Saint Benedict, first consideration in hiring is given to applicants who are members of the Sisters of the Order of Saint Benedict. The college reserves the right to recruit and hire internally without outside searches under special circumstances and in compliance with state and federal nondiscrimination laws.

By virtue of the close relationship between the Sisters of the Order of Saint Benedict and the College of Saint Benedict, whereby the two institutions, historically and actually, are partly dependent upon each other, and in view of the substantial contributions made by the sisters to the College of Saint Benedict from its founding, the college looks to the convent to provide qualified candidates for administrative and faculty positions. Members of the Sisters of the Order of Saint Benedict will be hired pursuant to this provision only if they possess the requisite qualifications for the position(s) to be filled.

- a. Because knowledge and understanding of the values of the Benedictine tradition and the ability to articulate these values in words and in life are important qualifications for faculty, the College of Saint Benedict seeks to employ members of the Sisters of the Order of Saint Benedict, Saint Joseph, Minnesota. The priority given these qualifications, however, has to be judged along with other qualifications that may be equally or more important in a given position. Therefore, the guidelines used for preferential hiring of members of the Sisters of the Order of Saint Benedict may vary from position to position but will follow the procedures of this section.
- b. These procedures may be revised by the president in consultation with the prioress upon the recommendation of the provost ~~for Academic Affairs~~ who acts in consultation with the ~~associate provost and academic deans~~ and department chairs and program directors.
- c. An annual meeting, called by the provost ~~for Academic Affairs~~, will be scheduled for early in the summer. Attending this meeting will be the prioress, the president, the director of Human Resources for the Sisters of the Order of Saint Benedict and the provost ~~for Academic Affairs~~. They will review the way the hiring procedures functioned in the past year, discuss short- and long-term needs of the college and of the convent as they relate to staffing and discuss the educational progress of sisters currently preparing to become members of the faculty.

3.1.1.1 Procedure for Providing Information between the College and the Convent

- a. To assist the college and the convent in planning and advising sisters who are interested in serving on the faculty, the provost ~~for Academic Affairs~~ will inform the president, after consultation with the department chairs and program directors, the ~~associate provost and academic deans~~ and the academic officers of the College of Saint Benedict, of the needs of the College of Saint Benedict and Saint John's University.
- b. Likewise, the director of Human Resources for the Sisters of the Order of Saint Benedict will inform the prioress of the availability and interests of sisters seeking faculty assignments in the College of Saint Benedict and Saint John's University.
- c. In preparation for the annual summer meeting, the president and the provost ~~for Academic Affairs~~ will inform the prioress and the director of Human Resources of the needs of the college and the university.
- d. In preparation for the annual summer meeting, the prioress and the director of Human Resources will inform the president and the provost ~~for Academic Affairs~~ of the interests and availabilities of sisters seeking faculty assignment.

3.1.1.2 Administrative Responsibilities

- a. It will be the responsibility of the director of Human Resources for the Sisters of the Order of Saint Benedict to consult with the prioress regarding a sister seeking employment with the College of Saint Benedict, to arrange for a discernment conference with the sister, and, if the conclusion is affirmative, to arrange for a letter of authorization from the prioress to accompany the sister's application materials. The director of Human Resources will give appropriate information to the administrative team and the director of formation for the Sisters of the Order of Saint Benedict concerning the status of sisters seeking employment by the College of Saint Benedict.
- b. It will be the responsibility of the director of Human Resources for the Sisters of the Order of Saint Benedict to assist a sister who is preparing for faculty appointment to follow the "Procedures for Sisters Who Are Preparing for Faculty Appointment" (Section 3.1.1.4). It will also be the responsibility of the director of Human Resources for the Sisters of the Order of Saint Benedict to communicate with the provost ~~for Academic Affairs~~ and appropriate monastic officials regarding the progress of the sister in her preparation for faculty assignment.
- c. It will be the responsibility of the provost ~~for Academic Affairs~~ to report to the presidents of the College of Saint Benedict and Saint John's University on likely vacancies because of resignation, retirement, or separation for other reasons and to notify the director of Human Resources that he or she has approved a new position, a replacement position, or the continuation of a faculty position.

3.1.1.3 Appointment Procedures for Sisters to Current Faculty Positions

- a. The provost ~~for Academic Affairs~~ forwards a job description which has been prepared by the department chair and ~~divisional~~ **associate provost and academic** dean with listed qualifications for the position to the prioress and the director of Human Resources for the Sisters of the Order of Saint Benedict.
- b. The director of Human Resources for the Sisters of the Order of Saint Benedict will inform sisters of faculty positions open in the College of Saint Benedict and Saint John's University. A sister who expresses interest in one of these positions sends her *curriculum vitae*, transcripts of graduate work, teaching evaluations and letters of recommendation to the director of Human Resources. The director of Human Resources, after consultation with the prioress, forwards these materials to the provost ~~for Academic Affairs~~ and provides copies to the prioress and the president.
- c. The provost ~~for Academic Affairs~~, after consultation with the president, will discuss the qualifications of the nominated sister with the department chair or program director and with the ~~appropriate divisional~~ **associate provost and academic** dean and, in the case of the School of Theology, the dean of the School of Theology. The department chair or program director makes a written recommendation to the provost ~~for Academic Affairs~~ regarding the qualifications of the sister. The provost ~~for Academic Affairs~~ makes a determination about the qualifications of the sister and notifies the prioress and president, along with the director of Human Resources for the Sisters of the Order of Saint Benedict, of this decision. The provost ~~for Academic Affairs~~ then notifies the department chair or program director and the ~~appropriate~~ **associate provost and academic** dean of the determination regarding the sister's qualifications.
- d. If the sister is found to be qualified for the position and the president approves her appointment to the college, no search will be conducted for the position. Instead, a letter of appointment is prepared and sent by the president to the sister with copies to the prioress, the provost ~~for Academic Affairs~~ and the director of Human Resources for the Sisters of the Order of Saint Benedict. At the time of the initial appointment of the sister to the faculty, her rank will be determined following the procedures of the *Faculty Handbook*.
- e. If the sister is found to be not qualified for the position, the provost will meet with the sister to

inform her of this determination. A letter reflecting this determination will be sent by the provost ~~for Academic Affairs~~ to the prioress, president, director of Human Resources for the Sisters of the Order of Saint Benedict and the department chair or program director, with a copy to the sister.

3.1.1.4 Procedures for Sisters Who Are Preparing for Faculty Appointment

- a. A sister who is interested in serving on the faculty of the College of Saint Benedict and Saint John's University should indicate so in writing to the director of Human Resources for the Sisters of the Order of Saint Benedict. After consultation with the prioress, the director of Human Resources should prepare a letter addressed to the provost ~~for Academic Affairs~~, with a copy to the sister, indicating the authorization of the prioress for the sister to begin the process of preparing to become a member of the faculty. The provost ~~for Academic Affairs~~ will write a letter of introduction to the appropriate department chair or program director indicating that the sister has authorization to express her interest in a faculty appointment. A copy of this letter is to be sent to the sister and to the director of Human Resources for the Sisters of the Order of Saint Benedict. Upon receipt of this copy the director of Human Resources for the Sisters of the Order of Saint Benedict directs the sister to the appropriate department chair or program director.
- b. The sister should meet with the appropriate department chair or program director to indicate the nature of her teaching interests, to discuss the long-range needs of the department or program, and to gather information regarding the quality of programs of studies at various graduate schools. The department chair or program director should prepare a letter addressed to the ~~appropriate~~ **associate provost and academic** dean indicating his or her recommendation for the sister to continue the process of preparing to become a member of the faculty. This letter should specifically address the compatibility of the needs of the department and the planned program of study of the sister. This letter should be accompanied by a copy of the letter the chair or director received from the director of Human Resources for the Sisters of the Order of Saint Benedict. The department chair or program director should also notify the director of Human Resources for the Sisters of the Order of Saint Benedict that action has been taken at the departmental or program level.
- c. The sister should meet with the ~~appropriate~~ **associate provost and academic** dean to indicate again the nature of her teaching interests, to discuss the long-range needs of the academic division within the College of Saint Benedict and Saint John's University and to gather further insight into the quality of appropriate graduate school programs of study. The **associate provost and academic** dean should prepare a letter addressed to the provost ~~for Academic Affairs~~ indicating his or her recommendation for the sister to continue the process of preparing to become a member of the faculty. This letter should specifically address the compatibility of the needs of the academic division of the College of Saint Benedict and Saint John's University and the planned program of study of the sister. This letter should be accompanied by a copy of the letters of the department chair or program director and the director of Human Resources for the Sisters of the Order of Saint Benedict. The **associate provost and academic** dean should also notify the director of Human Resources for the Sisters of the Order of Saint Benedict that action has been taken at the divisional level.
- d. The sister should meet with the provost ~~for Academic Affairs~~ to indicate again the nature of her teaching interests and to discuss the long-range needs of the College of Saint Benedict and Saint John's University. The provost should prepare a recommendation addressed to the president indicating his or her approval for the sister to continue the process of preparing to become a member of the faculty. This letter should specifically address the compatibility of the needs of the university and college and the planned program of study of the sister. This letter should be accompanied by a copy of the letters of the **associate provost and academic** dean, the department chair or program director and the director of Human Resources for the Sisters of the Order of Saint Benedict. The provost should also notify the director of Human Resources for the Sisters of the Order of Saint Benedict that action has been taken by the provost.

- e. The sister should meet with the president to indicate again the nature of her teaching interests and to discuss the long-range needs of the College of Saint Benedict and Saint John's University.
- f. At a meeting the prioress, president, director of Human Resources for the Sisters of the Order of Saint Benedict and the provost [for Academic Affairs](#) will review these materials to assure mutual understanding and to arrive at a final recommendation that might indicate any special conditions regarding the future employment of the sister as a member of the faculty.
- g. Following a favorable decision at this meeting, the provost will initiate the process of completing a form entitled "Intention to Enter Graduate Study." This form will be signed by the department chair or program director, the [appropriate associate provost and academic](#) dean, the provost and the president. Their signatures will indicate that they have been consulted and that the intended field of study is one which the college and the university have incorporated into their long-range curricular plans. The form will indicate the number of years which the sister needs to complete her graduate work and the departmental areas and predicted workload in the college and university.
- h. Following the completion of this form, a letter indicating approval of the proposed plan of study is prepared and sent by the provost to the sister with copies to the prioress, the president, the [appropriate associate provost and academic](#) dean, the department chair or program director and the director of Human Resources for the Sisters of the Order of Saint Benedict.
- i. The form entitled "Intention to Enter Graduate Study" is a planning document; as such it requires continuous exchange of information among all parties. During the course of graduate study, the sister should communicate annually with the department chair or program director, the [appropriate associate provost and academic](#) dean and the provost [for Academic Affairs](#) and the appropriate monastic officials. This consultation should occur before the annual summer meeting of the prioress, the president, the director of Human Resources for the Sisters of the Order of Saint Benedict and the provost [for Academic Affairs](#).
- j. If enrollment drops or if the curricular needs of the College of Saint Benedict and Saint John's University change in such a way that the sister's role as a faculty member could be changed, the provost [for Academic Affairs](#) should, after consultation with the president, notify the sister in writing, with copies to the prioress, the president, the director of Human Resources for the Sisters of the Order of Saint Benedict and the department chair or program director.
- k. The sister will take advantage of placement services at her graduate school in order to generate official transcripts and records for her permanent files. Ordinarily, sisters will be expected to undertake some teaching prior to their appointment to the faculty. This may be accomplished at the College of Saint Benedict prior to beginning graduate study, during the graduate program at the graduate institution, or at the College of Saint Benedict before joining the faculty permanently.
- l. If the needs, academic interests, or status in relationship to the college or university of the sister should change, she should notify the provost [for Academic Affairs](#) in writing, with copies to the prioress, the president, the director of Human Resources for the Sisters of the Order of Saint Benedict and the department.
- m. At least 11 months prior to completion of her graduate program a sister should inform the provost [for Academic Affairs](#) and the director of Human Resources for the Sisters of the Order of Saint Benedict of the date on which she will begin to serve as a member of the faculty chair or program director as soon as possible.

The provost [for Academic Affairs](#) will in turn inform the chair of the department or program director and the [appropriate associate provost and academic](#) dean. Once she has been offered and signed a contract, the sister follows the procedures outlined in the *Faculty Handbook* concerning contract, renewal of contract, tenure and promotion, unless otherwise specified.

3.1.2 Hiring Procedures for Benedictines of Saint John's Abbey

- a. These procedures may be revised by mutual agreement between the abbot and the president upon the recommendation of the provost ~~for Academic Affairs~~, who acts in consultation with the ~~associate provost and academic deans~~ and department chairs and program directors.
- b. An annual meeting, called by the provost ~~for Academic Affairs~~, will be scheduled for early in the summer. Attending this meeting will be the abbot, the president, the abbey personnel liaison and the provost ~~for Academic Affairs~~. They will review the way the hiring procedures functioned in the past year, discuss short and long-term needs of the university and of the abbey and discuss the educational progress of monks currently preparing to become members of the faculty.

3.1.2.1 Procedure for Providing Information between the University and the Abbey

- a. To assist the university and the abbey in planning and advising monks who are interested in serving on the faculty, the provost ~~for Academic Affairs~~ will inform the president, after consultation with the department chairs and program directors, the ~~associate provost and academic deans~~ and the academic officers of the College of Saint Benedict, of the needs of Saint John's University and the College of Saint Benedict.
- b. Likewise, the abbey personnel liaison, after consultation with the abbey educational facilitator, will inform the abbot of the availability and interests of monks seeking faculty assignments in Saint John's University and the College of Saint Benedict.
- c. In preparation for the annual summer meeting, the president and the provost ~~for Academic Affairs~~ will inform the abbot and the abbey personnel liaison of the needs of the university and the college.
- d. In preparation for the annual summer meeting, the abbot and the abbey personnel liaison will inform the president and the provost ~~for Academic Affairs~~ of the interests and availabilities of monks seeking faculty assignment.

3.1.2.2 Administrative Responsibilities

- a. It will be the responsibility of the abbey personnel liaison to inform the prior, the sub-prior and the abbey formation director, for their information and/or approval, concerning the status of monks under their jurisdiction. It will also be the responsibility of the abbey personnel liaison to inform and consult with the abbey educational facilitator.
- b. It will be the responsibility of the abbey educational facilitator to assist a monk who is preparing for faculty appointment to follow the "Procedures for Monks Who Are Preparing for Faculty Appointment" (Section 3.1.2.4). It will also be the responsibility of the abbey educational facilitator to communicate with the provost ~~for Academic Affairs~~ and appropriate monastic officials regarding the progress of the monk in his preparation for faculty assignment.
- c. It will be the responsibility of the provost ~~for Academic Affairs~~ to report to the presidents of Saint John's University and the College of Saint Benedict on likely vacancies because of resignation, retirement, or separation for other reasons and to notify the abbey personnel liaison that he or she has approved a new position, a replacement position, or the continuation of a faculty position.

3.1.2.3 Appointment Procedures for Monks to Current Faculty Positions

- a. The provost ~~for Academic Affairs~~ forwards a job description which has been prepared by the department chair and ~~divisional associate provost and academic~~ dean with listed qualifications for

- the position to the abbot and the abbey personnel liaison.
- b. The abbey personnel liaison will inform monks of faculty positions open in Saint John's University and the College of Saint Benedict. A monk who wishes to fill one of these positions sends his *curriculum vitae*, transcripts of graduate work, teaching evaluations and letters of recommendation to the abbey personnel liaison. The abbey personnel liaison, after consultation with the abbot and the monk's immediate monastic supervisor, forwards these materials to the provost [for Academic Affairs](#) and provides copies to the abbot, the president and the abbey educational facilitator.
 - c. The provost [for Academic Affairs](#), after consultation with the president, will discuss the qualifications of the nominated monk with the department chair or program director and with the ~~appropriate divisional~~ [associate provost and academic](#) dean and, in the case of the School of Theology, the dean of the School of Theology. The department chair or program director makes a written recommendation to the provost [for Academic Affairs](#) regarding the qualifications of the monk. The provost [for Academic Affairs](#) makes a determination about the qualifications of the monk and notifies the abbot and president, along with the abbey personnel liaison of this decision. The provost [for Academic Affairs](#) then notifies the department chair or program director and the ~~appropriate~~ [associate provost and academic](#) dean of the determination regarding the monk's qualification.
 - d. If the monk is found to be qualified for the position and the president approves his appointment to the university, no search will be conducted for the position. Instead, the president will issue a letter of appointment for the abbot to cosign and issue to the monk according to the normal procedures for issuing faculty contracts. At the time of the initial appointment of the monk to the faculty his rank will be determined following the procedures of the *Faculty Handbook* (Section 2.1.2).
 - e. If the monk is found to be not qualified for the position, the provost will meet with the monk to inform him of this determination. A letter reflecting this determination will be sent by the provost [for Academic Affairs](#) to the abbot, president, abbey personnel liaison, abbey educational facilitator and the department chair or program director, with a copy to the monk.

3.1.2.4 Procedures for Monks Who Are Preparing for Future Faculty Appointment

- a. A monk who is advised or interested in serving on the faculty of Saint John's University and the College of Saint Benedict should indicate so in writing to the abbey personnel liaison and should consult with the abbey educational facilitator. After consultation with the abbot and the abbey personnel liaison, the abbey educational facilitator should prepare a letter addressed to the provost [for Academic Affairs](#) indicating the approval of the monastery for the monk to begin the process of preparing to become a member of the faculty. The provost [for Academic Affairs](#) will write a letter of introduction to the appropriate department chair or program director indicating that the monk has abbey approval to express his interest in a faculty appointment. A copy of this letter should be sent to the abbey educational facilitator.

Upon receipt of this copy the abbey educational facilitator should direct the monk to the appropriate department chair or program director.

- b. The monk should meet with the appropriate department chair or program director to indicate the nature of his teaching interests, to discuss the long-range needs of the department or program, and to gather information regarding the quality of programs of studies at various graduate schools. The department chair or program director should prepare a letter addressed to the ~~appropriate~~ [associate provost and academic](#) dean indicating his or her recommendation for the monk to continue the process of preparing to become a member of the faculty. This letter should specifically address the compatibility between the needs of the department and the planned program of study of the monk. This letter should be accompanied by a copy of the letter the chair

or director received from the abbey educational facilitator. The department chair or program director should also notify the abbey educational facilitator that action has been taken at the departmental or program level.

- c. The monk should meet with the **appropriate associate provost and academic** dean to indicate again the nature of his teaching interests, to discuss the long-range needs of the academic division within Saint John's University and the College of Saint Benedict and to gather further insight into the quality of appropriate graduate school programs of study. The **associate provost and academic** dean should prepare a letter addressed to the provost **for Academic Affairs** indicating his or her recommendation for the monk to continue the process of preparing to become a member of the faculty. This letter should specifically address the compatibility between the needs of the academic division of Saint John's University and the College of Saint Benedict and the planned program of study of the monk. This letter should be accompanied by a copy of the letters of the department chair or program director and the abbey educational facilitator. The **associate provost and academic** dean should also notify the abbey educational facilitator that action has been taken at the divisional level.
- d. The monk should meet with the provost **for Academic Affairs** to indicate again the nature of his teaching interests and to discuss the long-range needs of Saint John's University and the College of Saint Benedict. The provost should prepare a recommendation addressed to the president indicating his or her approval for the monk to continue the process of preparing to become a member of the faculty. This letter should specifically address the compatibility between the needs of the university and college and the planned program of study of the monk. This letter should be accompanied by a copy of the letters of the **associate provost and academic** dean, the department chair or program director and the abbey educational facilitator. The provost should also notify the abbey educational facilitator that action has been taken at the provost level.
- e. The monk should meet with the president to indicate again the nature of his teaching interests and to discuss the long-range needs of Saint John's University and the College of Saint Benedict.
- f. A meeting of the abbot, president, abbey personnel liaison, abbey educational facilitator and provost **for Academic Affairs** will review these materials to assure mutual understanding and to arrive at a final recommendation that might indicate any special conditions regarding the future employment of the monk as a member of the faculty.
- g. Following a favorable decision at this meeting, the provost will initiate the process of completing a form entitled "Intention to Enter Graduate Study." This form will be signed by the department chair or program director, the **appropriate associate provost and academic** dean, the provost and the president. Their signatures will indicate that they have been consulted and that the intended field of study is one which the university and college have incorporated into their long range curricular plans. The form will indicate the number of years which the monk needs to complete his graduate work and the departmental areas and predicted workload in the university and college.
- h. Following the completion of this form, a letter indicating approval of the proposed plan of study is prepared and sent by the provost to the monk with copies to the abbot, the president, the **appropriate associate provost and academic** dean(s), the department chair or program director, the abbey personnel liaison and the abbey educational facilitator.
- i. The form entitled "Intention to Enter Graduate Study" is a planning document; as such it requires continuous exchange of information among all parties. During the course of graduate study, the monk should communicate annually with the department chair or program director, the **appropriate associate provost and academic** dean and the provost for Academic Affairs and the appropriate monastic officials. This consultation should occur before the annual summer meeting of the abbot, the president, the abbey personnel liaison and the provost for Academic Affairs.
- j. If enrollment drops, if curricular needs change, or if the monk does not demonstrate satisfactory

- performance in his graduate study, the provost ~~for Academic Affairs~~ should, after consultation with the president and abbot, notify the monk in writing, with copies to the abbot, the president, the abbey personnel liaison, the abbey educational facilitator and the department chair or program director.
- k. The monk will take advantage of placement services at his graduate school in order to generate official transcripts and records for his permanent files. Ordinarily, monks will be expected to undertake some teaching prior to their appointment to the faculty. This may be accomplished at Saint John's University prior to beginning graduate study, during the graduate program at the graduate institution, or at Saint John's University before joining the faculty permanently.
 - l. If the needs, academic interests, or status in relationship to the university of the monk should change, he should notify the provost ~~for Academic Affairs~~ in writing, with copies to the abbot, the president, the abbey personnel liaison and the department chair or program director as soon as possible.
 - m. At least 11 months prior to completion of his graduate program a monk should inform the provost for Academic Affairs and the abbey personnel liaison of the date on which he will be available for faculty appointment. The provost ~~for Academic Affairs~~ will in turn inform the chair of the department or program director and the ~~appropriate associate provost and academic~~ dean. Once he has been offered and signed a contract, the monk follows the procedures outlined in the *Faculty Handbook* concerning contract, renewal of contract, tenure and promotion, unless otherwise specified.

3.2 Hiring and Recruitment Procedures for Faculty

3.2.1 Hiring Requests for New Full-time, Term Positions or Tenure-track Replacements Positions

Requests for 1) new tenure-track or term hires or 2) replacement positions for a tenured faculty member who retires, resigns, is put on permanent disability, etc., must be submitted to the ~~divisional associate provost and academic~~ dean by July 1 of the academic year in which the search is intended to take place. Department **chairs** must make the case for a tenure-track position based on analysis of pertinent data, such as the department's number of major/minor affiliates, number of graduates, curricular pressures on enrollment. Departments should also consider factors such as changes in the workload of existing faculty, the curricular directions suggested by the strategic priorities of the colleges.

3.2.2 Authorization to Hire

The ~~associate provost and academic~~ deans, provost and the director of academic planning/budget will discuss the staffing requests in light of the information submitted by the **chairs**. New positions, especially new tenure-track positions, are rare. The provost will authorize a position only when adequate funds are available for the position and when the position is consistent with larger institutional needs and priorities. Once a hire has been approved by provost, the department **chair** can begin the requisite paperwork involved in the recruitment process.

3.2.3 Elements of the Recruitment Process

COLLEGE OF SAINT BENEDICT VERSUS SAINT JOHN'S UNIVERSITY CONTRACT

The decision of whether a contract will be a College of Saint Benedict contract or a

Saint John's University contract is made by ~~the provost in consultation with~~ the **associate provost and academic** dean. The decision will be based on maintaining a College of Saint Benedict/Saint John's University faculty balance within each department. In the case that a faculty member is being temporarily replaced, the old contract location is continued in the new contract.

POSITION DESCRIPTION AND RECRUITMENT AUTHORIZATION

The position description, which will be used as the basis of the position ad, is initiated by the department chair and is forwarded to the ~~divisional~~ **associate provost and academic** dean with a completed Faculty Recruitment Authorization Form (available at the Human Resources Office). The Human Resources Office is available for assistance with the form and for sample ads. The **associate provost and academic** dean will review the description for accuracy, consistency with College of Saint Benedict/Saint John's University goals, appropriateness of language, and related issues. ~~When the dean believes the position description is ready, it is forwarded to the Office of the Provost for review and final approval.~~

POSITION AD

Position ads will be created by the Human Resources Office and reviewed by the Office of Academic Affairs before being submitted for publication. Every effort will be made to place the ad in media the department deems appropriate, but budget considerations may limit the number of journals used or the number of times an ad appears. The ad will request a letter of application (which includes a statement of teaching philosophy), three letters of recommendation, *curriculum vitae* and official transcripts.

3.2.4 A Note on Diversity

It is imperative that departments make a good faith effort to diversify the candidate pool, and it will be the **associate provost and academic** dean's responsibility to certify that effort. Please note that if a pool of candidates does not display adequate diversity, the appropriate action by the dean may be to continue soliciting applications until diversity is achieved.

3.2.7 Reference Calls

Reference calls must be conducted for the top two candidates of the five.

Generally, references should be asked questions like: Do you see this candidate fitting into a liberal arts college without a graduate program? We are a faculty who greatly value good teaching—Is this person someone who will resonate to our values? Can you give me some examples of how you form your assessment of this person's potential as a teacher/scholar?

If the outcome of a reference call is unsatisfactory, the ranking of the top five should be adjusted, and reference calls will be completed for the top two candidates.

At this point, departments should forward files of the top five candidates, which include notes from phone interviews/conference interviews and notes from the reference calls. ~~Deans~~ **The associate provost and academic dean** reserves the right to make additional reference calls of ~~their~~ **his or her** own, as necessary.

The **chair** should inform the Human Resources Office of candidates who are no longer under consideration. They will send a letter to inform them of their status. If the candidate pool is small, you might want to wait on this.

A Note on Internal Candidates: Departments should follow the same procedures for internal candidates.

3.2.8 Campus Interviews

Ordinarily, we will bring **two** candidates to interview for a position. All tenure-track positions must be interviewed by the ~~provost and divisional~~ **associate provost and academic** dean. The department **chair** will accompany the candidates to their interview with the dean.

The **chair** or department secretary should schedule interviews and help make appropriate transportation arrangements. Complete interview schedules and candidates' applications should be submitted to the ~~provost and~~ **associate provost and academic** dean at least a week in advance of interview time.

We have established procedures for interviews, meals, lodging, and airfare, and these should be followed in all searches. Procedures are as follows:

3.2.9 Airfare

Advanced planning can save a great deal of money on airfares. When making airline reservations, check dates for a savings in the airfare and check an assortment of flight times and options. Airfares of over \$400 must be approved by the ~~divisional~~ **associate provost and academic** dean. Also, it may be less expensive for candidates to fly into Saint Cloud than use Executive Express to travel here from the Twin Cities.

3.2.11 Meals

When possible, meals should be eaten on campus. Meal tickets can be obtained from the Office of the **Associate Provost and Academic** Dean. Departments may also reserve a meeting room and order a meal from dining service. When off-campus meals are necessary, only moderately priced meals should be considered (\$15 for dinner; \$5 for breakfast/lunch) to include only one-two departmental faculty. Requests for reimbursement should include a completed check request form, itemized receipts and the names of people attending the meal. Reimbursements in excess of these guidelines will not be honored.

3.2.12 Last Steps

In preparation for the on-campus interviews, the **chair** may secure Candidate Evaluation Forms from the Human Resources Office or use one prepared by the committee for its written review. These forms must be returned to the Human Resources Office for the recruitment file.

After the on-campus interview process, the department makes its recommendation for hire to the ~~divisional~~ **associate provost and academic** dean. The recommendation is made in writing with an explanation of the reasons for the decision. In the case that the two top candidates are essentially equivalent, the more diverse candidate for the department is expected to be recommended.

3.2.13 Job Offer

When the ~~divisional~~ **associate provost and academic** dean has a departmental recommendation for the tenure-track position, the **associate provost and academic** dean ~~will discuss the search with the provost,~~ **who** approves the hire. The offer of a position and all negotiation is done by the ~~divisional~~ **associate provost and academic** dean. Once the department has recommended a candidate, the department must separate itself from the process and wait until the negotiations are completed. When a candidate accepts

a position, the **associate provost and academic** dean will inform the **chair**. The Office of the **Associate Provost and Academic** Dean will prepare the necessary Contract Data Form which is sent to the Human Resources Office for issuance of the contract.

3.3.1 Office Space

Faculty offices are assigned by the **associate provost and** academic dean in coordination with the Space Committee. In non-teaching areas, office assignments are negotiated by the area vice-president.

4.1.1 Reasons for Initiating a Grievance Procedure

A grievance procedure may be initiated when a faculty member or a group of faculty members makes either or both of two types of claims: an allegation of a violation of rights, policies, procedures, or standards or an allegation of inadequate consideration of the evidence. Although both types of allegations would be investigated by a single *ad hoc* grievance committee (in accord with Section 4.1.1.1 below), these two are distinguished because of the somewhat different procedures entailed in the latter case (see Section 2.15.3).

In addition, the Faculty Handbook and Elections Committee may initiate a grievance when it believes the *Faculty Handbook* has been violated, as provided in Section 5.3.11.1. When the Faculty Handbook and Elections Committee initiates a grievance, it shall notify the Faculty Governance Coordinating Committee (FGCC) of its intention to file a grievance according to the process set forth in Section 4.1.6. The FGCC shall thereafter perform all of the functions normally assigned to the Faculty Handbook and Elections Committee under this grievance procedure, including ruling on whether the alleged violation is grievable and appointing the *ad hoc* grievance committee.

When the Faculty Handbook and Elections Committee is a respondent in a grievance, the FGCC will likewise perform the functions normally assigned to the Faculty Handbook and Elections Committee under this grievance procedure.

4.1.3 Faculty Grievance Consultant

The Faculty Handbook and Elections Committee will maintain a roster of faculty members familiar with the grievance procedure who will be available upon request to provide technical advice and other consultation to parties involved in a grievance. This consultant is not to be construed as legal counsel and is only acting in an unofficial advisory capacity. While the position is not one of advocacy, an individual serving as consultant to one party of the grievance may not assist the other parties involved. The decision to utilize a grievance consultant is up to the individual party and is in no way required in the grievance process.

4.1.3.1 Responsibilities of the Faculty Grievance Consultant

The responsibilities of the faculty grievance consultant vary, depending on the phase of the grievance process. If, during the process, any party feels that a significant conflict of interest has arisen, the consultant must withdraw from the process and the parties involved are free to seek assistance from another consultant.

- a. Prior to the formation of an *ad hoc* grievance committee
 1. To provide assistance to faculty members exploring whether there are grounds for filing a grievance (Section 2.15.3);
 2. To participate actively in efforts to find an informal resolution of the issues, if the grievant requests such assistance;
 3. To provide advice, upon request, to participants in the grievance procedure in the construction and filing of official statements such as the grievance statement (Section 4.1.6) or the formal response from the party grieved against (Section 4.1.6.4); and/or to answer questions and provide whatever relevant advice the faculty grievance consultant deems helpful.
 4. The consultant will notify the chair of the Faculty Handbook **and Elections** Committee when accepting the role of advising one party or the other.
- b. After the formation of an *ad hoc* grievance committee
 1. The *ad hoc* grievance committee is a neutral group of faculty colleagues to which the Faculty Assembly as a whole delegates responsibility for investigating the grievance. In order to keep this primary responsibility clear, the faculty grievance consultant does not attend meetings between the *ad hoc* grievance committee and the parties to the grievance but will be available for advice to the participants during the committee's preliminary efforts to find an informal resolution to the issues (Section 4.1.7.1).
 2. Upon the request of a participant to the grievance, and upon a decision by the faculty grievance consultant that such advice would be helpful to the process, the faculty grievance consultant may continue to provide informal advice throughout the grievance process, including during the time when formal hearings may occur (Section 4.1.8).

4.1.4 Timeline

The following is a timeline for the grievance process. If any confusion arises between interpretations of this timeline and of the text describing these stages in detail, the text shall be taken as definitive. However, the timeline may be altered by mutual agreement of the parties to the grievance and the appropriate committee dealing with the grievance at that stage of the process. In the event of minor discrepancies in following the timeline, the goodwill of all parties involved is expected, as the intent of the grievance procedure is resolution of the situation rather than dismissal on technical grounds.

- a. 30-day preliminary stage (Section 4.1.5);

- b. 10 working days from the end of the 30-day preliminary stage for filing of the grievance statement (Section 4.1.6);
- c. 10 working days from the filing of the grievance statement for a decision by the Faculty Handbook **and Elections** Committee concerning the grievability of the violations alleged (Section 4.1.6.1.a);
- d. 10 working days from the Faculty Handbook **and Election** Committee's decision on grievability for:
 - 1. circulation by the grievant of the grievance statement (Section 4.1.6.2.a);
 - 2. notification by the grievant to the Faculty Handbook **and Elections** Committee that the grievance statement has been circulated (Section 4.1.6.2.b);
 - 3. the appointment and announcement by the Faculty Handbook **and Elections** Committee of the chair of the *ad hoc* grievance committee (Section 4.1.6.2.c);
 - 4. the appointment by the Faculty Handbook **and Elections** Committee of a slate of 10 candidates for the other two positions on the *ad hoc* grievance committee (Section 4.1.6.2.d);
 - 5. chair of the Faculty Handbook **and Elections** Committee notifies the slate and provides them with the grievance statement (Section 4.1.6.2.e);
- e. 15 working days from the appointment of the chair of the *ad hoc* grievance committee for:
 - 1. the grievant to submit the grievance statement (Section 4.1.6.3.a);
 - 2. notification by the grievant to the chair of the *ad hoc* grievance committee and to the chair of the Faculty Handbook **and Elections** Committee that the grievance statement has been circulated (Section 4.1.6.3.b);
 - 3. notification from the chair of the *ad hoc* grievance committee to the parties to the grievance concerning the process for constituting the *ad hoc* grievance committee (Section 4.1.6.3.c);
- f. 15 working days from the filing of the grievance statement for:
 - 1. formal response by those grieved against (Section 4.1.6.4);
 - 2. the choice of the other two members of the *ad hoc* grievance committee (Section 4.1.6.5);
- g. 15 working days from the deadline for a formal response by those grieved against for investigation by the *ad hoc* grievance committee and its decision concerning formal hearings (Section 4.1.7.4);
- h. 15-day period from the decision to hold formal hearings for the start of formal hearings (Section 4.1.8);

- i. ordinarily a 60-day period from the decision to hold formal hearings for completion of the hearings (Section 4.1.8.2);
- j. 7 working days after the end of formal hearings for the *ad hoc* grievance committee's decision (Section 4.1.9);
- k. 7 working days after receipt of the decision for parties to the grievance to declare their acceptance or rejection of the *ad hoc* grievance committee's decision (Section 4.1.8);
- l. 10 working days after the *ad hoc* grievance committee's notification of its decision for appeal (Section 4.1.10);
- m. 10 working days for the appropriate administrator(s) to notify the appealing party of a date by which the appeal will be reviewed (Section 4.1.10.1);
- n. 10-day period to review the appeal and to notify all parties of a decision (Section 4.1.10.1-2).

4.1.5 The Preliminary Stage

The necessary first step toward an informal solution is for the grievant to attempt personally to resolve his or her dispute with the other person or persons. This informal procedure takes place within a 30-day period; it begins on the day on which the grievant submits a dated letter specifically identified as initiating the 30-day preliminary stage, outlining the dispute and stating the date the alleged event occurred to both the person(s) being grieved against as well as the chair of the Faculty Handbook and Elections Committee, and the provost. The principals may call upon one of the faculty grievance consultants or any person who has knowledge of the dispute or who may assist in an informal resolution. The human rights officer, the director of Human Resources, and/or the provost may be called upon at this time to aid in an informal resolution. While these persons may actively seek a satisfactory solution, the responsibility for resolving the dispute remains with the principals.

This 30-day period is meant to be used for actively seeking a resolution to the dispute. Any record of what transpires during the preliminary stage does not become part of the grievance record.

If a faculty member is simultaneously alleging a grievable violation and a human rights violation (see Section 2.15.1), this preliminary stage may overlap with the informal complaint stage of the "Joint Complaint Procedure for Human Rights Violations."

4.1.6 The Filing Process: Beginning of the Formal Stage

If the grievant has not settled the dispute within the 30-day preliminary stage and wants to proceed with the grievance procedure, he or she shall submit an intention to file, hereafter referred to as the grievance statement. This grievance

statement shall be filed with the chair of the Faculty Handbook and Elections Committee, with a copy to the provost, within 10 working days after the 30-day preliminary stage has ended unless the grievant can establish to the chair of the Faculty Handbook and Elections Committee that a delay in filing is the result of extenuating circumstances, in which case they will agree to a new filing date.

The grievance statement must contain sufficient information to determine the section(s) of the *Faculty Handbook* that relate to the dispute; it describes the specific nature of the grievance and specifies the factual claims upon which the grievance is based, names the person or persons against whom the grievance is made, and proposes a possible remedy or remedies. When the grievance statement is put into final form (4.1.6.3.a), additional factual claims may be specified, but the *matter* of the grievance, including the section(s) of the *Faculty Handbook* to which it is related, cannot be altered.

4.1.6.1 Decision to Form an *Ad Hoc* Grievance Committee

Within 10 working days after the chair of the Faculty Handbook and Elections Committee receives the grievance statement, the following must occur:

- a. The Faculty Handbook and Elections Committee shall decide whether or not the issues of the dispute are grievable. For purposes of this decision, the committee will presume the accuracy of the facts presented by the grievant and will rule only on whether the violations are grievable, as defined in Section 2.15.3.
- b. If the committee decides that the alleged violations are grievable, it will proceed to form an *ad hoc* grievance committee to investigate the matter, as described in Section 4.1.6.2 below.
- c. If the Faculty Handbook and Elections Committee finds that the issues of the dispute are not included in Section 2.15.3, then the grievance process is ended. This decision cannot be challenged, and the grievant may not initiate another grievance on these matters.
- d. If a faculty member is simultaneously alleging a grievable violation and a human rights violation (see Section 2.15.1), the committee will consult with the institution's human rights officer. If the Faculty Handbook and Elections Committee and the human rights officer conclude that one or more of the grievable complaints also entails a claim of a human rights violation, a single *ad hoc* grievance committee will be formed to investigate both kinds of allegations. The human rights officer will serve as a nonvoting advisor to the *ad hoc* grievance committee and will submit to that committee and to all the principals to the grievance a report of findings concerning the alleged human rights violation. The complainant retains the right to initiate a human rights complaint through the Human Rights Office.

- e. In accord with Section 2.15.2.c, if the faculty member alleges only a violation of the “Joint Human Rights Policy,” a grievance cannot be filed, but a human rights complaint may be initiated.

4.1.6.2 Appointment of the Chair of the *Ad Hoc* Grievance Committee and Slate Selection

Within 10 working days after the grievant receives from the Faculty Handbook and Elections Committee notice of its decision that the issues of the dispute are grievable, the following must occur:

- a. The grievant shall submit copies of the grievance statement to any named party, the department chair or appropriate supervisor, the appropriate associate provost and academic dean, the provost, and president(s).
- b. The grievant shall submit a signed and dated acknowledgment to the chair of the Faculty Handbook and Elections Committee that the grievance statement has been so distributed.
- c. The Faculty Handbook and Elections Committee shall appoint one tenured member of the College of Saint Benedict or Saint John’s University faculty, or a College of Saint Benedict or Saint John’s University administrator with tenure, to serve as chair of the *ad hoc* grievance committee. The Faculty Handbook and Elections Committee must make every reasonable effort to ensure that the appointed chair does not have a conflict of interest in the case. The appointment of the chair cannot be challenged. If the *ad hoc* grievance committee will be simultaneously investigating both a grievable allegation and a human rights violation (in accord with Section 4.1.5), the chair of the *ad hoc* grievance committee will be selected from those tenured faculty members who serve on the Human Rights Hearing Panel (described in “Joint Complaint Procedure for Human Rights Violations”).

The Faculty Handbook and Elections Committee will write to all parties to the grievance to announce the appointment of the chair.

- d. The Faculty Handbook and Elections Committee will provide to the appointed chair of the *ad hoc* grievance committee a slate of 10 candidates, from which two shall later be chosen to serve on the *ad hoc* grievance committee. Faculty named in the slate can be from the College of Saint Benedict or Saint John’s University but must be tenured. The slate may include up to three administrators. The administrator(s) must either be tenured to the faculty or have five or more years of full-time service as an administrator at the College of Saint Benedict or Saint John’s University.
- e. When a grievance is brought by a member or members of the College of Saint Benedict or Saint John’s University against a member or members of the other institution, either party may request that the slate be divided into two slates of five, one composed solely of members of the college and

one of members of the university, with one member of the *ad hoc* grievance committee to be chosen from each slate.

- f. In the case of a campus-specific grievance, either party may request that only members of the relevant institution be named on the slate.
- g. The chair of the Faculty Handbook **and Elections** Committee shall notify the 10 that they are on the slate and furnish them with the grievance statement. The committee must make every reasonable effort to ensure that persons on the slate do not have a conflict of interest in the case. A person may withdraw from the slate by stating specifically in writing to the chair of the Faculty Handbook **and Elections** Committee that he or she has a conflict of interest in the case. The slate may not be challenged.

4.1.6.3 Submission of the Grievance Statement

Within 15 working days following the appointment of the chair of the *ad hoc* grievance committee and the slate, the following procedure must occur:

- a. The grievant must put the grievance statement in final form. Additional factual claims may be specified, but the *matter* of the grievance, including the section(s) of the *Faculty Handbook* to which it is related, cannot be altered.
- b. The grievant shall submit copies of the grievance statement to the appropriate president(s), provost, **associate provost and academic dean(s)**, and department chair and/or dean of the School of Theology, and three copies to the chair of the *ad hoc* grievance committee, who will distribute those copies to the *ad hoc* grievance committee members upon their appointment.
- c. The grievant shall submit to the chair of the *ad hoc* grievance committee and the chair of the Faculty Handbook **and Elections** Committee, a signed and dated acknowledgment that the grievance statement has been submitted to all related parties as specified in 4.1.6.3.b.
- d. The chair of the *ad hoc* grievance committee shall notify in writing the grievant and the respondent(s) to the grievance that the committee will be constituted in accordance with Section 4.1.6.5, for purposes of hearing the grievance. The notification shall refer the parties to Section 4.1 for a description of the grievance procedure.

4.1.7.1 Mutually Acceptable Resolution of Grievance

The *ad hoc* grievance committee shall make every reasonable effort to resolve the grievance in a manner mutually acceptable to the grievant and the parties named in the grievance at this stage. If resolution occurs at this stage, the grievance statement, the formal response and the *ad hoc* grievance committee's announcement of the resolution are placed in the custody of the appropriate

Human Resources Office or the Office of the Provost if the person grieved against is the Human Resources officer. The *ad hoc* grievance committee must send a written announcement of the resolution to the grievant(s), the parties named in the grievance, the provost, and the chair of the Faculty Handbook and Elections Committee.

4.1.7.3 Allegations of Inadequate Consideration of Evidence

Allegations of inadequate consideration (as described in Section 2.15.3.2) will be handled as follows:

- a. Any grievance committee investigating such an allegation must discover whether those grieved against gave adequate consideration to the evidence.
- b. The grievance committee must recognize that it should not substitute its own judgment for the judgment of the original evaluators on the merits of whether the grievant should have been reappointed or promoted or granted tenure, or otherwise dealt with.
- c. If the grievance committee finds sufficient evidence (see Section 4.1.7.3.e below) to believe that inadequate consideration occurred, it will recommend a reconsideration of the case, indicating the respects in which consideration may have been inadequate.
- d. In particular, the grievance committee will not proceed to formal hearings (described in Section 4.1.7.4 below) because of evidence of inadequate consideration.
- e. If the committee concludes that a decision may have been based on inadequate consideration (as defined in Section 2.15.3.2), the committee's formal report to the grievant(s), the parties named in the grievance, the provost, **associate provost and academic dean(s)**, the department chair and/or the dean of the School of Theology, the chair of the Faculty Handbook and Elections Committee, and the president(s) must include a recommendation that the person, persons, or committee which gave inadequate consideration assess the merits of the case once again, this time remedying the inadequacies of their prior consideration. No grievance will proceed to formal hearings because of a finding of inadequate consideration.

4.1.7.6 Timeline for and Report on Preliminary Actions of the *Ad Hoc* Grievance Committee

This decision either to end the grievance or move to formal hearings must occur within 15 working days from the end of the grievance statement formal response period (see Section 4.1.6.4).

Whatever its decision at this stage of the grievance, the *ad hoc* grievance committee must make a written report of its decision and its rationale to the grievant(s), the parties named in the grievance, the provost, **associate provost and academic dean(s)**, the department chair and/or the dean of the School of Theology, the chair of the Faculty Handbook **and Elections** Committee, and the president(s).

4.1.8.11 Findings of Fact and Decision

The decision will consist of findings of fact, conclusions, and recommended disposition, all of which must be based solely on the hearings, records, and the pertinent procedures of the *Faculty Handbook*. At the completion of the hearing, the *ad hoc* grievance committee must arrive at a decision and make recommendations of action, sanction, or other resolution. The chair of the *ad hoc* grievance committee will give a generic summary of the decision to the chair of the Faculty Handbook **and Elections** Committee (see Section 4.1.11.2).

4.1.11.1 Reporting

Within 30 days after the deadline for parties to the grievance to file an appeal (as described in Section 4.1.10), the president(s) will report the *ad hoc* grievance committee's decision, the parties' acceptance, rejection and/or appeal, and the president(s)'s own decision to the grievant(s), those grieved against, the members of the *ad hoc* grievance committee, the department chair and/or dean of the School of Theology, **associate provost and academic dean(s)**, provost, and the chair of the Faculty Handbook **and Elections** Committee. If the president is grieved against, the chair or vice-chair of the Coordinate Academic Affairs Committee of the Board who serves at the institution of the president subject to the grievance will report this information and the committee's own decision to these same persons within 60 days of the deadline for appeal.

4.1.11.2 Report to Faculty Assembly

The chair of the Faculty Handbook **and Elections** Committee will (ordinarily at the last faculty assembly in the spring term) annually report all grievances about which a final decision has been made. The above-mentioned chair's report will be a written generic summary as provided by the chair of each *ad hoc* grievance committee. The generic report shall specify the reason for initiating the grievance as set forth in Section 2.15.3, the section of the *Faculty Handbook* violated, a summary of the formal hearings, and the decision of the *ad hoc* grievance committee. In a generic summary, no parties to the grievance may be named nor information that identifies an individual be given. When both the *ad hoc* grievance committee and the president(s) decide it is appropriate, they may determine if it is necessary and/or prudent to publish a more limited summary, no summary, or a more specific summary naming the parties to the grievance to the faculty assembly.

4.2.3 Procedures for the Post-tenure Faculty Development Program

The Post-tenure Faculty Development Program includes the following steps:

- a. **Establishment of Goals:** At the beginning of the year of participation, each faculty member will assess accomplishments and identify goals for further development in three areas: teaching, scholarship and creative work, and service activities. This process of reflection will include two components: an oral discussion with at least one other tenured faculty member from either inside or outside the participant's department and the preparation of a written report summarizing the accomplishments and identifying goals, which will be given to the program coordinator and the faculty member's departmental chair.
- b. **Identification of Strategies:** Following this reflection and during the course of the year, each participant will identify strategies to achieve goals for his or her professional development and suggest ways the College of Saint Benedict/Saint John's University could provide resources to assist the plan of development. All program participants will consult with their department chairs and meet at least twice per semester with each other and the program coordinator to discuss their goals and strategies. Each faculty member is encouraged to be creative in designing his or her own program goals and strategies. Sample components of program design might include (but are not limited to):
 1. Development of regular peer partnership activities with another faculty member or group of faculty members who might observe classes or discuss one's scholarly activity.
 2. Redesigning courses through intensive reading, reorientation of content, reconsideration of pedagogical technique, reflection on student feedback, new use of technology, experiments with team teaching, videotaping of classes, consulting with colleagues on other campuses, applying for release time for developing new courses, attending appropriate conferences, and so on.
 3. Planning a program of scholarship and creative work: assessing direction through consideration of disciplinary development and personal interest, intensive reading, networking with scholars of like interest, attending conferences, planning and taking research trips, writing research grants, applying for reassigned time for research, carrying out research, writing drafts of research and receiving feedback.
 4. Planning directions of future service activities.
- c. **Proposal:** Each participant will prepare a proposal which will be given to the department chair, program coordinator and the **associate provost and**

- academic** dean. It will summarize the reflection; clarify the goals, strategies and resources needed for the development plan; and project strategies to be initiated during the following one to two years. It will be due April 1. The chair and the **associate provost and academic** dean will provide a written response by September 1.
- d. **Report:** Within two years, participants will report to their departments on the implementation of their development plan.

The proposed changes were voted on and approved at the Joint Faculty Senate meeting of 19 February 2009.

***Proposed Revision to Handbook Description of APSAC Responsibilities,
Approved by APSAC December 9, 2008***

I. Provision to be revised (5.3.2.2.a.3 - highlighted)

5.3.2.2 Responsibilities

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

- a. The general duties of the Committee are to:
1. formulate guidelines for achieving and maintaining integrity and excellence in academic programs,
 2. oversee the quality and functioning of the entire undergraduate academic program,
 3. **appoint faculty representatives to the College of Saint Benedict Admissions Committee, the Saint John's University Admissions Committee, and the Calendar Committee,**
 4. obtain relevant external and internal information needed for planning or making recommendations,
 5. communicate to Academic Planning and Budget Committee regarding budget and resource needs based on academic planning and priorities as they relate to the curriculum,
 6. identify and appoint members, from the faculty at-large, to the Computing Subcommittee,
 7. communicate with the appropriate faculty committees as deemed necessary, and
 8. initiate whatever action is necessary to fulfill its duties and responsibilities.

II. Proposed revision to 5.3.2.2.a.3

from the faculty at large, identify and appoint one faculty representative to the College of Saint Benedict Admissions Committee, one faculty representative to the Saint John's University Admissions Committee, and two faculty representatives to the Calendar Committee, reasonable efforts being made to ensure that faculty representatives to the Calendar Committee will be housed in separate academic divisions.

III. Rationale

- A. Past practice has evidently been to appoint one faculty representative to each of the Admissions Committees and two representatives to the Calendar Committee. Current Handbook language, by contrast, does not stipulate specific numbers of representatives. The proposed revision is intended to bring the handbook description into conformity with existing practice.
- B. Volunteers for these short term committee appointments have tended to come forward disproportionately from certain divisions and departments, and not from others. Yet the scheduling needs of different divisions are certain to vary. Members of APSAC thought it therefore advisable to recommend (“...reasonable efforts being made...”) that faculty representatives on the calendar committee be drawn from different divisions to ensure a more adequate diversity of perspectives on matters of academic scheduling.

PROPOSED REVISION TO THE COMPOSITION OF THE CURRICULUM COMMITTEE

CURRENT

5.3.3.1 Composition

The members of the Curriculum Committee are:

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

Ex-officio administrative members are:

- b. the Provost or a delegate appointed by the Provost, and
- c. the Associate Provost and Academic Dean.

Consultants are:

- d. the Registrar, the Director of Academic Advising, the Director of the Libraries, and
- e. two students, one from Saint John's University and one from the College of Saint Benedict, appointed by their respective student governments.

- f. In addition, when deemed appropriate by the Committee Chair, other faculty members who are charged with administration of the Core Curriculum may serve as consultants.

REVISED

5.3.3.1 Composition

The members of the Curriculum Committee are:

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

Ex-officio administrative members are:

- b. the Provost or a delegate appointed by the Provost, and
- c. the Associate Provost and Academic Dean.

Consultants are:

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

RATIONALE FOR REVISION

This change was one of the administrative updates suggested by Provost Rita Knuesel and forwarded to the FHEC on 23 July 2008.

The change is substantive in that it adds a consultant to the CC. That is, it “gives a seat at the table” to someone who was not previously guaranteed a seat.

However, in the opinion of the FHEC, this substantive change is a minor for at least two reasons.

1. The newly added consultant is the chief administrator of the common curriculum, and the current version of Faculty Handbook Section 5.3.3.1 already states that “faculty members who are charged with administration of the Core Curriculum may serve as consultants.”

2. The newly added consultant, though by definition a committee member, does not have voting rights (see Section 5.3.0.1.g); in this important way, his or her ability to influence committee decisions is limited.

Finally, to the FHEC, giving a seat at the table to the Director of the Common Curriculum seems reasonable. After all, the CC “oversees the quality and functioning of the curriculum, including the core curriculum” (Section 5.3.3); given its oversight of the common curriculum, we think the CC could be well-served by regular input from the common curriculum’s chief administrator.

5.0.1 Faculty Role in the Governance of the College of Saint Benedict

The primary role of the faculty in college governance is the implementation of the educational goals of the College of Saint Benedict. In this capacity the faculty is responsible for curricular requirements including but not limited to: admissions and graduation requirements, the ~~core~~ Common eCurriculum, additions and deletions of majors, minors, or programs. The faculty is also responsible for issues relating to faculty welfare including but not limited to: tenure, promotion, sabbaticals, compensation, working conditions, and faculty development.

The faculty participates in college governance through the Joint Faculty Assembly, through the College of Saint Benedict Faculty-Staff Assembly and through its representatives on standing committees or *ad hoc* committees of the college and Saint John's University.

Generally, the initiation of educational policy is the responsibility of the faculty. Whether changes in educational policy are initiated by the faculty, the academic administrators, the president or the Board of Trustees, changes of a major nature in educational policy require consultation among the faculty, the provost, the president, and the Board of Trustees, unless there is agreement to do otherwise.

5.1.1 Membership

The voting members of the Joint Faculty Assembly are those faculty members of the College of Saint Benedict and Saint John's University who are:

- a. full-time ranked faculty (see Section 2.1.1.1),
- b. reduced-load ranked faculty (see Section 2.1.1.2), or
- c. full-time, term-appointment faculty (see Section 2.1.3.2).

The president of the college, the president of the university, the provost ~~for~~ [Academic Affairs](#), and all other full-time, academic administrative staff are

nonvoting, *ex officio* members. Other administrators and staff, other faculty members, and students may attend meetings and participate in discussions but do not enjoy voting rights, are not counted in the quorum, and may not introduce business.

5.1.3 Rules

The following rules apply to Joint Faculty Assembly meetings:

- a. Regular meetings of the Joint Faculty Assembly are held at least monthly during the academic year.
- b. Special meetings of the Joint Faculty Assembly may be called by the chair or in the chair's absence by the vice-chair. Special meetings may also be called by the petition of at least 10 percent of the voting members.
- c. For official action to occur at an Assembly meeting, e-mail notice of the time, place, and date of the meeting and its agenda must be sent to the members at least 48 hours before the meeting is scheduled to begin. Written notice will also be sent through campus mail to those who have requested it.

Should an emergency occur that, in the view of the chair and vice-chair, necessitates immediate attention by the Joint Faculty Assembly, the requirements for 48-hour notice may be waived. The chair and vice-chair must make every reasonable attempt to notify all members of the Assembly of the time, place, and date of the emergency meeting. A quorum is still required to conduct official business.
- d. Prior to each regular meeting, Assembly members are to receive through e-mail, or through campus mail if they so request, the minutes of the previous meeting. Where questions to be discussed have been studied by committees, copies of reports prepared by those committees are to be distributed in the same fashion.
- e. The agenda for meetings of the Joint Faculty Assembly is set by the Faculty Governance [Coordinating](#) Committee (FGCC). The FGCC may receive requests for agenda items from the academic officers of the college and university, from the standing committees of the Joint Faculty Assembly, from *ad hoc* committees, and from voting members of the Assembly. An issue is automatically placed on the agenda by signed petition of 10 percent of the voting members of the Joint Faculty Assembly.
- f. New agenda items may also be proposed at any Joint Faculty Assembly meeting by any member. If at least 10 percent of those present and voting support placing the item on the Assembly agenda, it will be added to the agenda for the next Assembly meeting. An item may be added to the agenda of the current meeting by a vote of two-thirds of those present and voting.

- g. One-fourth of the voting members of the Joint Faculty Assembly constitute a quorum for the purpose of conducting official business.
- h. Votes on motions before the Joint Faculty Assembly will normally occur at Assembly meetings. However, mail or electronic voting on a motion may be employed, if the Assembly, by a vote of two-thirds of those present and voting, approves either a separate motion or an incidental motion to employ mail or electronic voting methods. Such mail or electronic voting on a motion will be conducted and supervised by the FGCC.
- i. Sturgis' *Standard Code of Parliamentary Procedures* is the parliamentary authority of the Joint Faculty Assembly, subject to any rules and procedures specified in Part V.
- j. Except as otherwise provided in Part II, any action taken by the Joint Faculty Assembly is reported to the provost, who is responsible for both securing any necessary approvals and reporting back to the Assembly.
- k. Separate votes by the faculty of the college and by the faculty of the university at meetings of the Joint Faculty Assembly ordinarily occur only when required by contract. For purposes of such a vote, one-fourth of the voting members of the Joint Faculty Assembly under contract to the college or university, whichever pertains, constitute a quorum.

5.1.4 Assemblies of the College and the University

The faculties of the college and the university retain the right to form and meet in separate assemblies to conduct business which is peculiar to that faculty.

Unless otherwise provided for by the separate assembly, the chair or vice-chair of the Joint Faculty Assembly, whichever is under contract to the College of Saint Benedict, is *ex officio* chair of any assembly of the faculty of the college and vice-chair of any assembly of the faculty of the university, and the chair or vice-chair of the Joint Faculty Assembly, whichever is under contract to Saint John's University, is *ex officio* chair of any assembly of the faculty of the university and vice-chair of any assembly of the faculty of the college. Moreover, unless otherwise decided by the Saint John's University Faculty Assembly, the chair or vice-chair of the Joint Faculty Assembly, whichever is under contract to Saint John's University, is *ex officio* the assembly's nominee for the position of voting faculty member of the Saint John's University Board of Regents (see Statutes of the University, Article IV, Section 4, and the University Bylaws, Article IV, Section 3). Unless otherwise provided for by the separate assembly, the secretary and parliamentarian of the Joint Faculty Assembly are *ex officio* secretary and parliamentarian for meetings of the separate assemblies.

The secretary of the Joint Faculty Assembly is selected by the Faculty Governance [Coordinating](#) Committee. If the secretary is not a member of the faculty, then the secretary has no voting privileges. The responsibilities of the secretary are to take minutes at meetings of the Joint Faculty Assembly.

In the absence of the secretary from an assembly meeting, the presiding officer appoints a member of the assembly to serve as secretary for the duration of the meeting.

5.2.1 Chair of the Joint Faculty Assembly

The responsibilities of the chair of the Joint Faculty Assembly are to:

- a. convene and preside over assemblies of the College of Saint Benedict faculty and the Saint John's University faculty which occur within meetings of the Joint Faculty Assembly;
- b. serve as chair of the Faculty Governance [Coordinating](#) Committee;
- c. report to the Joint Faculty Assembly appropriate matters from the Board of Trustees and the Board of Regents.

5.2.3 Parliamentarian

The parliamentarian advises the presiding officer and all members of the Joint Faculty Assembly and serves as a consultant for the Faculty Governance [Coordinating](#) Committee 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.

In the absence of the parliamentarian from an assembly meeting, the presiding officer appoints a member of the assembly to serve as parliamentarian for the duration of the meeting.

5.2.5 Vacancies

Should the office of chair of the Joint Faculty Assembly become vacant during the fall semester, the vice-chair of the Joint Faculty Assembly assumes the office of chair for the remainder of the outgoing chair's term. Should the office of chair of the Joint Faculty Assembly become vacant after the fall semester, the vice-chair of the Joint Faculty Assembly 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 Joint Faculty Assembly become vacant during the fall semester, the FGCC 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 Joint Faculty Assembly become vacant after the fall semester, the FGCC 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 FGEC 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.

5.3.0.1 General Procedures for Standing Faculty Committees

- a. Faculty service on a standing faculty committee or as an officer of the faculty is an integral part of a faculty member's responsibility.
- b. Voting for joint standing committees is by the joint faculty, including those positions which are designated as College of Saint Benedict or Saint John's University representatives. Voting for campus-specific committees is by members of the corresponding faculty only.
- c. Voting for division and School of Theology representatives will be done solely by members of that division or the School. When there is a designated School of Theology representative on a committee, School of Theology faculty members vote only for the School of Theology representative. When there is no designated School of Theology representative on a committee, faculty members of the School of Theology will vote with the Humanities Division, except that faculty members of the School of Theology who hold a joint appointment in a department outside the Humanities Division will vote with the division with which that department is associated.

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

- **Fine Arts Division**—Art, Music, Theater;
 - **Humanities Division**—Communication, English, History, Modern and Classical Languages, **Hispanic Studies**, Philosophy, Theology;
 - **Natural Science Division**—Astronomy, Biology, Chemistry, Computer Science, Geology, Mathematics, Nursing, Nutrition, Physics;
 - **Social Science Division**—Accounting **and Finance**, Economics, Education, Management, Military Science, Peace Studies, Physical Education, Political Science, Psychology, Social Work, and Sociology.
- d. The Faculty Handbook and Elections Committee (FHEC) or a designated Subcommittee supervises the elections of faculty members to standing committees and to faculty offices. Elections are normally held during spring semester. Ballot nominations from the FHEC will be presented to the Joint Faculty Assembly, permitting nomination from the floor. Elections shall be conducted by electronic ballot, with confidentiality of ballots ensured by the FHEC. In the case of election ties, the FHEC may, at its discretion, rerun the election or toss a coin to determine the winner.

- e. Should a vacancy occur among the elected members of a committee, the FGC appoints a new member to serve the remainder of the academic year. Election to complete the remainder of the term will take place at the next scheduled election. Terms of office start during the last committee meeting of the spring semester but not earlier than four weeks before the last day of final examinations.
- f. If the elected members of a committee are to serve multiple-year terms, the terms are staggered to insure continuity.
- g. An *ex officio* member of a committee is one who becomes a member by virtue of an office held. Consultant members, including student representatives, are appointed to assist the deliberations of the committee and to facilitate communication to appropriate offices, administrative areas and student governments. Such members have the same rights and responsibilities as do other members of the committee with the exception of voting rights, which are stipulated below.
- h. Only elected, appointed or ex-officio faculty members of standing committees vote on matters before the committee. Ex-officio administrative members and consultants are not voting members of standing faculty committees or subcommittees.
- i. Each newly constituted standing committee and subcommittee meets in the spring to elect its chair and begin its work for the coming year. Unless otherwise noted, the chair of the committee is to be chosen from the tenured faculty members of the committee. Subcommittees may be chaired by non-tenured faculty members.
- j. All faculty members, administrative officers, and students of the college and university are welcome to attend standing committee meetings, except portions of meetings designated by the committee as executive session. Any business pertaining to institutional policies and procedures is considered to be non-confidential and may not be discussed in executive session; any business which reviews, evaluates, or proposes action pertaining to a particular faculty member, student, group of individual faculty members, or group of individual students is considered confidential and must be discussed in executive session.

5.3.0.2 Committee Chairs

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

- a. serve as a voting member of the FGC;
- b. report proposals and requests of the committee to the proper channels;
- c. respond to proposals and requests on behalf of the committee;
- d. establish the agenda for committee meetings and notify faculty and administration of the times of meetings;
- e. oversee the maintenance of minutes and records, report non-confidential portions of the minutes as specified by the FGC, and make them available to the faculty, the Associate Provost and Academic Dean, the Provost ~~for~~ [Academic Affairs](#), and Presidents of the College/University;

- f. submit an annual report to the FGC;
- g. communicate regularly with other chairs when there are matters of shared concern before the committee;
- h. transmit recommendations on changes in policy and procedure to the FGC; and
- i. periodically summarize the committee's non-confidential activities for the appropriate assembly.

5.3.1.2 Responsibilities

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

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

5.3.2.3 Computing Subcommittee

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

5.3.2.4.1 Composition

The members of the Assessment Subcommittee are:

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

Ex-officio administrative members are:

- b. the Provost or a delegate appointed by the Provost. and
- c. the Associate Provost and Academic Dean.

Consultants are:

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

5.3.2.4.2 Responsibilities

The duties and responsibilities of the Assessment Subcommittee are to:

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

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

5.3.3 The Curriculum Committee (CC)

The Curriculum Committee oversees the quality and functioning of the curriculum, including the **Core Common eCurriculum**.

5.3.3.1 Composition

The members of the Curriculum Committee are:

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

Ex-officio administrative members are:

- b. the Provost or a delegate appointed by the Provost, and
- c. the Associate Provost and Academic Dean.

Consultants are:

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

5.3.3.2 Responsibilities

The duties and responsibilities of the Curriculum Committee are to:

- a. oversee the ongoing development of the academic curriculum, including the **Core Common** Curriculum;
- b. create, review, and revise policies relating to the curriculum;
- c. review and act on proposals for new courses;
- d. review and act on proposals for revisions in majors, minors, and programs;
- e. recommend to the Joint Faculty Assembly the addition or deletion of majors, minors, and programs;

- f. propose revisions in the ~~Core~~ **Common** Curriculum to the Joint Faculty Assembly;
- g. review and act on proposals for ~~Core~~ **Common** Curriculum designations;
- h. communicate with the appropriate faculty committees as deemed necessary; and
- i. initiate whatever action is necessary to fulfill its duties and responsibilities.

5.3.4 Academic Planning and Budget Committee (APBC)

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

5.3.4.1 Composition

The members of the Academic Planning and Budget Committee are:

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

Ex-officio administrative members are:

- b. the Provost or a delegate appointed by the Provost, and
- c. the Associate Provost and Academic Dean.

Consultants are:

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

5.3.4.2 Responsibilities

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

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

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

5.3.5.2 Responsibilities

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

- a. administer faculty development funding by:
 - 1. establishing criteria for funding
 - 2. receiving funding requests from individual faculty members and departments for professional development projects,
 - 3. making recommendations to the Provost [for Academic Affairs](#) regarding distributing funds to individuals and departments,
 - 4. receiving copies of project reports funded through the committee and forwarding evaluations to the Provost [for Academic Affairs](#), and
 - 5. maintaining records on projects funded through the committee;
- b. oversee general professional development for faculty by:
 - 1. reviewing and ranking sabbatical leave proposals,
 - 2. reviewing requests for leaves and reduced teaching load associated with professional development and activities along with the recommendations of the chair of the department or head of the program in question, and
 - 3. soliciting nominations for annual teaching awards and overseeing the selection of the recipients;
- c. recommend institutional changes and improvements necessary to accomplish these goals;
- d. recommend institutional changes and improvements necessary to support faculty research and development;

- e. communicate with the appropriate faculty committees as deemed necessary; and
- f. initiate whatever action is necessary to fulfill its duties and responsibilities.

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

5.3.6 College of Saint Benedict Rank and Tenure Committee

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

5.3.6.2 Responsibilities

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

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

5.3.7 Saint John's University Rank and Tenure Committee

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

5.3.7.2 Responsibilities

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

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

5.3.8.2 Responsibilities

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

- a. initiate or receive proposals for amending or revising the Faculty Handbook as described in Section 2.16;
- b. process proposed Faculty Handbook changes through the Joint Faculty Assembly and the Provost ~~for Academic Affairs~~, who will notify the Presidents of the College/University and secure acceptance, rejection, or proposed amendments to the proposals in accordance with the procedures described in Section 2.16.3;
- c. petition for emergency changes in the Faculty Handbook by following procedures in Section 2.16.4;
- d. assist in the interpretation of particular passages in the Faculty Handbook;

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

5.3.9 Faculty Compensation and Benefits Committee

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

5.3.9.1 Composition

The members of the Faculty Compensation Committee are:

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

Ex-officio administrative members are:

- b. the Provost or a delegate appointed by the Provost.

Consultants are:

- c. the Associate Provost and Academic Dean, and ~~Director of the Academic Budget.~~
- d. **the Academic Budget Analyst.**

5.3.9.2 Responsibilities

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

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

5.3.10 Graduate Theological Studies Committee

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

5.3.10.2 Responsibilities

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

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

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 ~~Committee on 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 ~~Committee on 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 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 ~~committee on 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.

5.4.3.2 Non-voting Representatives

- a. The President of the College, the President of the University, the Provost ~~for Academic Affairs~~, the **Associate Provost and** Academic Dean ~~and Associate Provost~~ and a representative from the Library are non-voting ex-officio members of the Joint Faculty Senate.

- b. Only elected Faculty Senate members have voting rights in the Senate.

5.4.5.1 Election of Senate Officers

- a. Nomination and election of the Vice-Chair is managed by the [Committee on Faculty Handbook and Elections Committee](#), according to provisions in Section 5.4.3.1.d above.
- b. The Vice-Chair assumes the office of the Chair for the academic year following an academic year of service as Vice-Chair.
- c. The Chair and Vice-Chair shall have opposite campus loci of appointment, on an alternating basis.