

buy it at a reasonable cost from the College (since the College would ordinarily repurpose younger computers to other spaces on campus). User ID, email and network access currently available to faculty will also be retained.

4.3.2.1.4. DISCOUNTS

Discounts at events, bookstore, and dining hall continue.

4.3.2.1.5. EDUCATIONAL BENEFITS

The spouses and unmarried, dependent children under age 26 of retired faculty members are eligible for the same undergraduate educational benefits for which they were eligible on the date of the faculty member's retirement if the faculty member had at least 8 years of service with the College. An exception to this is that the tuition exchange programs are not available to retired faculty.

4.3.2.1.6. COLLEGE ID AND ACCESS – Current identification cards will be retained and updated with appropriate access.

4.3.2.1.7. PARKING – Parking privileges will be retained.

4.3.2.1.8. PHONE LISTING – Listing in online directory will continue unless otherwise requested.

4.3.2.2. The following benefits are to be determined by the Division Director:

4.3.2.2.1. STAFF SUPPORT – Staff support may be available on a limited basis, as long as resources are available.

4.3.2.2.2. SUPPLIES – Supplies, if available (e.g., letterhead to write references for students).

4.3.2.3. The following additional benefits accrue to emeritus faculty and tenured retired faculty who are under contract (i.e. sign a letter of appointment as an adjunct faculty or for non-teaching duties).

4.3.2.3.1. SPACE – Office space, lab space, studio space, as determined by the Associate Provost.

4.3.2.3.2. BUILDING ACCESS – Access to the building in which office space resides (except Cushwa-Leighton Library).

4.3.2.3.3. PRINTING AND COPYING – Printing and photocopying in department.

4.3.2.3.4. PHONE – Access to phone in department.

4.3.2.3.5. STAFF SUPPORT – Staff support from department assistant for contracted task.

4.3.2.3.6. STORAGE – Storage space on campus, if needed for contracted task.

4.3.2.3.7. ELECTRONIC FILES – Maintenance of electronic files on H drive.

4.4. BENEFITS: FACULTY MEMBERS ON LEAVE

4.4.1. SABBATICAL LEAVES AND OTHER LEAVES WITH SALARY

4.4.1.1. BENEFITS

Faculty members on sabbatical leave and those on other leaves with salary, continue their participation in all of the benefit programs of the College at a level based upon their annual contracted salary. For purposes of medical and dental insurance and educational benefits, these faculty members are treated in the same manner as full-time active faculty.

4.4.1.2. SERVICES AND FACILITIES

Faculty members on sabbatical leaves and those on other leaves with salary may retain their offices and retain access to supporting services (administrative assistant, telephone, duplicating, etc.) with the understanding that consideration is given to those who replace them in their teaching.

4.4.2. LONG-TERM LEAVES WITHOUT SALARY

4.4.2.1. BENEFITS

Faculty members who are on long-term leaves without salary for professional growth, research activities, or for health or personal reasons, are normally not eligible for continuation of benefits.

4.4.2.2. SERVICES AND FACILITIES

Faculty members on leave without salary may negotiate with their Division Director and the Provost on the services and facilities that will be available to them.

4.5. CONDITIONS OF EMPLOYMENT

4.5.1. TEACHING LOAD

4.5.1.1. The normal course load for faculty is 18 load credits per year, which is roughly equivalent to 3 courses per semester. The Associate Provost, after consultation with the division through its director, determines the actual number of courses, credit hours, amount of studio, laboratory, or classroom time, and class size requirements for faculty. The Associate Provost tries to ensure that faculty teaching loads are distributed as evenly as possible.

4.5.1.2. The teaching loads of faculty members are reduced in various circumstances.

Although these reductions are stated in terms of courses, they are interpreted in the same way as the basic requirement. Division Directors receive a one course reduction each semester. Sources outside the College and the College Faculty Development Program may also fund reduction in teaching load. It is the responsibility of the division to integrate load reductions into its program. Other faculty members are not expected to carry additional teaching responsibilities to accommodate load reductions.

4.5.2. TRAVEL POLICY: PROFESSIONAL CONFERENCES

See Travel Policy, Section 2: *Professional Conference and Meeting Expense*, located in the Saint Mary's College Employee Handbook.

4.5.3. TRAVEL REIMBURSEMENT POLICY

Questions regarding policy guidelines on the use of College vehicles on College business should be directed to the Purchasing Department.

4.5.4. TRAVEL POLICY: SUPPLEMENTARY

In addition to funds for travel to professional conferences, additional funds may be available for other types of faculty travel. The arrangements for traveling and the rules for spending these funds are the same as for professional travel, except that the "Travel Request Form" is submitted to the administrative officer from whose budget the travel is paid.

4.5.4.1. INSTRUCTION-RELATED TRAVEL

Faculty members may also take students on trips which are part of courses or which are of educational benefit to the students. The College may subsidize the faculty member's expenses in these cases. The College may also subsidize the expense of faculty members when College courses must be taught off-campus (e.g., in hospitals) or when field work must be supervised (e.g., practice teaching). Such expenses are included in a department's budget.

4.5.4.2. FACULTY RECRUITMENT

Faculty may also travel to recruit new faculty, to represent the College at meetings of educational organizations, to speak to chapters of the Alumnae Association, or to aid the College's development effort. The expense of such travel is covered through the budget of the administrative office involved: in the first two cases by the Provost Office, in the third through the Alumnae Office, in the last by the Development Office.

4.5.5. FACULTY OFFICES

The College strives to provide each full-time faculty member with a private office. Part-time faculty members often share offices with each other. Each office is equipped with a computer,

desk, telephone, and chair. Additional equipment such as desks, lamps, bulletin boards, blackboards, and bookcases are sometimes available. Faculty members consult their Division Director to obtain the furniture and equipment they need.

4.5.6. STAFF OR ADMINISTRATIVE SERVICES

Ordinarily, several departments share the services of one staff or administrative assistant. The departments which share a staff or administrative assistants work out a fair allocation of the assistant's time and a priority of the jobs to be done. Staff or administrative assistant duties can be found in their position descriptions housed in Human Resources.

4.5.7. SUPPLIES AND SERVICES

Each department maintains its own stock of supplies for academic and professional purposes. Provision for supplies is made through the department operating budget which is prepared by the department chair after consultation with the department members to anticipate expenses for the coming year. Budget expenditures are supervised by the department chair to ensure that the department stays within its overall budget and that each faculty member of the department has fair access to available supplies and services.

4.5.8. MAIL SERVICE

All faculty members are assigned a mailbox in the buildings in which their offices are located. Mail is distributed twice per day, Monday through Friday. Professional mail requiring postage is charged to department operating budgets. To facilitate this, all unstamped mail should have a department designation. Intercampus mail service to Notre Dame is provided at no charge.

4.5.9. PRINTING SERVICE

Because facilities for printing vary by department and building and because the policies respecting their use vary by budget and department and are subject to change, faculty members should consult their department chair about the use of those facilities.

4.5.10. PROFESSIONAL LIABILITY COVERAGE

Faculty are covered by the College's Liability Policy for errors or omissions, bodily injury, personal injury, or property damage for which they are held to be legally liable as a result of performance of their duties as officers of instruction. This coverage includes all teaching related activities as well as activities undertaken as a member of the Board of Trustees, of the College, Academic Leadership Council, College councils, or College committees.

In cases involving legal action, an attorney selected by the insurance company will represent the interests of the faculty member. The College is not responsible for legal action that may accrue from other professional activity; e.g., suits for plagiarism or harm caused in the course of personal research.

4.5.11. LIBRARY PRIVILEGES

Faculty members are granted extended borrowing privileges at the Cushwa-Leighton Library. Books and other library materials checked out by a faculty member must be returned or renewed annually at the time determined by the Circulation and Fulfillment Manager and at other times by the Manager's request. Such a request is made when someone else wishes to borrow the item, or when materials are required for inventory or other library purposes. A full description of current faculty privileges and library regulations may be found on the Library's web page.

Notre Dame faculty may use the library collection with the use of their faculty identification card. Scholars officially visiting the College enjoy the same privileges as regular faculty; an application for use of the library should be made to the Library Director.

Study carrels in the Library are available for assignment to faculty members engaged in research and writing, or on sabbatical. Assignments are generally made for one term or one year at a time, depending on the length of the research project or sabbatical leave. Faculty may contact the Library Director for information about availability of carrels.

Faculty may reserve a variety of meeting rooms for collaborative study, learning and meetings using Campus and Community Events' online reservation system.

Saint Mary's faculty members also enjoy borrowing privileges at the University of Notre Dame Hesburgh Libraries. Detailed information about using the collections at the Hesburgh Library can be obtained at its circulation desk.

Faculty at Saint Mary's have borrowing privileges at the other supported libraries of the Private Academic Library Network of Indiana (PALNI), which is accessible via the Cushwa-Leighton

Library's online catalog. Books may be requested from any other participating PALNI library and are usually delivered to campus in three to five days.

The use of local public libraries is based on residency.

4.6. GENERAL INFORMATION: FACILITIES, SERVICES, AND POLICIES

4.6.1. ADOPTION ASSISTANCE

4.6.1.1. ELIGIBILITY – Full-time faculty with one year of service are eligible for this benefit.

For the plan to pay benefits, the adopted child must be less than sixteen years of age when the petition for adoption is filed. If a petition for adoption is not filed on behalf of the child before age sixteen, the plan administrator, at his/her discretion may recognize other acts or proceedings before age 16 in connection with adoption instead of the requirement for a petition.

4.6.1.2. BENEFIT AMOUNT – The plan can reimburse up to \$2,000 in covered expenses for each adopted child. Reimbursement is received when the child has been lawfully placed in the home and appropriate documentation has been provided.

4.6.1.3. COVERED EXPENSES – following covered expenses are reimbursed by the plan if they are reasonably related to the adoption of the child:

1. medical, surgical, and hospitalization expenses related to the pregnancy of the natural mother of the child, or related to the birth of the child;
2. court fees;
3. expenses for legal services of a licensed attorney;
4. fees payable to a competent government agency for filing a legal document;
5. other legal expenses reasonably related to the adoption process;
6. fees paid to a child welfare, placement, or other agency authorized to assist in the adoption;
7. other expenses approved by the plan administrator.

4.6.1.4. EXPENSES NOT COVERED

1. expenses incurred before one is eligible for the plan;
2. expenses in excess of a reasonable amount;
3. amounts paid, directly or indirectly, to a person for the placement, adoption, or care of a child if the person may not lawfully receive such payment for services.

4.6.2. ANGELA ATHLETIC & WELLNESS COMPLEX POLICIES

Faculty have access to athletic venues for recreational use during regular operational hours. Facilities on campus also include outside tennis courts, elevated indoor track, and state-of-the-art fitness equipment. Additional fitness classes are available for a nominal fee. Visit the website for more information about membership and policies:

<https://www.saintmarys.edu/athletics/angela-athletic-wellness-complex>.

4.6.3. BANKING

Both 1st Source Bank and the Notre Dame Federal Credit Union have ATMs on campus. A branch of 1st Source Bank is located in the Student Center. Call a representative of either institution for account information and benefit of participation.

4.6.4. BOOKSTORE AND 1844 CAFE

The Saint Mary's College Shaheen Bookstore maintains school supplies, office, art and drawing supplies, cosmetics, magazines, cards, and textbooks. Faculty members are entitled to a 20% discount on most items. Textbooks are not discounted. In order to receive a discount, family members must be accompanied by the faculty member.

The 1844 Cafe stocks cold pop, munchies, candy and ice cream, and many other convenience items. Hours are posted in the Student Center entryway and at the stores. The Notre Dame Bookstore is also available to faculty members with Saint Mary's identification cards entitling them to a 20% discount on most items.

4.6.5. CARD ACCESS SECURITY SYSTEM

Many of the College's residential buildings also include teaching or administrative space. To enhance the safety afforded students in the residential areas, the College has an automated ID Card Access Security System. In general, access to certain areas of a building and access via the tunnel system between buildings is controlled by the ID Card Access Security System.

All students are issued a student ID card, which gives them access to various campus buildings. In addition, all full-time College employees (administrators, faculty, and staff) who have a job-related need to gain access frequently to restricted areas will also have access through their ID Card. Employees are cautioned to care for their ID Card responsibly and to notify Campus Safety immediately if their card is lost or stolen to ensure that residence halls remain safe.

4.6.6. CHANGE IN PERSONNEL INFORMATION

Faculty members are strongly encouraged to report to the Office of Human Resources changes in the information originally reported in their vitae. Changes of address, telephone number, marital status, or additional education should be reported.

4.6.7. CHAPEL AND CHURCH FACILITIES

Liturgies on Saint Mary's College campus are offered in several locations throughout the academic year.

4.6.7.1. Holy Cross Hall is located on the first floor of Holy Cross Hall and accommodates approximately 250.

4.6.7.2. Le Mans Hall Chapel is located in the center of the third floor. The three-story chapel accommodates 300 people.

4.6.7.3. The Church of Our Lady of Loretto is located on the southwest corner of the campus. It belongs to the Sisters of the Holy Cross. This church accommodates approximately 550.

Liturgy schedules are published each semester by the Center for Faith, Action, and Ministry (CFAM) and distributed to all departments. Specific scheduling questions should be directed to CFAM.

4.6.8. CHILDREN OF FACULTY ON CAMPUS

Because of potential safety hazards and the possible disruption of work, the children of faculty members must be supervised while on campus.

4.6.9. COLLEGE PUBLICATIONS

The Observer, which is published daily by the student community of Saint Mary's College and the University of Notre Dame, is available on campus and online. Faculty members also receive the *Alumnae Magazine*, and *Chimes*, an online publication of student and faculty members' literary work.

4.6.10. COUNSELING SERVICES: COLLEGE ASSISTANCE PLAN

The Saint Mary's College Employee Assistance Plan is a confidential, professional service, designed to help College faculty and staff in times of personal crisis. The program assists the

identification and treatment of problems, whether emotional, financial, legal, alcohol, drug, or family related. Once the problem has been identified, the person is referred to an appropriate program. The College Employee Assistance Plan is available to all full-time College faculty, staff, and their families. For further information on this program, contact the Office of Human Resources.

4.6.11. CULTURAL EVENTS AND THE CULTURAL EVENTS CALENDAR

A list of concerts, lectures, plays and other events which occur throughout the year is available on the Saint Mary's College website. Saint Mary's College sponsors an annual Performing Arts Series. Discounted tickets are available to the Saint Mary's Community. Tickets and detailed information relevant to these events can be obtained through the Box Office located in O'Laughlin Auditorium.

4.6.12. DINING FACILITIES

Faculty members are eligible to use the facilities of the Dining Hall, the 1844 Cafe in the Student Center, and Murphy's Cafe located in Angela Health and Wellness Complex. Discounted meal passes may be purchased at the Dining Hall, payable by debit or credit card. Single meals may also be purchased via debit or credit card (cash payments are not accepted). More information on the hours of operation and menu options are available to employees at the Noble Family Dining Hall website and via social media (Instagram: @campusdiningsmc; Facebook: Campus Dining at Saint Mary's College).

4.6.13. EARLY CHILDHOOD DEVELOPMENT CENTER

Children of the Saint Mary's College community, including faculty and staff members are eligible for enrollment in the Early Childhood Development Center (ECDC) on the campus of Saint Mary's College. During the academic year, children between the ages of three, four, and five years old are eligible to enroll in the ECDC program. The Center operates five days a week from 7:00 a.m. to 5:30 p.m. Breakfast, snacks, and a hot lunch are provided. A wide variety of part-time schedules are also available; tuition is determined by the schedule chosen. ECDC further provides practicum experiences for college students majoring in education, nursing, speech-language pathology, and psychology. Members of the teaching staff have undergraduate degrees and some have advanced schooling in the field. The Center also offers an eight/nine week summer day camp program for children between the ages of 3 and 9 years. Initial registration for the summer and fall is held early in the spring semester. Registration forms are available on the website in December for the upcoming summer and school year. More information can be obtained at the ECDC website at <https://ecdc.nd.edu/>.

The Early Childhood Development Center also offers programs at a facility on the campus of the University of Notre Dame. Please contact ECDC for further information.

4.6.14. HEALTH AND COUNSELING SERVICES

Access to Health and Counseling Services is limited to students.

4.6.15. IDENTIFICATION CARDS

Regular full-time and part-time Saint Mary's College faculty members are issued identification cards. These are useful in obtaining services at the College and are necessary for providing for the security of the work environment. The card should be carried by faculty members whenever they are on College property. All faculty members must return ID cards to the Human Resources Office when a faculty member's service with the College ends.

4.6.16. KEYS

A faculty member whose job requires keys to College buildings or equipment should keep these keys in a safe place at all times. If keys are lost or found, the department chair should be notified immediately. There is a key replacement fee. To protect the security of College equipment and insure the integrity of the lock system, keys should not be copied or loaned. If a key is lost or found, report it to your supervisor and to the Maintenance and Security Departments. All keys must be returned prior to final clearance from the College. There will be a charge for all lost keys not returned at termination. In the event that the loss of keys requires changing the locks of a building or a section of a building, the cost of the locks and new keys must be reimbursed to the College by the employee.

4.6.17. LADIES OF NOTRE DAME AND SAINT MARY'S

The Ladies of Notre Dame, Saint Mary's, and Holy Cross is a social organization for women affiliated with Saint Mary's College, the University of Notre Dame, and Holy Cross College. The group promotes the social and cultural welfare of its members, champions friendship with the SMC/ND/Holy Cross family, and encourages service to the tri-campus and the community at large, through a number of supportive programs. For more information, visit their [website](#).

4.6.18. LOST AND FOUND ARTICLES

Articles lost or found on the campus should be promptly reported to Campus Safety.

4.6.19. MORRISSEY LOAN FUND

The Morrissey Loan Fund advances up to \$3,500 to faculty members, staff, or students to meet unexpected or extraordinary needs. Further information on the Fund is available from the Controller in the **Department of Finance (finance@saintmarys.edu)**.

4.6.20. MOTOR VEHICLES AND PARKING

Faculty members may park in authorized parking areas after obtaining a Saint Mary's College

parking tag from Campus Safety. There is no charge for the tag.

4.6.21. NOTARY SERVICES

Faculty members are provided with notary services by various staff. The service is available during business hours, subject to other demands on personnel; there is no charge.

4.6.22. REMEMBRANCES: ILLNESS OR DEATH

As a general rule, in the event of the illness or death of a faculty member or staff employee of the College, only one remembrance is to be charged to College budget accounts. This program is administered through the Office of the President. Individuals receiving notification should promptly call the Office of the President where the appropriate arrangements will be made. When reporting, please indicate as much detail about the situation as possible, including hospital location, funeral arrangements, or requests for memorial gifts in lieu of flowers. Departments or offices are not to purchase flowers or memorial gifts from College department or office budget accounts. Individuals or groups may take up a collection for flowers or other gestures for friends and colleagues.

4.6.23. SEXUAL HARASSMENT

4.6.23.1. POLICY

Saint Mary's College will not tolerate sexual harassment of its students or employees, nor will Saint Mary's College tolerate unprofessional conduct which leads to sexual harassment.

Sexual harassment may be used to describe a wide range of behaviors. These behaviors are described in the Equal Employment Opportunity Commission Guidelines. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 4.6.23.1.1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
- 4.6.23.1.2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- 4.6.23.1.3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, education, or living environment.

In determining what conduct constitutes sexual harassment, the question will be determined from the perspective of a reasonable person and position of the person

making the complaint.

Saint Mary's College has assigned to the Director of Human Resources the responsibility of addressing issues of harassment and providing advice and counsel to employees who believe they are the recipient of such behavior.

4.6.23.2. NOTIFICATION AND INVESTIGATION

All faculty members, managers, and supervisors are responsible to immediately bring forth any complaint of harassment made by a student or employee, as well as any situation which they observe and believe may violate this policy. This information should be brought to the Director of Human Resources, Provost Office, or Vice President for Student Enrollment and Engagement.

Complaints will be immediately and fully investigated once reported. To the extent feasible, the investigation will protect the privacy interests of all affected parties.

No faculty member, employee, or student who makes a complaint in good faith or participates in an investigation in good faith shall suffer retaliation for being involved. Saint Mary's College will take the necessary action to assure that retaliation does not occur.

4.6.23.3. REMEDY/CORRECTIVE ACTION

Any person who is found to have violated this policy shall be subject to prompt and appropriate disciplinary action up to and including termination, as determined by Saint Mary's College.

4.6.23.4. BAD FAITH COMPLAINTS

This policy shall not be used to bring a complaint in bad faith. Disciplinary action shall be taken against any individual found to have brought a sexual harassment complaint in bad faith for an improper purpose.

4.6.23.5. ROMANTIC AND/OR SEXUAL RELATIONSHIPS WITH STUDENTS POLICY

Romantic and/or sexual relationships between an employee and a student are relationships between individuals in inherently unequal positions. No employee shall engage in or solicit a romantic and/or sexual relationship (consensual or otherwise) with a student. Romantic and/or sexual relationships between a student and an employee are forbidden as unprofessional conduct and are in opposition to the Mission of the College. An "employee" includes any College staff, administrator, or faculty. A "student" includes any undergraduate or graduate student. The consensual nature such a relationship does not constitute a

Saint Mary's College
Academic Leadership Council
By-Laws

Article 1: Name

The name of this organization shall be the Academic Leadership Council (ALC) of Saint Mary's College.

Article 2: Identity and Purpose

Section 1: Philosophy of Governance

Saint Mary's College endorses the fundamental concept of shared governance through the inclusion of faculty and student participation in the Board of Trustees, the committees of the Board of Trustees, and the councils and committees of the College administration. The faculty endorse this concept and engage fully in the shared governance of the College, including, but not limited to, their participation in the ALC.

The faculty as a whole has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, selection of new faculty members, faculty tenure status and related matters, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision, lodged in the Board of Trustees and delegated by it to the President, is exercised according to the process outlined in the [Governance Manual](#).

The ALC serves as the voice through which the faculty initiates and amends academic policies and responds to educational issues. Consistent with Saint Mary's Core Value of Community, it:

- A. Promotes shared responsibility and ownership of decision making;
- B. Provides a forum to facilitate the free exchange of ideas among faculty members;
- C. Enables innovative collaboration between administration and faculty;
- D. Establishes efficient methods of communication and information sharing;
- E. Strengthens trust, transparency, and a sense of community; and
- F. Utilizes expertise of faculty in decision making regarding curriculum and faculty matters.

Section 2: Responsibilities

The ALC, or bodies to which it delegates its authority, has the primary responsibility to formulate, review, revise, and/or adopt for recommendation to the President, all academic policies having to do with the following matters:

- A. Curriculum and student learning;
- B. Aspects of student life which relate to the teaching and learning at the institution;
- C. Granting of degrees and setting of degree requirements;
- D. The facilitation of faculty development and ensuring equity and fairness in faculty promotion, tenure, and evaluation; and

voting-eligible faculty members must signal their support in writing for holding a faculty-wide vote. Once this threshold is met, the faculty-wide vote must be administered by the Executive Committee and take place within 4 weeks.

- B. If representatives of the ALC desire to hold a faculty-wide vote on an issue affecting the entire faculty body, and if the Executive Committee is unwilling to support that vote, 2/3rds of the voting members of the ALC must support this motion.

A sixty percent affirmative vote of all voting-eligible faculty is required for passage of such a motion.

Section 8: All motions generally shall be voted upon in the same session in which they are brought forward. To postpone or table a vote on a motion, the body will follow the procedures outlined in Robert's Rules of Order (Section 14).

Section 9: Meetings of the full faculty body, organized by the Executive Committee, should be held at least twice per academic year. Meetings should provide updates regarding the recent and upcoming issues that the ALC has been / will be discussing, and the first of these meetings should also introduce representatives to the faculty body. Normally participation at these meetings is limited to faculty only, unless the Executive Committee decides otherwise.

Section 10: To encourage collaboration and information sharing between representatives who sit on related committees (those with an area focus on curricular, faculty, or institutional matters, respectively), area meetings of ALC representatives will take place on a regular basis. The ALC Executive Committee will determine both the frequency of such meetings and whether they are open to the faculty at large; the Senior Vice Chair of the ALC, or his or her designee, will chair all area meetings.

Article 5: Procedural Rules for Meeting

The ALC shall have the authority to establish its own rules and procedures and to implement the general principles established in the bylaws. Where no rules are specified, the ALC will adhere to standard parliamentary procedure as outlined in the most current edition of *Robert's Rules of Order*. The Junior Vice-Chair, as Parliamentarian, has the responsibility and authority to assure that proper procedures are followed and to rule on any challenges on procedural grounds.

Article 6: Quorum

A quorum at any regular or special meeting of the ALC will consist of two-thirds of the voting members of the ALC.

Article 7: Ratification of Bylaws

These bylaws shall become effective with ratification by an affirmative vote of sixty percent of the entire membership of the Faculty Assembly through a paper or electronic ballot, consistent with the procedures outlined in the Constitution of the Faculty Assembly, Article 11, and approval by the President and the Board of Trustees.

Article 8: Amendment of the Bylaws

Amendments to these bylaws must first be approved by the ALC upon the motion of any representative. For substantive alteration to Articles 1-8, changes must be approved by a quorum of the voting members of the ALC and by sixty percent of all voting-eligible faculty members through a paper or electronic ballot. For substantive alteration to the remaining

Articles, changes must be approved by a quorum of the voting members of the ALC.

Non-substantive alterations are those which do not alter policy but instead involve an updating of terminology.

Article 9: ALC Committee Procedures

Section 1: All committees are expected to meet as needed, as determined by the committee chair.

Section 2: Committee terms will normally be three years, staggered, unless otherwise specified.

Section 3: The chairperson of each committee shall be selected by consensus of committee members at the beginning of the academic year, unless otherwise stated in the committee charges. The ALC representative is not eligible to serve as Chair.

Duties of the chairperson:

- A. Convene meetings;
- B. Facilitate the identification of issues and concerns pertinent to their committee's charges;
- C. Set meeting agenda;
- D. Oversees distribution of committee minutes to the faculty; and
- E. Collaborate with the ALC representative to ensure effective mechanisms of communication are established between the committee and the ALC, related area committees, and the faculty.

Section 4: The ALC representative shall serve as a voting member of the committee of the ALC to which they are assigned.

Section 5: Each committee shall report regularly to the ALC, and the ALC representative shall be responsible for forwarding written motions from the committee to the full ALC for approval.

Section 6: Each committee shall keep minutes of their meetings and make these available to the faculty at large.

Article 10: Standing ALC Committees

Area: Curricular Committees

1. Academic Standards Committee

- A. **MEMBERSHIP** The Academic Standards Committee consists of:
- a. The Dean for Student Academic Services, who serves as Chair;
 - b. The Executive Director for Retention Strategies;
 - c. The Vice President for Student Enrollment and Engagement (or designee);
 - d. Four elected faculty members; one each from 1. Division of Arts and Humanities
2. Divisions of Interdisciplinary Studies; Performing Arts and Communication Studies; Library
3. Divisions of Nursing Science, Social Work, and Gerontology, Business and Economics
4. Divisions of Science, Technology, Engineering, and Mathematics; Applied Social Sciences;
 - e. ALC representative;
 - f. Two students selected according to the procedures outlined in the *Student Government Association Constitution*. Meetings, or parts of meetings, which relate to specific students are not open to student members; and
 - g. The Director of Academic Advising and Registrar and a Senior Adviser appointed by the Dean for Student Academic Services serve as *ex officio*, non-voting members.
- B. **RESPONSIBILITY** The Academic Standards Committee:
- a. Reviews and develops the criteria for acceptable and unacceptable student scholarship;
 - b. Reviews and develops policy for students' continuation in College; submits any recommendations to the ALC for approval;
 - c. Provides the mechanism for hearing cases of alleged violation of academic honesty policy through the creation of the Academic Hearing Board and the Academic Appellate Board;
 - d. Advises the appropriate academic officers on the individual student's continuation in College;
 - e. Studies and develops revisions of the academic policies of the College; submits any recommendations to the ALC for approval;
 - f. Ensures that the regulations in relevant sections of the *Bulletin* and other College manuals conform to the College policy;
 - g. Determines the student recipients of College-wide-academic honors and awards; and
 - h. Selects the recipient of the Saint Catherine Medal.
- C. **PROCEDURES** To hear cases involving alleged violations of academic honesty policy not resolved at a lower level, the Chair of the Committee is empowered to appoint representatives from the Committee to two separate boards. The first, the Academic Hearing Board, is composed of one faculty member, one student, and one academic administrator. This board serves as the first stage in a formal hearing process; it is to negotiate a resolution or make a judgment and recommendation relative to the case. The second board, the Academic Appellate Board, is composed of three committee representatives (one faculty, one student, one academic administrator). This Board

hears appeals or recommendations made by the Academic Hearing Board.

2. Committee on Academic Effectiveness

- A. **MEMBERSHIP** The Committee on Academic Effectiveness consists of:
- a. Associate Provost and Dean of Faculty or designee;
 - b. Three elected faculty representatives, one each from:
 - i. Divisions of Science, Technology, Engineering, and Mathematics; Applied Social Sciences.
 - ii. Divisions of Arts and Humanities; Performing Arts and Communication Studies; Library.
 - iii. Divisions of Interdisciplinary Studies; Nursing Science, Social Work and Gerontology; Business and Economics.
 - c. The ALC representative; and
 - d. *Ex officio*, non-voting members: Director of Institutional Research and Assessment, a representative from the Curriculum Committee, and other/s appointed by the Provost.
- B. **RESPONSIBILITY** The Committee on Academic Effectiveness:
- a. Conducts programmatic assessment of curriculum related to Academic majors and minors consistent with HLC guidelines and for the purpose of assuring academic excellence of all programs at the undergraduate and graduate levels;
 - b. Fosters College-wide discussion of assessment of student learning achievement;
 - c. Serves as an advisory committee regarding policies related to assessment;
 - d. Collaborates with the Office of Institutional Research and Assessment and other relevant committees on assessment projects, including those related to the accreditation; and
 - e. Reviews the College's curricular programs in accordance with the guidelines and procedures of the Quality Assurance Process on a periodic basis.

3. Curriculum Committee

- A. **MEMBERSHIP** The Curriculum Committee consists of:
- a. Associate Provost and Dean of Graduate Studies or designee
 - b. Five elected faculty representing each of the divisions;
 - c. One elected at-large faculty representative;
 - d. ALC representative;
 - e. Two student members are chosen according to the procedures outlined in the *Student Government Association Constitution*; and
 - f. The Dean of Student Academic Services or designee serves as an *ex officio*, non-voting member.

- B. **RESPONSIBILITY** The Curriculum Committee:
- a. Reviews and recommends to the ALC:
 - i. the addition or elimination of academic programs, degrees, and majors;
 - ii. proposed changes in the number, kind, or distribution of requirements in Major Programs;
 - iii. the general guidelines for Minor Programs;
 - iv. the addition of minors and the changes within minors which meet the general guidelines for Minor Programs.
 - b. Certify courses, sections, or non-course experiences that meet the relevant General Education Learning Outcomes;
 - c. Reviews and approves proposals for new courses;
 - d. Reviews and approves proposed changes in course offerings which affect the degree requirements of more than one department or the core curriculum of the College;
 - e. Designates two members to serve on the Online Academic Excellence Subcommittee; and
 - f. Ensures that the *Bulletin* and other relevant College manuals conform to College Policy.

4. Graduate Program Committee

- A. **MEMBERSHIP** The Graduate Program Committee consists of:
- a. One faculty member from each graduate program proposed and /or offered by Saint Mary's College;
 - b. One member from the Graduate Student Association (when established);
 - c. ALC representative for faculty teaching in graduate programs;
 - d. One Library faculty; and
 - e. *Ex Officio* Non-Voting Members:
 - i. Provost's designee in charge of graduate programs, serves as chair of the committee and votes to break ties
 - ii. Director of Academic Advising and Registrar
 - iii. Assistant Registrar
 - iv. Director of Instructional Technology and Director of Distance Education
 - v. Director of Graduate Admissions
 - vi. Director of Financial Aid
- B. **RESPONSIBILITY** The Graduate Program Committee:
- a. Reviews and recommends to the ALC
 - i. new graduate degree programs, graduate certificate programs, and changes to graduate programs;
 - ii. policies regarding the delivery of a graduate program of study.
 - b. Reviews and approves proposed new graduate courses;
 - c. Designates two members to serve on the Online Academic Excellence

- Subcommittee; and
- d. Hears appeals and other relevant requests.

5. General Education Oversight Committee

- A. **MEMBERSHIP** The General Education Oversight Committee consists of:
 - a. Three elected faculty representatives, one each from:
 - i. Divisions of Science, Technology, Engineering, and Mathematics; Applied Social Sciences
 - ii. Divisions of Arts and Humanities; Performing Arts and Communication Studies; Library
 - iii. Divisions of Interdisciplinary Studies; Nursing Science; Social Work and Gerontology; Business and Economics
 - b. ALC representative
 - c. The following *ex officio* non-voting members:
 - i. the Student General Education Program Commissioner
 - ii. the Associate Provost and Dean of Faculty or designee
 - iii. the Dean of Student Academic Services
 - iv. a member of the Curriculum Committee
- B. **RESPONSIBILITY** The General Education Program Oversight Committee:
 - a. Implements an Assessment Plan for the General Education Program;
 - b. Regularly reviews the health, effectiveness, and sustainability of the General Education Program; and
 - c. Recommends changes in the General Education Program learning outcomes and program structure to the ALC.

Area: Faculty Committees

6. Faculty Affairs, Inclusion and Retention (FAIR):

- A. **MEMBERSHIP** The FAIR Committee consists of:
 - a. Four elected faculty reps, one each from:
 - i. Division of Arts and Humanities
 - ii. Divisions of Interdisciplinary Studies; Performing Arts and Communication Studies; Library
 - iii. Divisions of Nursing Science, Social Work, and Gerontology, Business and Economics
 - iv. Divisions of Science, Technology, Engineering, and Mathematics; Applied Social Sciences
 - b. Executive Director of Inclusion and Equity; and
 - c. The ALC representative.
- B. **RESPONSIBILITY** The FAIR Committee:

- a. Considers and makes recommendations regarding policies and programs related to issues including, but not limited to: faculty diversity, inclusion, and equity; faculty hiring and retention; faculty morale; faculty mentoring; and procedures and criteria for determining faculty promotion, tenure and evaluation;
- b. Monitors and evaluates the effectiveness of teaching evaluations and makes recommendations to the Provost or other relevant parties;
- c. Facilitates mentoring programs, including, but not limited to: New Faculty, Pre-Tenure Faculty, and Faculty of Color Mentoring;
- d. Organizes New Faculty Orientation;
- e. Develops program and policies to promote faculty morale and retention and to promote diversity, inclusion, and equity in faculty;
- f. Addresses other issues charged to it by the ALC; and
- g. Designates one faculty committee member to serve on the Inclusion and Equity Advisory Council.

7. Faculty Compensation Committee

- A. **MEMBERSHIP** The Faculty Compensation Committee consists of:
 - a. Four voting faculty members, one to be elected from each of the following ranks: Professor, Associate Professor (or tenured librarian), and Assistant Professor (or untenured librarian); and the ALC representative (one of the Non-Tenure Track / Part-Time Representatives).
- B. **RESPONSIBILITY** The Faculty Compensation Committee:
 - a. Represents the faculty in all formal discussions concerning faculty compensation;
 - b. Prepares a report on the economic status of the faculty;
 - c. Makes annual recommendations for faculty compensation;
 - d. Designates at least one member to serve as faculty representatives on the Board Financial Stewardship Committee;
 - e. Designates two of its members to serve on the President's Budget Priorities Committee or similarly designated body;
 - f. Reviews projected budgets and compensation-related policies as needed to represent faculty as described in a-e.
- C. **SALARY PROCEDURES AND POLICIES**
 - a. **GENERAL PROCEDURES:** To assist the Administration in formulating its salary budget proposal, the Faculty Compensation Committee prepares a detailed report on the economic status of the faculty of all ranks and professional librarians. This report normally includes data reflecting the general pattern of the economic status of the profession, the relationship of the Saint Mary's faculty to the profession, and special economic consideration. The report concludes with a set of specific recommendations to the Administration. This report is presented to the faculty and ALC for its consideration. After

consultation with the Faculty Compensation Committee, the Administration designates portions of the increase in the faculty salary budget to such categories as cost of living, equity adjustment, academic rank differential, and merit. Preliminary budget parameters are presented to the Board of Trustees at its spring meeting. The salary portion of the College budget is approved by the Board of Trustees (or the Executive Committee) at its October meeting. Following preliminary approval of the College budget, the Provost and Senior Vice President for Academic Affairs informs the faculty of the percent being allocated for cost of living, merit, and other salary adjustment.

8. Faculty Development

- A. **MEMBERSHIP** The Faculty Development Committee consists of:
- a. The Associate Provost and Dean of Faculty or designee;
 - b. Three elected faculty, one each from:
 - i. Divisions of Science, Technology, Engineering, and Mathematics; Applied Social Sciences;
 - ii. Divisions of Arts and Humanities; Performing Arts and Communication Studies; Library; and
 - iii. Divisions of Interdisciplinary Studies; Nursing Science, Social Work and Gerontology, Business and Economics.
 - c. The ALC representative.
- B. **RESPONSIBILITY** The Faculty Development Committee:
- a. Considers and makes recommendations regarding all matters relating to the professional development of the faculty;
 - b. Determines criteria, solicits and reviews applications, and recommends recipients for teaching and research grants awarded by CFAI;
 - c. Reviews and evaluates Sabbatical applications;
 - d. Organizes Faculty Development Day in consultation with the Provost;
 - e. Promotes and supports scholarship through event organization, such as the Faculty Colloquium Series, and through coordination with Library/IT and Centers of Distinction; and
 - f. Establishes and oversees application process for competitive course releases intended to promote curricular and scholarly innovation and entrepreneurship.

Area: Institutional Committees

9. Committee on Committees

- A. **MEMBERSHIP** The Committee on Committees consists of:
- a. Four elected faculty, each representing different divisions (these elected faculty members will serve staggered, three-year terms, may not serve successive terms, and may not simultaneously be a member of the Executive Committee); and
 - b. The ALC representative.

