

**SECTION I
MISSION STATEMENT AND STATEMENT OF PHILOSOPHY AND
PURPOSE OF SAINT MARY’S COLLEGE**

Table of Contents

A. Mission Statement and Statement of the philosophy and Purpose of Saint Mary’s College 1
 1. Mission Statement 1
 2. Statement of Philosophy and Purpose 1

B. Procedure for Amending the Statement of the Philosophy and Purpose of Saint Mary’s College 2

**SECTION II
THE GOVERNANCE OF THE COLLEGE**

Table of Contents

A. Statement on the Concept of Shared Governance 1

B. The Corporation of Saint Mary’s College 2
 Introduction 2
 1. Legal Status 2
 2. Mission 2
 3. Philosophy and Evolution of Governance 2
 4. Procedure for Amending the Bylaws of the Corporation 3

C. The Board of Trustees of Saint Mary’s College 4
 Introduction 4
 1. Authority and Responsibilities 4
 2. Membership 5
 a. Classes of Members 6
 b. Protected Covenants 6
 c. Terms of Office 6
 d. Nomination and Appointment 7
 e. Removal from Office 7
 3. Officers 7
 a. Officers of the Corporation 7
 b. Administrative Officers of the Corporation 7
 4. Meetings 7
 a. Schedules and Special Meetings 7
 b. Quorum and Rules of Procedure 8
 5. Committees 8
 a. Executive Committee 8

b.	Mission Committee	10
c.	Finance and Budget Committee	10
d.	Education Committee.....	10
e.	Student Life Committee	10
f.	College Relations Committee	10
g.	Trusteeship Committee	10
h.	Audit Committee.....	11
i.	Investment Committee	11
j.	Enrollment Management Committee	11
k.	Facilities and Grounds Committee.....	11
6.	Placement of Members of the Congregation.....	12
D.	The Administration of the College	13
1.	Officers of the Administration	13
a.	President of the College	13
1)	Appointment	13
2)	Authority and Responsibility	13
3)	Presidential Assistants	14
4)	President’s Committees and Councils	14
a)	President’s Cabinet.....	14
b)	Budget Committee.....	15
c)	Committee on Rank and Tenure.....	15
d)	Historic Preservation Committee.....	16
e)	Academic Affairs Council.....	16
(1)	Membership.....	16
(2)	Responsibility.....	16
(3)	Procedures	17
(4)	Standing Committees	17
(a)	Academic Standards Committee	17
(b)	Admission and Scholarship.....	18
(c)	Cultural Affairs Committee.....	19
(d)	Curriculum Committee	20
(e)	Library Committee.....	21
f.	Student Affairs Council.....	22
(1)	Membership.....	22
(2)	Responsibility.....	22
(3)	Procedures	22
(4)	Committee on Student Affairs.....	22
b.	Vice President and Dean of Faculty.....	23
1)	Appointment	23
2)	Authority and Responsibility	23
3)	Other Academic Administrators	24
a)	Associate Dean of Faculty.....	25
b)	Associate Dean for Advising.....	25
c)	Director of Information Technology	25
d)	Registrar.....	26
e)	Director of the Cushwa-Leighton Library	27

f)	Director of the Center for Career Opportunities.....	28
g)	Coordinator of the Center for Women’s Intercultural Leadership	29
(h)	Department Chair	30
4)	Other Administrators Reporting to the Vice President and Dean of Faculty.....	32
5)	Committees of the Vice President and Dean of Faculty.....	32
a)	Teaching, Learning and Technology Roundtable.....	32
b)	Faculty Development Grants Committee	33
c)	Center for Academic Innovation Grants Committee.....	34
d)	Assessment Committee.....	36
e)	Advisory Committee for CWIL Community Connections.....	36
f)	Advisory Committee on Intercultural Education.....	37
g)	Advisory Committee for CWIL Scholarship.....	37
h)	Writing Proficiency Committee.....	37
i)	The Steering Committee of the Writing Proficiency Program.....	39
c.	Vice President for Mission.....	39
1)	Appointment	39
2)	Authority and Responsibility	39
3)	Division for Mission Administrators	41
a)	Director(s) of the Center for Spirituality	41
b)	Director of Campus Ministry.....	41
c)	Director of the Office for Civic and Social Engagement	42
4)	Committee of the Vice President for Mission	44
a)	Mission Council.....	44
d.	Vice President for College Relations	44
1)	Appointment	44
2)	Authority and Responsibility	44
3)	College Relations Administrators	45
a)	Director of Alumnae Relations.....	45
b)	Director of Development.....	46
c)	Director of Marketing Communications.....	46
d)	Director of Advancement Services.....	47
e)	Director of Special Events.....	47
f)	Other College Relations Administrators.....	48
e.	Vice President for Student Affairs	48
1)	Appointment	48
2)	Authority and Responsibility	48
3)	Other Student Affairs Administrators.....	49
a)	Director of Athletics and Recreation	50
b)	Director of the Counseling Center.....	51
c)	Director of Health and Wellness Services.....	52
d)	Director of Residence Life	53
e)	Director of Student Activities.....	54

- f) Director of Safety and Security 55
- g) Director of Multicultural Affairs 56
- f. Vice President for Finance and Administration 57
 - 1) Appointment 57
 - 2) Authority and Responsibility 57
 - 3) Office of Vice President for Finance and Administration 58
 - a) Director of Facilities 58
 - b) Controller 59
 - c) Director of Human Resources 60
 - d) Director of Purchasing 61
 - e) Bookstore Manager 62
- g. Vice President for Enrollment Management 63
 - 1) Appointment 63
 - 2) Authority and Responsibility 63
 - 3) Enrollment Management Administrators 64
 - a) Director of Admission 64
 - b) Director of Financial Aid 65
- 2. Academic Departments 66
 - a. Administration of Academic Department 66
 - b. Membership of Departments 66
 - c. Authority and Responsibility 66
- E. Organizational Chart of the College 68
- F. Overview of College Boards, Councils, and Committees 69
- G. Procedures for Amending the Governance of the College 71

**SECTION III
FACULTY POLICIES AND PROCEDURES**

Table of Contents

- A. Faculty Membership 1
 - Faculty Membership Defined 1
- B. Responsibilities of the Faculty 2
 - 1. Responsibilities of the Teaching Faculty 2
 - a. General Responsibility 2
 - b. Specific Responsibilities 2
 - 2. Responsibilities of the Professional Librarians 3
 - a. General Responsibility 3
 - b. Specific Responsibilities 3

3.	Responsibilities of Administrators who are Members of the Faculty	3
a.	General Responsibility	3
b.	Specific Responsibilities	3
4.	Responsibilities of the Emerita/us Faculty	3
a.	General Responsibility	3
b.	Specific Responsibilities	4
C.	Faculty Ranks	5
1.	Faculty Rank: General Policy	5
2.	Primary Academic Ranks	5
3.	Other Academic Designations	5
D.	Appointment to the Faculty: Teaching and Nonteaching Faculty	6
1.	Appointment Procedure	6
a.	Criteria for Appointment	6
b.	Position Approval Procedure	6
c.	Search Procedure	6
d.	Candidate Approval	6
e.	Candidate Interviews	6
f.	Invitation to Join Faculty	6
2.	Qualifications for Appointment	7
3.	Appointments with Tenure	8
4.	Administrative Appointments with Faculty Rank	8
5.	Travel and Other Expenses for Candidates	9
E.	Letters of Appointment and Renewal	10
1.	Initial Letter of Appointment: All Faculty	10
2.	Letters of Renewal: All Faculty	10
3.	Recommendation for Renewal or Non-Renewal of Appointment for Nontenured Faculty	10
4.	Notification to Nontenured Faculty of Non-Renewal of Contract	11
F.	Promotion	12
1.	Promotion Policy	12
2.	Qualifications for Promotion	12
3.	Promotion Evaluation Criteria	13
G.	Tenure	14
1.	Tenure: Definition and Objectives	14
2.	Tenure Policy	14
a.	Tenure Probationary Period: Full and Part-Time Faculty	14
b.	Termination of a Tenured Appointment	15
c.	Tenure and Promotion	15
d.	Tenure and Retirement	15

H.	Promotion and Tenure: Criteria and Procedures	16
1.	Promotion and Tenure Evaluation Factors.....	16
a.	Teaching	16
b.	Creative, Scholarly, and Research Activities.....	16
c.	Service	18
2.	Promotion and/or Tenure Procedure	18
a.	Nomination for Promotion and/or Tenure	18
b.	Candidacy for Promotion and/or Tenure	18
c.	Candidacy Materials	18
d.	Requests to Appear Before the Committee.....	19
e.	Review Procedures: Committee on Rank and Tenure	20
f.	Recommendations of the Committee on Rank and Tenure	20
g.	President’s Decision.....	20
h.	Notification of Decisions on Promotions and Tenure.....	20
i.	Confidentiality	21
j.	Reasons for Rank and Tenure Decisions	21
3.	Appeal of a Promotion or Tenure Decision	21
I.	Academic Freedom.....	22
1.	Academic Freedom Policy	22
a.	Freedom of Teaching	22
b.	Freedom of Research	22
c.	Freedom of Extramural Activity	22
d.	Academic Freedom in a Catholic College	22
2.	Grievance Procedures Involving Allegations of Violation of Academic Freedom	23
J.	Termination of Service	24
1.	Termination of Tenured Faculty	24
a.	Policy	24
b.	Procedure for Termination of Tenured Faculty	24
2.	Termination of Nontenured Faculty	25
a.	Policy	25
b.	Procedures for Termination of Nontenured Faculty	25
1)	Recommendation for Non-Reappointment.....	25
2)	Notification of Non-Reappointment	25
3)	Non-Reappointment and Academic Freedom: Grievance	25
4)	Reasons for Non-Reappointment.....	26
3.	Resignation: All Faculty.....	26
a.	Voluntary Termination of Services.....	26
b.	Negotiated Resignation	26
4.	Dismissal for Serious Cause: All Faculty	26
a.	Definition for Serious Cause.....	26
b.	Procedures for Establishing Serious Cause for Dismissal	27
1)	Policy	27
2)	Preliminary to Formal Charges.....	27
3)	Filing of Formal Charges.....	27

4) Procedures of Hearing Committee.....	27
5) Recommendations from the Hearing Committee	28
6) Faculty Member’s Status During Hearing	28
7) Terminal Salary.....	28
5. Retirement	29
K. Faculty Leaves of Absence.....	30
1. Sabbatical Leave	30
a. Policy	30
b. Procedure	30
c. Early Request for Sabbatical Leave	31
d. Sabbatical Report	31
2. Leaves of Absence with Salary	31
a. Short-term Leaves of Absence	31
b. Parenting Leave.....	32
c. Long term Leaves and Absences	33
d. Acquired Immune Deficiency Syndrome (AIDS)	34
3. Leaves of Absence Without Salary	34
L. Outside Employment	36
M. Procedures for Amending Faculty Policies and Procedures.....	37

SECTION IV FACULTY PERSONNEL POLICIES

Table of Contents

A. Faculty Salary: Policies and Procedures.....	1
1. Salary	1
2. Salary Procedures and Policies	1
a. General Procedures: College.....	1
b. General Procedures: Individual Salary Deductions	2
c. Notification	2
d. Appeal	2
e. Pay Options and Pay Schedule.....	2
f. Payroll Procedures	2
g. Promotion Increases	3
h. Chair Stipend.....	3
i. Final Paycheck – Faculty and Administrators	3
B. Benefits: Full-Time Faculty	4
1. Life Insurance	4
2. Life Insurance: College Travel.....	4
3. Medical and Dental Insurance.....	4

4.	Unemployment Compensation.....	5
5.	Worker’s Compensation.....	6
6.	Long-term Disability.....	6
7.	College Retirement Plan.....	7
	a. Eligibility.....	7
	b. Contribution Options.....	7
	c. TIAA-CREF Annuities.....	8
	d. Information.....	8
8.	Social Security: Federal Insurance Contributions Act.....	9
9.	Educational Benefits.....	9
	a. Saint Mary’s College Courses and Programs.....	9
	b. Notre Dame Courses.....	10
	c. Tuition Grant Program.....	10
10.	Moving Expenses and Moving Assistance.....	11
C.	Benefits: Retired Faculty.....	12
	1. Retirement Policy.....	12
	2. Benefits.....	12
	a. TIAA-CREF.....	12
	b. Medical Insurance.....	12
	c. Educational Benefits.....	12
	3. Services and Faculty.....	12
D.	Benefits: Faculty Members on Leave.....	13
	1. Sabbatical Leaves and Other Leaves with Salary.....	13
	2. Long-term Leaves Without Salary.....	13
E.	Conditions of Employment.....	14
	1. Teaching Load.....	14
	2. Travel Policy: Professional Conferences.....	14
	a. Expense Coverage.....	14
	b. Travel Arrangements and Vouchers.....	14
	c. Travel Budget.....	15
	3. Travel Policy: Supplementary.....	15
	a. Supplemental Funds for Travel.....	15
	b. Instruction-Related Travel.....	16
	c. Faculty Recruitment.....	16
	4. Faculty Offices.....	16
	5. Secretarial Services.....	16
	6. Supplies and Services.....	16
	Chart I – Budget Categories and Definitions.....	17
	7. Mail Service.....	18
	8. Printing Service.....	19
	9. Telephone Service.....	19
	10. Professional Liability Coverage.....	19

11. Campus Facilities and Services	19
Chart II – Campus Facilities & Contacts for Scheduling	20
12. Library Privileges	21
F. General Information: Facilities, Services, and Policies.....	22
1. Adoption Assistance.....	22
2. Angela Athletic Facility Policies.....	23
a. Building Hours	23
b. Privileges	24
c. Lockers	25
3. Animals on Campus	26
4. Banking	26
5. Bookstore and Convenience Store	26
6. Card Access Security System.....	26
7. Change in Personnel Information.....	26
8. Chapel and Church Facilities	27
9. Check Cashing	27
10. Children of Faculty on Campus	27
11. College Publications.....	27
12. Counseling Services: College Assistance Plan	28
13. Cultural Events and the Cultural Events Calendar.....	28
14. Dining Facilities	28
15. Early Childhood Development Center	28
16. Health Service	29
17. Identification Cards	29
18. Keys	29
19. Ladies of Notre Dame and Saint Mary’s.....	29
20. Lost and Found Articles	29
21. Morrissey Loan Fund	30
22. Motor Vehicles and Parking.....	30
23. Notary Services	30
24. Post Office	30
25. Remembrances: Illness or Death.....	30
26. Sexual Harassment	30
a. Policy	30
b. How to Handle Offensive Comments or Conduct	31
c. Notification and Investigation.....	31
d. Discipline	32
e. Bad Faith Complaints.....	32
f. Related Unprofessional Conduct	32
27. General Harassment	33
a. Policy	33
b. Equal Employment Opportunity	33
c. Definitions of Harassment	33
d. Individual Conduct Covered	33
e. Responsibilities of Faculty Members, Managers and Supervisors	34

f. Reporting an Incident of Harassment, Discrimination or Retaliation	34
g. Resolution of Complaint	34
28. Summer Camps	34
29. Travel Bureau	35
30. University Club	35
G. Procedures for Amending Faculty Personnel Policies	36

**SECTION V
GOVERNANCE OF THE FACULTY: THE FACULTY ASSEMBLY**

Table of Contents

A. Faculty Autonomy and Shared Governance.....	1
The Principle of Faculty Autonomy within Shared Governance	1
B. The Faculty Assembly	2
1. Rationale	2
2. Membership	2
3. Functions of the Faculty Assembly	2
C. Constitution of the Faculty Assembly	3
Preamble	3
Article I. Name	3
Article II. Purpose	3
Article III. Membership.....	3
Article IV. Officers.....	3
Section 1. The Chair	3
Section 2. The Chair-Elect.....	3
Section 3. The Secretary	4
Section 4. Terms of Office	4
Article V. Participation in College Governance	4
Section 1. Purposes.....	4
Section 2. Decisions	4
Section 3. Responsibility	4
Article VI. Committees of the Faculty Assembly	4
Section 1. The Executive Committee	4
Section 2. Faculty Affairs Committee	5
Section 3. Faculty Compensation Committee	5
Section 4. The Nominating Committee	5
Section 5. The Grievance Committee.....	6
Section 6. <i>Ad hoc</i> Committees.....	6
Article VII. Meetings.....	6
Section 1. Regular and Special Meetings	6
Section 2. Voting.....	6
Section 3. Quorum.....	7

- Article VIII. Elections 7
 - Section 1. Timetables 7
 - Section 2. Nominations..... 7
 - Section 3. Voting 7
- Article IX. Vacancies 8
 - Section 1. The Chair 8
 - Section 2. Chair-Elect, Secretary, and Council Committee Members 8
- Article X. Removal from Office..... 8
- Article XI. Amendments 8

- D. Bylaws and Resolutions 9
 - 1. Procedures and Policies of Faculty Assembly Committees 9
 - Introduction 9
 - 1. Executive Committee of the Faculty Assembly..... 9
 - 2. Faculty Affairs Committee..... 9
 - 3. Faculty Compensation Committee..... 10
 - 4. Nominating Committee..... 10
 - 5. Grievance Committee 11
 - a. Membership 11
 - b. Responsibilities 11
 - c. Procedures..... 12
 - d. General Grievance Procedure: Ordinary Cases 12
 - 1) Filing of the Grievance Petition..... 12
 - 2) Notification and Written Assurance 12
 - 3) Preliminary Investigation 13
 - 4) Preliminary Investigation Results..... 13
 - 5) Mediating Efforts..... 13
 - 6) Formal Proceedings 13
 - 7) Committee Recommendations..... 14
 - e. Special Case Grievance Procedures: Procedural Irregularities or Lack of Adequate Consideration in Nonrenewal or a Nontenured Member’s Contract or in Tenure and Promotion Decision..... 14
 - 1) General Procedure 14
 - 2) Definition of Adequate Consideration..... 14
 - 3) Limits of Committee Responsibilities 15
 - 4) Recommendation 15
 - f. Special Case Grievance Procedures: Dismissal for Serious Cause 15
 - g. General Considerations..... 15
 - 1) Working Days Defined..... 15
 - 2) Files 15
 - 3) Substitution Rule 15
 - h. Special Considerations..... 15
 - 2. Miscellaneous Resolutions 16
 - 1. Resolution on *Observer* Coverage of Faculty Assembly Meetings 16
 - 2. Resolution Concerning Orientation of New Faculty..... 16
 - 3. Resolution on Part-Time Faculty Participation..... 16

4. Resolution on Terms of Faculty Members on Committees 16

E.. Procedures for Amending the Constitution and Bylaws of the Faculty Assembly 17

SECTION VI
ACADEMIC PROCEDURES, POLICIES, PROGRAMS, AND INFORMATION

Table of Contents

A. Academic Deficiency Notice..... 1

B. Academic Degree Requirements 2

 1. General Degree Requirements 2

 2. Major Requirements 2

 3. General Education Requirements 3

 a. Writing Proficiency Requirement 3

 b. Foreign Language Requirement 3

 c. Distribution Requirements 4

 4. Courses Which Satisfy General Education Requirements 6

 5. General Education Requirement Policies 8

 a. Special Study Programs 8

 b. Grade Requirement 8

 c. General Education as Foundation 9

 d. General Education Courses and Major Requirements 9

 e. Substitution of General Education Courses 9

 f. General Education Courses at Other Institutions 9

C. Academic Honesty 10

 1. Saint Mary’s Academic Honesty Code 10

 2. Student’s Responsibility 10

 3. Faculty Responsibility 12

 4. Community Responsibility 12

 5. Procedure in Cases of Violation of the Academic Honesty Code 12

 6. Hearing and appeal of Decisions in Cases of Violation of the Academic Honesty Code 12

 a. Academic Hearing Board 12

 b. Academic Appellate Board 13

 c. Appeal to President 13

D. Academic Honors and Awards 14

 1. Graduation Honors 14

 2. Kappa Gamma Pi 14

 3. The Saint Catherine Medal 14

 4. “Who’s Who Among Students in American Universities and Colleges” 15

 5. The Lumen Christi Medal 15

 6. Department Awards 15

E.	Academic Information: Sources	16
	1. The <i>Bulletin</i>	16
	2. Departmental Brochures.....	16
	3. Academic Guide for First Year Students	16
	4. Minor Programs.....	16
F.	Academic Probation	17
	1. College Academic Standards.....	17
	2. Procedures for Probation	17
	a. Conditions and Letters of Notification.....	17
	b. Letters of Warning	17
	c. Removal from Probation.....	17
	d. Academic Dismissal and Probationary Extensions.....	17
	e. Notification Policy	18
	f. Co-Curricular Activities.....	18
G.	Academic Regalia	19
H.	Attendance and Excused Absences	20
	1. Attendance Policy.....	20
	2. Excused Absences	20
	3. Make-up Work: Excused and Unexcused Absences.....	20
	4. Department Policies	21
I.	Classification of Students	22
J.	Coexchange Program.....	23
	Introduction	23
	1. The Notre Dame-Saint Mary's College Coexchange Program	23
	2. Northern Indiana Consortium for Education (N.I.C.E.)	24
K.	Counseling Assistance for Students	26
	1. Non-Emergency Referral to Counseling	26
	2. Referral to the Vice President for Student Affairs	26
	3. Procedures for a Psychological Emergency	26
	4. The Confidentiality of the Counselor-Client Relationship.....	27
	5. Policy Regarding Health Leave of Absence (Voluntary or Required).....	27
	6. Excuses for Classes Missed.....	28
L.	Credit by Examination.....	29
	1. Credit by Examination Policy	29
	a. Advance Placement Examination Policy	30
	b. College Board SATII: Subject Test	31
	c. College Level Examination Program Policy.....	32
	d. International Baccalaureate – Higher Level Exams.....	33
	2. Procedure	33

M.	Degree Requirements and Graduation.....	34
	1. Petitioning for Graduation.....	34
	2. Early Completion of Degree Requirements	34
	3. Completion of Degree Requirements at Another College or University	34
	4. Late Completion of Degree Requirements.....	34
N.	Adding, Dropping, and Withdrawing From Courses	36
	1. Adding a Course.....	36
	2. Dropping a Course.....	36
	3. Withdrawing from a Course	36
	4. Withdrawing from Versus dropping a Course: A Comparison.....	36
O.	Final Examination Policy	38
	1. General Policy	38
	2. Student Initiated Changes of Final Examinations	38
	3. Instructor Initiated Changes of Final Examination	38
P.	Grade Policies and Procedures	39
	1. Grade System and Grading Criteria	39
	2. Incomplete Grades and Grade Changes	40
	a. Assigning an Incomplete “X” Grade	40
	b. Alternatives to an “X” Grade	40
	c. Grade Change Policy and Procedure	40
	d. Contested Grades	40
	e. Appeal Process for Students Who are Denied the “W”	41
	3. Pass/Fail Option	41
	4. Transfer Credit	42
Q.	Hearing and Appeal of Denial of Waivers	43
R.	Disabilities	44
S.	International Study Programs	45
	1. Global Study Programs	45
	a. International Programs: Semester and Year Long.....	45
	1) Rome, Italy.....	45
	2) Seville, Spain	45
	3) Maynooth, Ireland.....	45
	4) Dijon, France	46
	5) Semester Around the World	46
	6) Fremantle, Australia.....	46
	7) Innsbruck, Austria.....	46
	8) Women’s Studies in Europe	47
	9) Pietermaritzburg, South Africa.....	47
	b. Domestic Study: Washington, DC.....	47
	c. Summer and Semester Break: International Study	48

1)	Jamaica Field Study (Marine Biology).....	48
2)	Poland to Prague Study Program.....	48
3)	European Summer Study Program.....	48
4)	Greece Summer Study Tour.....	48
5)	Mexico Study Tour.....	49
6)	Honduras Summer Service Learning Program.....	48
7)	Korean Culture Summer Study Program.....	49
8)	Environments of Ecuador Summer Study Programs.....	49
d.	The University of Notre Dame International Study Program.....	49
e.	Non-Affiliated International Study Programs.....	50
2.	Creating an Off-Campus Intercultural Program.....	50
a.	Obtain Approval.....	50
b.	Develop the Course.....	50
c.	New Intercultural Learning Affiliation Agreements.....	51
d.	Non-Credit Off-Campus Learning International Programs.....	51
T.	Majors and Minors.....	52
1.	Declaring a Major: the Petition Process.....	52
2.	Changing a Major.....	52
3.	Declaring a Major.....	52
U.	Non-Traditional Learning (Internships, Travel Programs, Independent Study, Experience-Based Learning) and Physical Education.....	53
1.	Policy.....	53
2.	Guidelines for Non-Traditional Learning.....	53
a.	Teaching Experience.....	53
b.	Independent Study.....	53
c.	Experience-Based Learning (Internships).....	54
d.	Experience-and-Community Based Learning (Non-Internships).....	54
3.	Exemptions from Guidelines or Policy.....	56
4.	Physical Education Courses and Credits.....	56
V.	Experimental Programs.....	57
W.	Registrar's Deadlines Within the Semester.....	58
1.	Add Period.....	48
2.	Pass/Fail or Audit Option.....	58
3.	Course Drops.....	58
4.	Withdrawing from a Course.....	58
5.	Mid-Semester Grades.....	58
6.	Preregistration for Next Semester.....	58
7.	Final Grades.....	58
8.	Removal of "X" Grades.....	59

X.	Student Academic Records.....	60
1.	Permanent Academic Record	60
2.	Requests for Transcripts	60
3.	Academic Records.....	60
Y.	Student Advising	61
1.	Responsibility of Faculty Advisors	61
2.	Advisee’s Records	61
3.	Consultation About Students.....	61
4.	Professional School Advising	61
Z.	Student Course Loads.....	62
1.	Average Course Loads	62
2.	Course Underloads	62
3.	Course Overloads	62
4.	Audited Classes	62
AA.	Summer School Transfer Credit.....	63
BB.	Withdrawal or Leave of Absence from the College	64
1.	Withdrawal	64
2.	Leave of Absence	64
CC.	Procedures for Amending Academic Procedures, Policies, Programs and Information	66

**SECTION VII
STUDENT RIGHTS AND RESPONSIBILITIES, COLLEGE CODES,
AND THE JUDICIAL SYSTEM**

Table of Contents

A.	Student Rights and Responsibilities, College Codes and the Judicial System.....	1
	Introduction	1
1.	Personal Rights and Responsibilities	1
2.	Academic Rights and Responsibilities	2
3.	Social Rights and Responsibilities	2
4.	Student Government Rights and Responsibilities	3
5.	Judicial Rights	4
a.	Judicial Philosophy	4
1)	Philosophy	4
2)	Rights of Due Process.....	4

- b. Judicial Procedures and Violations of the Community Conduct Code..... 5
 - 1) Hearing Boards 6
 - a) Residence Hall Director..... 6
 - b) Student Judicial Board..... 6
 - c) Judicial Coordinator 6
 - d) Vice President for Student Affairs Hearing Board..... 6
 - 2) Judicial Appeal Procedures..... 6
- c. Judicial Procedures and Violations of the Academic Honesty Code..... 7

B. Procedures for Amending Students Rights and Responsibilities, College Codes
And the Judicial System 8

**SECTION VIII
CODE OF BYLAWS OF THE CORPORATION OF
SAINT MARY’S COLLEGE, NOTRE DAME**

Table of Contents

- Article I Identification and Applicability 1
- Article II Purposes 1
 - Section 2.1 Roman Catholic Organization 1
 - Section 2.2 Type of Corporation 1
 - Section 2.3 Purposes..... 1
 - Section 2.4 Mission 2
- Article III Powers 2
 - Section 3.1 Powers 2
 - Section 3.2 Limitation of Activities 4
 - Section 3.3 Dissolution..... 4
 - Section 3.4 Reversion 4
- Article IV Membership 5
- Article V Philosophy and Interpretation 5
- Article VI Board of Trustees 6
 - Section 6.1 General Powers..... 6
 - Section 6.2 Number and Tenure 7
 - Section 6.3 Class Voting Rights 7
 - Section 6.4 Terms of Class One Trustees..... 8
 - Section 6.5 Election of Class Two Trustees and Terms 8
 - Section 6.6 Vacancies..... 8
 - Section 6.7 Removal..... 9

Section 6.8	Nomination Procedure.....	9
Section 6.9	Appointment Procedure.....	9
Section 6.10	Regular Meetings.....	9
Section 6.11	Special Meetings.....	9
Section 6.12	Location of Meetings.....	9
Section 6.13	Quorum and Manner of Acting	10
Section 6.14	Waiver of Notice	10
Section 6.15	Action in Lieu of Meeting	10
Section 6.16	Trustees Emeriti/Emeritae	10
Article VII	Authority and Responsibilities of the Board.....	11
Section 7.1	General Powers.....	11
Section 7.2	Authority.....	11
Article VII	Officers	13
Section 8.1	Officers of the Corporation.....	13
Section 8.2	Election and Term of Office.....	13
Section 8.3	Chair	13
Section 8.4	Vice Chair	13
Section 8.5	Secretary	14
Section 8.6	Treasurer	14
Section 8.7	President	14
Section 8.8	Assistant Officers	14
Section 8.9	Congregational Concerns	15
Article IX	Administrative Officers.....	15
Section 9.1	Administrative Officers of the Corporation	15
Section 9.2	Terms and Authority of the Administrative Officers	15
Section 9.3	Vice President for Mission	15
Article X	Committees	16
Section 10.1	Standing Committees.....	16
Section 10.2	Membership.....	17
Section 10.3	Administrative Assistance	17
Section 10.4	Meetings	17
Section 10.5	Mission Committee.....	17
Section 10.6	Finance and Budget Committee	18
Section 10.7	Investment Committee.....	18
Section 10.8	Audit Committee	18
Section 10.9	Education Committee	18
Section 10.10	Student Life Committee.....	18
Section 10.11	College Relations Committee.....	18
Section 10.12	Facilities and Grounds Committee	19

Article XI Executive Committee 19
 Section 11.1 Membership 19
 Section 11.2 Purpose 19
 Section 11.3 Meetings 20

Article XII Trusteeship Committee 20
 Section 12.1 Membership 20
 Section 12.2 Purpose 21
 Section 12.3 Meetings 21

Article XIII Placement of Members of the Congregation..... 21
 Section 13.1 Placement of Members of the Congregation 21

Article XIV Conflict of Interest 21
 Section 14.1 Conflict of Interest..... 21

Article XV Indemnification 22
 Section 15.1 Indemnification 22

Article XVI Contracts, Checks, Deposits and Funds 22
 Section 16.1 Contracts 22
 Section 16.2 Checks, Drafts, et cetera 22
 Section 16.3 Authority..... 22
 Section 16.4 Deposits 23
 Section 16.5 Gifts 23

Article XVII Books and Records..... 23
 Section 17.1 Books and Records 23

Article XVIII Fiscal Year 23
 Section 18.1 Fiscal Year 23

Article XIX Bylaw Amendments and Reviews 23
 Section 19.1 Amendment 23
 Section 19.2 Review 24

SECTION I

MISSION STATEMENT AND STATEMENT OF PHILOSOPHY AND PURPOSE OF SAINT MARY'S COLLEGE

A. MISSION STATEMENT AND STATEMENT OF PHILOSOPHY AND PURPOSE OF SAINT MARY'S COLLEGE

1. MISSION STATEMENT

Saint Mary's College is a Catholic, residential, women's college in the liberal arts tradition. A pioneer in the education of women, the College is an academic community where women develop their talents and prepare to make a difference in the world. Founded by the Sisters of the Holy Cross in 1844, Saint Mary's promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. All members of the College remain faithful to this mission and continually assess their response to the complex needs and challenges of the contemporary world.

2. STATEMENT OF PHILOSOPHY AND PURPOSE

As a center of higher education, Saint Mary's fosters an academic climate of scholarship and learning for faculty and students alike. Through excellence in teaching and the example of its own active scholarship, the faculty challenges students to expand their horizons and supports them in their intellectual pursuits. A broad-based course of study invites students to think critically and creatively about the natural world and human culture. Acknowledging the need to prepare women for an array of careers, the College insists on a liberal arts foundation for all its students. Through their years at Saint Mary's students acquire depth and breadth of knowledge, competence in quantitative skills and modern languages, the ability to think clearly about complex problems, and the capacity to communicate with precision and style.

As a Catholic college, Saint Mary's cultivates a community of intellectual inquiry, liturgical prayer, and social action. The College creates an open forum in which students freely and critically study the rich heritage of the Catholic tradition, raising the questions necessary to develop a mature religious life. The celebration of liturgy encourages students to explore the fullness of life and its mysteries. The College nurtures awareness and compassion for a troubled world and challenges students to promote human dignity throughout their lives. In preparing women for roles of leadership and action, Saint Mary's pays particular attention to the rights and responsibilities of women in the worlds of work, church, community, and family.

Dedicated to the personal and social growth of its students, Saint Mary's cultivates a community of students, faculty, and staff, which responds to the needs of women. In order to offer the richest educational experience possible, the College strives to bring together women of different nations, cultures, and races. It provides a residential environment where women grow in their appreciation of the strengths and needs of others. Through a host of co-curricular programs on campus and in the local community, Saint Mary's initiates students in the habits of civic responsibility. Engaging in all aspects of the college experience, students acquire the hallmarks of a liberally educated woman: keen self-knowledge, lively imagination, lifelong intellectual and cultural interests, and the ability to make socially responsible choices about the future.

B. PROCEDURE FOR AMENDING THE STATEMENT OF THE PHILOSOPHY AND PURPOSE OF SAINT MARY'S COLLEGE

The statement on the philosophy and purpose of Saint Mary's College is approved by the Board of Trustees and may be modified by them. In accordance with the principle of shared governance, proposed changes in this statement are submitted by the President to the Faculty Assembly and other appropriate bodies for their consideration before action by the Board of Trustees. The President of the College is responsible for seeing that this section of the *Governance Manual* is kept up to date

SECTION II

THE GOVERNANCE OF THE COLLEGE

A. STATEMENT ON THE CONCEPT OF SHARED GOVERNANCE

The Board of Trustees governs the institution. Any responsibility and authority that any group or individual has is implicitly or explicitly delegated to it or them by the Board of Trustees. While the Board of Trustees and the President bear full responsibility for the governance and operation of the College, all members of the College community participate in the governance of the College in accordance with their rights and responsibilities. All members of the College community share responsibility for the governance of the College. The following sections describe the function of each component of the community.

B. THE CORPORATION OF SAINT MARY'S COLLEGE

INTRODUCTION

This section is an interpretation and condensation of Articles II and III of the *Code of Bylaws of the Corporation of Saint Mary's College, Notre Dame*, approved and adopted on June 26, 2004. The Bylaws are included as Section VIII of this manual and are the official resource for those seeking Corporate policy.

1. LEGAL STATUS

Saint Mary's College, Notre Dame, is an Indiana Nonprofit Corporation established under the Not-for-Profit Corporation Act of 1971 and for which a Certificate of Incorporation was issued on July 19, 1972. Restated Articles of Incorporation were executed on February 8, 1994, pursuant to the provisions of the Indiana Nonprofit Corporation Act of 1991. The Corporation was founded by the Congregation of the Sisters of the Holy Cross and is incorporated as a Roman Catholic organization in accord with and subject to the tradition, teaching, and Canon Law of the Roman Catholic Church.

2. MISSION

The mission of the College is to be a Roman Catholic institution for women, providing higher education in the liberal arts tradition.

3. PHILOSOPHY AND EVOLUTION OF GOVERNANCE

The College dates its founding (1844) from the first record of Sisters of the Holy Cross engaging students in the United States. The fundamental character of the College and the education it offers were determined over the course of the following century by the vision and commitment of those Sisters whose professional and personal talents found outlet in this school. Lay women and men shared in the enterprise from earliest days, but it has been only in relatively recent times that responsibility for the ongoing operation of the College has rested largely in lay hands.

Changes in the governance structure of the College over time have reflected both the changing demographics of the faculty, staff, and sources of support of the College and the need to recognize the increasingly diverse interests and activities of the Congregation. As the governance of the College has evolved, two things have remained constant: the commitment of the Congregation to the advancement of the best interests of the College and the College's commitment to the Congregation's tradition of education. These constants are integral to this most recent adaptation of the governance structure to the needs and realities of the present and foreseeable future.

While placing ultimate authority in the hands of a Board of Trustees composed of the religious and lay leadership of the College, the Bylaws are intended to recognize that the fundamental character of this institution is uniquely defined by its association with the Congregation. Included in the Bylaws are protected covenants designed to ensure that the College retains its grounding in the Congregation's philosophy of education. *Protected*

covenants are defined as those actions which require a majority vote of both classes of members of the Board of Trustees, as described in Section 6.3 of the Code of Bylaws.

Each member of the College community makes an essential contribution to the mission of the College. Through their service, Sister members of the Congregation add a special dimension by providing explicit witness to the heritage and distinctive character of the College. Facilitating the involvement of those Sisters in the life of the institution is a College priority, as are communication of the history and values of the founding body and timely address of College-related concerns expressed in General Chapters of the Congregation.

The College community also recognizes the critical importance to all constituencies of ongoing education about Saint Mary's mission. That mission has been delineated by a century and a half of pioneering education. The governance structure of the College helps assure that the College will continue to be identified with:

- excellence in both liberal education and professional preparation;
- a commitment to the best expression of the Catholic tradition; and
- a special emphasis on and proficiency in the education of women.

4. PROCEDURE FOR AMENDING THE BYLAWS OF THE CORPORATION

Subject to the provisions addressing the modification of protected covenants, the Bylaws may be changed or amended by a two-thirds majority vote of the trustees. Protected covenants may be modified only by a majority vote of each class of Trustees (see Section II.C).

C. THE BOARD OF TRUSTEES OF SAINT MARY'S COLLEGE

INTRODUCTION

This section is an interpretation and condensation of sections of the *Restated Articles of Incorporation of the Corporation of Saint Mary's College, Notre Dame* and the *Code of Bylaws of the Corporation of Saint Mary's College, Notre Dame*. The Code of Bylaws is included in full in this manual as Section VIII and is the official resource for those seeking Board of Trustees policy.

1. AUTHORITY AND RESPONSIBILITIES

The Board has and exercises those corporate powers prescribed by law. Its ultimate authority is affirmed through its general, academic, and financial policy-making functions and its responsibility for the Corporation's financial health and welfare. The Board exercises ultimate corporate authority as set forth in the Bylaws and in such policy documents it deems to be appropriate. These Bylaws and other policy statements of the Board shall take precedence over all other College statements, documents, and policies.

The Board has the authority to carry out all lawful functions which are permitted by the Bylaws or by the Articles of Incorporation. This authority includes but is not limited to these illustrative functions.

- a. determine and periodically review the College's mission and purpose;
- b. appoint the President, who shall be the College's Chief Executive Officer, and set appropriate conditions of employment;
- c. establish the conditions of employment of the administrative officers of the College who, with the exception of the Vice President for Mission, serve at the pleasure of the President (in consultation with the Board as may be appropriate);
- d. support the President and assess his or her performance
- e. review and approve proposed major changes in the College's academic programs and the major enterprises consistent with the College's mission, plans, and financial resources;
- f. approve institutional policies bearing on faculty appointment, promotion, tenure, and dismissal as well as personnel or anti-discrimination policies for other categories of employees;
- g. approve the annual budget and annual tuition/fees, regularly monitor the College's financial condition, and establish policy guidelines affecting all institutional assets including investments and the physical plant;

- h. contribute financially to the College's fund raising goals, participate actively in strategies to secure sources of support, and authorize College officers to accept gifts or bequests subject to Board policy guidelines;
- i. authorize debt financing;
- j. authorize the construction of buildings;
- k. authorize the selling leasing, buying, or mortgaging of real estate or buildings owned by the Corporation;
- l. merge the Corporation or the College with another corporation or college;
- m. approve such policies that contribute to the best possible environment for students to learn and develop their abilities, and that contribute to the best possible environment for the faculty to teach, pursue their scholarship, and perform public service, including the protection of academic freedom;
- n. approve all earned and honorary degrees;
- o. serve actively as advocates for the College in appropriate matters of public policy in consultation with the President and other responsible parties as the Board determines;
- p. review annually the Board's performance and periodically authorize formal assessments of the Board's performance;
- q. cause an annual report to be made by the President to the Board consisting of a statement of the mission, academic, and fiscal operations, and properties of the College for the preceding year and plans for the succeeding year;
- r. amend the Articles of Incorporation;
- s. be attentive to any Congregational concerns relating to the College which may, from time to time, be addressed by General Chapters of the Congregation; and
- t. take all appropriate action to allow the College properties to revert to the Congregation should the mission of the College change without the approval of both Class One and Class Two Trustee members.

2. MEMBERSHIP

The Board of Trustees is composed of not less than twenty-six nor more than forty Trustees. The exact number of Trustees, within these limits, is prescribed in the Bylaws of the Corporation. Included in the total number is the President of the College, the President of Saint Mary's College Alumnae Association, and one member each from the faculty and the student body of the College.

- a. CLASSES OF MEMBERS There are two classes of members on the Board.
 - 1) CLASS ONE TRUSTEES The President of the Congregation or her designee (who must be a member of the Leadership Team of the Congregation), and two other persons appointed by the President of the Congregation.
 - 2) CLASS TWO TRUSTEES All other Trustees are Class Two Trustees. No fewer than seven Trustees in this class must be members of the Congregation or members of other Roman Catholic religious congregations.

- b. PROTECTED COVENANTS A majority vote of each class of members is required for actions addressing Protected Covenants, as detailed in the Bylaws. The Protected Covenants concern the:
 - 1) mission of the College;
 - 2) position of Vice President for Mission;
 - 3) appointment of the President of the College;
 - 4) congregational concerns relative to the College and addressed in General Chapters of the Congregation;
 - 5) amendment of Articles of Incorporation and certain Bylaws;
 - 6) selling, leasing, purchasing, mortgaging real estate or buildings owned by the Corporation;
 - 7) merger or affiliation (which changes governance or identity of the College) of the Corporation or the College with another corporation or college;
 - 8) placement of Sister members of the Congregation in ministry at the College; and
 - 9) conditions resulting in the reversion of property to the Congregation.

- c. TERMS OF OFFICE
 - 1) CLASS ONE TRUSTEES The President of the Congregation determines the terms of the Class One Trustees.
 - 2) CLASS TWO TRUSTEES Class Two Trustees, except for the President of the College, the President of the Alumnae Association, and the Student Trustee, hold office for a term of three years. Each Class Two Trustee is eligible to serve a maximum of three successive three-year terms and is eligible for reelection to the Board after the expiration of a one-year absence from the Board.

d. NOMINATION AND APPOINTMENT

- 1) CLASS ONE TRUSTEES The President of the Congregation notifies the Board of the name of proposed Class One Trustees and the Chair of the Board of Trustees declares the election of the Class One Trustee at the next meeting of the Board.
- 2) CLASS TWO TRUSTEES For Class Two Trustees, the Trusteeship Committee recommends candidates for election or reelection to the Board through procedures adopted by the Board. Class Two Trustees are elected at the annual meeting of the Board by a majority of the Trustees then in office.

e. REMOVAL FROM OFFICE

- 1) CLASS ONE TRUSTEES A Class One Trustee may be removed without cause by the President of the Congregation.
- 2) CLASS TWO TRUSTEES Class Two Trustees may be removed without cause by vote of two-thirds of all of the Trustees at a special meeting of the Board duly called and constituted for that purpose.

3. OFFICERS

- a. OFFICERS OF THE CORPORATION The officers of the Corporation are the Chair, Vice Chair, Secretary, and Treasurer of the Board, and the President who shall *ex officio* be the President of the Corporation.
- b. ADMINISTRATIVE OFFICERS OF THE CORPORATION The Administrative Officers of the Corporation are the First Vice President (Vice President and Dean of Faculty), Vice President for Mission, Vice President for College Relations, Vice President for Enrollment Management, Vice President for Finance and Administration, and Vice President for Student Affairs. The Board may approve the appointment of other Administrative Officers upon recommendation by the President of office and duties.

4. MEETINGS

a. SCHEDULES AND SPECIAL MEETINGS

A regular annual meeting of the Board is held in the Spring, on a date to be fixed by the Chair of the Board, for the purpose of electing Trustees, officers, and members of the Executive Committee and such other business as the Board deems appropriate. The Board has two other meetings each calendar year, one of which is a retreat.

Special meetings of the Board may be called by the Chair of the Board or the President or at the request of any seven Trustees. The person or persons calling such meeting must give written notice thereof to the Secretary who, at least ten days prior to the date of such special meeting, gives notice to the Board members. The notice of the

meeting contains a statement of the purpose for which the meeting is called and business at such special meeting is limited to the called purpose.

b. QUORUM AND RULES OF PROCEDURE

A majority of all Trustees constitutes a quorum; provided, however, that if an issue being discussed and voted on at a meeting is one that requires a majority vote of each class of members, then a majority of Class One Trustees plus a majority of Class Two Trustees constitute a quorum. When filling vacancies a majority of all Trustees constitutes a quorum.

All meetings of the Board are conducted in accordance with *Roberts Rules of Order*.

5. COMMITTEES

The standing committees are the Executive Committee; Audit Committee; College Relations Committee; Education Committee; Enrollment Management Committee; Facilities and Grounds Committee; Finance and Budget Committee; Investment Committee; Mission Committee; Student Life Committee and Trusteeship Committee.

The Board establishes such further standing and *ad hoc* committees as it deems appropriate. Each committee has a written statement of rules of procedure or policy guidelines that it and the Board deem appropriate. Such statements are reviewed annually by each committee and the results of the review are reported to the Board at its next meeting.

The Chair of the Board has the responsibility of appointing the Chair, Vice Chair (both of whom shall be Trustees), and members of all Board committees. A majority of committee members must be Trustees. The Chair of the Board and the President are *ex officio* members, with vote, of all standing committees, provided that the President shall not be a member of the Audit Committee.

Each committee has a designated Administrative Officer of the College or member of the administrative staff, as determined by the President, to assist it with its work.

Each committee meets at least two times annually and regularly reports on its work and recommendations to the Board. All committees keep minutes and distribute them to the Board.

a. EXECUTIVE COMMITTEE

- 1) MEMBERSHIP The membership of the Executive Committee includes the Chair of the Board (who serves as chair of this committee), the President, a Class One Trustee, the Secretary, and Treasurer of the Board and the Chairs of the standing committees. If at least three members of this committee are not Trustees who are members of the Congregation, the Chair appoints additional Trustee members of the Congregation sufficient to bring the Congregation representation to three.

2) PURPOSE

The Executive Committee acts as the Board's agent in helping the President address matters of business between regular board meetings and assists the Chair of the Board and the President in their joint responsibility to help the Board to function effectively and efficiently by suggesting Board meeting agenda items and periodically assessing the quality of committee work. It has the authority to take action on emergency matters which cannot or should not be deferred to the Board's next scheduled meeting. The Executive Committee oversees the work of the Board committees, the College's planning process and its progress on planning goals. The Executive Committee has authority to act for the Board on all matters except for the following which are reserved to the Board:

- a) selection and termination of the President;
- b) selection of the Trustees and Officers of the Board;
- c) changes in institutional mission and purposes;
- d) amendments of the Articles of Incorporation or Bylaws;
- e) incurring of corporate indebtedness;
- f) authorizing the selling, leasing, buying, or mortgaging of real estate or buildings owned by the Corporation;
- g) merging or affiliating (which changes governance or identity of the College) the Corporation or the College with another corporation or college;
- h) adoption of the annual budget;
- i) conferral of degrees;
- j) other powers reserved to the Board, from time to time by the Board.

All actions of the Executive Committee are subject to ratification at the next Board meeting.

- 3) MEETINGS The Executive Committee meets as often as necessary, but not fewer than two times annually, to conduct its business as the Chair of the Board and President determine, and ensures that minutes are taken and promptly distributed to all Trustees. A simple majority of the committee members constitutes a quorum provided that one member in attendance is a member of the Congregation.

b. MISSION COMMITTEE

The Mission Committee ensures that the College continues and deepens the distinguished heritage of the Congregation by maintaining educational excellence and a steadfast commitment to gospel living in the modern world among all segments of the College: faculty, staff, students, alumnae, and friends. It fosters a variety of ways to assist and energize the College's commitment to the vision of the Congregation.

c. FINANCE AND BUDGET COMMITTEE

The Finance and Budget Committee considers and makes recommendations concerning the financial affairs of the College, including the annual budgets, as presented to it by the President. It establishes and guides the College policies as to investments. It maintains such procedures and provides such reviews as will maintain the tax exempt status of the College.

d. EDUCATION COMMITTEE

The Education Committee considers and makes recommendations concerning major College educational policies, major academic and departmental concerns and faculty status and faculty obligations.

e. STUDENT LIFE COMMITTEE

The Student Life Committee considers and makes recommendations concerning major College policies on the co-curricular life and spiritual life of the students.

f. COLLEGE RELATIONS COMMITTEE

The College Relations Committee assesses the short-range and long-range development goals of the College and considers and makes recommendations for the necessary programs to achieve these goals. It participates in seeking sources of support for the College. It reviews and approves programs for improving national public relations and developing a closer relationship between the College and the local community.

g. TRUSTEESHIP COMMITTEE

1) MEMBERSHIP The Trusteeship Committee is comprised of at least five and not more than seven members, one of whom must be a Class One Trustee. The Vice Chair of the Board serves as Chair of this committee. All committee members except the one Class One Trustee member, are appointed for renewable one-year terms by the Chair of the Board. The Chair of the Board appoints the Class One Trustee as designated by the President of the Congregation for renewable one-year terms. At least two members of this committee must be Trustees who are members of the Congregation, and at least two members of this committee must be lay Trustees.

- 2) PURPOSE The Trusteeship Committee ensures that the Board's membership and leadership consists of highly qualified and committed individuals and that regular programs of new Trustee and in-service education are maintained. It periodically recommends initiatives by which the Board assesses its performance. It serves as the Board's agent in reviewing the performance of incumbent Trustees and Officers of the Board who are eligible for reelection, maintains a list of qualified candidates for possible nomination, considers cultivation strategies for promising Trustee candidates, and proposes and periodically reviews the adequacy of a statement of Trustee responsibilities as adopted by the Board.
- 3) MEETINGS The Trusteeship Committee meets as often as necessary to conduct its business, but no fewer than two times annually. It seeks the assistance of all Trustees in the course of meeting its responsibilities in accordance with the Bylaws and its own rules of procedure as adopted by the Board. A simple majority of the committee members constitutes a quorum provided that one member in attendance is a member of the Congregation.

h. AUDIT COMMITTEE

The Audit Committee shall provide oversight of the College's financial practices, internal controls, financial management and standards of conduct.

i. INVESTMENT COMMITTEE

The Investment Committee shall develop the College's investment policy for presentation to the Board, implement the College's investment program, monitor investment performance, and select and review managers and consultants. The Investment Committee shall determine an appropriate portfolio mix and asset allocation for the College's investments and shall have the power and authority to approve investments on behalf of the Board of Trustees. At least annually and at such other times as requested by the Board of Trustees, the Investment Committee shall present to the Board a summary of the performance of the investments made by the College.

j. ENROLLMENT MANAGEMENT COMMITTEE

k. FACILITIES AND GROUNDS COMMITTEE

The Facilities and Grounds Committee shall consider and make recommendations concerning the status of existing structures and land, and additions or deletions thereto, including both long and short term planning. It shall work to ensure the adequacy and condition of capital assets. It shall work with the Finance and Budget Committee to recommend financing structures to ensure adequate levels of funding for capital projects.

6. PLACEMENT OF MEMBERS OF THE CONGREGATION

To the extent permitted by law, qualified members of the Congregation will be given preference for administrative, faculty, staff, and campus ministry positions. The College will actively recruit members of the Congregation for these positions.

D. THE ADMINISTRATION OF THE COLLEGE

1. OFFICERS OF THE ADMINISTRATION

a. PRESIDENT OF THE COLLEGE

- 1) APPOINTMENT The President of the College is appointed by the Board of Trustees of the Corporation of Saint Mary's College and serves at the pleasure of the Board.
- 2) AUTHORITY AND RESPONSIBILITY The President is the College's chief executive officer and the chief advisor to the Board. The authority of the President is vested through the Board and includes responsibilities for all College educational and managerial affairs. The President is responsible for leading the College, implementing all Board policies, keeping the Board informed on appropriate matters, consulting with the Board in a timely manner on matters appropriate to its policy making and fiduciary functions, and serving as the College's key spokesperson. The President has authority to execute all documents on behalf of the College and the Board consistent with Board policies and the best interests of the College. The President:
 - a) is an *ex officio* voting member of the Board of Trustees and serves *ex officio* as a member of all Board committees except the Audit Committee;
 - b) presides or designates the presiding officer at all academic functions and represents the College before the public;
 - c) serves as the chief liaison officer between the Board of Trustees and the College community. As such, the President receives and transmits all resolutions and petitions affecting the welfare of the College;
 - d) presents regular reports on the state of the College to the Board of Trustees and to the Faculty Assembly and such other reports as are requested by the Board of Trustees;
 - e) recommends, after appropriate consultation, administrative officers for confirmation by the Board of Trustees;
 - f) informs the Board of Trustees of the names of the faculty members awarded tenure and/or promotion after considering the report of the Committee on Rank and Tenure;
 - g) appoints, promotes, fixes compensation for, and dismisses the academic and non-academic staffs of the College subject to the limitations of budget provisions and College policies, according to the provisions outlined in this manual;

- h) designates the duties and functions of the other officers and agents of the College, subject to the supervision and direction of the Board of Trustees;
- i) makes changes in the administrative structure of the College that are advantageous to the College;
- j) appoints committees, delegates authority, assigns responsibility to committees or to individuals as needed;
- k) in the absence of the President, the Vice President and Dean of Faculty serves as the chief executive officer. In time of disability of the President, the Vice President and Dean of Faculty serves as Acting President, pending further action of the Board of Trustees.

3) PRESIDENTIAL ASSISTANTS

The Executive Assistant to the President, and the Director of Institutional Research, are appointed by and responsible to the President. Information regarding their responsibilities is contained in job descriptions available in the Human Resources Office.

4) PRESIDENT'S COMMITTEES AND COUNCILS

The following committees and councils report directly to the President:

a) PRESIDENT'S CABINET

(1) MEMBERSHIP The President's Cabinet consists of the President, Vice President and Dean of Faculty, Vice President for Mission, Vice President for College Relations, Vice President for Enrollment Management, Vice President for Finance and Administration, Vice President for Student Affairs, and the Executive Assistant to the President. The President convenes the meetings of the President's Cabinet.

(2) RESPONSIBILITY The President's Cabinet:

- (a) works toward the integration of policy among the administrative branches;
- (b) coordinates the work of the various administrative officers;
- (c) advises the President on matters of administration.

b) BUDGET COMMITTEE

- (1) MEMBERSHIP The Budget Committee consists of the President's Cabinet. The Vice President for Finance and Administration serves as chair.
- (2) RESPONSIBILITY The Budget Committee:
 - (a) reviews the budgets prepared by administrative officers for their departments;
 - (b) reviews proposals to change student or academic fees;
 - (c) reviews the total College budget and submits a proposed budget to the President for presentation to the Finance and Budget Committee of the Board of Trustees.

c) COMMITTEE ON RANK AND TENURE

- (1) MEMBERSHIP The Committee on Rank and Tenure consists of the Vice President and Dean of Faculty, one academic administrative member appointed by the President, three tenured faculty members above the rank of Assistant Professor chosen by the Faculty Assembly. One of the faculty members is elected by the Committee to serve as chair.
- (2) RESPONSIBILITY The Committee on Rank and Tenure:
 - (a) establishes the criteria and procedures for tenure and promotion within the policy guidelines of the College;
 - (b) reviews the candidates for promotion and tenure;
 - (c) reviews the progress of all faculty every year to ensure that faculty are properly advised on their progress;
 - (d) prepares a written statement for those faculty members in their fourth year, advising them on their progress towards tenure;
 - (e) prepares a confidential written recommendation on candidates for promotion and/or tenure for the President's consideration.
- (3) PROCEDURES For a detailed description of the Committee on Rank and Tenure policies and procedures, see the section on Faculty Policies and Procedures (Section III).

d) HISTORICAL PRESERVATION COMMITTEE

- (1) MEMBERSHIP The Historical Preservation Committee consists of two representatives from Finance and Administration, one of whom is the Vice President for Finance and Administration; one representative from Student Affairs; one from College Relations appointed by the President; two faculty members elected by the Faculty Assembly; two students chosen according to procedures outlined in the *Student Government Association Constitution*. The Vice President for Finance and Administration serves as the chair of the Committee.
- (2) RESPONSIBILITY The Historical Preservation Committee:
 - (a) strives to secure the structural and aesthetic integrity of the campus;
 - (b) reviews and makes recommendations on proposed major capital renovations, structural changes to buildings and grounds, and changes in the use of the campus;
 - (c) proposes improvements as needs come to its attention.

e) ACADEMIC AFFAIRS COUNCIL

- (1) MEMBERSHIP The Academic Affairs Council consists of the President and the Vice President and Dean of Faculty; two academic administrators appointed by the President; the Chair of the Faculty Assembly; a faculty representative from the Curriculum and Academic Standards Committees; and a representative from the Admission and Scholarship, Cultural Affairs, and Library Committees; two at-large faculty representatives elected by the Faculty Assembly; the Student Government Association Vice President; and a student elected from among the student representatives on the Student Affairs Council. No one may hold more than one seat on the Council. All members are voting members. The President serves as the Chair of the Council.
- (2) RESPONSIBILITY The Academic Affairs Council:
 - (a) recommends changes in academic policies to the President who consults with the Faculty Assembly before acting on major changes in areas of academic policy;
 - (b) approves guidelines for the operation of its standing committees;
 - (c) receives from and acts on proposals from its standing committees;
 - (d) acts on proposals submitted to it by the Faculty Assembly;

- (e) proposes to the Board of Trustees procedures for its consideration in the search for a President;
 - (f) advises the President on the procedures in the search for a Vice President and Dean of Faculty;
 - (g) recommends the recipients of the following College honors and awards: honorary degree recipients; graduation speakers; Spes Unica Award; Maria Pieta Award; Multicultural Award.
- (3) PROCEDURES The Vice President and Dean of Faculty prepares the agenda and serves as Executive Secretary of the Council. Minutes of all meetings of the Council will be sent to the faculty. Any member of the Academic Affairs Council may request that an item be placed on the agenda. The Academic Affairs Council should reject a proposal from one of its committees only in exceptional circumstances; before doing so, it should communicate its reasons in writing and give the committee in question an opportunity to respond. If the President reverses a decision of the Council, the President communicates in writing the reasons for the reversal.
- (4) STANDING COMMITTEES The Standing Committees of the Academic Affairs Council report directly to the Academic Affairs Council. The standing committees are:
- (a) ACADEMIC STANDARDS COMMITTEE
 - 1)) MEMBERSHIP The Academic Standards Committee consists of the Vice President and Dean of Faculty, or a designated representative; the Associate Dean for Advising; the Vice President for Enrollment Management or the Associate Director of Admission when designated by the Vice President; the Vice President for Student Affairs; six faculty members elected by the Faculty Assembly; and 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. The Registrar serves the committee as a resource person. The Vice President and Dean of Faculty, or the Dean's representative, serves as Chair. The Committee selects one faculty member to serve on the Academic Affairs Council.
 - 2)) RESPONSIBILITY The Academic Standards Committee:
 - a)) reviews and recommends the criteria for acceptable and unacceptable student scholarship;

- b)) reviews and recommends policy for students' continuation in College;
 - c)) provides the staff and 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)) studies and recommends revisions of the academic policies of the College;
 - e)) advises the appropriate academic officers on the individual student's continuation in College;
 - f)) ensures that the regulations in relevant sections of the *Bulletin* and other College manuals conform to College policy;
 - g)) determines the student recipients of College-wide academic honors and awards;
 - h)) selects the recipient of the Saint Catherine Medal.
- 3)) 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 comprised 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 comprised of three committee representatives (one faculty, one student, one academic administrator). This board hears appeals of recommendations made by the Academic Hearing Board.
- (b) ADMISSION AND SCHOLARSHIP COMMITTEE
- 1)) MEMBERSHIP The Admission and Scholarship Committee consists of the Vice President for Enrollment Management, the Associate Dean for Advising, the Vice President for Student Affairs, the Director of Financial Aid, five faculty members elected by the Faculty Assembly and two students chosen according to the procedures outlined in the *Student Government Association Constitution*. The Controller, though not a member, serves as a resource person. Meetings, or parts of meetings, which relate to specific applicants or to the

financial consideration of individual students are not open to student members. The Vice President for Enrollment Management serves as Chair of the Committee, and the Committee selects one of its members to serve on the Academic Affairs Council.

- 2)) RESPONSIBILITY The Admission and Scholarship Committee:
 - a)) recommends policies on admission and financial aid;
 - b)) studies and recommends revisions of the admission and scholarship policies of the College;
 - c)) assists the Vice President for Enrollment Management and admission staff in accepting or rejecting applicants for admission who do not meet the College's normal criteria;
 - d)) ensures that the regulations and policy statements in relevant sections of the *Bulletin* and other College manuals conform to College policy;
 - e)) assists the Director of Financial Aid in awarding scholarships.

(c) CULTURAL AFFAIRS COMMITTEE

- 1)) MEMBERSHIP The Cultural Affairs Committee consists of the Director of Special Events, the Director of Student Activities, the Director of Media and Community Relations, Director of the Art Gallery, the Director of the Office of Multicultural Affairs, the Assistant Director of Special Events/Internal, five faculty members elected by the Faculty Assembly, and five students. The five faculty representatives are to include two from the humanities and three at large. The student representatives are to include one sophomore, one junior, and one senior selected according to procedures outlined in the *Student Government Association Constitution*, one individual representing the student Board of Governance (BOG), and one representative from the Student Academic Council (SAC). The Director of Special Events serves as Chair, appoints one of the faculty members to serve on the Academic Affairs Council, and is responsible for all administrative matters pertaining to the Committee.
- 2)) RESPONSIBILITY Provides over each Saint Mary's student's four-year period of study a cross-section of cultural

activity from a variety of perspectives. All scheduled cultural events are to be presented with an eye toward entertaining, enlightening, and promoting an awareness of the diversity of culture in its many forms within contemporary society.

(d) CURRICULUM COMMITTEE

- 1)) MEMBERSHIP The Curriculum Committee consists of the Vice President and Dean of Faculty, or the Dean of Faculty's designated representative; the Associate Dean of Faculty; six faculty members elected by the Faculty Assembly, one from each of six curriculum areas: Fine Arts (Art, Communication, Theatre, Music or Physical Education); Science (Biology, Chemistry-Physics, Mathematics or Nursing); Social Science (Business Administration and Economics, Political Science, Psychology, or Sociology, Anthropology, and Social Work); Humanities I (History, Humanistic Studies, Philosophy, or Religious Studies); Humanities II (English or Modern Languages), and Education. The Associate Dean for Advising and the Assistant Dean sit as non-voting members unless one is serving as the designated representative of the Dean of Faculty. Two student members are chosen according to the procedures outlined in the *Student Government Association Constitution*. The Committee elects a faculty member as Chair, and it selects one of its members to serve on the Academic Affairs Council.
- 2)) RESPONSIBILITY The Curriculum Committee:
 - a)) reviews and recommends the addition or elimination of academic programs, degrees, and majors;
 - b)) reviews and recommends the structure and purpose of the core curriculum;
 - c)) reviews and recommends proposed changes in the number, kind, or distribution of requirements in major programs;
 - d)) reviews and recommends the general guidelines for Minor Programs;
 - e)) reviews and approves proposals for new courses, with the exception of those given temporary approval by the Vice President and Dean of Faculty as experimental courses or programs;

- f)) reviews and approves departmental recommendations regarding which courses satisfy the core curriculum;
- g)) reviews and approves the elimination of minors, the addition of minors, and changes within minors which meet the general guidelines for Minor Programs;
- h)) 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;
- i)) has responsibility for assessment of general education through the implementation of Systematic Assessment to Improve Learning (SAIL) procedures for general education;
- j)) ensures that the *Bulletin* and other relevant College manuals conform to College Policy.

Departments submitting new courses and programs to outside agencies for approval must first submit the changes to the Curriculum Committee for approval.

(e) LIBRARY COMMITTEE

- 1)) MEMBERSHIP The Library Committee consists of the Director of the Cushwa-Leighton Library; the Associate Dean of Faculty; six faculty elected by the Faculty Assembly, at least one of which must be from the library department; and two students selected according to procedures outlined in the *Student Government Association Constitution*. The Director of the Library serves as Chair, and the Committee selects one of its members to serve on the Academic Affairs Council.
- 2)) RESPONSIBILITY The Library Committee:
 - a)) makes policy recommendations for the improvement of library services;
 - b)) studies and makes recommendations for the acquisition and placement of library materials;
 - c)) advises on the policies relative to the use of the library and its materials.

f) STUDENT AFFAIRS COUNCIL

(1) MEMBERSHIP The Student Affairs Council consists of the President of the College; the Vice President for Student Affairs; two Directors within the Division of Student Affairs; two faculty members; one member of the Division for Mission; and three students. The faculty members and the three students are selected by the Committee on Student Affairs. The two Directors have staggered appointments. The President of the College serves as Chair.

(2) RESPONSIBILITY The Student Affairs Council:

- (a) advises the President of the College on policies which affect all aspects of student life;
- (b) acts on reports prepared by the Committee on Student Affairs;
- (c) advises the President on the procedures in the search for a Vice President for Student Affairs;
- (d) proposes policies and reviews proposals for new student publications; and
- (e) participates in the selection of the Student Trustee and the Recipient of the Lumen Christi award.

(3) PROCEDURES The Vice President for Student Affairs schedules meetings and sets the agenda for the Student Affairs Council.

(4) COMMITTEE ON STUDENT AFFAIRS The Committee on Student Affairs reports directly to the Student Affairs Council.

(a) MEMBERSHIP The Committee on Student Affairs consists of the Vice President for Student Affairs, each Department Director in the Division of Student Affairs, three faculty members elected by the Faculty Assembly, the Student Body President or her designee, the Student Government Association Vice President or her designee, the Student Activities Board Coordinator or her designee, the President of the Residence Hall Association or her designee, and the President of the Student Diversity Board or her designee. The Committee selects two of its faculty members and three of its students to serve on the Student Affairs Council.

(b) RESPONSIBILITY The Committee on Student Affairs:

- 1)) provides a campus-wide forum for discussion of student life;

- 2)) serves as a forum for input from students and faculty regarding the programs and services in the Division of Student Affairs;
- 3)) offers recommendations to the Division of Student Affairs;
- 4)) may submit proposals to the Vice President for Student Affairs regarding changes in programs or services offered in the Division of Student Affairs

b. VICE PRESIDENT AND DEAN OF FACULTY

- 1) APPOINTMENT The appointment of the Vice President and Dean of Faculty is confirmed by the Board of Trustees upon the recommendation of the President after appropriate consultation with the faculty. The Vice President and Dean of Faculty holds office at the discretion of the President.
- 2) AUTHORITY AND RESPONSIBILITY The Vice President and Dean of Faculty is directly responsible to the President and is the chief executive officer in the absence of the President. The Vice President and Dean of Faculty
 - a) leads the College faculty in continuing professional development;
 - b) leads the College faculty in continual review and improvement of the academic program;
 - c) promotes quality instruction;
 - d) approves the scheduling of courses, faculty assignments, and teaching loads;
 - e) annually reviews each faculty member's performance;
 - f) recommends to the President the hiring, retention, or non-retention of non-tenured faculty;
 - g) annually reviews each academic department's staffing needs;
 - h) chairs regular meetings with department chairs;
 - i) reviews each academic department's budget;
 - j) annually prepares the academic budget of the College and submits it to the President for approval by the Board of Trustees and serves as the chief representative of the academic area of the College on the Budget Committee of the College;
 - k) serves as secretary of the Board of Trustees Education Committee; serves as executive secretary of the Academic Affairs Council; serves as chair of the Computer Utilization Committee; serves on the President's Cabinet, the

Budget committee, the Academic Standards Committee, the Curriculum Committee, the Faculty Development Grants Committee; serves as an *ex officio* member of the Committee on Rank and Tenure;

- l) designates administrative representatives to committees as called for;
 - m) represents the College in designated professional associations and functions as requested by the President;
 - n) performs other duties requested by the President.
- 3) OTHER ACADEMIC ADMINISTRATORS The following academic administrators report to and are immediately responsible to the Vice President and Dean of Faculty.
- a) ASSOCIATE DEAN OF FACULTY
 - (1) APPOINTMENT The Associate Dean of Faculty is appointed by the President upon the recommendation of the Vice President and Dean of Faculty after appropriate consultation with the faculty and holds office at the discretion of the President.
 - (2) AUTHORITY AND RESPONSIBILITY The Associate Dean of Faculty
 - (a) plans and coordinates activities related to faculty development in consultation with the Vice President and Dean of Faculty and in cooperation with the faculty;
 - (b) facilitates curriculum development in consultation with the Vice President and Dean of Faculty and in cooperation with the faculty and appropriate college committees;
 - (c) serves as director for the Center for Academic Innovation (CAI); serves as chair of the CAI Grants Committee and as chair of the Assessment Committee; serves on the Curriculum and the Library Committees; serves as alternate to the Vice President and Dean of Faculty on the Faculty Development Grants Committee; and serves on such other committees and councils as designated by the Vice President and Dean of Faculty;
 - (d) performs other duties requested by the Vice President and Dean of Faculty.

b) ASSOCIATE DEAN FOR ADVISING

- (1) APPOINTMENT The Associate Dean for Advising is appointed by the President upon the recommendation of the Vice President and Dean of Faculty and holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Associate Dean for Advising
 - (a) directs the day-to-day academic matters of students;
 - (b) is available to students to assist them with such matters as course loads, withdrawals, registration changes, academic counseling; handles correspondence relative to their academic programs;
 - (c) counsels students placed on academic probation and others experiencing academic difficulty;
 - (d) assists faculty in dealing with the academic issues of students;
 - (e) communicates with parents, when advisable, concerning the academic issues of students;
 - (f) serves on the Academic Standards Committee, the Admission and Scholarship Committee, and on other committees and councils designated by the Vice President and Dean of Faculty;
 - (g) represents the College at designated functions as requested by the Vice President and Dean of Faculty;
 - (h) compiles the Academic Guide for First Year Students;
 - (i) assigns a first semester class schedule for each new student;
 - (j) organizes academic aspects for Freshman Orientation;
 - (k) advises students about all degree and major programs;
 - (l) develops, with the faculty, an academic advising program for students;
 - (m) performs other duties requested by the Vice President and Dean of Faculty.

c) DIRECTOR OF INFORMATION TECHNOLOGY

- (1) APPOINTMENT The Director of Information Technology is appointed by the President upon the recommendation of the Vice

President and Dean of Faculty and holds office at the discretion of the President.

(2) AUTHORITY AND RESPONSIBILITY The Director of Information Technology

- (a) assists and advises administrative and instructional departments and members of the faculty in computer education and use;
- (b) administers the policy designed to ensure that there is a proper balance between the academic and administrative use of the computer;
- (c) directs the day-to-day operation of the College's technology resources and staff;
- (d) acts as the technology advisor of the College;
- (e) establishes and implements procedures to ensure the confidentiality and privacy of the data files;
- (f) serves on technology related committees;
- (g) charged with the long-range planning and development of technology related resources of the College and advises the College in their strategic use.
- (h) performs other duties requested by the Vice President and Dean of Faculty.

d) REGISTRAR

(1) APPOINTMENT The Registrar is appointed by the President upon the recommendation of the Vice President and Dean of Faculty and holds office at the discretion of the President.

(2) AUTHORITY AND RESPONSIBILITY The Registrar

- (a) establishes registration procedures and directs the registration of students;
- (b) assists departments in coordinating class and examination schedules;
- (c) assigns classrooms;
- (d) collects and records grades;

- (e) distributes and collects student evaluation forms;
- (f) maintains records of all academic work and protects confidentiality;
- (g) supplies to authorized persons official information concerning academic records;
- (h) serves as a resource person on the Academic Standards Committee;
- (i) serves on other committees or councils designated by the Vice President and Dean of Faculty;
- (j) represents the College at designated functions as requested by the Vice President and Dean of Faculty;
- (k) performs other duties requested by the Vice President and Dean of Faculty.

e) DIRECTOR OF THE CUSHWA-LEIGHTON LIBRARY

- (1) APPOINTMENT The Director of the Cushwa-Leighton Library is appointed by the President upon the recommendation of the Vice President and Dean of Faculty after consultation with the library faculty. The Director of Libraries holds a faculty appointment and holds office as director at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of the Cushwa-Leighton Library
 - (a) supervises the administration of the library;
 - (b) coordinates the services of the College libraries;
 - (c) supervises the purchasing, cataloging, and preparing for circulation of all library holdings;
 - (d) takes reasonable precautions for the preservation and safe-guarding of all books, documents, equipment, and other library property;
 - (e) calls and chairs meetings of the library staff;
 - (f) makes recommendation for appointment and tenure of professional librarians according to the procedures described in the sections of this manual dealing with Appointment, Promotion, and Tenure;
 - (g) reports to the Committee on Rank and Tenure on the performance of faculty in the department and shares with individual faculty

observations based on that meeting while protecting the confidentiality of the Committee on Rank and Tenure;

- (h) after consultation with the department prepares, submits, and supervises the annual departmental budget;
- (i) maintains professional files on all departmental staff;
- (j) prepares an annual report to the Vice President and Dean of Faculty on the department;
- (k) in consultation with the department, prepares long range staffing projections;
- (l) recommends salary for each departmental member and informs each of the recommendation;
- (m) represents the department at official functions of the College;
- (n) serves as chair of the Library Committee;
- (o) performs other duties as requested by the Vice President and Dean of Faculty and the department.

f) DIRECTOR OF THE CENTER FOR CAREER OPPORTUNITIES

- (1) APPOINTMENT The Director of the Center for Career Opportunities is appointed by the President upon the recommendation of the Vice President and Dean of Faculty after consultation with a duly appointed search committee, and holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of the Center for Career Opportunities
 - (a) directs and evaluates career counseling and the on-campus recruiting and career services program;
 - (b) prepares and administers the Center for Career Opportunities budget;
 - (c) develops workshops and programs to assist students in making a successful transition into the workplace or graduate school, or interested in pursuing a liberal arts internship;
 - (d) maintains the Career Resource Center, the Alumnae Resource Network (ARN) and *GoBelles*, a Web-based job-vacancy and resumé referral system;

- (e) serves as consultant to faculty, administration, staff, and parents on the career development of students;
- (f) supplies information to the College regarding career development matters;
- (g) ensures the maintenance of senior and alumnae credential file services and the protection of the confidentiality of these files;
- (h) provides individual and group counseling for students with career concerns;
- (i) supervises the development of the career exploration program;
- (j) represents the College in appropriate professional associations;
- (k) serves on College committees and councils as appointed;
- (l) performs other duties as requested by the Vice President and Dean of Faculty.

g) COORDINATOR OF THE CENTER FOR WOMEN'S INTERCULTURAL LEADERSHIP

- (1) APPOINTMENT The Coordinator of the Center for Women's InterCultural Leadership is appointed by the President upon the recommendation of the Vice President and Dean of Faculty after appropriate consultation with the faculty and holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Coordinator for the Center for Women's InterCultural Leadership
 - (a) oversees the interests of the three components of CWIL (International & Intercultural Learning, Community Connections, and Research & Scholarship)
 - (b) member of the CWIL Leadership Team, which is comprised of directors of Community Connections, Office of International & Intercultural Learning, and Research and Scholarship
 - (c) manages the budget and finances of the Center
 - (d) provides general supervision to the staff, fellows, and administrators within the Center
 - (e) represents CWIL at official campus functions

- (f) coordinates the CWIL: National Advisory Board
- (g) performs other duties as requested by the Vice President and Dean of Faculty.

h) DEPARTMENT CHAIR

(1) APPOINTMENT A department chair is appointed by the President upon the recommendation of the Vice President and Dean of Faculty after consultation with the members of the department. The appointment is for three years and may be extended for successive terms. A chair holds this position at the discretion of the President. The chair reports directly to the Vice President and Dean of Faculty.

(2) AUTHORITY AND RESPONSIBILITY The Department Chair

Department Administration and Planning

- (a) serves as the administrator of the department and, as such, leads the efforts of the department in planning, developing, and maintaining an outstanding faculty and departmental program;
- (b) coordinates well in advance with College service providers (IT, Facilities, etc.) the acquisition of services and deliverables;
- (c) represents the department at the Council of Chairs meetings or provides a substitute;
- (d) serves as primary department contact to administrative offices across the campus;
- (e) represents the department at official functions of the College or sends a substitute;
- (f) calls department meetings on a regular basis, prepares the agenda, and chairs the meetings. Minutes of meetings are taken and copies sent to Vice President and Dean's office;
- (g) in consultation with faculty, prepares, and submits the annual departmental operating budget and other budgets in the department;
- (h) provides capital and non-capital requests to the Vice President and Dean of Faculty;
- (i) supervises the expenditures of the department's operating budget;
- (j) maintains files on all faculty and staff and maintains files on all student majors, and minors in the department;
- (k) performs other duties as requested by the Vice President and Dean of Faculty.

Department Personnel

- (l) conducts the annual review of each faculty member, including tenure track, visiting and adjunct faculty; discusses the results of this review with the Vice President and Dean of Faculty, meets with the Vice President and Dean regarding the non-renewal of pre-tenured faculty;
- (m) conducts the Annual Performance Evaluation for department staff;

- (n) schedules an annual meeting with the Vice President and Dean of Faculty on the state of the department. Submits a written report if requested by the Vice President and Dean of Faculty;
- (o) makes recommendations for the promotion and tenure of departmental faculty according to the procedures described in the sections of the Governance Manual dealing with Appointment, Promotion, and Tenure. Presents promotion, tenure, and fourth-year review cases to the Rank and Tenure Committee;
- (p) receives and follows up on all complaints regarding matters associated with the department.
- (q) prepares position requests and/or CWIL fellow requests in accordance with instructions distributed to Chairs each hiring cycle, when appropriate;
- (r) guides the department in the hiring procedures (see Chair's manual) and makes recommendations for appointment of faculty and staff within the department to the Vice President and Dean of Faculty;
- (s) discusses the need for adjunct faculty with the Vice President and Dean and completes the College request form.
- (t) mentors new faculty and helps them to interpret and make constructive use of student evaluations;
- (u) write recommendations for faculty applying for grants, and signs off on grants.

Department Curriculum and Assessment

- (v) determines, after consultation with department members, course offerings and scheduling of courses;
- (w) submits revisions of the department's sections of the Bulletin, the Academic Guide for First-Year Students, and other similar curricular materials to the Academic Affairs Office; returns proofed copy to the Registrar;
- (x) oversees the planning and implementation of the assessment of the department's programs of study (major, concentration, minor);
- (y) Works with the Vice President and Dean of Faculty on department external review;
- (z) meets with the Vice President and Dean of Faculty prior to submitting a revised program study or a new program of study to the Curriculum Committee (to discuss resources and impact on budget);
- (aa) submits courses for approval to the Curriculum Committee in a timely fashion;
- (bb) reviews and maintains syllabi for all courses taught in the department;
- (cc) submits courses for general education approval to the General Education Committee (see Strategic Plan).

Students

- (dd) ensures the advising and registration of students who choose to major and minor in the department;
- (ee) implements the review and approval of transfer students in the major;

- (ff) audits senior student records and approves graduation of students majoring in the department; conveys waivers and substitutions to the Academic Affairs Office;
- (gg) is knowledgeable of and advises students and faculty about appropriate College procedures, including grade appeals, academic honesty, harassment, etc.

4) OTHER ADMINISTRATORS REPORTING TO THE VICE PRESIDENT AND DEAN OF FACULTY

The Ireland Program Counselor, the Rome Program Counselor, the Rome Program Director, the Justice Education Coordinator, the Intercultural Studies Coordinator, the Women's Studies Coordinator, the Director of the Writing Center and the Director of the Writing Proficiency Program are appointed by and report to the Vice President and Dean of Faculty. Information regarding their responsibilities is contained in job descriptions available in the Human Resources Office.

5) COMMITTEES OF THE VICE PRESIDENT AND DEAN OF FACULTY The following committees report directly to the Vice President and Dean of Faculty.

a) TEACHING, LEARNING, AND TECHNOLOGY ROUNDTABLE (TLTR)

- (1) MEMBERSHIP The Teaching, Learning and Technology Roundtable consists consists of the Director of Information Technology, the Vice President and Dean of Faculty, the Associate Dean/Director of the Center for Academic Innovation, and three faculty: one appointed by the Mathematics Department from among the faculty participating in the Computer Science program, and two faculty members elected by the Faculty Assembly.

(2) RESPONSIBILITY The Teaching, Learning and Technology Roundtable

- (a) articulates a vision of the role teaching and learning technologies should play at Saint Mary's College;
- (b) assesses the implementation of that vision and the effectiveness of efforts to realize it;
- (c) studies and recommends the acquisition and placement of information technologies for teaching and learning purposes;
- (d) reviews proposals and makes recommendations on how information technology can be linked with curricular, budgetary and facilities planning.

b) FACULTY DEVELOPMENT GRANTS COMMITTEE

(1) MEMBERSHIP The Faculty Development Grants Committee consists of the Faculty Affairs Committee of the Faculty Assembly and the Vice President and Dean of Faculty or the Associate Dean of Faculty. Members of the Faculty Affairs Committee having a conflict of interest must withdraw from the Faculty Development Grants Committee; replacements are appointed by the Executive Committee of the Faculty Assembly. The replacement must represent the same general academic areas as the person who withdraws. The chair of the Faculty Affairs Committee chairs the Faculty Development Grants Committee.

(2) RESPONSIBILITY The Faculty Development Grants Committee

- (a) reviews the guidelines and forms used by the Committee;
- (b) distributes the guidelines and application forms to all full-time faculty no later than September 30th;
- (c) reviews applications and determines awards;
- (d) receives reports on the activity from award recipients;
- (e) reviews and proposes changes in the amount of support made available for faculty development.

(3) PROCEDURES

(a) DEADLINES Applications must be received by the first class day after Thanksgiving holiday; decisions will be reached by the end of the first semester. Announcement of award recipients will be made at the earliest Faculty Assembly meeting thereafter.

(b) ELIGIBILITY

- 1)) Only full-time faculty are eligible.
- 2)) Faculty of all ranks from all departments are encouraged to apply.
- 3)) Former recipients may apply. Only if the Committee must choose between two applications of equal merit will it prefer the applicant who has not received an award in the recent past.
- 4)) A member of the Faculty Affairs Committee may apply, vacating automatically his or her seat on the selection committee.

- 5)) Persons on terminal contracts are not eligible.
- 6)) Grants are intended to assist faculty members in pursuing their personal development as teachers and scholars. Research grants support all forms of scholarly and creative activity; teaching grants support projects designed to improve teaching. An award cannot be used for degree completion.

(c) RESPONSIBILITIES OF THE RECIPIENT

- 1)) The funds must (normally) be used during the fiscal year immediately following that in which the awards are made.
- 2)) Recipients must file a written report with the Vice President and Dean of Faculty, sending a copy to the Chair of the Faculty Affairs Committee, within nine (9) months after the proposed beginning date of the project. This report must specify how the funds were spent and indicate what the recipient accomplished.
- 3)) The financial support of Saint Mary's College must be acknowledged in any published report, article, exhibit, etc., stemming from activities supported by an award.

c) CENTER FOR ACADEMIC INNOVATION GRANTS COMMITTEE

- (1) MEMBERSHIP The Center for Academic Innovation (CFAI) Grants Committee consists of the director of the CFAI, who serves as chair; and five faculty members elected by the Faculty Assembly: one from the area of Fine Arts (Art, Music, Communication, Dance, Theater, or Physical Education), one from the Sciences (Biology, Chemistry, Physics, Nursing, or Mathematics), one from Social Sciences (Psychology, Political Science, Sociology, Anthropology, Social Work, Business Administration, Economics, or Education), and two from the Humanities (one from Religious Studies, Philosophy, History, or Humanistic Studies and one from English or Modern Languages). The normal term of appointment for faculty members is three years. During SISTAR deliberations, the Committee will also include two students chosen from and by the Student Academic Council. The student members may not be current applicants for SISTAR grants. The Nominating Committee of the Faculty Assembly provides for the orderly rotation of the faculty members so that no more than two of the members' terms expire in the same year. Members of the CFAI Grants Committee having a conflict of interest must withdraw from the committee; replacements are appointed by the Executive Committee of the Faculty Assembly. The replacement must represent the same general academic area as the person who withdraws.

(2) RESPONSIBILITY The CFAI Grants Committee

- (a) reviews the guidelines and forms used by the Committee;
- (b) distributes the guidelines and application forms to all full-time faculty in a timely fashion;
- (c) reviews applications and determines awards;
- (d) receives reports on the activity from award recipients.

(3) PROCEDURES

- (a) DEADLINES Deadlines are listed on application forms for each of the grants.

- (b) ELIGIBILITY

- 1)) Only full-time faculty are eligible.
- 2)) Faculty of all ranks from all departments are encouraged to apply.
- 3)) Former recipients may apply. Only if the Committee must choose between two applications of equal merit will it prefer the applicant who has not received an award in the recent past.
- 4)) A member of the Committee may apply, vacating automatically his or her seat on the selection committee.
- 5)) Persons on terminal contracts are not eligible.
- 6)) Grants are intended to assist faculty members in pursuing their professional development as teachers and scholars. An award cannot be used for degree completion.

- (c) RESPONSIBILITIES OF THE RECIPIENT

- 1)) The funds must (normally) be used during the fiscal year immediately following that in which the awards are made.
- 2)) Recipients must file a written report with the Vice President and Dean of Faculty, sending a copy to the Chair of the CFAI Grants Committee within nine (9) months after the proposed beginning date of the project. This report must specify how the funds were spent and indicate what the recipient accomplished.

- 3)) The financial support of Saint Mary's College must be acknowledged in any published report, article, exhibit, etc., stemming from activities supported by an award.

d) ASSESSMENT COMMITTEE

- (1) MEMBERSHIP The Assessment Committee consists of the Associate Dean of Faculty and four faculty members appointed by the Vice President and Dean of Faculty. The Associate Dean of Faculty serves as the chair.
- (2) RESPONSIBILITY The Assessment Committee serves as the principal committee on assessment by coordinating the implementation of the plan for Systematic Assessment to Improve Learning (SAIL). The Committee reports to the Vice President and Dean of Faculty and serves as an advisory group on assessment to the Academic Affairs Council. In coordinating SAIL activities, the Committee works in conjunction with academic departments, the Vice President of Student Affairs and the Office of Institutional Research. The Assessment Committee
 - (a) facilitates general procedures and operations of SAIL at the College;
 - (b) channels appropriate advice and assistance on assessment issues to departments, faculty, and administrators of the College;
 - (c) fosters college-wide discussion of assessment of student achievement;
 - (d) conducts reviews of the overall assessment process and making recommendations to the appropriate members of the College;
 - (e) recommends updates, additions, and revision to the SAIL model when appropriate;
 - (f) participate in a regular review of the assessment-related activities of the Office of Institutional Research.

e) ADVISORY COMMITTEE FOR CWIL COMMUNITY CONNECTIONS

The Community Connections Advisory Committee guides decisions and directions for the Community Connections component of CWIL. Saint Mary's faculty, staff, and students along with community women leaders meet monthly to review, evaluate and plan the work of Community Connections and its civic engagement efforts. The committee will consider ways to support and develop the Community Connections program work aimed at building linkages between the Saint Mary's campus with the wider

Michiana community, and specifically with community women leaders and their community change efforts.

(1) MEMBERSHIP The Advisory Committee for Community Connections consists of a Senior level Administrator, a Special Events representative, a student representative, an elected faculty representative (2 year term), two Community liaisons, three appointed faculty members from related academic departments: social work and anthropology, nursing, and education, the CWIL Community Coordinator, a CWIL Fellow, and the CWIL Director of Community Connections who serves as chair

(2) RESPONSIBILITY

- (a) reviews and supports on-going programmatic efforts for linkages and learning opportunities, including reviewing bridging grants;
- (b) looks for interdepartmental linkages between the Community Connections programs and other Saint Mary's academic and non-academic departments to build campus collaborations;
- (c) considers and supports possible internships, mentoring, research, experiential learning and other formal and non-formal student learning opportunities that relate to the Community Connections work;
- (d) engages community resources to support the College's diversity commitments.

f) ADVISORY COMMITTEE ON INTERCULTURAL EDUCATION

The Advisory Committee on Intercultural Education guides decisions and directions of the international and intercultural education at Saint Mary's.

(1) MEMBERSHIP The Advisory Committee on Intercultural Education consists of a campus administrator, two elected faculty representatives, a faculty coordinator of semester-length study abroad programs, a faculty coordinator of short-term study abroad programs, a CWIL Fellow, a student representative, the CWIL International & Intercultural Learning administrator and the CWIL Director of International & Intercultural Learning, who serves as chair.

(2) RESPONSIBILITY The Advisory Committee on Intercultural Education

- (a) reviews proposals for new Saint Mary's College off-campus intercultural programs or affiliations (in conjunction with Curriculum Committee as laid out in the policy for approval of such programs);

- (b) reviews proposals for CWIL study and travel grants and departmental materials grants;
- (c) advises on policy recommendations for and overall direction of Saint Mary's College intercultural education and for faculty development to support it across the curriculum.

g) ADVISORY COMMITTEE FOR CWIL SCHOLARSHIP

The Advisory Committee for CWIL Scholarship assists with the Center fellow applications and review process. The committee also offers counsel to CWIL regarding speaker's bureau and educational programs.

(1) MEMBERSHIP The Advisory Committee for CWIL Scholarship consists of a campus administrator, two elected faculty representatives, the appointed faculty coordinator of Justice Education, a faculty/staff member from the Cushwa-Leighton Library, a CWIL Fellow, a student representative and the CWIL Director of Research and Scholarship.

(2) RESPONSIBILITY The Advisory Committee for CWIL Scholarship

- (a) reviews Center Fellow applications, assist on search committees;
- (b) oversees policies for the review and re-appointment of Center Fellows in conjunction with the senior members of the appropriate departments;
- (b) reports to the Dean of Faculty recommendations for Center Fellow appointments;
- (c) review and approve co-sponsorship requests.

h) WRITING PROFICIENCY COMMITTEE

(1) MEMBERSHIP The Writing Proficiency Committee consists of past and current teachers of W courses, those planning to teach a course, the Director and Assistant Director of the Writing Proficiency Program, the Director of the Writing Center, the Associate Dean for Advising and the Assistant Director of Academic Affairs and First Year Studies.

(2) RESPONSIBILITIES The Writing Proficiency Committee

- (a) staffs W courses in sufficient numbers to provide instruction for all students who need W certification;
- (b) participates as readers in the Portfolio review;
- (d) evaluates portfolios of transfer students;

(d) reads entries submitted for the Writing Proficiency Program essay contest.

i) THE STEERING COMMITTEE OF THE WRITING PROFICIENCY PROGRAM

(1) MEMBERSHIP The Steering Committee of the Writing Proficiency Program consists of Director and Assistant Director of the Writing Proficiency Program, a max of six prior directors, the Director of the Writing Center, the Associate Dean for Advising, the Assistant Director of Academic Affairs and First Year Studies and three faculty members serving staggered three-year terms (ordinary members).

(2) RESPONSIBILITIES The Steering Committee of the Writing Proficiency Program

(a) nominates the ordinary members as openings arise;

(b) makes policy decisions congruent with the philosophy and goals of the Writing Proficiency Program;

(c) forwards to the appropriate curricular or academic committees of the College its recommendations for policy or other changes;

(d) receives recommendations for changes in the Writing Proficiency Program from members of the Writing Proficiency Committee and from the larger academic community;

(e) approves or disapproves exceptions to the transfer-student portfolio review policy administered by the Associate Dean for Advising;

(f) serves as reviewers for students who appeal the decision to deny the W;

(g) keeps the Vice President and Dean of Faculty informed about the Writing Proficiency Program's current policies and procedures.

c. VICE PRESIDENT FOR MISSION

1) APPOINTMENT The Vice President for Mission is mutually selected by the President of the Congregation and the President of the College. Appointment is made by the President of the College. The Vice President for Mission holds office at the discretion of the President of the Congregation and the President of the College.

2) AUTHORITY AND RESPONSIBILITY The Vice President for Mission is directly responsible to the President of the College. The Vice President for Mission:

- a) assists the members of the College community to learn about the Congregation of the Sisters of the Holy Cross and its history and tradition as they relate to Saint Mary's College;
- b) guides processes that enable the Board of Trustees, administration, staff, faculty, and students to understand the mission and philosophy of the College and their responsibility for its implementation;
- c) ensures that the mission and values of the College, which have been determined by the Board of Trustees are in harmony with the tradition of the Catholic church and the mission of the Sisters of the Holy Cross;
- d) assists the President and exercises collaborative leadership in the process of mission integration at Saint Mary's College as an expression of and participation in the Catholic educational ministry of the Sisters of the Holy Cross;
- e) develops and chairs the Mission Council of the College which is designed to coordinate mission activities;
- f) serves as secretary of the Board of Trustees Committee on Mission;
- g) ensures that there are objectives and programs to implement the mission and values of the College;
- h) encourages the integration of mission/values in the processes of strategic planning, budgeting, marketing, policy and decision-making;
- i) guides the process of annual mission effectiveness assessment and plans for a formal mission assessment process every five years;
- j) plans an annual information meeting of the leadership of the Congregation (General Council), leadership of the College Board, and Administrative Officers about matters related to the College and the Congregation;
- k) establishes and maintains relationships with the mission offices and mission officers of other Catholic institutions of higher education and of other Holy Cross sponsored institutions;
- l) fosters a climate for interpretation and integration of the mission and values in all sectors of the College;
- m) collaborates with the President to promote and enhance the mission of the College;
- n) performs other duties requested by the President.

3) DIVISION FOR MISSION ADMINISTRATORS The following Mission Services Administrators report to and are immediately responsible to the Vice President for Mission.

a) DIRECTOR(S) OF THE CENTER FOR SPIRITUALITY

(1) APPOINTMENT The Director(s) of the Center for Spirituality is appointed by the President upon the recommendation of the Vice President for Mission and holds office at the discretion of the President.

(2) AUTHORITY AND RESPONSIBILITY The Director(s) of the Center for Spirituality

(a) designs, implements and coordinates all Center for Spirituality programs, services and activities;

(b) assists other departments and offices in programs that include spirituality components;

(c) supervises and evaluates professional staff, clerical staff, and student workers;

(d) serves as a resource to students, faculty administration and staff regarding spiritual development within the campus community;

(e) serves on committees and councils as appointed;

(f) prepares and manages the Center for Spirituality budget;

(g) develops and/or modifies the Center for Spirituality mission and implementation plan, in consultation with the Vice President for Mission and other appropriate bodies;

(h) assists the Vice President for Mission in developing and articulating the philosophy and goals of the Division for Mission

(i) performs other duties as requested by the Vice President for Mission

b) DIRECTOR OF CAMPUS MINISTRY

(1) APPOINTMENT The Director of Campus Ministry is appointed by the President upon the recommendation of the Vice President for Mission after consultation with a duly appointed search committee. The Director holds office at the discretion of the President.

(2) AUTHORITY AND RESPONSIBILITY The Director of Campus Ministry

- (a) directs and evaluates the overall Campus Ministry program;
- (b) supervises and evaluates professional staff, clerical staff, and student workers;
- (c) develops and/or modifies the Campus Ministry mission and its implementation plan in consultation with the Vice President for Mission;
- (d) serves as liaison between Campus Ministry and Student Affairs;
- (e) plans and implements a liturgical program for the College community;
- (f) supervises pastoral counseling;
- (g) coordinates the teaching activities of Campus Ministers with Religious Studies Department;
- (h) collaborates with the Center for Spirituality and the Office for Civic and Social Engagement (OCSE)
- (i) develops and implements a program for moral and spiritual development;
- (j) serves as a resource to faculty, administration, and staff regarding the spiritual and moral life of the campus;
- (k) represents the College in appropriate associations concerned with ministry on college campuses;
- (l) prepares and administers the Campus Ministry budget;
- (m) serves on committees and councils as appointed;
- (n) assists the Vice President for Mission in developing and articulating the philosophy and goals of Mission Services;
- (o) performs other duties as requested by the Vice President for Mission.

c) DIRECTOR OF THE OFFICE FOR CIVIC AND SOCIAL ENGAGEMENT

- (1) APPOINTMENT The Director of the Office for Civic and Social Engagement is appointed by the President upon the recommendation of the Vice President for Mission after consultation with a duly appointed

search committee. The Director holds office at the discretion of the President.

- (2) AUTHORITY AND RESPONSIBILITY The Director of the Office for Civic and Social Engagement
- (a) directs and evaluates the overall Office for Civic and Social Engagement programs;
 - (b) supervises and evaluates professional staff, clerical staff, and student workers;
 - (c) develops and/or modifies the Office for Civic and Social Engagement 's mission and its plan of implementation in consultation with the Vice President for Mission;
 - (d) serves as liaison between the Office for Civic and Social Engagement and Student Affairs;
 - (e) plans and implements service learning and volunteer programs for the College community;
 - (f) provides information on community service, one-time volunteer events, service-learning, and special speakers and events relating to community engagement;
 - (g) supervises the Americorps reading program;
 - (h) coordinates Service Learning opportunities with faculty;
 - (i) collaborates with the Center for Spirituality and Campus Ministry;
 - (j) serves as a resource to faculty, administration, and staff regarding the volunteer opportunities on campus and beyond;
 - (k) represents the College in appropriate associations concerned with volunteer service on college campuses;
 - (l) prepares and administers the Office for Civic and Social Engagement budget;
 - (m) serves on committees and councils as appointed;
 - (n) assists the Vice President for Mission in developing and articulating the philosophy and goals of the Division for Mission;
 - (o) performs other duties as requested by the Vice President for Mission.

4. COMMITTEE OF THE VICE PRESIDENT FOR MISSION

a) MISSION COUNCIL

(1) MEMBERSHIP The Mission Council consists of representatives from all campus constituencies and two elected faculty members. The Vice President for Mission serves as chair.

(2) RESPONSIBILITY The Mission Council

- (a) assists members of the College community to learn about the Congregation of the Sisters of the Holy Cross and its history and tradition as they relate to the College;
- (b) guides process that enable College constituencies to understand the mission of the College;
- (c) ensures that there are objectives and programs to implement the missions and values of the College;
- (d) encourages the integration of missions/values in the processes of strategic planning, budgeting, marketing, policy and decision-making;
- (e) fosters a climate for interpretation and integration of the mission and values in all sectors of the College.

d. VICE PRESIDENT FOR COLLEGE RELATIONS

1) APPOINTMENT The appointment of the Vice President for College Relations is confirmed by the Board of Trustees upon the recommendation of the President after appropriate consultation with the faculty. The Vice President for College Relations holds office at the discretion of the President.

2) AUTHORITY AND RESPONSIBILITY The Vice President for College Relations is directly responsible to the President. The Vice President for College Relations

- a) develops and directs the College fund-raising activities;
- b) directs programs and coordinates activities in alumnae relations, development, marketing communications, advancement services, and special events;
- c) assists the President in the development of the College;
- d) appoints, with the approval of the President, such assistants as needed;

- e) represents the College in designated professional associations and functions as requested by the President;
 - f) ensures that the capital generating activities of the College are consistent with College objectives and with the role of the College as an institution of Catholic higher education;
 - g) staffs the Board of Trustees Committee on College Relations, advises the Board of Trustees Committee on Trusteeship, serves on the President's Cabinet, and the College Budget Committee;
 - h) serves in other capacities as designated by the President.
- 3) COLLEGE RELATIONS ADMINISTRATORS The following College Relations Administrators report to and are immediately responsible to the Vice President for College Relations.
- a) DIRECTOR OF ALUMNAE RELATIONS
 - (1) APPOINTMENT The Director of Alumnae Relations is appointed by the President upon the recommendation of the Vice President for College Relations and in consultation with the members of the Board of Directors of the Alumnae Association and holds office at the discretion of the President.
 - (2) AUTHORITY AND RESPONSIBILITY The Director of Alumnae Relations
 - (a) designs, implements, and coordinates all alumnae programs, services, and activities, excluding fund-raising, for Saint Mary's College;
 - (b) serves as the official liaison between the Association (its individual members and directors) and the College;
 - (c) provides the necessary support staff for conducting the affairs of the Alumnae Association;
 - (d) plans and supervises the annual Reunion;
 - (e) directs and plans programs and meetings for the Association, the Board and the Executive Committee, and for clubs and club presidents;
 - (f) plans and participates in alumnae events both on and off campus;
 - (g) assists admission, career development, and development offices with programs in which alumnae are involved;

- (h) directs the activities of the Alumnae Relations Office and staff;
- (i) performs other duties requested by the Vice President for College Relations.

b) DIRECTOR OF DEVELOPMENT

- (1) APPOINTMENT The Director of Development is appointed by the President upon the recommendation of the Vice President for College Relations and holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Development
 - (a) develops, plans, implements, manages and measures a comprehensive program that identifies, involves, evaluates and invites the support of all sources of support for the College;
 - (b) formulates programs and staffs and develops volunteer structures to achieve the aims of the Office of Development;
 - (c) plans and develops the effective communication of the College's mission, achievements, needs and funding priorities and opportunities;
 - (d) provides management for internal staff and procedures related to the fund-raising program;
 - (e) provides management for activities surrounding the identification, cultivation, and solicitation of all sources of support.

c) DIRECTOR OF MARKETING COMMUNICATIONS

- (1) APPOINTMENT The Director of Marketing Communications is appointed by the President upon the recommendation of the Vice President for College Relations and holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Marketing Communications
 - (a) manages a coordinated and integrated program of public relations and marketing for effective image-building of the College;
 - (b) plans and implements a strategic program of communications that regularly reaches alumnae, donors, students, faculty and staff, parents, media and area residents, through: advertising, publications, news releases, electronic and print media, speeches, special events and other vehicles;

- (c) coordinates a centralized effort to facilitate the design and production of all Saint Mary's College printed materials, assuring appropriate style, quality, and presentation;
- (d) supports the needs of the President and the Vice President for College Relations in their role as primary spokespersons for the College;
- (e) develops a national strategy to increase the College's visibility in order to foster enrollment objectives in meeting targets for expanded applications;
- (f) educates all internal constituents to understand and utilize the appropriate communication tools, resources, and systems available through the marketing communications department.

d) DIRECTOR OF ADVANCEMENT SERVICES

(1) APPOINTMENT The Director Advancement Services is appointed by the President upon the recommendation of the Vice President for College Relations and holds office at the discretion of the president.

(2) AUTHORITY AND RESPONSIBILITY The Director of Advancement Services

- (a) manages a comprehensive development/alumnae information management system to properly record all gifts, pledges, and pledge payments according to CASE/NACUBO standards and all related bio/demographic data as needed by the various offices within the College;
- (b) coordinates and manages the gift acknowledgement operations;
- (c) produces reports, lists/labels, and other database output needed for College Relations activities;
- (d) serves as the primary liaison between the College Relations Division and the Information Technology Department;
- (e) serves as the principal resource for College Relations with regard to technology-related issues or concerns;
- (f) oversees the maintenance of the files and records on all alumnae.

e) DIRECTOR OF SPECIAL EVENTS

(1) APPOINTMENT The Director of Special Events is appointed by the President upon the recommendation of the Vice President for College Relations and holds office at the discretion of the President.

(2) AUTHORITY AND RESPONSIBILITY The Director of Special Events

- (a) plans, markets and staffs the College's special performing arts events and publishes the College's annual Arts and Ideas newsletter;
- (b) serves as the administrator for the Moreau Center for the Arts and serves as Chair of the College's Cultural Affairs Committee;
- (c) serves as the general administrator for Saint Mary's College camps and conferences, as well as, external events;
- (d) develops, evaluates and implements policies and procedures related to miscellaneous special events and the rental of college facilities.

f) OTHER COLLEGE RELATIONS ADMINISTRATORS

The Assistant Director of Alumnae Relations, Director of the Annual Fund, Assistant Director of the Annual Fund, Director of Planned and Special Gifts, Directors of Major Gifts, Director of Corporate and Foundation Relations, Director of Research for Development, Research Analysts, Director of Public Relations, Graphic Designer, Production Manager, Director of Publications/College Editor, Assistant Director of Web Communications, and Assistant Directors of Internal and External Events are appointed by the Vice President for College Relations upon recommendation of the appropriate director. Information regarding their responsibilities is contained in job descriptions available in the Human Resources Office.

e. VICE PRESIDENT FOR STUDENT AFFAIRS

- 1) APPOINTMENT The Vice President for Student Affairs is appointed by the President after appropriate consultation with the faculty. The Vice President for Student Affairs holds office at the discretion of the President.
- 2) AUTHORITY AND RESPONSIBILITY The Vice President for Student Affairs is directly responsible to the President. The Vice President for Student Affairs
 - a) administers and supervises the following areas of student life: Athletics and Recreation, Counseling Center, Health and Wellness Services, the Office of Multicultural Affairs, Residence Life, Safety and Security, and Student Activities;
 - b) integrates and coordinates the work of these administrative areas with other areas of College activity;
 - c) develops the philosophy and policies of the Division of Student Affairs according to the objectives and purposes of the College;

- d) supervises the preparation of the *Student Handbook* and other publications and announcements of the Division of Student Affairs;
 - e) develops a student environment conducive to the spiritual, personal, intellectual, and social growth of students;
 - f) fosters student leadership development in all areas of student life;
 - g) serves as Secretary of the Board of Trustees Committee on Student Life, serves on the President's Cabinet, the College Budget Committee, the Student Affairs Council, the Academic Standards Committee, the Admission and Scholarship Committee, the Committee on Student Affairs, and the Vice President for Student Affairs Hearing Board;
 - h) reviews the budget for each of the departments within the Division of Student Affairs;
 - i) prepares and submits the Student Affairs annual budget;
 - j) appoints, with the approval of the President, such other assistants as are needed;
 - k) annually reviews the performance of each administrator within the Division of Student Affairs;
 - l) represents the College in designated professional associations and functions as requested by the President;
 - m) performs other duties requested by the President.
- 3) OTHER STUDENT AFFAIRS ADMINISTRATORS The following Student Affairs Administrators report to and are immediately responsible to the Vice President for Student Affairs.

a) DIRECTOR OF ATHLETICS AND RECREATION

- (1) APPOINTMENT The Director of Athletics and Recreation is appointed by the President upon the recommendation of the Vice President for Student Affairs after consultation with a duly appointed search committee. The Director holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Athletics and Recreation
 - (a) directs the varsity athletics, club sports, and recreational programs;
 - (b) monitors NCAA eligibility and compliance for all varsity teams;
 - (c) supervises the use and scheduling of all athletic facilities;
 - (d) prepares and administers total athletic and recreation, physical education, and sports camps budgets;
 - (e) supervises and evaluates the assistant director, coaches, athletic trainer, officials and contest staff, clerical staff, and student workers;
 - (f) develops and/or modifies policies and regulations in consultation with the Committee on Student Affairs and the Student Affairs Council;
 - (g) represents the College at NCAA regional and national conferences and meetings;
 - (h) supplies information to the College officers regarding legal, insurance, and health-related matters affecting athletics;
 - (i) coordinates the athletic, scholastic recruitment effort with the Admission Office;
 - (j) coordinates sports information services with the Director of Public Relations;
 - (k) coordinates Department fund raising, marketing, and promotions;
 - (l) coordinates the use of the Angela Athletic Facility with the Office of Special Events;
 - (m) plans and manages the summer sports camp;
 - (n) acts as liaison with the University of Notre Dame to secure and maintain access to various facilities;

- (o) serves on College committees and councils as appointed;
- (p) assists the Vice President for Student Affairs in developing and articulating the philosophy and goals of Student Affairs;
- (q) performs other duties as requested by the Vice President for Student Affairs.

b) DIRECTOR OF THE COUNSELING CENTER

- (1) APPOINTMENT The Director of the Counseling Center is appointed by the President upon the recommendation of the Vice President for Student Affairs after consultation with a duly appointed search committee. The Director holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of the Counseling Center
 - (a) directs and evaluates the Counseling program;
 - (b) supervises and evaluates assistant directors, counselors, clerical staff, and student workers;
 - (c) prepares and administers the Counseling budget;
 - (d) develops and/or modifies policies in consultation with the Committee on Student Affairs and the Student Affairs Council;
 - (e) provides and supervises individual and group counseling for students with personal, emotional, and career/life planning concerns;
 - (f) administers and interprets psychological tests;
 - (g) provides and supervises crises intervention services;
 - (h) refers students for psychiatric evaluation and treatment;
 - (i) ensures the maintenance of counseling records and the protection of the confidentiality of these records;
 - (j) serves as consultant to faculty, administration, staff, and parents on the personal, emotional, and career development of students;
 - (k) supplies information to the College officers regarding legal and ethical issues in counseling and psychological services and career development matters;

- (l) plans and teaches a Human Relations course with sections for Resident Advisors and Student Leaders in collaboration with the Psychology Department;
- (m) represents the College in appropriate professional associations;
- (n) serves on College committees and councils as appointed;
- (o) assists the Vice President for Student Affairs in articulating the philosophy and goals of Student Affairs;
- (p) performs other duties as requested by the Vice President for Student Affairs.

c) DIRECTOR OF HEALTH AND WELLNESS SERVICES

- (1) APPOINTMENT The Director of Health and Wellness Services is appointed by the President upon the recommendation of the Vice President for Student Affairs after consultation with a duly appointed search committee. The Director holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Health and Wellness Services
 - (a) directs the Health Service program;
 - (b) supervises, and evaluates full-time and part-time nurses, clerical staff, and student workers;
 - (c) engages the services of physicians to operate the doctors' clinic and the gynecological clinic;
 - (d) supervises ordering and dispensing of medication as directed by the College physicians;
 - (e) assesses illness and accidents when physician is not present;
 - (f) refers students for medical treatment and hospitalization when necessary;
 - (g) represents the College in regional, state, and national associations for college health-related issues;
 - (h) serves as a resource for faculty, staff, and administrators regarding student health issues;
 - (i) prepares and administers the Health Service budget;

- (j) provides the physical examination program for athletes;
- (k) ensures the maintenance of medical records and the protection of the confidentiality of these records;
- (l) works closely with local community agencies and county and state health departments;
- (m) works with the Director of Safety and Security;
- (n) serves on College committees and councils as appointed;
- (o) develops and/or modifies policies in consultation with the Committee on Student Affairs and the Student Affairs Council;
- (p) assists the Vice President for Student Affairs in developing and articulating the philosophy and goals of Student Affairs;
- (q) performs other duties as requested by the Vice President for Student Affairs.

d) DIRECTOR OF RESIDENCE LIFE

- (1) APPOINTMENT The Director of Residence Life is appointed by the President upon the recommendation of the Vice President for Student Affairs after consultation with a duly appointed search committee. The Director holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Residence Life
 - (a) directs and evaluates the Residence Life program;
 - (b) reviews and revises departmental policies, procedures, and manuals;
 - (c) supervises and evaluates the professional and clerical staff and coordinates night staff;
 - (d) coordinates Resident Advisor program;
 - (e) represents the College in regional, state, and national associations for student personnel administrators;
 - (f) provides in-service training for all Residence Life staff;
 - (g) ensures that residence hall fire and safety regulations and emergency procedures are enforced;

- (h) prepares and administers the Residence Life budget;
- (i) coordinates campus judicial system and ensures the maintenance of all judicial records;
- (j) serves as students' contact for the Sexual Harassment Program;
- (k) serves on College committees and councils as appointed;
- (l) develops and/or modifies policies in consultation with the Committee on Student Affairs and the Student Affairs Council;
- (m) assists the Vice President for Student Affairs in developing and articulating the philosophy and goals of Student Affairs;
- (n) performs other duties as requested by the Vice President for Student Affairs.

e) DIRECTOR OF STUDENT ACTIVITIES

- (1) APPOINTMENT The Director of Student Activities is appointed by the President upon the recommendation of the Vice President for Student Affairs after consultation with a duly appointed search committee. The Director holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Student Activities
 - (a) directs and evaluates the Student Activities program;
 - (b) supervises and evaluates professional and clerical staff and student workers;
 - (c) serves as advisor to student government, clubs, and organizations;
 - (d) coordinates and supervises all major student programs and events;
 - (e) coordinates and supervises the Off-campus Advisor Program;
 - (f) authorizes issuance of alcohol, solicitation, poster permits and merchandizing requests;
 - (g) acts as liaison with the University of Notre Dame for student functions and supervises and implements the athletic ticket application process;
 - (h) supervises all major student publications;

- (i) supervises the publication process of The Blue Mantle (College yearbook) and Senior portraits;
- (j) develops and implements an Orientation program for first year and transfer students and their parents in collaboration with other Departments;
- (k) develops and implements Parent Weekends and family event programs;
- (l) authorizes computer lists for student organizations;
- (m) develops and implements leadership development opportunities for Student Government leaders;
- (n) prepares and administers the Student Activities budget;
- (o) represents the College in regional, state, and national associations concerned with student development and student activities;
- (p) serves on College committees and councils as appointed;
- (q) develops and/or modifies policies in consultation with the Committee on Student Affairs and the Student Affairs Council;
- (r) assists the Vice President for Student Affairs in developing and articulating the philosophy and goals of Student Affairs;
- (s) performs other duties as requested by the Vice President for Student Affairs.

f) DIRECTOR OF SAFETY AND SECURITY

- (1) APPOINTMENT The Director of Safety and Security is appointed by the President upon the recommendation of the Vice President for Student Affairs. The Director holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Safety and Security
 - (a) plans and directs campus security and conducts investigative and crime prevention programs on campus;
 - (b) plans and directs public safety programs on campus in accordance with Federal, State and local requirements including the coordination of:

- 1)) Hazardous Communication Program and Employee Right to Know;
 - 2)) Campus Security Act annual reporting;
 - 3)) Safety inspections of campus laboratories, residential areas and other campus facilities;
 - 4)) Fire inspection program;
 - 5)) Campus traffic control and parking programs;
- (c) represents College in dealing with fire and police agencies and maintains effective liaison with those agencies;
 - (d) plans, directs, and coordinates the staffing of the Department including training, scheduling, and preparation of annual budgets for capital and operating;
 - (e) serves on the Fire and Safety Committee of the College;
 - (f) conducts a program of information and assistance for campus visitors and for students, staff, and faculty;
 - (g) performs other activities as assigned by the Vice President for Finance and Administration.

g) DIRECTOR OF MULTICULTURAL AFFAIRS

- (1) APPOINTMENT The Director of Multicultural Affairs is appointed by the President upon the recommendation of the Vice President for Student Affairs after consultation with a duly appointed search committee. The Director holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Multicultural Affairs
 - (a) serves as counselor/advisor for minority, international and non-traditional aged student organizations;
 - (b) organizes and conducts orientation programs;
 - (c) assists international students with the Immigration and Naturalization Service and assists them by identifying host families;
 - (d) works with non-traditional aged students to assist them in building support groups on campus;

- (e) maintains lines of communication with all segments of the campus regarding departmental affairs;
- (f) initiates community-wide programs to facilitate multi-cultural awareness and appreciation
- (g) works with the Associate Dean of Faculty to help develop and support faculty workshops in multi-cultural curricular development;
- (h) communicates to the Development Office the need for additional funds for supporting new initiatives;
- (i) acts as a resource person for the Admission and Financial Aid offices;
- (j) coordinates, where appropriate, with the Office of Minority Affairs at the University of Notre Dame'
- (k) chairs the Multicultural Affairs Committee and supervises the Multicultural Affairs office;
- (l) represents department at various campus and community events;
- (m) performs other job-related duties as assigned.

f. VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

- 1) APPOINTMENT The appointment of the Vice President for Finance and Administration is confirmed by the Board of Trustees upon the recommendation of the President after appropriate consultation with the faculty. The Vice President for Finance and Administration holds office at the discretion of the President.
- 2) AUTHORITY AND RESPONSIBILITY The Vice President for Finance and Administration is directly responsible to the President. The Vice President for Finance and Administration
 - a) supervises the fiscal affairs of the College, and serves as the College's chief financial officer;
 - b) supervises and coordinates the operation, maintenance, and construction of all College facilities;
 - c) oversees the management of the auxiliary services of the College, including food service operations and catering services;
 - d) provides periodic financial reports for presentation to the Board of Trustees by the President, and other reports as may be requested;

- e) aids the President in the preparation of the budget;
- f) oversees the management of the purchasing programs;
- g) directs the preparation of monthly reports on all College, departmental, and divisional budgets;
- h) ensures that legal documents and instruments are properly executed;
- i) manages and maintains all College property;
- j) invests the College funds and reports to the Board of Trustees on the investment of those funds;
- k) appoints, with the approval of the President, such assistants as are needed;
- l) serves as staff liaison to the Board of Trustees Finance and Budget Committee, Investment Committee, Audit Committee, and Facilities and Grounds Committee; as chair of the College Budget Committee; and is a member of the President's Cabinet;
- m) represents the College in designated professional associations and functions as requested by the President;
- n) performs other duties requested by the President.

3) OFFICE OF VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The following administrators report to and are immediately responsible to the Vice President for Finance and Administration.

a) DIRECTOR OF FACILITIES

- (1) APPOINTMENT The Director of Facilities is appointed by the President upon recommendation of the Vice President for Finance and Administration and holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Facilities
 - (a) supervises all activities involving the physical plant of the College, including Maintenance, Grounds and Building Services;
 - (b) supervises the activities of the Maintenance, Grounds, and Building Services Departments;
 - (c) supervises the construction activities of the College for both new construction and remodeling;
 - (d) monitors the distribution of utilities to Campus buildings;

- (e) serves as the College liaison with the Central Utility/Holy Cross Shared Services personnel;
- (f) is responsible for the operation, replacement, and repair of electrical equipment, heating, ventilating, and cooling equipment and other building equipment/fixtures in College buildings;
- (g) budgets for and manages the departments supervised including authorizing invoices, work orders, and purchase orders;
- (h) develops and supervises a preventive maintenance program for building, mechanical, electrical, safety instruments, and other equipment on campus;
- (i) develops and supervises an energy management program involving feasibility studies, applications for funding, implementation of conservation measures, and continuing review of results;
- (j) provides consultation and engineering studies for campus planning and development; reviews specifications for and monitors new construction projects; acts as primary liaison with contractors and their representatives;
- (k) performs other duties assigned by the Vice President for Finance and Administration.

b) CONTROLLER

- (1) APPOINTMENT The Controller is appointed by the President upon the recommendation of the Vice President for Finance and Administration and holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Controller
 - (a) directs all accounting and all Business Office functions;
 - (b) oversees all accounting records, the receipt and disbursement of cash, and the preparation of all monthly reports and statements;
 - (c) supervises the annual audit and coordinates activities between the College's accounting staff and the outside auditors; supervises the preparation of most of the reports and statements that become a part of the annual audit report;
 - (d) assists with the annual revision of the Saint Mary's Projection Model;
 - (e) takes primary responsibility for developing and completing the annual operating budget;

- (f) supervises the Property and Liability Insurance Program of the College and coordinates activities between the insurance agent and the College; ensures that insurance claims are properly filed and that assets are properly insured or listed as required;
- (g) develops and maintains an adequate system of internal control so that assets of the College are properly protected and that the integrity of the accounting system is maintained; has general responsibility for accounts payable, accounts receivable, receipt and disbursement of cash, disbursement of payroll, and preparation of the general ledger;
- (h) monitors the cash resources and activities of the College to ensure that surplus funds are employed as profitably as is reasonably possible given the dictates of prudence and safety, and that the cash is available to meet obligations as they occur;
- (i) oversees the preparation of the following reports:
 - Monthly financial statements
 - Annual financial statements
 - All tax returns
 - Reports to various governmental and professional associations
 - Payroll tax returns
 - Bank reconciliations - all funds
 - Any special reports or financial analyses needed;
- (j) performs other duties as assigned by the Vice President for Finance and Administration.

c) DIRECTOR OF HUMAN RESOURCES

- (1) APPOINTMENT The Director of Human Resources is appointed by the President upon the recommendation of the Vice President for Finance and Administration and holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Human Resources
 - (a) develops and presents for approval statements of philosophy and policy for the College's human resources which are in agreement with the objectives and purposes of the College;
 - (b) reviews and monitors budget expenditures of the Human Resources Department;
 - (c) directly supervises the operation of the Human Resources Department. Specific responsibilities in this area include:

- 1)) coordinating the recruitment process for staff and administrative employees;
- 2)) supervising the development and conduct of "employee orientation programs;"
- 3)) developing, monitoring, and modifying as necessary, wage and salary systems for staff and administrators;
- 4)) developing, monitoring, and revising performance evaluation instruments for staff and administrators;
- 5)) publishing employee handbooks and other communications material as required;
- 6)) recommending changes in personnel policies and practices;
- 7)) interpreting, in conjunction with the Vice President and Dean of Faculty, personnel policies for faculty; recommending changes in this area as appropriate;
- 8)) ensuring that the College's policies comply with federal and state wage and hour and employment statutes;
- 9)) providing training and development opportunities for staff and administrators;
- 10)) serving as the chair for the review committee of the College Assistance Plan.

(d) performs other duties as assigned by the Vice President for Finance and Administration.

d) DIRECTOR OF PURCHASING

(1) APPOINTMENT The Director of Purchasing is appointed by the President upon the recommendation of the Vice President for Finance and Administration and holds office at the discretion of the President.

(2) AUTHORITY AND RESPONSIBILITY The Director of Purchasing

- (a) administers the purchasing program which provides assistance to departments in fulfilling their supply and equipment needs, in conformity with institutional objectives and policies;
- (b) keeps abreast of developments in the trades and industries from which the College secures materials; demands honesty and integrity on the part of both vendors and College department heads in all dealings;

- (c) prepares, with the cooperation of the relevant departments, specifications of quality, quantity, and delivery schedules for items to be purchased;
- (d) develops standards for equipment and supplies and encourages the use of these standards throughout the institution;
- (e) encourages competition among vendors through negotiation, competitive bidding, and contract buying;
- (f) ensures that purchase orders and contracts contain all necessary conditions such as warranties, compliance with governmental regulations, shipping instructions, and F.O.B. points;
- (g) analyzes bids, places purchase orders, and schedules deliveries;
- (h) provides for the receipt and inspection of materials ordered and processes all adjustments and claims;
- (i) assists with the disposal of all surplus equipment and supplies;
- (j) assists departments in monitoring their budgets, being certain that all capital expenditures have been properly budgeted and authorized, assists departments in monitoring the supply and equipment portions of their operating budgets;
- (k) supervises Mail Services;
- (l) assists the Vice President for Finance and Administration in negotiating and executing all contracts for goods and services performed on the campus, including vending machines, and rental of campus space;
- (m) assists, as requested, with the supervision of various outside contractors engaged in work on the campus;
- (n) performs other activities as assigned by the Vice President for Finance and Administration.

e) BOOKSTORE MANAGER

- (1) APPOINTMENT The Bookstore Manager is appointed by the President upon the recommendation of the Vice President for Finance and Administration and holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Bookstore Manager is responsible for the management of the day-to-day operations of the College's convenience store and bookstore. This includes all aspects of

merchandising, retail sales, financial management staff development, supervision and public relations

- (a) manages all store operations;
- (b) ensures profit and productivity goals are established and met;
- (c) prepares financial statements and tracks performance and profitability of departments;
- (d) responsible for the purchasing, ordering, receiving, invoicing, and maintaining of proper inventory levels of general merchandise, text books, supplies, and equipment;
- (e) negotiates and communicates with vendors;
- (f) recruits and retains service-oriented staff;
- (g) performs other activities as assigned by the Vice President for Finance and Administration.

g. VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

- 1) APPOINTMENT The appointment of the Vice President for Enrollment Management is confirmed by the Board of Trustees upon the recommendation of the President after appropriate consultation with the faculty. The Vice President for Enrollment Management holds office at the discretion of the President.
- 2) AUTHORITY AND RESPONSIBILITY The Vice President for Enrollment Management is directly responsible to the President. The Vice President for Enrollment Management:
 - a) supervises the offices of Admission and Financial Aid, and oversees and evaluates the recruitment, financial aid and retention activities of the institution. Also establishes and supervises the Retention Task Force;
 - b) collaborates on related enrollment management issues with Academic Affairs (First Year Studies and Advising), Student Activities (orientation) and the Associate Dean of Faculty related to any grants;
 - c) integrates and streamlines the roles of individuals and functions for recruitment and retention;
 - d) oversees development of a strategic marketing plan;
 - e) evaluates effectiveness of recruitment practices, financial aid policies, and retention activities;
 - f) tracks enrollment trends within and outside Saint Mary's;

- g) educates the Saint Mary's community on the goals, objectives, achievements and challenges of the enrollment management operation and strategic plan;
- h) monitors student satisfaction and attrition patterns;
- i) works with Academic Affairs to develop early intervention programs for enrolled students at risk;
- j) examines the dynamics/experiences for first year students and works with relevant offices to bring about institutional changes to improve these dynamics/experiences;
- k) serves on the President's Cabinet;
- l) performs other job-related duties as assigned by the President;

3. ENROLLMENT MANAGEMENT ADMINISTRATORS The following report to and are immediately responsible to the Vice President for Enrollment Management

a) DIRECTOR OF ADMISSION

(1) APPOINTMENT The Director of Admission is appointed by the President upon the recommendation of the Vice President for Enrollment Management after consultation with a duly appointed search committee. The Director holds office at the discretion of the President.

(2) AUTHORITY AND RESPONSIBILITY The Director of Admission

- (a) with the counsel of the Admission and Scholarship Committee, acts upon applications for admission in accordance with the policies of the College;
- (b) directs the Admission program for recruiting qualified students in an effort to maintain and enhance the academic quality of the institution;
- (c) handles correspondence relative to admission and arranges for visits and interviews of prospective students;
- (d) furnishes records and data to the President, the Registrar, and others who have legitimate access to these records;
- (e) reviews and establishes procedures for the processing of applications;
- (f) serves on the Admission and Scholarship Committee as chair, on the Academic Standards Committee, and on other committees and councils as designated by the President;
- (g) prepares annual reports for Federal and State requirements;

- (h) prepares and manages the operating budget for the Office of Admission;
- (i) performs other activities as assigned by the Vice President for Enrollment Management.

b) DIRECTOR OF FINANCIAL AID

- (1) APPOINTMENT The Director of Financial Aid is appointed by the President upon the recommendation of the Vice President for Enrollment Management. The Director holds office at the discretion of the President.
- (2) AUTHORITY AND RESPONSIBILITY The Director of Financial Aid
 - (a) establishes financial aid procedures and directs the financial aid process;
 - (b) maintains financial aid records and protects the confidentiality of these records;
 - (c) serves on the Admission and Scholarship Committee, serves on other committees and councils as appointed;
 - (d) prepares the annual institutional financial aid budget request;
 - (e) with the Vice President for Enrollment Management recommends, executes, and assesses policies governing need analysis, student budgets, and financial aid award packaging in light of federal and state laws, regulations, and private donor requests;
 - (f) applies for outside financial aid funds;
 - (g) prepares annual reports to the federal government and to the College;
 - (h) represents the College in regional, state, and national associations concerned with student financial aid;
 - (i) oversees the student employment program;
 - (j) prepares and manages the operating budget for the financial aid program;
 - (k) develops, executes, and assesses office procedures and data processing systems. Coordinates the interfacing of financial aid systems with registration, accounts receivable, accounting, payroll systems, and admission;

- (l) provides individual and group counseling to students, parents, and high school personnel, both on and off campus;
- (m) serves as liaison with Institutional Research for development of statistical data base for comparative research;
- (n) serves as liaison with Alumnae Relations Office for Alumnae Club Scholarships;
- (o) performs other activities as assigned by the Vice President for Enrollment Management.

2. ACADEMIC DEPARTMENTS

a. ADMINISTRATION OF ACADEMIC DEPARTMENTS

All academic departments are administered by a department chair. The appointment procedure, authority, and responsibility of the chair are described in full in Section II under Department Chair.

b. MEMBERSHIP OF DEPARTMENTS

Academic departments are comprised of the full-time and part-time tenure-track faculty members teaching in the department. Non-tenure-track part-time faculty members who teach have a voice in the administration of the department but vote at the discretion of the full-time and part-time tenure-track members of the department.

c. AUTHORITY AND RESPONSIBILITY The members of an academic department, in accordance with College policy

- 1) work together to ensure the academic quality of the department's academic program;
- 2) are informed and consulted on matters affecting the operation of the department;
- 3) establish search procedures and conduct a search for candidates as outlined in the section on Appointment to the Faculty: Teaching and Nonteaching Faculty;
- 4) recommend to the Curriculum Committee which departmental courses satisfy College core curriculum requirements;
- 5) recommend to the Curriculum Committee course sequences for the major or for minors in the program;
- 6) consider and recommend courses to be offered by the department;
- 7) advise the chair on the scheduling and staffing of departmental course offerings for any given semester;

- 8) establish the standards and method by which students majoring in the department satisfy the College requirement for a senior comprehensive;
- 9) nominate candidates for College honors and awards;
- 10) select students for departmental awards;
- 11) set guidelines for independent study and internship programs within the department;
- 12) meet as a body as often as necessary to conduct the affairs of the department;
- 13) participate in the faculty evaluation process.

E. ORGANIZATIONAL CHART OF THE COLLEGE

See separate attachment

F. OVERVIEW OF COLLEGE BOARDS, COUNCILS, AND COMMITTEES

BOARD OF TRUSTEES

Executive Committee
Audit Committee
College Relations Committee
Education Committee
Enrollment Management Committee
Facilities and Grounds Committee
Finance and Budget Committee
Investment Committee
Mission Committee
Student Life Committee
Trusteeship Committee

PRESIDENT'S COUNCILS AND COMMITTEES

President's Cabinet
Academic Affairs Council
 Admission and Scholarship Committee
 Curriculum Committee
 Library Committee
Cultural Affairs Committee
Budget Committee
Committee on Rank and Tenure
Historical Preservation Committee
Student Affairs Council
 Committee on Student Affairs

VICE PRESIDENT AND DEAN OF FACULTY COMMITTEES

Advisory Committees for:
 CWIL Community Connections
 Intercultural Education
 CWIL Scholarship
Assessment Committee
Center for Academic Innovation Grants Committee
Faculty Development
Grants Committee
Steering Committee of the Writing Proficiency Program
Teaching , Learning, and Technology Roundtable
Writing Proficiency Committee

VICE PRESIDENT FOR MISSION

Mission Council

JUDICIAL STRUCTURE

For violations of the social conduct code

Residence Hall Director
Student Judicial Hearing Board
Vice President for Student Affairs Hearing Board
Administrative Hearing Board
Appellate Board
President

For violations of academic honesty code

Faculty
Department Chair
Associate Dean for Advising
or
Assistant Dean, Academic Affairs and First Year Studies
Academic Standards Committee
Academic Hearing Board
Academic Appellate Board
President

G. PROCEDURES FOR AMENDING THE GOVERNANCE OF THE COLLEGE

1) THE CORPORATION OF SAINT MARY'S COLLEGE

The procedure for amending the *Code of Bylaws of the Corporation of Saint Mary's College, Notre Dame* is found in Article XIX of the Code of Bylaws. The President of the College is responsible for seeing that the interpretation and condensation of the Bylaws published in the *Governance Manual* is kept up to date and that the Code of Bylaws in Section VIII are current.

2. THE BOARD OF TRUSTEES OF THE COLLEGE

The Bylaws of the Board of Trustees are the Bylaws of the Corporation of Saint Mary's College; therefore, the process for amending the Bylaws of the Board is the same as that of the Corporation. The President of the College is responsible for seeing that the interpretation and condensation of the Board of Trustees policies and procedures published in the *Governance Manual* are kept up to date.

3. THE ADMINISTRATION OF THE COLLEGE

The authority and responsibilities of the Administrative Officers of the College (i.e., President, Vice President and Dean of Faculty, Vice President for Mission, Vice President for College Relations, Vice President for Enrollment Management, Vice President for Finance and Administration, and Vice President for Student Affairs) are determined by the Board of Trustees.

1) PRESIDENT

The President, in consultation with the administrative officer to whom an administrator reports, determines the authority and responsibility of the administrator. The membership structure, authority, and responsibilities of the following presidential committees are determined by the President: President's Cabinet, Budget Committee, and Historical Preservation Committee. The President may create additional committees as needed. The President makes changes in the membership structure of the Committee on Rank and Tenure only after appropriate consultation with the Vice President and Dean of Faculty and the faculty. The Executive Assistant to the President is responsible for keeping the sections of the *Governance Manual* dealing with these committees up to date.

1) ACADEMIC AFFAIRS COUNCIL

The President determines the membership structure, authority, and responsibility of the Academic Affairs Council only after consultation with the Vice President and Dean of Faculty and the Academic Affairs Council. The Academic Affairs Council determines the membership structure, authority, and responsibility of its committees. The Vice President and Dean of Faculty is responsible for keeping the section of the *Governance Manual* dealing with Academic Affairs Council and its committees up to date.

2) STUDENT AFFAIRS COUNCIL

The President determines the membership structure, authority, and responsibility of the Student Affairs Council only after consultation with the Vice President for Student Affairs and the Student Affairs Council. The Student Affairs Council determines the membership structure, authority, and responsibility of the committee which reports to it. The Vice President for Student Affairs is responsible for keeping the section of the *Governance Manual* dealing with the Student Affairs Council and its committee up to date.

b. VICE PRESIDENT AND DEAN OF FACULTY

The Vice President and Dean of Faculty determines the membership structure, authority, and responsibility of the following committees: Computer Utilization, Faculty Development Grants, and Center for Academic Innovation Grants. The Vice President and Dean of Faculty may create other committees as needed, and is responsible for keeping the section of the *Governance Manual* dealing with that office, its administrative personnel, and its committees up to date.

c. VICE PRESIDENT FOR MISSION

The Vice President for Mission is responsible for keeping the section of the *Governance Manual* dealing with that office and its administrative personnel up to date.

d. VICE PRESIDENT FOR COLLEGE RELATIONS

The Vice President for College Relations is responsible for keeping the section of the *Governance Manual* dealing with that office and its administrative personnel up to date.

e. VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Vice President for Finance and Administration is responsible for keeping the section of the *Governance Manual* dealing with that office and its administrative personnel up to date.

f. VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs may create committees as needed, and is responsible for keeping the Student Affairs section of the *Governance Manual* up to date.

g. VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

The Vice President for Enrollment Management is responsible for keeping the section of the *Governance Manual* dealing with that office and its administrative personnel up to date.

4. ACADEMIC DEPARTMENTS

The Vice President and Dean of Faculty, only after consultation with the Department Chairs, determines the membership structure, authority, and responsibility of the academic departments. The Vice President and Dean of Faculty is responsible for keeping this section of the *Governance Manual* up to date.

SECTION III

FACULTY POLICIES AND PROCEDURES

A. FACULTY MEMBERSHIP

FACULTY MEMBERSHIP DEFINED

The faculty of the College consists of the teaching faculty (each of whom holds a faculty rank and whose primary responsibility is classroom teaching), the President, the Dean of Faculty, emerita/us faculty, professional librarians, and those College administrators who, though their primary responsibilities to the College are other than teaching, have been appointed to the faculty by the President.

B. RESPONSIBILITIES OF THE FACULTY

1. RESPONSIBILITIES OF THE TEACHING FACULTY

- a. **GENERAL RESPONSIBILITY** The teaching faculty as a whole has primary responsibility for such fundamental areas as admission, curriculum, subject matter and methods of instruction, research, selection of new faculty members, faculty 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 adversely only in exceptional circumstances, and for reasons communicated to the teaching faculty in writing. Thereafter, the teaching faculty has the right of further consideration and transmittal of its views to the President or, through the President, to the Board of Trustees.
- b. **SPECIFIC RESPONSIBILITIES**
 - 1) **TEACHING** Faculty are expected to demonstrate in their teaching a command of the subject matter, an ability to communicate, and a capacity to stimulate students. Faculty are also expected to be well organized in their presentation, to be well prepared for classes, to be available to students, to be interested in the development of students, to be fair in evaluation of students, and to be professional in relations with students. Further, faculty are expected to develop as teachers; development is evidenced by such factors as the introduction of new interests, ideas, or techniques in existing courses; the development of new courses; or movement into new subject areas.
 - 2) **SCHOLARLY ACTIVITIES** Beyond the responsibility of maintaining a superior level of instruction, the teaching faculty are expected to cultivate and to improve their scholarly competence. This may be demonstrated by: published research, artistic production, distinguished performance, activity in professional societies, and other scholarly inquiries as deemed appropriate by the departments and the Committee on Rank and Tenure.
 - 3) **SERVICE** In addition to responsibilities as teachers and scholars, the teaching faculty participates with the Board of Trustees and the President in determination of long-range plans for the College; selection of the President and other chief academic officers; improvements in the academic curriculum; major changes in the size and composition of the student body; decisions regarding buildings and other facilities to be used in the educational work of the College; allocation of finances among competing demands; formulation of policies and procedures relative to salary and ancillary benefits of the teaching faculty; and recommendation of structures and procedures for faculty participation in College governance through membership in the Faculty Assembly and on College councils and committees. As members of the community, teaching faculty have the obligations of all citizens. They measure the urgency of these public responsibilities in the light of responsibilities to the students, to their disciplines, and to the College.

2. RESPONSIBILITIES OF THE PROFESSIONAL LIBRARIANS

- a. GENERAL RESPONSIBILITY The professional librarians as a whole have primary responsibility in the College for such fundamental areas contributing to the educational and research mission of the College: library service, reference service, collection development, bibliographic organization, and control. Professional librarians do not have classroom instructional responsibilities; however, they do have equivalent professional responsibilities commensurate with their role in the library. As members of the faculty, professional librarians have all of the privileges and responsibilities of the faculty with the exception of academic rank.
- b. SPECIFIC RESPONSIBILITIES
 - 1) LIBRARIANSHIP Professional services in the library include administration, collection building, patron service, and bibliographic organization.
 - 2) SCHOLARLY ACTIVITIES Professional librarians are expected to demonstrate a thorough understanding of and appreciation for scholarship manifested in and through bibliographic research, internal studies of the library, preparation of catalogues and indexes, participation in workshops and professional meetings, and publications.
 - 3) SERVICE Professional librarians are expected to participate in appropriate professional and scholarly organizations, to participate in College governance through membership in the Faculty Assembly and on College councils and committees. As members of the community, professional librarians have the obligations of all citizens. They measure the urgency of these public responsibilities in the light of responsibilities to the students, to the faculty, to the profession, and to the College.

3. RESPONSIBILITIES OF ADMINISTRATORS WHO ARE MEMBERS OF THE FACULTY

- a. GENERAL RESPONSIBILITY Administrators who hold faculty rank have contractually designated responsibilities that are specific to their positions. Their positions as administrators preclude their election as faculty on College councils and committees.
- b. SPECIFIC RESPONSIBILITIES These are unique to each position and are delineated in the administrative position description.

4. RESPONSIBILITIES OF THE EMERITA/US FACULTY

- a. GENERAL RESPONSIBILITY Emerita/us faculty are expected to support the principles, objectives, and standards of the College in a manner befitting their honored status.

- b. SPECIFIC RESPONSIBILITIES Emerita/us faculty do not have specific responsibilities to the College unless they are contractually retained. If so disposed, they may continue to serve on College councils and committees.

C. FACULTY RANKS

1. FACULTY RANK: GENERAL POLICY

With the exception of professional librarians, all faculty hold academic rank. There are four primary academic ranks: Instructor, Assistant Professor, Associate Professor, Professor. Each faculty member is assigned to one of these according to the principles and procedures established for appointment and promotion. In addition to the four primary ranks, there are several academic designations for part-time and short-term faculty not on the tenure track. All faculty are expected to fulfill the responsibilities appropriate to their position on the faculty and each has the rights appropriate to that position.

2. PRIMARY ACADEMIC RANKS

INSTRUCTOR: the beginning rank, ordinarily assigned to those who have not completed all of the requirements for the terminal degree in their discipline.

ASSISTANT PROFESSOR: the second academic rank, ordinarily conferred upon those who have completed their terminal degree and who have limited teaching experience or who have not completed the terminal degree but who have teaching experience.

ASSOCIATE PROFESSOR: the third academic rank, ordinarily conferred upon those who have served as assistant professors, have been recognized for superior teaching, and have achieved public recognition in their discipline.

PROFESSOR: the fourth academic rank, ordinarily conferred upon those who have served as associate professors, have been recognized for superior teaching, and have achieved widespread recognition in their discipline.

3. OTHER ACADEMIC DESIGNATIONS

LECTURER: normally assigned to part-time faculty not on the tenure track.

ADJUNCT: normally used for short-term appointments of those who hold other academic or professional positions.

VISITING: normally used for short-term appointments.

D. APPOINTMENT TO THE FACULTY: TEACHING AND NONTEACHING FACULTY

1. APPOINTMENT PROCEDURE

- a. CRITERIA FOR APPOINTMENT The appointment of a member of the faculty is based on a careful evaluation of the individual's potential for fulfilling the responsibilities of a faculty member and on the needs of the institution.
- b. POSITION APPROVAL PROCEDURE By November 15, the department chair reports in writing to the Vice President and Dean of Faculty the anticipated faculty vacancies and other staffing recommendations of the department for the following academic year. Each recommendation must include appropriate justification. This report is reviewed by the Vice President and Dean of Faculty and the President. By December 15, the administration's decisions are communicated in writing to the department by the Vice President and Dean of Faculty. Adverse decisions may be appealed first to the Vice President and Dean of Faculty and then to the President.
- c. SEARCH PROCEDURE Upon receipt of position approval, departments will establish search procedures and conduct a search for a candidate in accord with the College's Equal Employment Opportunity Policy. Normally, all faculty in the department, or a committee selected by them, will review the credentials of applicants for the position.
- d. CANDIDATE APPROVAL Except in extraordinary circumstances, the department originates the recommendation for filling approved positions. Faculty vacancies should be filled between December 15 and April 15. The department sends credentials of the candidates and the recommendation of the departmental faculty to the Vice President and Dean of Faculty who consults with the President. The chair of the search committee will invite the candidate to the campus for interviews. Candidates who visit the campus will be reimbursed for their travel expenses according to the policies described under travel reimbursement.
- e. CANDIDATE INTERVIEWS All members of the department shall have the opportunity to interview the candidate. Candidates will be interviewed by the Vice President and Dean of Faculty and the President. Normally, candidates are expected to make a presentation to students and faculty. After the interviewing process is completed, the department will evaluate all of the candidates. The department chair will then forward the recommendation of the department to the Vice President and Dean of Faculty. To this recommendation the department will append student evaluation for each candidate interviewed.
- f. INVITATION TO JOIN FACULTY Upon a positive decision, the Vice President and Dean of Faculty will invite the applicant to join the faculty of the College and offer the appropriate contract.

2. QUALIFICATIONS FOR APPOINTMENT

Candidates for faculty appointments normally will be evaluated for their appointment to an academic rank in terms of the following general criteria:

- a. INSTRUCTOR Appointment to the rank of Instructor requires
 - 1) an appropriate academic degree or the standard accepted equivalent;
 - 2) the promise of superior teaching ability.

- b. ASSISTANT PROFESSOR Appointment to the rank of Assistant Professor requires
 - 1) an earned doctorate or its recognized equivalent in the professional discipline and/or area of teaching; or
 - 2) proof of superior teaching, over a period of time, at an institution of higher learning; or
 - 3) achievement of public recognition in one's professional discipline either through publication of the results of academic research or its professional equivalent, together with promise of or demonstrated competence as a superior teacher.

- c. ASSOCIATE PROFESSOR Appointment to the rank of Associate Professor requires
 - 1) an earned doctorate or its recognized equivalent in the professional discipline and/or area of teaching; and
 - 2) superior teaching as a full-time faculty member at the rank of Assistant Professor in this or any other institution of higher learning; and
 - 3) achievement of public recognition in one's discipline, either through publication of the results of academic research or its professional equivalent.

- d. PROFESSOR Appointment to the rank of Professor requires that the candidate possess the qualifications required for appointment as an Associate Professor as well as widespread recognition for superior teaching and for contributions to a field of knowledge.

- e. PART-TIME TENURE-TRACK APPOINTMENTS

Part-time tenure-track appointments to the faculty are permitted for persons who for appropriate reasons must devote less than full-time service to the College provided that the service is at least half-time and that the individual is not employed outside the College. Except in extraordinary situations no more than one-fourth of the tenure-track faculty in any department shall have part-time appointments.

Requests by members of the tenure-track faculty for transfers between full-time and part-time service shall be made through appointment and promotion channels. Such a transfer can be made only by mutual agreement between the appointee and the College.

Standards for appointment and reappointment to tenure-track positions shall be the same for part-time service as for full-time service. The duration of contractual periods and academic ranks shall also be the same. The responsibilities and privileges of a member of the tenure-track faculty with a part-time appointment are the same in nature as, but on a proportionate scale to those of a member with full-time appointment.

f. OTHER ACADEMIC DESIGNATIONS

LECTURER The rank of Lecturer is normally conferred upon part-time faculty not on the tenure track. Those appointed to the rank of Lecturer should meet at least the qualifications listed for appointment as Instructor. Not eligible for tenure.

ADJUNCT AND VISITING Those appointed as Adjunct, with rank, (e.g., Adjunct Associate Professor) or Visiting, with rank, (e.g., Visiting Professor) should meet the qualifications for the rank they hold. Not eligible for tenure.

- g. PROFESSIONAL SPECIALIST Those appointed as Professional Specialist possess the same qualifications as the regular teaching faculty of similar rank, but carry out functions of a highly specialized nature. These are nontenured appointments.
- h. PROFESSIONAL LIBRARIANS Appointment of Librarians follows the same procedures as those established for appointing all faculty. To be appointed, Librarians should have the appropriate terminal professional degree.
- i. ADMINISTRATORS WHO TEACH Administrators who do not hold faculty rank and who teach will be designated "Lecturer" according to the terms of their appointment. To teach, administrators should meet at least the qualifications listed for initial appointment to the teaching faculty at the Instructor level.

3. APPOINTMENTS WITH TENURE

Ordinarily, tenure is not granted upon appointment. If a candidate wishes to be considered for an appointment with tenure, that request must be considered by the Committee on Rank and Tenure. Denial of tenure will not affect the candidate's status as a candidate for appointment, nor should it be considered as affecting future consideration for tenure.

4. ADMINISTRATIVE APPOINTMENTS WITH FACULTY RANK

Administrators who wish to retain their faculty rank or who wish promotion in rank to accompany their administrative appointment must meet the criteria established for that rank.

5. TRAVEL AND OTHER EXPENSES FOR CANDIDATES

Travel and other expenses connected with the recruitment or visit of faculty candidates to Saint Mary's campus are paid by the College. Candidates' expenses are covered by a recruitment budget in the Office of the Vice President and Dean of Faculty.

To receive reimbursement, a candidate must submit all receipts to the department chair who forwards them to the Vice President and Dean of Faculty with a request for reimbursement. Whenever possible, travel arrangements are made through Anthony Travel, a travel agency designated by the College. If candidates use their own cars, they are reimbursed at the rate which the Internal Revenue Service allows as a tax deduction for professional travel. (The current rate may be obtained from the Business Office.) If at all possible, candidates stay in guest facilities on campus and use the College's food service.

E. LETTERS OF APPOINTMENT AND RENEWAL

1. INITIAL LETTER OF APPOINTMENT: ALL FACULTY

The letter of appointment from the Vice President and Dean of Faculty states the rank or title; the salary; the contracted time; the previous years of experience, if any, applied toward tenure at the College; the TIAA-CREF participation status of the applicant; and provisions, if any, for reimbursement of moving expenses. The initial letter of appointment also defines the terminal degree for the position and the candidate's status with regard to that degree. All terms of the contract are determined with the knowledge and consent of the department chair. A time limit of two weeks is ordinarily given to the applicant to accept or decline the offer.

2. LETTERS OF RENEWAL: ALL FACULTY

Contracts for faculty are issued by the Vice President and Dean of Faculty during the first week of March. The contract states the rank or title, salary, beginning and ending dates of the contract period, and the tenure status of the faculty member.

3. RECOMMENDATION FOR RENEWAL OR NONRENEWAL OF APPOINTMENT FOR PRE TENURE FACULTY

The Department Chair shares in confidence the pre-tenure faculty member's Annual Review report (or Fourth Year Review Report) with the tenured members of the department in developing a recommendation for renewal or non-renewal of the pre-tenure faculty member's appointment. The Vice President and Dean of Faculty must receive this recommendation and the reasons therefore by November 15. It is to be placed at the end of the Annual Review report (or the Fourth Year Review report) and must be signed by the Chair and the tenured members of the department's faculty. The Vice President and Dean of Faculty reviews each case with the President and conveys a decision to the department chair by December 1.

In the case of pre-tenure faculty in their first year of appointment, since there is no Annual Review report of the prior's years performance, an abbreviated Annual Review report of the results of the first semester's appointment will be shared in confidence with the tenured members of the department in developing a recommendation for renewal or non-renewal of the pre-tenure faculty member's appointment. The Vice President and Dean of Faculty must receive this recommendation and the reasons therefore by February 1. It is to be placed at the end of the Annual Review report (or the Fourth Year Review report) and must be signed by the Chair and the tenured members of the department's faculty. The Vice President and Dean of Faculty reviews each case with the President and conveys a decision to the Department Chair by February 15.

4. NOTIFICATION TO NONTENURED FACULTY OF NONRENEWAL OF CONTRACT

In cases of non-renewal, the College follows the AAUP recommendations in "The Standards for Notice of Non-Reappointment" (*AAUP Policy Documents and Reports*). Faculty members in their first year receive three months notice, no later than March 1 of their first year of service to the College. Faculty members in their second year receive six months notice, no later than December 15 of their second year of service to the College. Faculty members in their third year, to the end of their probationary period, receive twelve months notice. Such notification is normally sent to the faculty member at the time contracts are issued by the College, but in no instance will notification occur later than twelve months before the expiration of the appointment.

F. PROMOTION

1. PROMOTION POLICY

- a. Promotion is neither automatic nor assured. The one exception to this principle occurs when promotion is contractually delineated at the time of appointment. These arrangements are limited to those appointed as Instructors because they have not completed the degree criteria for Assistant Professor but are advanced upon completion of those criteria.
- b. Promotions are subject to the procedures of the Committee on Rank and Tenure. The procedures are described in the section on Tenure.
- c. There is no necessary link between promotion and tenure. It is not uncommon for faculty to receive one without the other. Implicit in this is the assumption that while many of the criteria are the same for promotion and tenure, each acknowledges a different institutional commitment.
- d. The principal qualifications for promotion are teaching ability and scholarly/creative work or its professional equivalent. Other criteria include professional experience; active participation in College government; participation in professional activities; contributions to public service. (See Section III.H.1 for more information.)

2. QUALIFICATIONS FOR PROMOTION

Candidates for promotion normally are expected to meet the following qualifications for promotion to an academic rank:

- a. ASSISTANT PROFESSOR Promotion to the rank of Assistant Professor requires
 - 1) an earned doctorate or its recognized equivalent in the professional discipline and/or area of teaching; or
 - 2) proof of superior teaching, over a period of time, at an institution of higher learning; or
 - 3) achievement of public recognition in one's professional discipline either through publication of the results of academic research or its professional equivalent together with promise or competence as a superior teacher.
- b. ASSOCIATE PROFESSOR Promotion to the rank of Associate Professor requires
 - 1) an earned doctorate or its recognized equivalent in the professional discipline and/or area of teaching; and

- 2) superior teaching as a full-time faculty member at the rank of Assistant Professor in this or any other institution of higher learning; and
- 3) achievement of public recognition in one's discipline, either through publication of the results of academic research or its professional equivalent.

c. PROFESSOR

Promotion to the rank of Professor requires that candidates possess the qualifications required for promotion to Associate Professor as well as widespread recognition for superior teaching and for contributions to a field of knowledge.

3. PROMOTION EVALUATION CRITERIA

The criteria used in evaluating faculty performance for purposes of promotion are described in the section on Tenure.

G. TENURE

1. TENURE: DEFINITION AND OBJECTIVES

Tenure is a permanent commitment by the College and by the faculty member until retirement or resignation. The significance of tenure to the faculty lies in the establishment of a climate where freedom of teaching, research, and extramural activity are possible. Tenure's significance to the institution lies in its provision of a core of able professionals who have the freedom to pursue the search for truth and its free exposition. Providing an atmosphere where the search for truth is possible fulfills the institution's obligations to both students and society.

2. TENURE POLICY

Saint Mary's College generally endorses the policy recommendations of the American Association of University Professors. College policy, however, in certain instances may differ from the detailed procedures described in AAUP publications and, in those instances, College policy takes precedence. The material in this section is an interpretation of the following AAUP statements as they apply to the granting of tenure to the faculty at Saint Mary's College: "Academic Freedom and Tenure: 1940 Statement of Principles and Interpretive Comments," and "1976 Recommended Institutional Regulations on Academic Freedom and Tenure," *AAUP Policy Documents and Reports*.

a. TENURE PROBATIONARY PERIOD: FULL AND PART-TIME FACULTY

- 1) Tenure is granted after a probationary period at Saint Mary's College which will not exceed seven years of full-time equivalent teaching. Faculty members who have taught at other institutions may negotiate a reduction of their probationary period. The terms of this reduction appear in the faculty member's initial letter of appointment. The probationary period ordinarily will not be shortened by more than two years. Customarily, the College does not grant tenure before the completion of the probationary period.

Part-time faculty in tenure track positions receive probationary credit in relation to the number of full-time equivalent hours they teach. Thus, the maximum tenure probationary period for a part-time faculty member who teaches one-half time is fourteen years.

- 2) During the fourth year of the probationary period, a review of the faculty member's performance is conducted by the Committee on Rank and Tenure. This review is based on information provided by the individual, the department chair, and tenured members of the department. The criteria used in this process are found in Section III.H.1. The faculty member is informed in writing of the results of this review.

b. TERMINATION OF A TENURED APPOINTMENT

Tenured appointments are terminated only under exceptional circumstances. These are described in the section on Termination of Service.

c. TENURE AND PROMOTION

There is no necessary link between tenure and promotion. It is not uncommon for faculty to receive one without the other. Implicit in this is the assumption that while many of the criteria are the same for promotion and tenure each acknowledges a different institutional commitment.

d. TENURE AND RETIREMENT

Tenure ceases upon retirement.

H. PROMOTION AND TENURE: CRITERIA AND PROCEDURES

1. PROMOTION AND TENURE EVALUATION FACTORS

Three distinct criteria are employed in evaluating faculty performance: Teaching, Creative and Scholarly Activities, and Service. The criteria for evaluating creative and scholarly work and service vary considerably from one department to the next. It is the responsibility of the department chair to assist their faculty and members of the Committee on Rank and Tenure in interpreting the standards of performance in their respective disciplines. Candidates for promotion and/or tenure are evaluated in terms of the following general factors:

a. TEACHING

Superior teaching is essential. Among the factors considered in evaluating teaching are:

- command of subject
- ability to communicate
- organization of material
- development of courses
- intellectual stimulation of students
- availability to students
- interest in and encouragement of students
- academic advising of students
- efforts to improve the quality of teaching
- overall effectiveness as a teacher

b. CREATIVE, SCHOLARLY, AND RESEARCH ACTIVITIES

All faculty at Saint Mary's are expected to demonstrate continuing involvement in the professional life of their disciplines. To facilitate comprehension of this complex area, the Committee on Rank and Tenure, in consultation with the various departments, has prepared a set of general guidelines.

In the following listing, activities have been divided into three categories presented in order of decreasing importance. This listing is intended to be illustrative, not exhaustive. While some activities corresponding to those in Category I are essential to promotion and tenure, it is expected that faculty will be involved in various activities of the kind listed below.

1) CATEGORY I

- Publishing in the field of research or of teaching
- Presenting papers at meetings of professional societies
- Designing seminars and/or workshops for professional meetings
- Holding office in national professional societies in ones discipline
- Participating in juried shows

- Giving invitational recitals and concerts
- Receiving honors indicative of professional recognition in one's discipline

2) CATEGORY II

- Engaging in ongoing research
- Having one's work cited by other scholars
- Refereeing papers
- Receiving grants in support of scholarly activity
- Preparing laboratory manuals and other kinds of teaching tools
- Attending meetings of professional societies
- Attending professional workshops
- Giving invitational lectures on scholarly subjects both on and off campus
- Giving faculty recitals
- Participating in non-juried shows
- Writing reviews of scholarly books

3) CATEGORY III

- Designing new programs
- Receiving grants not directly related to scholarly activity
- Giving lectures in the area of one's academic discipline for non-professional organizations
- Being chosen an officer and/or board member of a local organization on the basis of expertise in one's academic discipline
- Enrolling in conferences, courses, and seminars in one's discipline

While it is true that criteria for evaluating creative and scholarly work vary greatly, these categories in effect constitute a ranking, albeit one used in a flexible manner.

c. SERVICE

Service embraces a wide range of activities including

- College governance and College committee work
- Departmental activities
- Service to the College community
- Activity in which one's professional abilities as teacher and scholar are put in service of the wider community

2. PROMOTION AND/OR TENURE PROCEDURES

a. NOMINATION FOR PROMOTION AND/OR TENURE

Tenure and promotions in faculty rank at Saint Mary's College normally originate with the department chair; however, they may be initiated by the faculty member, a colleague, or an administrator. Nominations are submitted to the Chair of the Committee on Rank and Tenure who initiates the procedures outlined below. To avoid prejudicing a case, the source of the nomination is kept confidential by the Chair of the Committee. College policy does not encourage nominations for early tenure.

b. CANDIDACY FOR PROMOTION AND/OR TENURE

The Chair of the Committee on Rank and Tenure notifies faculty nominated for promotion or tenure, in writing, of their nomination.¹ The nominee may accept or decline the nomination. If a nominee declines the nomination, that person's name is withdrawn and no further consideration is given to the case that year. The person or persons making the nomination are so notified in writing. If a nominee accepts, that faculty member becomes a candidate. Faculty members who reach the end of the probationary period and refuse the nomination for tenure are issued a terminal contract. On the basis of the acceptance notices received from the nominees, the Chair of the Committee on Rank and Tenure prepares a list of candidates for promotion and/or tenure. This list is known only to the members of the Committee on Rank and Tenure and the President of the College.

c. CANDIDACY MATERIALS

The Committee on Rank and Tenure assembles the following materials for each candidate:

1) CANDIDATE

- a) "Committee on Rank and Tenure Evaluation form: Candidate" (Candidates are provided a copy of the form by the Committee on Rank and Tenure. Any member of the faculty may obtain a copy of this form from the Chair of the Committee on Rank and Tenure.)
- b) Supporting materials such as publications, slides, reviews, programs, original evaluation forms with student comments, etc.

2) DEPARTMENT CHAIR

- a) "Committee on Rank and Tenure Evaluation Form: Department Chair" (Chairs are provided a copy of the form by the Committee on Rank and

¹ Faculty who are expecting to be nominated for tenure, and/or promotion should notify the Chair of the Committee on Rank and Tenure by June 1.

Tenure. Any member of the faculty may obtain a copy of this form from the Chair of the Committee on Rank and Tenure).

b) Supporting Materials

3) FACULTY

- a) The Committee on Rank and Tenure requests each member of a candidate's department to submit an evaluation of the candidate.
- b) The Committee on Rank and Tenure may request that colleagues outside of the department submit evaluations of the candidate. This is normally done in instances where there has been significant involvement with the candidate. A candidate may ask that the Committee request an evaluation from any faculty member. Ordinarily, however, the candidate is expected to issue the request to the evaluator.

4) STUDENTS

- a) Course evaluation printouts for all courses taught at Saint Mary's College by the candidate are assembled.
- b) Students are asked to provide a written evaluation of the candidate's strengths and weaknesses as well as to evaluate the candidate as a member of the Saint Mary's College community. A sample of students who have had only lower division courses and a sample of students having a range of courses are asked to write. Students' names are selected from class lists of preceding years. Candidates are not to solicit letters from current students.

5) ALUMNAE

Alumnae who have taken one or more courses with the candidate are asked to provide written evaluations of the candidate's strengths and weaknesses and to evaluate the candidate as a member of the Saint Mary's College community. A random sample of alumnae throughout the candidate's time at Saint Mary's is chosen representing both majors and non-majors.

6) PROFESSIONALS

The Committee on Rank and Tenure may submit to an outside evaluator the scholarly and/or artistic work presented as supporting material by a candidate.

d. REQUESTS TO APPEAR BEFORE THE COMMITTEE

Candidates for promotion and/or tenure who wish to make a personal appeal to the Committee on Rank and Tenure may do so by contacting the Chair of the Committee prior to the deadline set for candidacy materials. Faculty who are not candidates and administrators who wish to appear before the Committee in support of, or in opposition to a candidate, should contact the Chair of the Committee prior to November 1st.

Those who wish to recommend changes in procedure or policy should contact the Chair of the Committee.

e. REVIEW PROCEDURES: COMMITTEE ON RANK AND TENURE

Although there may be deviation from the following procedure, the Committee on Rank and Tenure normally follows the procedure described below in reviewing all candidates.

- PHASE 1 Prior to considering any candidate for promotion and/or tenure, and prior to meeting with the department chair of the candidate, the Committee on Rank and Tenure must be in receipt of the above candidacy materials. The Committee members review the candidate's materials prior to meeting with the department chair.
- PHASE 2 Normally, Committee members do not discuss their observations based upon their review of the materials prior to meeting with the department chair. Thus, each Committee member forms a personal assessment and develops a line of inquiry to be pursued during the meeting with the candidate's chair.
- PHASE 3 Following the meeting with the candidate's chair, the Committee on Rank and Tenure discusses the case before it. The Committee may decide to defer the discussion pending a more detailed review of the materials (e.g., external evaluation). When the Committee is satisfied that it can make an informed judgment, a vote is taken. All decisions which serve as the basis for the Committee's recommendation are based on secret ballots.

f. RECOMMENDATIONS OF THE COMMITTEE ON RANK AND TENURE

The Committee on Rank and Tenure submits its written recommendations to the President along with minutes of all Committee meetings. The President has access to all materials reviewed by the Committee. The Committee submits its recommendations to the President no later than January 1.

g. PRESIDENT'S DECISION

The President communicates decisions on promotion and tenure to the Vice President and Dean of Faculty and to the Committee on Rank and Tenure no later than February 1. If the President does not accept a Committee recommendation, the President meets with the Committee to discuss the rationale for this decision. The President may request a meeting with the Committee on Rank and Tenure to seek clarification or to review these decisions. The President reports tenure decisions to the Executive Committee of the Board of Trustees at its winter meeting.

h. NOTIFICATION OF DECISIONS ON PROMOTIONS AND TENURE

Department chairs and candidates for promotion and/or tenure are given written notification of decisions from the President by February 15. Faculty members who are promoted and/or granted tenure receive contracts that reflect their new status. Those denied tenure and who are at the end of their probationary period receive terminal contracts. Public announcement of promotions conferred by the College is made at the annual Honors Convocation.

i. CONFIDENTIALITY

With the exception of supporting materials (e.g., publications, slides, etc.), all materials submitted to the Committee as well as materials generated by the Committee on Rank and Tenure are confidential. Only Committee members and the President are granted access to these materials. Committee members do not have access to the written evaluations by faculty members of candidates considered in previous years.

j. REASONS FOR RANK AND TENURE DECISIONS

Reasons which contributed to the decision to deny tenure or promotion to a faculty member will be given verbally if that faculty member requests them.

Unsuccessful candidates for promotion and/or tenure have the right to meet with the President and Vice President and Dean of Faculty to discuss the decision.

If, having received reasons verbally and having been advised of potential adverse consequences, the faculty member believes that written confirmation of the reasons for denying tenure or promotion might be useful in pursuing a professional career, that individual may request and shall receive the reasons in writing. Such a request must be submitted in writing by April 15 of the academic year in which the decision to deny tenure and/or promotion was communicated in writing to the candidate.

3. APPEAL OF A PROMOTION OR TENURE DECISION

Faculty who are denied promotion and/or tenure and who wish to appeal the decision must submit a written appeal to the President within thirty working days after they are notified of the denial. Faculty who believe there has been a procedural irregularity or lack of adequate consideration may appeal their case to the Grievance Committee of the Faculty Assembly.

I. ACADEMIC FREEDOM

1. ACADEMIC FREEDOM POLICY

Saint Mary's College generally endorses the policy recommendations of the American Association of University Professors. College policy, however, in certain instances may differ from the detailed procedures described in AAUP publications and, in those instances, College policy takes precedence. The material in this section is an interpretation of the following AAUP statements as they apply to the academic freedom of the faculty at Saint Mary's College: "Academic Freedom and Tenure: 1940 Statement of Principles and Interpretive Statements" and "1976 Recommended Institutional Regulations on Academic Freedom and Tenure," *AAUP Policy Documents and Reports*.

a. FREEDOM OF TEACHING

Faculty are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to the subject. They are expected to exercise care in their own subjects so that hypotheses, theories, and opinions are presented as such, and not as facts.

b. FREEDOM OF RESEARCH

Faculty are entitled to full freedom in research and in the publication of their results, subject to the adequate performance of other academic duties. Research for pecuniary return must be based upon an understanding with the College administration.

c. FREEDOM OF EXTRAMURAL ACTIVITY

Faculty are citizens, members of learned professions, and officers of instruction. When they speak or write as citizens they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As learned persons and officers of instruction, faculty should remember that the public may judge their profession and institution by their utterances. Hence, faculty should be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking as representatives of the institution.

d. ACADEMIC FREEDOM IN A CATHOLIC COLLEGE

Saint Mary's College is a Roman Catholic institution. Faculty are free to research, to present, and to discuss all positions on important issues; however, they must do so in an atmosphere which promotes the highest intellectual standards and recognizes and respects the tradition of Christian belief, which is a major foundation of this institution.

2. GRIEVANCE PROCEDURES INVOLVING ALLEGATIONS OF VIOLATION OF ACADEMIC FREEDOM

Cases involving issues centering on alleged violation of academic freedom are handled by the Grievance Committee of the Faculty Assembly according to the special procedure delineated for cases involving academic freedom.

J. TERMINATION OF SERVICE

1. TERMINATION OF TENURED FACULTY

a. POLICY

Saint Mary's College generally endorses the policy recommendations of the American Association of University Professors. College policy, however, in certain instances may differ from the detailed procedures described in AAUP publications and, in those instances, College policy takes precedence. The material in this section is an interpretation of the following AAUP statements as they apply to the termination of tenured faculty at Saint Mary's College: "1976 Recommended Institutional Regulations on Academic Freedom and Tenure," Section 4, *AAUP Policy Documents and Reports*.

b. PROCEDURE FOR TERMINATION OF TENURED FACULTY

The contracts of tenured faculty may be terminated only under the following conditions: extraordinary financial emergency of the College, discontinuance of an academic program or division, and serious cause. To terminate a tenured appointment the College must establish conclusively that one or more of the above conditions prevail and, except in the case of serious cause, must give the faculty member not less than twelve months notice or one full-year's salary in lieu thereof. The standards of notification and procedure in cases involving serious cause are outlined in the section on serious cause.

In instances other than for serious cause

- 1) termination of a regular appointment is to be sought only as a last resort, after every effort has been made to meet the need in other ways and to find for the teacher other employment in the institution or with other institutions of higher learning;
- 2) notification of the intent to terminate a permanent position is to be made in writing, stating reasons for the termination;
- 3) notification is to be made twelve months prior to the termination of the position;
- 4) if a tenured appointment is terminated because of financial exigency, the released faculty member's place will not be filled by a replacement within a period of three years unless the released faculty member has been offered reappointment, with tenure, and at the same or better rank and salary, and has rejected it.

2. TERMINATION OF NONTENURED FACULTY

a. POLICY

The services of faculty who do not hold tenure may be discontinued at the end of a contract period. Termination of nontenured faculty generally follows the procedures and policies of the American Association of University Professors. In certain instances, College policy may differ from detailed procedures described in AAUP publications and, in those instances, College policy takes precedence. The material in this section is an interpretation of the following AAUP statements as they apply to the faculty at Saint Mary's College: "Standards for Non-reappointment" and "Statements on Procedural Standards in the Renewal or Non-Renewal of Faculty Appointments," *AAUP Policy Documents and Reports*.

b. PROCEDURES FOR TERMINATION OF NONTENURED FACULTY

1) RECOMMENDATION FOR NON-REAPPOINTMENT

The department chair consults with tenured members of the department in determining recommendations for renewal or non-renewal of nontenured faculty members. The written recommendation is to be submitted to the Vice President and Dean of Faculty no later than November 15. The letter of recommendation is to be signed by the tenured members of the department acknowledging they have been consulted in the process. Reasons for the recommendation are to be included in the letter. The Vice President and Dean of Faculty reviews each case with the President and conveys a decision to the department chair by December 1.

2) NOTIFICATION OF NON-REAPPOINTMENT

Faculty members in their first year receive three months notice, no later than March 1 of their first year of service to the College. Faculty members in their second year receive six months' notice, no later than December 15 of their second year of service to the College. Faculty members in their third year, to the end of their probationary period, receive twelve months' notice. Normally, notification is sent to the faculty member at the time contracts are issued by the College; in no instance will notification occur later than twelve months before the expiration of the appointment.

3) NON-REAPPOINTMENT AND ACADEMIC FREEDOM: GRIEVANCE

If a nontenured member of the faculty alleges that a decision for non-renewal resulted from considerations that were in violation of academic freedom, these allegations are to be presented to the Grievance Committee of the Faculty Assembly. If appeal is made to the Grievance Committee, the matter is to be heard according to the procedure in the section on Dismissal for Serious Cause, except that the burden of proof rests with the faculty member who must establish that a violation of academic freedom was an element in the decision for non-renewal of contract.

4) REASONS FOR NON-REAPPOINTMENT

Reasons which contributed to the decision not to reappoint a faculty member may be given verbally if that faculty member requests them.

If, having received reasons verbally and having been advised of potential adverse consequences, the faculty member believes that written confirmation of the reasons for denying reappointment might be useful in pursuing a professional career, that individual may request and shall receive the reasons in writing. Such a request must be made in writing and presented during the academic year in which notification of non-reappointment occurs.

3. RESIGNATION: ALL FACULTY

a. VOLUNTARY TERMINATION OF SERVICES

Resignation is the termination of services by voluntary action of the faculty member. If a member of the faculty desires to terminate an existing appointment or to decline a renewal, that member is to give notice in writing as early as possible but no later than April 15. Such notification is to be given to both the department chair and the Vice President and Dean of Faculty. Faculty members may properly request a waiver of this requirement in cases of hardship or situations where they would otherwise be denied substantial professional advancement.

b. NEGOTIATED RESIGNATION

Resignation may be negotiated by the College. In these instances the College takes the initiative, offering faculty the choice of resigning, in lieu of dismissal, in order to protect professional reputation and status.

4. DISMISSAL FOR SERIOUS CAUSE: ALL FACULTY

a. DEFINITION OF SERIOUS CAUSE

The College reserves the right to terminate the services of any member of the faculty for serious cause. Dismissal for serious cause may be justified by demonstrating professional incompetence, gross neglect of professional responsibilities, conviction of a felony, continual serious disrespect for the Catholic character of this institution, or notorious and public scandal.

b. PROCEDURES FOR ESTABLISHING SERIOUS CAUSE FOR DISMISSAL

1) POLICY

If it is necessary to consider the termination of the services of a faculty member for serious cause, formal proceedings are conducted according to the procedural recommendations of the American Association of Professors contained in the "Statement on Procedural Standards in Faculty Dismissal Proceedings," *AAUP Policy Documents and Reports*. What follows is an interpretation of this statement as it applies to Saint Mary's College.

2) PRELIMINARY TO FORMAL CHARGES

Before formal charges are brought against a member of the faculty, the President will appoint the Vice President and Dean of Faculty and one tenured faculty member to attempt conciliation in private. If conciliation fails, the President will request the Executive Committee of the Faculty Assembly to inquire informally into the situation, and to advise whether formal proceedings to consider the dismissal should be instituted.

3) FILING OF FORMAL CHARGES

The formal proceedings commence with a written communication from the President informing the faculty member of the charges and that, if requested, a hearing on the charges will be conducted by a Hearing Committee. The Grievance Committee of the Faculty Assembly will serve as the Hearing Committee. The faculty member must notify the President in writing within thirty working days from the receipt of the President's communication whether a formal hearing is requested. Absence of such a written request results in waiving the right for any further consideration of this case.

4) PROCEDURES OF HEARING COMMITTEE

The Hearing Committee will convene, elect its own chair, and will choose a specified time and place for the meeting. The Chair will establish the rules for conduct of the hearing. The following procedure will be in effect at the hearing:

- a) during the proceedings the faculty member is permitted to have an academic advisor of his/her choice;
- b) the faculty member has the right to confront and question all witnesses adverse to him/her and to present witnesses on his/her own behalf;
- c) a verbatim record of the hearings will be taken. A typewritten copy of it will be made available to the faculty member without cost, at the faculty member's request;

- d) the burden of proof that adequate cause exists rests with the institution and is satisfied only by clear and convincing evidence in the record considered as a whole.

5) RECOMMENDATIONS FROM THE HEARING COMMITTEE

The President and the faculty member should be notified of the decision of the Hearing Committee in writing and should be given a copy of the record of the hearing. The President should transmit to the Board of Trustees the full report of the Hearing Committee. If the Board wishes to review the case, its review should be based on the record of the hearing accompanied by an opportunity for argument, written, or oral or both, by the principals at the hearing or their representatives. The decision of the Hearing Committee should either be sustained or the proceeding be returned to the committee with objections specified. In such a case, the committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the committee's reconsideration should the Board of Trustees make a final decision overruling the committee.

6) FACULTY MEMBER'S STATUS DURING HEARINGS

Until the final decision on the termination of an appointment has been reached, the faculty member will be suspended only if immediate harm to self or others is threatened by continuance.

7) TERMINAL SALARY

If the appointment is terminated for reasons not involving moral turpitude, the faculty member receives the contracted salary in accordance with the following schedule:

- a) faculty members in their first through third year of probationary service receive their contracted salary for three months following the date of notification of their dismissal;
- b) faculty members in their fourth through sixth year of probationary service receive their contracted salary for six months following the date of notification of their dismissal;
- c) tenured faculty members receive their contracted salary for twelve months following the date of notification of their dismissal.

The provision for terminal salary does not apply in the event that there has been a finding that the conduct which justified dismissal involved moral turpitude. Moral turpitude applies to that kind of behavior which goes beyond simply warranting discharge and is so utterly blameworthy as to make it inappropriate to require the continuation of the faculty member's salary. The standard is not that the moral sensibilities of the persons in the

particular community have been affronted. The standard is behavior that would evoke condemnation by the academic community generally.

5. RETIREMENT

Tenure ceases upon retirement.

Saint Mary's College grants the title of Emerita/us to an individual in recognition of service of significant length and effectiveness to the educational goals of the College. This rank is ordinarily granted upon retirement to a person who has spent ten or more years at Saint Mary's College.

K. FACULTY LEAVES OF ABSENCE

1. SABBATICAL LEAVE

a. POLICY

The sabbatical leave program makes it possible for members of the tenured teaching faculty to take time from normal academic duties to engage in activities appropriately construed as serving the faculty member's development. The College recognizes that the long-term value of a sabbatical leave program outweighs any short-term disadvantages to students, instructional programs, and purposes of the College.

The sabbatical leave is a central element in the faculty development program at Saint Mary's College. It exists to enable faculty members to continue to grow as teachers, thinkers, and professionals. The variety of activities appropriate for sabbatical leave support represents the wide range of departments, disciplines, areas of study, and individuals that make up the Saint Mary's community.

A tenured faculty member is eligible for sabbatical leave after six years of full-time service to the College with academic rank. Eligibility for additional sabbatical leaves will occur after six years of full-time service following the return of the faculty member from the previous sabbatical. Tenured faculty holding full-time administrative appointments are not eligible for faculty sabbatical leaves. Tenured faculty who have part-time teaching appointments will accrue sabbatical leave eligibility on a pro-rated full-time equivalent basis. The sabbatical leave entitles a faculty member to full salary for one semester or one-half salary for a full-year leave. The sabbatical leave also provides faculty members with the opportunity to continue their participation in all the benefit programs of the College. Participation in TIAA-CREF will be based on the actual salary paid during the sabbatical leave.

b. PROCEDURE

Formal request for sabbatical leave must be made in writing to the faculty member's department chair no later than November 1 for a sabbatical leave to be granted the following academic year. The proposal should contain the following in a letter not to exceed two, single-spaced pages.

1. The proposal should state clearly the nature of the activity to be undertaken during the tenure of the sabbatical.
2. Included in the proposal should be evidence to suggest the feasibility of completing the activity; for example, the proposal should briefly address potential problems and anticipated needs.
3. The proposal should explain how the activity will enhance the individual's development as a faculty member.

The preceding guidelines are designed to help all faculty who are applying for sabbatical leaves prepare applications that best express their intentions and provide the information necessary to make an informed evaluation. They are not offered to limit the creativity and innovation of faculty in designing professional activities. The Faculty Affairs Committee reviews the proposal and advises the Vice President and Dean of Faculty of the merit of its content. Copies of successful proposals are available from the Office of the Vice President and Dean of Faculty.

The department chair consults with all full-time faculty in the department in determining recommendations for sabbatical leave. The written recommendation should be submitted to the Vice President and Dean of Faculty by November 15, and should include a copy of the candidate's proposal. In the letter the department chair will indicate how the department proposes to meet the needs created by the faculty member's absence and the cost of the sabbatical leave to the department in terms of replacement salary. Ordinarily other faculty members' teaching loads should not be increased to accommodate sabbatical leaves.

The Vice President and Dean of Faculty, together with the President, will review the request, the department chair's evaluation, and the review of the Faculty Affairs Committee. The judgment concerning the granting of the request will be based on the merits of the proposed activity and budget considerations. The President informs the applicant of the decision in writing by December 15.

c. EARLY REQUEST FOR SABBATICAL LEAVE

A faculty member may request approval of proposed sabbatical leave activities as early as two years prior to the expected leave. Reasons for early application would include such things as additional time to search for supplementary funds, arrangement for a visiting professorship, the need to effect special arrangements for research. If the conditions that led to the request for early approval of the sabbatical are met, that is, if the grant is received, the visiting professorship arranged, the special arrangements effected, etc., the sabbatical leave will be granted as requested and approved. If, however, the special conditions are not met the candidate must reapply.

d. SABBATICAL REPORT

The faculty member assumes the obligation of presenting a written report on the sabbatical leave activities to the Vice President and Dean of Faculty and the department. This report is to be filed within six months of the end of the leave

2. LEAVES OF ABSENCE WITH SALARY

a. SHORT-TERM LEAVES OF ABSENCE

1) POLICY

Short absences of faculty members for personal business, illness, jury duty, military training duty, and similar limited absences normally are with full salary.

2) PROCEDURE

When practical, the department chair is to be notified in advance of absences which may affect class, laboratory, research, or other College-related commitments. The department chair and faculty member in consultation are to secure a substitute instructor if possible or if deemed necessary.

b. PARENTING LEAVE

Full-time faculty members with a tenure-track appointment of at least one year are eligible for the Parenting Leave plan after completing a minimum of one semester of their initial appointment. The College adheres to its high scholarly and educational standards, and at the same time supports the fact that a number of faculty have the dual concern of maintaining professional competency and of caring for children without harmful pressure of teaching and professional duties. Our primary concern is that a talented faculty member not be lost to Saint Mary's College because of the strains of maintaining both family and career.

The College's parenting leave policy is consistent with the following principles:

A faculty member who takes primary responsibility for the care of a newborn child or a newly adopted child while the College is in session, or near the beginning of a semester, should not feel compelled to return to work. Arrangements made in connection with the new child should disrupt the students' education and the operation of departments as little as possible.

Pregnancy, delivery and/or care of an infant are major events in the life of a faculty member. These events should not penalize a faculty member in pursuit of tenure.

The College offers faculty members a series of options. In consultation with the department, a faculty member may choose from the plans listed below the one most appropriate. The College includes the following policies as part of its parenting leave plan.

Tenure In the case of the birth or adoption of a child, the faculty member will be granted a one-year extension of the tenure probationary period. If he/she chooses to be considered for tenure at the normal date, the decision will be honored.

Benefits In all of the options, full benefits will continue with TIAA-CREF contribution and group life insurance prorated on the basis of salary.

Sabbatical Leave A faculty member of the rank of Assistant Professor or above who chooses one of these options acquires credit towards sabbatical on a prorated basis.

Teaching Assignment The faculty member needs to be able to negotiate an option which is workable for him/her and the department. If he/she continues to teach, every effort will be made to arrange a convenient teaching schedule. In the case

that the medical leave option is chosen, the College will hire a substitute, since faculty members cannot be expected to assume a colleague's full load during an extended medical leave.

The parenting leave options include:

Plan A - Medical Leave

The faculty member takes a medical leave (typically for a six-week period for normal pregnancy and delivery) but otherwise teaches full-time. he/she draws her full salary and benefits for the semester. Substitutes covering classes during the absence are paid by the College.

Plan B - One semester parenting leave: half pay, full benefits.

Plan C - One semester half-time teaching load: full pay, full benefits.

Note: circumstances such as the actual date of birth and complications will sometimes require an extension or combination of these options over a period of two semesters.

c. LONG-TERM LEAVES AND ABSENCES

1) POLICY

Longer absences resulting from total disability are covered through the College's participation in a group disability insurance plan. Between the onset of the disability and the beginning of long-term disability payments, the College will continue the faculty member's salary and benefits, for a maximum of six months, as though that member were still working. The salary continuation policy includes disabling maternity, illness, and disability.

The tenure status of faculty members on long-term disability is fixed at the time of the onset of the disability; i.e., tenured faculty retain tenure, untenured faculty resume their probationary period with their return to teaching. Further information on the College's long-term disability policy is available in Section IV, Faculty Personnel Policies.

2) PROCEDURE

As soon as a disability becomes known to the department chair, the chair reports this in writing to the Vice President and Dean of Faculty who in turn communicates this information to the Director of Human Resources who establishes the degree and likely duration of the disability. The department chair consults with departmental faculty to determine how the department is to cope with the faculty member's absence and communicates this information to the Vice President and Dean of Faculty. If further action is required, the issue may be taken to the Grievance Committee of the Faculty Assembly.

d. ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Persons in the Saint Mary's community with evidence of the HTLV III antibodies or Acquired Immune Deficiency Syndrome (AIDS) will be given the same attention and understanding that is given to any individual with a serious health problem. Each case will be unique and will be addressed based on the needs of the specific situation. Every effort will be made to assist these individuals in receiving the medical and health care needed while they remain in the Saint Mary's community. If individuals are unable to perform their normal job responsibilities, a transfer to another job may be arranged, or if the individual is unable to perform any other reasonable duties, a medical leave may be granted. In keeping with accepted procedures for individuals with other health problems, every effort will be made to protect the individual's confidentiality by not revealing identifying information.

Faculty and staff are encouraged to consult their personal physicians or use the services of the Employee Assistance Program for counseling and health needs. For questions of a non-medical nature, both the Counseling Center and Campus Ministry will provide assistance.

3. LEAVES OF ABSENCE WITHOUT SALARY

a. POLICY

Leaves of absence without salary may be granted to a faculty member should the situation be deemed appropriate by the department chair and the Vice President and Dean of Faculty. Appropriate reasons include professional growth, research activities, health, or family requirements. Faculty who are on long-term leave without salary are normally not eligible for continuation of benefits. Exceptions to this practice can be approved by the Vice President and Dean of Faculty. When exceptions are made, the faculty member pays the full premium.

b. PROCEDURE

A faculty member wishing a leave of absence without salary is to submit the request to the Vice President and Dean of Faculty with a copy to the department chair. The request should outline the nature of the proposed activity during the leave and such other information as would be useful in evaluating the request. In the case of a non-tenured faculty member applying for a leave without salary, the Vice President and Dean of Faculty and the faculty member will negotiate whether leave time will count as probationary time for purposes of tenure. Within two weeks of the date of the request, the department chair is to send to the Vice President and Dean of Faculty an evaluation of the request and department chair's recommendation. The Vice President and Dean of Faculty sends written notification to the department chair and the applicant of the Administration's decision within thirty days of the receipt of the original petition.

Normally requests for leave of absence without salary are made at least six months before the beginning of the semester the leave is expected to commence. The

department chair is to consult with the members of the department on how to meet the needs created by the faculty member's absence.

L. OUTSIDE EMPLOYMENT

Under normal circumstances, full-time members of the faculty and part-time tenure-track faculty members are not to engage in any outside employment during the academic year. Exceptions in cases involving special circumstances may be made. In these cases faculty members must request exceptions through their department chair. Requests must contain all pertinent information related to employment. The department chair will send this request along with a written recommendation to the Vice President and Dean of Faculty. The final decision will be made by the Vice President and Dean of Faculty in consultation with the President. If a favorable decision is made, it will be effective only for that particular situation.

M. PROCEDURES FOR AMENDING FACULTY POLICIES AND PROCEDURES

The President determines faculty policies and procedures only after consultation with the Vice President and Dean of Faculty and the Faculty. The Faculty may also propose changes directly to the President. The Vice President and Dean of Faculty ensures that this section of the *Governance Manual* is kept up to date.

SECTION IV

FACULTY PERSONNEL POLICIES

A. FACULTY SALARY: POLICIES AND PROCEDURES

1. SALARY

a. FULL-TIME FACULTY

The College strives to maintain faculty salaries at levels that are at or above those at other liberal arts institutions. Variations in salary exist depending upon the academic qualifications and experience of a faculty member, the faculty member's discipline, and the College's evaluation of the individual.

b. PART-TIME FACULTY

1) TENURE-TRACK

The salary for a member of the tenure-track faculty on a part-time appointment shall be the proportionate share of the appropriate salary for a full-time appointment.

2) NONTENURE-TRACK

Remuneration for part-time faculty normally follows a schedule which is based on performance and the number of years of service at Saint Mary's College.

2. SALARY PROCEDURES AND POLICIES

a. GENERAL PROCEDURES: COLLEGE

To assist the Administration in formulating its salary budget proposal, the Faculty Compensation Committee of the Faculty Assembly prepares a detailed report on the economic status of the faculty. 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 Assembly for its consideration. After consultation with the Faculty Compensation Committee of the Faculty Assembly, 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 fall meeting. The salary portion of the College budget is approved by the Board of Trustees (or the Executive Committee) at its winter meeting. The final budget is approved at the spring meeting of the Board of Trustees. Following preliminary approval of the College budget, the Vice President and Dean of Faculty informs the department chairs of the percent being allocated for cost of living, merit, and other salary adjustment.

b. GENERAL PROCEDURES: INDIVIDUAL SALARY DETERMINATION

Faculty salaries are reviewed annually. Department chairs notify each faculty member of the categories being used and of the percentage being used for each category (e.g., percent being allocated for cost of living, percent for merit, amount allocated for other adjustments). The department chairs then discuss with the faculty member the specific recommendation that is being made as well as the rationale for that recommendation. These recommendations are then submitted by the department chairs to the Vice President and Dean of Faculty. After consultation with the department chairs, the Vice President and Dean of Faculty meets with the President to determine the salary for each faculty member.

c. NOTIFICATION

During the first week of March each faculty member on a continuing appointment receives a letter from the Vice President and Dean of Faculty confirming rank, tenure status, and salary for the coming academic year. This notification also includes a statement of inclusive dates of that academic year. Department chairs receive a statement of the salaries for all faculty in their departments.

d. APPEAL

Faculty who wish to appeal their salary must do so within thirty days of their salary notification. Appeals must be in writing to the President of the College.

e. PAY OPTIONS AND PAY SCHEDULE

Full-time faculty and part-time tenure-track faculty have the option of being paid on a ten or twelve month schedule. Those who do not indicate a preference are paid on a twelve month schedule. Revisions in the method of payment can be made only by the faculty member in any year from May 1 to August 1. Faculty are paid on the first of the month beginning on the first of September. If the first falls on a holiday or a weekend (except for January 1st), the pay date will be the last banking day before the first of the month.

f. PAYROLL PROCEDURES

Earnings statements show deductions, such as for federal, state, and Social Security taxes, and any appropriate deductions for group insurance or voluntary payroll deduction plans. New faculty must complete federal and state tax withholding forms and choose benefit coverage before they receive their first earnings statement. These forms are sent to the faculty member from the Human Resources Office. If there are any questions about these forms or the process, they should be directed to a representative of the Human Resources Office. Faculty members' pay is direct deposited in a bank of the faculty member's choosing. A branch of the 1st Source Bank is located in the Student Center for convenience. Forms to open an account are available by contacting the bank directly.

g. PROMOTION INCREASES

It is the general policy of the College to grant special salary increases to faculty members upon their promotion. The President, in consultation with the Vice President and Dean of Faculty, sets the promotion amount.

h. CHAIR STIPEND

In addition to a reduction in teaching load, department chairs receive a stipend which is added to their salary.

i. FINAL PAYCHECK - FACULTY AND ADMINISTRATORS

When an individual terminates employment with the College, all College property must be returned, his/her office vacated, and all outstanding obligations to the College satisfied by the conclusion of the final day worked. In the case of faculty terminating at the conclusion of an academic year, this is assumed to be June 1 and for those terminating at the conclusion of the fall semester, January 1. The employee is responsible for securing clearance from each of the offices involved. These obligations include keys, credit cards, College I.D., any equipment assigned to the employee, and satisfaction of Morrissey Loan balances. Keys are to be returned to the Maintenance Department, credit cards and Morrissey Loan balances settled at the Business Office, the I.D. card returned to the Human Resources Office, and the Office of the Vice President and Dean of Faculty notified that the office has been vacated. A check form for this purpose is available in the Human Resources Office.

B. BENEFITS: FULL-TIME FACULTY

INTRODUCTION

The benefits described in this section pertain to full-time lay faculty of the College unless otherwise noted.

1. LIFE INSURANCE

Faculty members are covered on the first day of their academic appointments with a life insurance and accidental death and dismemberment policy equal to two times the individual's annual base salary rounded to the next highest \$1,000 to a maximum of \$50,000. The College pays the entire premium for this basic insurance.

Faculty members may also elect to purchase supplemental life insurance equal to two times the individual's annual base salary rounded to the next highest \$1,000. If faculty members elect not to participate in the supplemental plan when it is initially offered, they must present the insurance company with evidence of insurability prior to being admitted to the plan at a later date. There is no guarantee that the insurance company will extend coverage to faculty members who do not take this option within thirty days of the beginning of their appointment.

Faculty who leave the College at age 55 or older after 10 or more years of continuous service and who have coverage under the life insurance plan are provided with College paid life insurance in an amount equal to one-half of base annual salary up to a maximum of \$10,000.

2. LIFE INSURANCE: COLLEGE TRAVEL POLICY

When traveling on official College business, faculty are covered by an accidental death and dismemberment policy. The amount of payment in cases of accidental death varies according to salary, but in no case is less than \$25,000. The College pays the entire premium.

3. MEDICAL AND DENTAL INSURANCE

a. ELIGIBILITY

Immediately upon employment, full-time and part-time faculty members are eligible to enroll in a group health and /or a group dental benefit plan. The plan benefits are available on a single or family plan basis. The family plan covers the faculty member's spouse and her/his dependent children under the age of 19 or up to age 25 for a child who is attending school full-time, depends solely upon the employee for support, and is claimed as a dependent on the employee's annual income tax return.

Coverage for children ceases on either their 19th or 25th birthday or on the date in between on which they no longer meet the eligibility requirements.

Eligible faculty members usually enroll in the plans when they are first offered. If a faculty member does not elect coverage when first eligible, s/he can apply for coverage only during May of each year unless there has been a lifestyle change. A request for a change in coverage because of a change in lifestyle status (e.g., spouse with coverage loses insurance, marriage, divorce) may be submitted at any time during the year. Because of the pre-tax nature of premium payments, a faculty member may only cancel health and /or dental coverage effective June 1 unless there is a lifestyle status change.

b. COST

The College pays the majority of the cost of the health premium and half the cost of the dental premiums for full-time faculty. The specific amount of premiums paid by the faculty member is announced by June 1 of each year. Part-time nontenure-track faculty are eligible for participation in the medical and/or dental programs provided they pay the entire premium.

Part-time tenure-track faculty are eligible for a subsidy toward health premiums in an amount equal to the amount paid for full-time faculty with single coverage or if family coverage is elected, in an amount equal to one-half of the amount paid for full-time faculty with family coverage. If the amount paid toward single coverage is greater than one-half of the amount paid toward family coverage, the former amount will be contributed.

c. TERMINATION AND CONTINUATION OF HEALTH INSURANCE

Medical and/or dental coverage for full-time faculty members starts at the beginning of their first semester and ends at the start of the academic semester following their departure from the College.

Faculty members on the College's payroll as of July 1, 2005 may be eligible to continue participation in a Retiree Health Care Plan if they:

- are at least 60; and
- have accumulated 10 or more years of service at retirement.

Retirees must pay the full cost for dental coverage.

Information is available in the Human Resources Office describing the benefits provided under these plans.

4. UNEMPLOYMENT COMPENSATION

All faculty members are covered by provision of the Indiana Employment Security Act. This Act provides for weekly benefits in certain circumstances for individuals who are without employment. The Act is administered by the Employment Security Department of

the State of Indiana which can advise employees as to their rights and responsibilities under the Act.

5. WORKER'S COMPENSATION

The College provides coverage under the Worker's Compensation Act of the State of Indiana for every faculty member and employee on its payroll. People who suffer injury on the job, no matter how minor, should report the incident in writing to the Human Resources Office within 24 hours of its occurrence. If faculty lose time from their jobs as a result of an on-the-job injury or illness, they may be eligible for Worker's Compensation.

6. LONG-TERM DISABILITY

Full-time faculty are covered immediately by fully paid long-term disability insurance. This insurance provides disability income payments which equal 60% of base salary up to a maximum limit per month. Payments commence on the first day of the next month following six months of disability. The amount of the disability income payment is offset by the individual's Social Security disability payment, Workers' Compensation payment, and any payment received from another employer-financed disability plan. While drawing disability income, faculty who were eligible for full participation in the College's retirement program continue to have contributions for retirement made on their behalf.

During the period between the onset of disability and the start of the seventh month of disability, the College will continue the individual's salary at a monthly rate equal to 1/12 of the current contract salary with a maximum payment of 50% of contracted salary. Periods of disability which last less than a full month will be paid on a prorated basis according to the following formula: number of work days missed divided by total work days in the month times 1/12 of the current contract salary.

If Social Security disability payments begin while the employee is receiving College paid salary continuation payments, the amount of salary payment will be reduced by the amount of the Social Security disability payment received. The salary continuation policy covers any disabling illness including disabling maternity. The College retains the right to request medical verification of a condition of disability. (See also: Leave of Absence: Long-Term Leaves.)

During the first two years of disability, life insurance benefits are continued. The premium is paid by the College and the amount of insurance is equal to two times the contract salary in effect at the onset of the disability. If the faculty member carried supplemental life insurance prior to the onset of disability, it may be continued if the premium is paid by the faculty member. At the end of 24 months, College paid coverage will cease, but the faculty member can convert to individual coverage. Additionally, if the faculty member has at least ten years of service and is age 55, s/he will be eligible for paid up life insurance in the amount of one-half of salary up to a maximum of \$10,000.

For the first 23 months that a faculty member is receiving long-term disability payments, the faculty member is eligible for College paid health and/or dental coverage. The faculty

member may keep family members on the Plan during the period if s/he pays the difference between the individual plan premium and the family premium.

After 29 months of disability (5 months waiting period to be eligible for Social Security disability payments, plus 24 months of Social Security disability pay eligibility), the disabled faculty member, in most cases, is eligible for health insurance coverage through Medicare. Therefore, on the first day of the 30th month of disability, eligibility for the College's health/dental plan may be continued on the following basis:

If the faculty member had 5-9 years of active full-time service, the College will pay 1/3 of the premium cost and the individual will pay 2/3's of the cost. If the faculty member had 10-14 years of service, the College will pay 2/3's of the premium and the individual 1/3 of the cost. With 15 or more years, the entire cost of the individual's health insurance is paid by the College until age 65. Family coverage may be continued if the faculty member pays the difference between the individual plan premium and the family premium.

This Plan also is designed to work in conjunction with Medicare. If eligible, individuals are strongly encouraged to sign up for both Part A & B of Medicare.

7. COLLEGE RETIREMENT PLAN

a. ELIGIBILITY

Full-time faculty members are eligible to participate fully in the College's retirement program provided they have completed two academic years as full-time faculty in the rank of instructor or above at Saint Mary's College or at another institution of higher education.

Faculty members who do not meet the criteria listed in above are eligible to participate in the retirement program under one of the following options:

- 1) If the employee agrees to make a contribution equal to 6% of the employee's contracted salary, the College will match the 6% contribution until such time as the employee is eligible for a full contribution by the College;
- 2) If the employee chooses not to make a matching contribution, the College will make a contribution equal to 3% of the employee's contracted salary until fulfilling the waiting period for full participation in TIAA/CREF.

b. CONTRIBUTION OPTIONS

When the eligibility requirements have been met, the College will make a contribution of 10% of the faculty member's base salary to this retirement plan. The faculty member determines the allocation of these contributions between TIAA and CREF.

Additional voluntary supplemental contributions are also encouraged under the plan. The portion contributed by the individual may either be deposited in the faculty member's TIAA and/or CREF retirement account, or all or a part of the faculty member's contribution may be deposited in a separate Supplemental Retirement Annuity with TIAA or CREF.

c. TIAA-CREF ANNUITIES

Teachers Insurance & Annuity Association (TIAA) and its companion, College Retirement Equities Fund (CREF), offer several premium allocation options. Specific information on the several options offered is available in the Human Resources Office.

Under TIAA-CREF retirement plans the faculty members own the annuity contract, including all benefits purchased by their own and Saint Mary's contributions. The contract may not be cashed in or used to obtain a loan because the main purpose of the annuity is to provide retirement income. If faculty members change jobs, they retain all Saint Mary's accumulated contributions as well as their own.

The retirement plan also gives the participant a salary or annuity option through which the individual's contributions can be increased by written agreement. Under this agreement the individual's salary is reduced, and the College pays the amount of the reduction to TIAA-CREF. The amount a participant can contribute is regulated by law. The participant has the option of having this amount paid to the regular contracts along with the College contribution or of having it paid to Supplemental Retirement Annuities. The value of the option lies in the fact that amounts so contributed are currently tax-free to the participant. The option may be elected at any time. There is no waiting period.

The amount of income received at retirement depends upon several factors such as the size of accumulation, when payments begin, age at retirement, and the age of a spouse if a survivor option is chosen.

During sabbatical leave, the College continues its contribution on the basis of the amount of salary actually paid.

d. INFORMATION

More detailed information on these plans and the faculty member's options can be obtained from the Human Resources Office or by writing or calling TIAA-CREF directly at:

Teachers Insurance & Annuity Association/College Retirement Equities Fund
730 Third Avenue
New York, New York 10017
Telephone Number: 800-842-2733

Forms for enrollment in the regular TIAA-CREF retirement plan, the Supplemental Retirement Annuity, and forms for address changes or allocation of benefits between TIAA and CREF are also available in the Human Resources Office.

8. SOCIAL SECURITY: FEDERAL INSURANCE CONTRIBUTIONS ACT

Faculty members of the College are automatically covered by the Federal Insurance Contributions Act (FICA). The College pays one-half of the current tax charged by the program and the faculty member pays the other half through payroll deductions. The amount of the tax is regulated by federal law.

9. EDUCATIONAL BENEFITS

a. SAINT MARY'S COLLEGE COURSES AND PROGRAMS

1) ELIGIBILITY

- Full-time and part-time tenure-track faculty members are eligible to take courses at Saint Mary's College without tuition charge, provided the entrance requirements for the courses are met.
- Spouses and dependent children of full-time faculty members may attend Saint Mary's College without paying tuition if the regular admission requirements are met.
- Spouses and dependent children of retired, disabled, or deceased faculty members who:
 - served the College as full-time faculty members for at least eight years and who
 - served on the faculty at the time of retirement, disability, or death,
- may attend Saint Mary's College without paying tuition if the regular admission requirements are met.
- Dependent children of eligible faculty may also take one three-hour class, without tuition charge, in a summer program offered by the College.
- Males covered by these policies are eligible to take classes but are not eligible to receive degrees from the College.
- Tuition does not include any laboratory or special course-related fees.
- Students who participate in the overseas program at Saint Mary's College will be eligible for waiver of an amount equal to the tuition charge in effect on the home campus.

2) PROCEDURES

To be eligible for tuition remission at Saint Mary's College, the spouse or child must comply with all institutional policies in effect on the date of enrollment with respect to financial aid and supplemental financial assistance. Contact the Financial Aid Office for details on financial aid.

b. NOTRE DAME COURSES

Unmarried, dependent sons and daughters of full-time and part-time tenure-track faculty members may attend the University of Notre Dame with a waiver of part or all of tuition, provided they meet the regular admission requirements of Notre Dame and are accepted as undergraduate students. The amount of the grant is subject to the same rules and regulations that the University applies to children of its faculty. The total number of credit hours available to the College for this program is limited. This program is, therefore, reviewed regularly and is subject to modification or termination. If the program is terminated, Saint Mary's College assumes no financial obligation for continuing studies at the University.

c. TUITION GRANT PROGRAM

This program, entitled the "Saint Mary's College Tuition Grant Plan," provides the opportunity for unmarried, dependent children of tenured faculty members to attend institutions of higher education other than Saint Mary's or Notre Dame. Under the provisions of this plan, children of full-time tenured faculty members and who are enrolled in undergraduate programs at institutions of higher education are eligible for the lesser of the following two amounts:

- The tuition at the institution attended, or one-third of the current tuition charge for full-time students at Saint Mary's College for that academic year.
- An amount equivalent to one-half of this benefit is available to eligible children of part-time tenured faculty members.

In order to be eligible for the tuition grant, the prospective students and parents must apply for all grants or scholarships from any source for which they might be eligible, including state, federal, and institutional awards. Amounts received for tuition from these sources or any other source, must be deducted from the total tuition before the College's grant is determined. Grants are available for a maximum of eight semesters of undergraduate study, or their equivalent. The period of study need not be consecutive. Grant payments will be made directly to the institution attended on a per term or semester basis. The grant also applies to courses taken during summer sessions.

Children will continue to be eligible for this grant as long as the parent remains on the faculty of the College. Their eligibility will not be terminated in the event of death,

total disability, or retirement of the parent. Application for the grant is made through the Director of Human Resources.

10. MOVING EXPENSES AND MOVING ASSISTANCE

a. EXPENSES

At the time of initial appointment, the College will pay up to 10% of the faculty member's starting contract salary with a maximum of \$5,000 toward moving expenses. This money may be used for anything which the Internal Revenue Service allows as a moving expense deduction. In some cases the College will allow additional money for moving, but in these cases additional restrictions may be imposed on how the money may be spent. The amount of money allowed and the conditions under which it may be spent are determined by the Vice President and Dean of Faculty and included in the letter of initial appointment. Receipts for all claimed expenses must be submitted to the Vice President and Dean of Faculty after the move is completed.

b. ASSISTANCE

Several faculty have organized a faculty group to assist those who are moving. This group offers assistance to all faculty especially those who are moving their own goods and property. Those who desire to avail themselves of this free service should call the Chair of the Faculty Assembly for further information.

C. BENEFITS: RETIRED FACULTY

1. RETIREMENT POLICY

Policies regarding retirement will be found in the section on Termination of Service.

2. BENEFITS

a. TIAA-CREF

At retirement, TIAA-CREF and Social Security, which had been benefits, take the place of salary. Both plans are very complex, and securing maximum benefit takes careful planning. One may, for example, draw on a TIAA or CREF account in three increments. One may transfer money from CREF to TIAA. The provisions of Social Security are constantly changing. Faculty members may obtain help in their planning from TIAA-CREF, the Social Security Administration, and from the Human Resources Office.

b. MEDICAL INSURANCE

Retired faculty members are covered by medical and life insurance according to the provisions described in the section on Medical and Life Insurance.

c. EDUCATIONAL BENEFITS

The spouses and unmarried, dependent children of retired faculty members are eligible for the same 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.

3. SERVICES AND FACILITIES

Retired, tenured faculty members are provided office space as available. These faculty members may also use supporting services at the College (secretary, telephone, supplies) within the limitations of their department's budget. Retired faculty members retain full library privileges as well as full access to the services and additional benefits described in the section entitled General Information/Facilities.

D. BENEFITS: FACULTY MEMBERS ON LEAVE

1. SABBATICAL LEAVES AND OTHER LEAVES WITH SALARY

a. 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. The College's contribution to TIAA-CREF will be based on 10% of the actual salary paid during the sabbatical leave.

b. 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 (secretary, telephone, duplicating, etc.) with the understanding that consideration is given to those who replace them in their teaching.

2. LONG-TERM LEAVES WITHOUT SALARY

a. 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. Exceptions to this policy can be approved by the Vice President and Dean of Faculty. When exceptions are made, the faculty member pays the full premium.

b. SERVICES AND FACILITIES

Faculty members on leave without salary may negotiate with their chair and the Vice President and Dean of Faculty on the services and facilities that will be available to them.

E. CONDITIONS OF EMPLOYMENT

1. TEACHING LOAD

The normal course load for faculty is seven courses per year or the near equivalent, with four courses taught one semester and three during the alternate semester. The Vice President and Dean of Faculty, after consultation with the department through its chair, determines the actual number of courses, credit hours, amount of studio, laboratory, or classroom time, and class size requirements for faculty in each department. The Vice President and Dean of Faculty tries to ensure that faculty teaching loads are distributed as evenly as possible.

The teaching loads of faculty members are reduced in various circumstances. Although these reductions are stated in terms of courses, they are interpreted by departments in the same way as the basic requirement. Department chairs 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 department to integrate load reductions into its program. Other faculty members in the department are not expected to carry additional teaching responsibilities to accommodate load reductions.

2. TRAVEL POLICY: PROFESSIONAL CONFERENCES

a. EXPENSE COVERAGE

The College encourages attendance at and participation in professional meetings in the belief that both the College and the faculty member benefit.

Every faculty member is entitled to an expense allowance for one professional meeting a year. For meetings in the contiguous United States, Canada, and Mexico, the College pays full expenses up to a limit of \$1000 if the faculty member participates in the program (e.g., by delivering a paper, chairing a session, serving as a formal discussant on a panel, serving as a member of a formal council or committee), and one-half of the expenses up to a limit of \$500 for attendance at a meeting. For faculty attending meetings in countries other than those mentioned, the College pays transportation to the United States border nearest the country of destination. If a faculty member attends a professional meeting as an officer of the College, or to recruit faculty, the College pays all expenses.

b. TRAVEL ARRANGEMENTS AND VOUCHERS

The necessary arrangements due to one's absence are made with the approval of the department chair.

To obtain travel funds, the faculty member completes the four-part "Travel Request Form" available from department chair or from the Vice President and Dean of Faculty at least two weeks prior to departure. If a faculty member is participating in the program, a copy of the program or other evidence of participation must

accompany the request. The form is submitted to the department chair who approves full or half expenses and certifies that this is the faculty member's trip in a given year. The chair sends the form to the Vice President and Dean of Faculty. The Vice President and Dean of Faculty reviews the request and, if approved, forwards the form to the Business Office which will issue a cash advance of up to \$200. The faculty member may opt not to receive an advance payment.

Faculty members traveling on a College voucher must obtain airline tickets at the lowest possible price. Automobile travel is appropriate if the overall cost is not greater than the cost of economy air fare. If automobile travel is appropriate, College cars must be used if available. (College cars may be signed out from the Maintenance Office in the Facilities Building.) If faculty members use their own cars, they are reimbursed at the College's applicable rate. Faculty members will not be reimbursed for food expenses which on average exceed the per diem set by the College. (Both the current mileage rate and the per diem rate for food expense for the duration of the trip may be obtained from the Business Office.) Expense receipts for any items over \$10.00 must be submitted. Personal expenses (e.g., taxi fare for shopping trips, haircuts, or toiletries) and tips exceeding 15% will not be reimbursed.

At the conclusion of a trip, faculty members resubmit to the Business Office the "Travel Request Form" with receipts and an accounting of all expenses. Faculty members receiving prepayment of travel expenses must reimburse the College if expenses were less than estimated.

c. TRAVEL BUDGET

The Travel Budget is maintained by the Vice President and Dean of Faculty. In preparing the budget, each department chair, each year, consults with department members to anticipate expenses for the next academic year and submits an estimate of need based upon faculty plans for the year. Since travel expenses vary so widely from year to year, depending upon the locations of meetings, the department is expected to provide the administration only with an estimate of the expenses.

3. TRAVEL POLICY: SUPPLEMENTARY

In addition to funds for travel to professional conferences, there are some additional funds available for other types of faculty travel. The arrangements for traveling and the rules for spending money 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.

a. SUPPLEMENTAL FUNDS FOR TRAVEL

The Center for Academic Innovation has some supplementary funds for travel. For example, the College subsidizes travel and fees for attendance at the Mid-West Faculty Seminars organized by the University of Chicago.

b. 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.

c. 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 Office of the Vice President and Dean of Faculty, in the third through the Alumnae Office, in the last by the Development Office.

4. 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 desk, telephone, chair, and filing cabinet. Additional equipment such as typewriters, desk lamps, bulletin boards, blackboards, and bookcases are sometimes available. Faculty members consult department chair to obtain the furniture and equipment they need.

5. SECRETARIAL SERVICES

Ordinarily, several departments share the services of one secretary. The departments which share a secretary work out a fair allocation of the secretary's time and a priority of the jobs to be done. Secretaries are generally responsible for typing departmental reports, class syllabi and examinations, class materials, letters of recommendation and professional letters, reports and material for College committees on which faculty serve, and manuscripts of professional work. Secretaries should not be asked to do personal work on College time (e.g., typing the final copy of a dissertation).

6. SUPPLIES AND SERVICES

Each department maintains its own stock of supplies for academic and professional purposes. Provision for supplies is made through the department 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.

The department budget for supplies and services is governed by the budget definitions and categories delineated in Chart I.

CHART I

BUDGET CATEGORIES AND DEFINITIONS

<u>CATEGORIES</u>	<u>ACCT.NO.</u>	<u>CATEGORY DESCRIPTION</u>
Advertising	70620	Includes all costs of advertising in various publications.
Duplicating & Xeroxing	70410	This account is charged with all in-house duplicating, xeroxing, or other printing.
Equipment & Repairs	71140	Includes all costs of repairs and maintenance by other than institutional personnel. Included in this account are typewriter maintenance agreements and repairs made on equipment by outside service people and not covered by maintenance agreements.
Fax	73900	Fax charges from telecommunications or other sources.
Food Services	70020	All expenses related to food for various departmental activities are charged to this account.
Lecturers	71310	Charges to this account include stipends and travel costs of outsiders coming to campus to give lectures.
Memberships and Dues	70700	Includes any charges for department memberships or dues to accrediting organizations.
Non-Capital Equipment	72000	All equipment purchases less than \$400 should be charged here. This will include items which have a life of longer than one year, but are not considered a supply. Such items might include a small calculator, a second-hand typewriter, or other such items.

Non-Capital Computer Equipment	72050	All computer equipment less than \$1,000 should be charged here. This will include items which have a life longer than one year, but are not considered supplies such as inkjet printers, scanners or other such items.
Printing	70410	Includes the purchase of contracted printing or photocopying from outside sources. This does not include the purchase of supplies such as paper and photocopy supplies or the purchase of printed forms. These items should be charged to one of the supplies accounts (8200, 8210, 8212).
Postage	72500	Covers postage, freight, and express delivery charges and any other cost of transporting articles.
Professional Conferences	70200	This account should be charged with expenses relating to travel to and from the conference (hotel bills, taxi fare, and any other charges that would be related to expenses of travel).
Subscriptions	73210	All publications purchased for the use of the department should be charged here.
Supplementary Travel	70210	Expenses appropriately charged to this account are detailed in the section titled <u>Travel Policy: Supplementary</u> .
Supplies Audio-Visual	71830	Films, tapes, and other audio-visual materials are charged to this account
Supplies-Instructional	71820	All classroom supplies should be charged here.
Supplies-Office	71800	All supplies used for department or faculty offices are charged to this account.
Telephone-Long Distance	73910	Includes all long distance phone charges and any expenses for telegrams.

7. 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 budgets. To facilitate this, all unstamped mail should have a department designation. Intercampus mail service to Notre Dame is provided at no charge.

8. 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.

9. TELEPHONE SERVICE

In addition to standard telephone service, the College participates in the SUVON network sponsored by the Indiana Higher Education Telephone System. This network provides trunk lines to all college and university campuses in Indiana for direct dial calls to the campus phone system. In addition, many campus phone systems in the SUVON network have facilities for off-campus calls. Calls made through this system are not individually billed; faculty are urged to use it for all professional calls within the state. Instructions for using SUVON are in the front of the Saint Mary's Campus Directory or call Telecom at 4696 with questions.

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 a Board of Trustees, of the College, Faculty Assembly, 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.

11. CAMPUS FACILITIES AND SERVICES

Faculty may arrange for the use of various campus facilities and services. All facilities including the conference rooms in Le Mans are scheduled through the Office of Special Events with the exception of the following:

CHART II

CAMPUS FACILITIES AND CONTACTS FOR SCHEDULING

All special requests for room reservations are to be processed through the Office of Special Events unless otherwise noted below.

<u>FACILITY</u>	<u>CONTACT</u>
Angela Athletic Facility	Academic Year--Director of Athletics Non-Academic--Office of Special Events
Chapels/reflection rooms	Campus Ministry
Classrooms, including Carroll Auditorium when classes are in session (see also: Tech classrooms)	Registrar
Classrooms, including Carroll Auditorium, when classes are not in session	Office of Special Events
Food Service (Catering)	Sodexo Food Service
Le Mans 137	Secretary to the President
Le Mans 201	Alumnae Office
Moreau Art Galleries	Art Gallery Director/Office of Special Events
President's Dining Room	Secretary to the President
Riedinger House	Alumnae Office
Technology classrooms (single use – any time)	Office of Special Events
Welcome Center	Admission Office

12. 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 collection manager and at other times at her 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 is published in the library handbook, available from the Reference Department.

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.

There are twelve study carrels in the Library for assignment to faculty members engaged in research and writing. Assignments are made for one term at a time. A written application must be submitted to the Library Committee; applications for the summer and fall sessions are due by April 15, and for the spring session by December 1. The Library Committee will consider each application, and the faculty member will be notified two to three weeks before the first day of the requested period whether or not a carrel has been assigned. Application blanks and a complete policy statement are available in the Office of the Director of the Library.

The seminar room, group study rooms, and other special rooms in the Library are reserved for Library-related activities. These rooms may be reserved for such use by applying to the Director.

Regularly scheduled classes are not to be held in the Library.

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

Faculty at Saint Mary's College enjoy regular borrowing privileges at the Bethel College Library, the library at Indiana University South Bend and at Holy Cross College. The use of local public libraries is based on residency. For more detailed information the local library of an individual faculty member should be contacted.

Contact the Library for hours of operation.

F. GENERAL INFORMATION: FACILITIES, SERVICES, AND POLICIES

1. ADOPTION ASSISTANCE

a. 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 sixteen in connection with adoption instead of the requirement for a petition.

b. PAYING FOR THE PLAN

The full cost of the adoption benefit plan is borne by the College. There is no cost to the individual.

c. 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.

d. COVERED EXPENSES

The following covered expenses are reimbursed by the plan if they are reasonably related to the adoption of a 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.

e. EXPENSES NOT COVERED

The adoption plan will not reimburse:

- 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.

2. ANGELA ATHLETIC FACILITY POLICIES

Persons entering Angela Athletic Facility will be required to present a valid Saint Mary's College Community card or Family Pass at the reservation desk, sign the registration log, and register any guests. Cards will be retained and returned when participant signs out and leaves the building. (Saint Mary's College faculty members and administrative staff must show ID cards, but will not be required to leave their card at the desk.)

a. BUILDING HOURS

1) ACADEMIC YEAR

6:00 a.m.-11:00 p.m.	Monday through Thursday
6:00 a.m.-5:00 p.m.	Friday
8:00 a.m.-5:00 p.m.	Saturday*
10:00 a.m.-11:00 p.m.	Sunday

Holiday and vacation hours are posted. No one is permitted in the building prior to posted hours.

* NOTE: Angela Athletic Facility is closed on Notre Dame home football game days.

2) BREAK PERIODS

Angela Athletic Facility will be closed on school holidays and during break periods when the facility is not staffed. No one is permitted in the building during this time.

3) SUMMER

During the summer season, Angela Athletic Facility is controlled by the office of special events and hours will be posted by them. All policies and privileges are still in effect.

b. PRIVILEGES

1) STUDENTS, FACULTY, ADMINISTRATORS, AND STAFF MEMBERS

a) RESERVATION PRIVILEGES

All reservations during the academic year need to be cleared by the facilities director in Athletics and then the office of special events. During the summer, all reservations should go through the office of special events

b) GUEST POLICY

Students, administrators, faculty, and staff members of Saint Mary's College may bring a maximum of three guests into the facility. Guests must be accompanied by their host and must be participating in the same single-court activity.

2) SAINT MARY'S COLLEGE ALUMNAE

a) SAINT MARY'S COLLEGE ALUMNAE have walk-in privileges which allow them to claim any open, unreserved, or forfeited court time.

b) Saint Mary's College alumnae may bring one guest into Angela Athletic Facility. This guest must be accompanied by the hostess, and must be participating in the same single-court activity.

3) SPOUSE AND GROWN CHILDREN

a) THE SPOUSE AND CHILDREN, up to the age of twenty-one, of Saint Mary's College administrators, faculty, and staff members have walk-in privileges which allow them to claim any open, unreserved, or forfeited court time.

b) The spouse and children of Saint Mary's College administrators, faculty, and staff members may bring one guest into Angela Athletic Facility. The guest must be accompanied by the host, and must be participating in the same single-court activity.

c) When using Angela Athletic Facility, Saint Mary's College administrators, faculty, and staff members' children under the age of 16 must be accompanied and supervised by their parent.

d) The spouse and children of Saint Mary's College administrators, faculty, and staff members using Angela Athletic Facility are required to have a valid Family Pass card for identification. These cards may be obtained free of charge in the Angela Athletic Facility by any member of the Saint Mary's

College administration, faculty, or staff. Family Pass cards must be renewed annually.

- 4) UNIVERSITY OF NOTRE DAME STUDENTS may use Angela Athletic Facility when accompanied by a Saint Mary's College community member. These guests must be participating in the same single-court activity as their Saint Mary's host or hostess. The participation ratio of Notre Dame students to Saint Mary's students in any one activity must be approximately equal.
- 5) UNIVERSITY OF NOTRE DAME STAFF MEMBERS may use Angela Athletic Facility as a guest of a Saint Mary's College community member. These guests must be accompanied by their host, and must be participating in the same single-court activity as their host.
- 6) FULL-TIME EMPLOYEES OF SODEXHO, HOLY CROSS CONVENT, AND HOLY CROSS SERVICES CORP, as a courtesy of the College, have walk-in privileges which allow them to claim any open, unreserved, or forfeited court time. This courtesy is extended to full-time employees and ONE guest. Employees of Sodexho, Holy Cross Convent, and Holy Cross Services Corp. must present their appropriate Saint Mary's community ID at the reservation desk.
- 7) GUESTS using the facility will sign in at the front desk. This sign-in sheet provides the following information for the guest:

I understand and agree that Saint Mary's College is not responsible and cannot be held liable for any accident or injury that may occur from participation in any activity in the Angela Athletic Facility.

No guest may be in the building without registering at the desk on the sign-in sheet.

c. LOCKERS

Lockers for Saint Mary's students are located on the playing floor of Angela Athletic Facility. Permanent lockers are issued to varsity and club members during their season. All other lockers are to be used on a daily basis; no locks should be left on overnight. Men using the facility may use the upstairs locker room.

The upstairs women's locker room is for Saint Mary's College administrators, faculty, and staff only. Because of the high use of the facility and limited number of lockers in the male and female staff locker rooms, we are unable to issue these lockers on a permanent basis. However, female staff members may request a permanent locker in the student locker room.

NOTE: THE EXIT DOORS NEAR THE FITNESS CENTER AND THE GYMNASTICS AREA ARE FOR EMERGENCY USE ONLY AND ARE NOT TO BE USED FOR ENTRY TO OR EXIT FROM THE FACILITY.

3. ANIMALS ON CAMPUS

College policy does not allow faculty members to bring pets on campus.

4. BANKING

Both the 1st Source Bank and the Notre Dame Credit Union have branch operations on campus. The 1st Source facility is located in the Student Center and the Credit Union branch is in Lourdes Hall. Call a representative of either facility for account information and benefit of participation.

5. BOOKSTORE AND CONVENIENCE STORE

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 Saint Mary's College Convenience Store stocks cold pop, munchies, candy & ice cream and many other convenience items. Munch money is accepted in the convenience store but merchandise is not discounted. 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.

6. 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 invested in an automated 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 Card Access Security System.

All students are issued an Access Card with their student ID card. In addition, all full-time College employees (administrators, faculty, and staff) who have a job-related need to gain access frequently to the restricted areas may request an Access Card. An Access Card can be requested via the "Access System Request Form" from the Security Department after first getting approval of one's department head. A fee is charged for lost Access Cards. Employees are cautioned to control responsibly their Access Card to ensure that residence halls remain safe.

7. CHANGE IN PERSONNEL INFORMATION

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

8. CHAPEL AND CHURCH FACILITIES

Saint Mary's College

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

Regina Hall Chapel is located in the center wing of Regina Hall. The chapel accommodates approximately 250.

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

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

The Church 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 Campus Ministry Office and distributed to all departments. Specific scheduling questions should be directed to Campus Ministry.

University of Notre Dame

Sacred Heart Basilica is the main church for the celebration of liturgy at the University of Notre Dame. Its capacity is about 1200. For information regarding the schedule of masses, please contact either Notre Dame or Saint Mary's Campus Ministry offices.

9. CHECK CASHING

Faculty members with proper identification may cash personal checks at the Business Office cashier's window. This service is available at times posted at the beginning of each semester.

10. 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.

11. 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. Faculty members also receive *Courier*, the alumnae quarterly and *Chimes*, a publication of student and faculty members literary work.

12. COUNSELING SERVICES: COLLEGE ASSISTANCE PLAN

The Saint Mary's College Assistance Plan is a confidential, professional service, designed to help College faculty and staff in times of personal crisis. The program utilizes the services of Madison Center to assist in 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 Madison Center program, or is referred to other community resources. The College Assistance Plan is available to all full-time College faculty, staff, and their families.

For further information on this program, call Madison Center or the Director of Human Resources.

13. CULTURAL EVENTS AND THE CULTURAL EVENTS CALENDAR

A list of the concerts, lectures, plays, and other events which occur throughout the year is available on the SMC Web site. 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.

14. DINING FACILITIES

Faculty members are eligible to use the facilities of the Dining Hall and the Cyber-café in the Student Center.. Contact the Dining Hall for the hours of operation and special discount opportunities available to employees.

15. EARLY CHILDHOOD DEVELOPMENT CENTER

Children of Saint Mary's College faculty members are eligible for enrollment in the Early Childhood Development Center on the campus of Saint Mary's College. (Grandchildren, nieces, and nephews are not eligible to participate.) During the academic year children between the ages of three and six years are eligible to enroll in the Center. The Center operates five days a week from 7:30 a.m. to 5:30 p.m. A hot lunch is provided. Various part-time schedules are also available. Tuition is determined by the schedule chosen. The Center provides a practicum experience for students majoring in education, nursing, and psychology. All members of the teaching staff have undergraduate degrees and some have advanced schooling in the field. The Center also offers an eight-week summer day camp program for children between the ages of 3 and 9 years. Registration for the summer and fall is held in the spring of each year. Faculty members are encouraged to apply early.

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.

16. HEALTH AND WELLNESS SERVICES

Access to Health and Wellness Services is limited to students.

17. 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 but retiring faculty members must return I.D. cards to the Human Resources Office when a faculty member service with the College ends.

18. KEYS

A faculty member whose job requires keys to College buildings or equipment should keep these keys in a safe place at all times. Keys must not be copied nor should they be loaned to anyone. If keys are lost or found, the department chair should be notified immediately. There is a \$5.00 key replacement fee.

19. LADIES OF NOTRE DAME AND SAINT MARY'S

The Ladies of Notre Dame and Saint Mary's is an organization of wives of faculty and administrators, as well as professional women serving Saint Mary's College and the University of Notre Dame. Dues are \$10.00 a year, and meetings are held monthly during the academic year to promote the social and cultural welfare of its members and to foster friendship within the Notre Dame/Saint Mary's family. Meetings are generally held the first Tuesday of each month; however, depending on the program, certain meetings may be held on other dates. The organization offers a variety of interest groups such as Bridge, Cosmopolitans (an international friendship group), Gourmet Cooking, and several sports and family activities.

Members are encouraged to give service to both institutions and to the community through several supportive programs. Such programs include UNICEF, and the support of the Friends of the Library at Notre Dame through the Memorial Gift Fund. The Ladies of Notre Dame and Saint Mary's Scholarship Fund provide support to students through the Offices of Financial Aid at both schools.

Kaleidoscope, the newsletter of the Ladies of Notre Dame and Saint Mary's, is published at regular intervals during the academic year. All eligible members receive the first issue of each semester; all issues are mailed to active members.

20. LOST AND FOUND ARTICLES

Articles lost or found on the campus should be promptly reported to the Security Department.

21. 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 Business Office.

22. MOTOR VEHICLES AND PARKING

Faculty members may park in authorized parking areas after obtaining a Saint Mary's College parking tag from the Security Department. There is no charge for the tag.

23. NOTARY SERVICES

Faculty members are provided with notary services by the staff of the Business Office. This service is available during business hours, subject to other demands on personnel; there is no charge.

24. POST OFFICE

The campus Post Office is located on the ground level of Holy Cross Hall. It offers the services of stamp and mail order purchases, mail registry, and parcel post services. Check with the Post Office for the hours of operation.

25. REMEMBRANCES: ILLNESS OR DEATH

As a general rule, in the event of the illness or death of a faculty member or a 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.

26. SEXUAL HARASSMENT

a. POLICY

In our academic community, we seek to foster the fullest development of women's talents and aspirations, by promoting intellectual vigor, aesthetic appreciation, religious sensibility and social responsibility. The mission of Saint Mary's College can be realized only in an atmosphere of mutual trust and respect. Actions which diminish such an atmosphere shall not be condoned or tolerated.

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 as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when;

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- 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
- 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 of the gender and position of the person making the complaint.

Individuals from Saint Mary's College have been assigned the responsibility of becoming familiar with the issue of harassment and providing advice and counsel to employees offended by unwelcome comments or behavior. These individuals are: the Director of Human Resources, Vice President/Dean of Faculty and Associate Dean of Faculty.

b. HOW TO HANDLE OFFENSIVE COMMENTS OR CONDUCT

If a faculty member or member of the staff is faced with comments or conduct of a gender based or sexual nature which are offensive or threatening, the person is encouraged to handle the situation in a direct manner immediately by telling the person calmly, politely and clearly that the conduct is offensive and that the individual wants it to stop.

If the individual is reluctant to confront the individual directly, the individual may seek assistance by complaining to a person in a position of authority and asking for assistance. A faculty member may complain to a chair of any department, the Vice President/Dean of Faculty, Associate Dean of Faculty or Director of Human Resources. Any other employee of Saint Mary's College may complain to the Director of Human Resources or head of the employee's department.

c. 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, Vice President/Dean of Faculty, Associate Dean of Faculty, or Vice President for Student Affairs. 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 assured that retaliation does not occur.

d. DISCIPLINE

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.

e. 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.

f. RELATED UNPROFESSIONAL CONDUCT

Relationships between a student and an individual with professional responsibility for that student deserve particular attention. A college employee with professional responsibility for a student has real or potential power and authority over that student in a variety of roles including but not limited to instructor, adviser, work study supervisor, counselor, and committee member.

To ensure that employees shall not abuse that power, no employee shall engage in or solicit an amorous or sexual relationship (consensual or otherwise) with a student:

- 1) who is enrolled in a class being taught by the employee;
- 2) whose academic work is being supervised by the employee;
- 3) who is a member of a college group which is supervised or advised by the employee; or
- 4) who needs to rely, or does rely, on that individual for guidance, direction, advice or assistance in her academic pursuits.

Amorous and/or sexual relationships between a student and an individual with professional responsibility for that student are presumed to constitute unprofessional conduct. The consensual nature of such a relationship does not necessarily constitute a defense to a complaint of sexual harassment or related unprofessional conduct.

27. GENERAL HARASSMENT POLICY

a. POLICY

Saint Mary's College is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and study in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

Saint Mary's College has developed this policy to ensure that all of its employees and students can work and study in an environment free from harassment, discrimination and retaliation. Saint Mary's College will make every reasonable effort to ensure that all employees and students are familiar with these policies and aware that any complaint in violation of such policy will be investigated and resolved appropriately.

b. EQUAL EMPLOYMENT OPPORTUNITY

It is Saint Mary's College's policy to ensure equal employment and educational opportunity without unlawful discrimination or harassment on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law. Saint Mary's College prohibits any such discrimination or harassment. As well, as a part of our Catholic values, Saint Mary's College prohibits discrimination against an employee or student based on sexual or political orientation.

c. DEFINITIONS OF HARASSMENT

- 1) Sexual and gender harassment is prohibited and will be handled as discussed in the policy titled, "Sexual Harassment and Related Unprofessional Conduct".
- 2) Harassment on the basis of any other protected characteristic is also prohibited. Under this policy, verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, or any other characteristic protected by law violates this policy. As well, harassment because of an individual's sexual or political orientation is prohibited. Harassing conduct includes, but is not limited to the following conduct which is based upon an individual's race, color, religion, national origin, age, disability, sexual or political orientation: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion and that is posted or circulated on campus.

d. INDIVIDUALS AND CONDUCT COVERED

This policy applies to faculty and staff, whether related to conduct engaged in by students, employees or by an outsider not directly connected to Saint Mary's College (such as an outside vendor).

e. RESPONSIBILITIES OF FACULTY MEMBERS, MANAGERS AND SUPERVISORS

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, Vice President/Dean of Faculty, Associate Dean of Faculty, or Vice President for Student Affairs. Complaints will be immediately and fully investigated. To the extent feasible, the investigation will protect the privacy interests of all affected parties.

f. REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

Faculty members and employees who believe they are being subjected to harassment may, if they feel comfortable doing so, advise the offender that his or her behavior is offensive and request that it stop. If faculty members are not comfortable doing this, they are encouraged to immediately report the behavior to the Director of Human Resources, Vice President/Dean of Faculty or Associate Dean of Faculty. If any other employee is not comfortable doing this, they are encouraged to immediately report the behavior to the Director of Human Resources or a department manager. Saint Mary's College encourages prompt reporting of all perceived incidents of discrimination, harassment or retaliation regardless of the offender's identity or position.

Saint Mary's College encourages the prompt reporting of complaints and concerns so that immediate and constructive action can be taken before relationships become irreparably strained. Although no reporting deadlines have been established, early reporting and intervention is the most effective method of resolving offensive behavior.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and will be subject to disciplinary action. Acts of retaliation should be reported immediately through the same channels as are identified above.

g. RESOLUTION OF COMPLAINT

Appropriate discipline, up to and including termination of employment, will be imposed if an investigation results in a finding the behavior prohibited by this policy has occurred.

False and malicious complaints of harassment, discrimination or retaliation will not be tolerated; appropriate disciplinary action will be imposed.

28. SUMMER CAMPS

Saint Mary's offers various summer camp programs for children. For specific details on these programs call the office of the Director of Athletics and Recreation or the Office of Special Events.

29. TRAVEL BUREAU

A branch office of Anthony Travel is located on the first floor of Haggar College Center.

30. UNIVERSITY CLUB

Faculty members of Saint Mary's College are eligible for membership in the University Club located on the campus of Notre Dame. The Club serves meals, has a bar, and promotes social events for its members. There is a membership charge.

G. PROCEDURES FOR AMENDING FACULTY PERSONNEL POLICIES

The different parts of this section are under the jurisdiction of various administrative officers and off-campus organizations. The Faculty Compensation Committee of the Faculty Assembly is charged with responsibility for ensuring that the interests of the faculty members are represented and will be consulted when major changes in these personnel policies are being considered. The Director of Human Resources is responsible for keeping this section up to date.

SECTION V

**GOVERNANCE OF THE FACULTY:
THE FACULTY ASSEMBLY**

A. FACULTY AUTONOMY AND SHARED GOVERNANCE

THE PRINCIPLE OF FACULTY AUTONOMY WITHIN SHARED 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 participate fully in the shared governance of the College. In recognition of their autonomy and special responsibilities as officers of instruction, however, the faculty of the College have established their own governance body: the Faculty Assembly. One of the essential functions of the Assembly is to articulate, augment, and coordinate the faculty's participation in the governance of the College.

B. THE FACULTY ASSEMBLY

1. RATIONALE

The Faculty Assembly, by its charter, is an autonomous faculty organization. The Assembly is organized to furnish an ordered structure for the faculty as a body to carry out its governance responsibilities to College governance as members of the Faculty Assembly and as participants in the Board of Trustees, in the committees of the Trustees, and in the councils and committees of the College administration.

2. MEMBERSHIP

The Faculty Assembly's membership consists of those faculty who hold academic rank and the professional librarians. Except for the Vice President and Dean of Faculty, faculty holding administrative appointments above the position of department chair are not members of the Faculty Assembly.

3. FUNCTIONS OF THE FACULTY ASSEMBLY

The Faculty Assembly provides

- a. a forum in which faculty, free of administrative influence, can discuss and make recommendations on matters of concern to them;
- b. a body for the orderly initiation of change in College policy or procedure;
- c. a structure within which the faculty select their representatives to the committees of the Board of Trustees, the councils and committees of the College, the committees of the Faculty Assembly as well as faculty representatives for other special needs as they may arise;
- d. a body through which the faculty can establish structures and procedures as are necessary to discharge faculty governance responsibility;
- e. a body through which the faculty receive and act upon reports from the Board of Trustees, the Board of Trustees' committees, the councils and committees of the College, the committees of the Faculty Assembly, and the administrative officers of the College;
- f. a channel of communication to the administration through which faculty may express their concerns;
- g. a structure for considering matters that are necessary to proper discharge of faculty responsibility as officers of instruction.

**C. CONSTITUTION OF THE FACULTY ASSEMBLY
SAINT MARY'S COLLEGE
NOTRE DAME, INDIANA**

APPROVED, 1985

PREAMBLE

The faculty of Saint Mary's College, Notre Dame, Indiana, is obligated to contribute effectively to the realization of the objectives of this College as stated in the By-laws of the Board of Trustees; therefore, it is organized into a Faculty Assembly.

ARTICLE I. NAME

The name of this organization is the Faculty Assembly of Saint Mary's College, Notre Dame, Indiana.

ARTICLE II. PURPOSE

The purpose of this organization is to furnish an ordered structure for the faculty as a body to carry out its responsibility as officers of instruction.

ARTICLE III. MEMBERSHIP

The Faculty Assembly consists of those persons who hold in Saint Mary's College the academic rank of Instructor or higher, and the professional librarians of the College, but does not include those persons who hold an administrative position higher than department chair except for the Vice-President and Dean of Faculty. The Faculty Assembly may admit to membership persons who are not admitted by the preceding rule.

ARTICLE IV. OFFICERS

The Officers of the Faculty Assembly are the Chair, the Chair-Elect, and the Secretary.

SECTION 1. THE CHAIR

The Chair serves as the presiding officer of the Faculty Assembly and Chair of the Executive Committee of the Faculty Assembly. The Chair calls the Faculty Assembly into session and appoints *ad hoc* committees in accordance with provisions in Article VI of this Constitution.

SECTION 2. THE CHAIR-ELECT

The Chair-Elect, in the absence of the Chair or at the request of the Chair, serves as temporary Chair and/or presiding officer of the Faculty Assembly. The Chair-Elect also serves as a member of the Executive Committee of the Faculty Assembly.

SECTION 3. THE SECRETARY

The Secretary has the usual rights and duties pertaining to that office as well as serving as a member of the Executive Committee of the Faculty Assembly. The Secretary, with the Executive Committee, prepares an official list of the membership of the Faculty Assembly in accordance with the provisions of Article III of this Constitution.

SECTION 4. TERMS OF OFFICE

The Chair-Elect serves a term of one year followed by a one-year term as Chair. The Secretary serves a one-year term. The regular term of office begins on the day following the College's spring commencement. All members of the Faculty Assembly are eligible to hold office.

ARTICLE V. PARTICIPATION IN COLLEGE GOVERNMENT

SECTION 1. PURPOSES

The Faculty Assembly serves as the forum in which the faculty transacts its business, receives and acts upon reports from its own committees, from its representatives on College councils and committees, from its representatives on committees of the Board of Trustees, and from its representatives on *ad hoc* committees. The Faculty Assembly provides an organization for discussion and formulation of faculty decisions.

SECTION 2. DECISIONS

Decisions of the Faculty Assembly on pertinent matters are referred to the appropriate council or committee of the College, to officers of the College, or to the President for transmission to the Board of Trustees by the Executive Committee of the Faculty Assembly or by the faculty representative elected to that council or committee.

SECTION 3. RESPONSIBILITY

The Faculty Assembly is responsible for electing faculty representatives to College councils and committees, and committees of the Board of Trustees.

ARTICLE VI. COMMITTEES OF THE FACULTY ASSEMBLY

SECTION 1. THE EXECUTIVE COMMITTEE

- a. MEMBERSHIP The Executive Committee of the Faculty Assembly consists of the Chair, the Chair-Elect, and the Secretary of the Assembly. The Chair of the Faculty Assembly serves as the Chair of the Executive Committee.
- b. RESPONSIBILITIES In the interim between Faculty Assembly meetings, the Executive Committee transacts the business of the Faculty Assembly. The Executive Committee must report its actions to the Faculty Assembly at the next meeting of the Assembly. The Executive Committee prepares an agenda for each Faculty Assembly

meeting. The matters of business which are placed on the agenda may originate from the Executive Committee of the Faculty Assembly, from any member of the Assembly, from the President of the College, from other College administrative officers, from College committees or councils, and from student government. An item must be placed on the agenda if a petition requesting such action, signed by twenty-five percent of the Faculty Assembly membership, is presented to the Executive Committee.

SECTION 2. FACULTY AFFAIRS COMMITTEE

- a. MEMBERSHIP The Faculty Affairs Committee consists of five members elected from the Assembly: one member from the area of Fine Arts (Art, Music, Communication and Theater, Physical Education), one from the Sciences (Biology, Chemistry-Physics, Nursing, Mathematics), one from the Social Sciences (Psychology, Political Science, Sociology/ Anthropology and Social Work, Business Administration and Economics, Education), and two from the Humanities (one from Religious Studies, Philosophy, History, or Humanistic Studies, and one from English or Modern Languages). The normal term is three years. The Nominating Committee provides for the orderly rotation of the members so that no more than two of the members' terms expire in the same year.
- b. RESPONSIBILITIES The Faculty Affairs Committee considers and makes recommendations regarding all matters relating to the professional development of the faculty. The committee considers matters of concern to the faculty which are not specifically delegated to other councils and committees. The members also serve as the faculty representatives on the Committee on Faculty Development Grants.

SECTION 3. FACULTY COMPENSATION COMMITTEE

- a. MEMBERSHIP The Faculty Compensation Committee consists of three faculty members, one to be elected from each of the following ranks: Professor, Associate Professor, and Assistant Professor. The normal term is three years, with one term expiring each year.
- b. RESPONSIBILITIES This committee considers and makes recommendations regarding all matters concerning the economic status of the faculty.

SECTION 4. THE NOMINATING COMMITTEE

- a. MEMBERSHIP The Nominating Committee of the Faculty Assembly consists of five members of the Faculty Assembly who are not officers of the Assembly. These members are elected to two-year terms and may not serve successive terms. They elect a chair from among their members
- b. RESPONSIBILITIES The Nominating Committee prepares a slate of nominees for each election.

SECTION 5. THE GRIEVANCE COMMITTEE

- a. MEMBERSHIP The Grievance Committee consists of five tenured members elected from the Faculty Assembly. The normal term is three years. The Nominating Committee provides for orderly rotation of the members so that no more than two of the members' terms expire in the same year. If one or more members of the committee are unable to serve on a particular grievance case, substitutes are to be selected by the Executive Committee of the Faculty Assembly from the group of past members of the Grievance Committee on a last served-first chosen basis until a committee of five impartial members is constructed.
- b. RESPONSIBILITIES This committee handles faculty grievances according to procedures approved by the Faculty Assembly. The committee considers and recommends procedures to the Faculty Assembly for handling faculty grievances.

SECTION 6. AD HOC COMMITTEES

The Chair, or in the absence of the Chair, the Chair-Elect appoints such *ad hoc* committees as needed or as requested by the Faculty Assembly.

ARTICLE VII. MEETINGS

SECTION 1. REGULAR AND SPECIAL MEETINGS

The Faculty Assembly normally meets once each month during the academic year; the first meeting is held in August. The Annual Meeting is the last regular meeting of the Spring Semester.

A special meeting may be called by the Chair, or in the absence of the Chair by the Chair-Elect, or upon the written request of a quorum of the members of the Faculty Assembly. Any such request will be entered in the minutes of the Faculty Assembly.

The Chair designates the date, time, and place of Faculty Assembly meetings. The Secretary distributes the announcement of the meeting and the agenda to each member of the Faculty Assembly at least five days in advance.

No vote may be taken on a substantive issue at the meeting at which the matter is introduced unless the issue is specified in the agenda.

Faculty Assembly meetings will be conducted according to *Robert's Rules of Order, Revised*.

SECTION 2. VOTING

Each member of the Faculty Assembly has one vote which must be cast in person, except where provision has been made for proxy or mail ballots.

Votes may be cast by proxy. For a proxy to be valid, it must be in writing, stating the name of the faculty member authorized to cast the vote, as well as the name of the one authorizing the proxy, and the date of the meeting for which the proxy is given. No faculty member may vote more than one proxy.

Votes may be cast by mail. If the Executive Committee or a majority of those present so request prior to the voting on a substantive issue, ballots may be cast by mail. Only ballots returned within one week of issuance are valid.

SECTION 3. QUORUM

Forty percent of the membership, according to the current official membership list for the academic year, constitutes a quorum. Faculty on leave and faculty holding the rank of emerita/us are not included in determining the number required for a quorum. Members represented by proxies do not count toward a quorum.

ARTICLE VIII. ELECTIONS

SECTION 1. TIMETABLES

The election of the officers of the Faculty Assembly, members of the Faculty Assembly committees, and faculty representatives on the committees of the Board of Trustees and the councils and committees of the College will take place at the Annual Meeting.

SECTION 2. NOMINATIONS

At least fifteen days in advance of the Annual Meeting, the Secretary distributes to the members of the Faculty Assembly a notice of the positions to be filled by election.

The slate, prepared by the Nominating Committee, is distributed to the members of the Faculty Assembly as an attachment to the agenda of the Annual Meeting. Each candidate must have accepted the nomination before the slate is published.

At the Annual Meeting, the Nominating Committee formally presents its candidates for the respective positions. Nominations from the floor are invited by the chair for each position to be filled and are accepted if the nominee agrees to the nomination.

SECTION 3. VOTING

Voting is by secret ballot. Votes may be cast by proxy, according to the procedure described for proxies in Article VII, Section 2. No mail ballots are allowed.

In order to be elected an officer of the Faculty Assembly a candidate must receive a majority of the votes cast.

In the election of members for councils and committees, each member of the Faculty Assembly may vote for as many persons as there are openings on the council or committee.

Those candidates receiving the largest number of votes are elected. In case of a tie for a position on a council or committee, there will be a run-off between the two top candidates.

ARTICLE IX. VACANCIES

SECTION 1. THE CHAIR

Whenever a vacancy occurs in the office of the Chair, the Chair-Elect serves as Chair for the unexpired term.

SECTION 2. CHAIR-ELECT, SECRETARY, AND COUNCIL COMMITTEE MEMBERS

Whenever a vacancy occurs in any elected office other than Chair, the Faculty Assembly elects a successor who serves for the balance of the unexpired term.

ARTICLE X. REMOVAL FROM OFFICE

The Faculty Assembly may remove from office, committee membership, or faculty representation on College committees any elected faculty member who regularly fails to attend meetings of that committee or otherwise seriously neglects the responsibilities of the office. A two-thirds majority vote is required.

ARTICLE XI. AMENDMENTS

This Constitution may be amended by a vote of sixty percent of the entire membership of the Faculty Assembly taken at a meeting of the Faculty Assembly provided that the proposed changes have been presented in writing to the members of the Faculty Assembly at least one month in advance of that meeting. Provision must be made for absentee ballots. Faculty on leave and faculty holding the rank of emerita/us are not included in determining the number of faculty required for the adoption of amendments.

D. BY-LAWS AND RESOLUTIONS

1. PROCEDURES AND POLICIES OF FACULTY ASSEMBLY COMMITTEES

INTRODUCTION

This section presents a more detailed description of the Committees of the Faculty Assembly than is possible in a constitution. In particular this section emphasizes the procedures used by the committees in fulfilling their special responsibilities.

1. EXECUTIVE COMMITTEE OF THE FACULTY ASSEMBLY

- a. **MEMBERSHIP** The Chair, Chair-Elect, and Secretary of the Faculty Assembly comprise the Executive Committee. The Faculty Assembly Chair serves as Chair of the Executive Committee.
- b. **RESPONSIBILITIES** The Executive Committee
 - 1) executes the articles of the Constitution of the Faculty Assembly;
 - 2) serves as informal advisor in cases involving dismissal for serious cause.
- c. **PROCEDURES** The procedures of the Executive Committee are determined by the Constitution of the Faculty Assembly or are approved by the Faculty Assembly for specific matters.

2. FACULTY AFFAIRS COMMITTEE

- a. **MEMBERSHIP** The Faculty Affairs Committee is comprised of five members elected from the Faculty Assembly each representing a constitutionally specified cluster of disciplines. The Chair is elected by the members of the committee. In order to facilitate communication on matters of joint concern, one member is designated as a liaison to the Faculty Compensation Committee.
- b. **RESPONSIBILITIES** The Faculty Affairs Committee
 - 1) considers and makes recommendations regarding all matters relating to the professional development of the faculty;
 - 2) together with the Vice President and Dean of Faculty serves as the Faculty Development Grants Committee.
 - 3) reports to the Executive Committee or to the full Assembly, as appropriate, results of considerations on all matters that have been referred to the committee by the Executive Committee or the Assembly.

- c. PROCEDURES The procedures for the Faculty Affairs Committee are determined by the Constitution of the Faculty Assembly, or as approved by the Faculty Assembly for specific matters.

3. FACULTY COMPENSATION COMMITTEE

- a. MEMBERSHIP The Faculty Compensation Committee is comprised of three members elected from the Faculty Assembly, one from each of the following ranks: Assistant Professor, Associate Professor, Professor. The Chair is elected by the members of the committee.
- b. RESPONSIBILITIES Faculty Compensation Committee
 - 1) represents the faculty in all formal discussions concerning faculty compensation;
 - 2) prepares a report on the economic status of the faculty;
 - 3) makes annual recommendations for faculty compensation.
- c. PROCEDURES The procedures of the Faculty Compensation Committee are determined and approved by the Faculty Assembly on an annual basis.

4. NOMINATING COMMITTEE

- a. MEMBERSHIP The Nominating Committee is comprised of five members elected from the Faculty Assembly who are not officers of the Assembly. They are elected to two-year terms, may not serve successive terms, and elect a chair from the members of the Committee.
- b. RESPONSIBILITIES The Nominating Committee
 - 1) recommends guidelines for consideration by the Faculty Assembly concerning the selection of candidates for elections;
 - 2) prepares a list of candidates for faculty elections.
 - 3) proposes election procedures to the Assembly when they are not otherwise specified;
 - 4) presents an annual report to the Executive Committee identifying areas of the College's governance structure that are in need of review.
- c. PROCEDURES The procedures of the Nominating Committee are determined and approved by the Faculty Assembly on an annual basis.

5. GRIEVANCE COMMITTEE

- a. MEMBERSHIP The Grievance Committee is comprised of five tenured members elected from the Faculty Assembly. The Chair is elected by the members of the Committee. In the event that one or more members are unable to participate in the hearing of a case, substitute members for the hearing of that case are selected according to the substitution rule delineated in the section on general considerations.
- b. RESPONSIBILITIES The Grievance Committee
 - 1) serves as a Hearing Committee in cases involving dismissal for serious cause;
 - 2) acts as a Grievance Committee; in this capacity the committee
 - a) publishes formal procedures for the conduct of its business;
 - b) decides, after the aggrieved party has filed a written petition, whether the case merits a detailed investigation;
 - c) acts as a mediating and investigating committee in all ordinary cases in which a faculty member alleges a grievance. A grievance is a harm incurred by a faculty member as a result of a decision improperly taken by or on behalf of the College, or as a result of unprofessional or improper conduct of one or more representatives of the College. Examples of ordinary cases of grievance include but are not limited to decisions taken in such matters as salaries, assignment of teaching duties, assignment of space or other facilities, academic freedom and responsibility, and violations of the College's commitment to the Equal Opportunity Act;
 - d) acts as a mediating and investigating committee in matters involving an allegation of violation of academic freedom;
 - e) acts as an investigating committee in matters arising out of a decision on the non-renewal of the contract of a non-tenured faculty member or on the granting of promotion or tenure where the grievance involves allegations of procedural irregularities or lack of adequate consideration;
 - f) decides the schedule of priority at times when more than one petition or case is before the committee;
 - g) keeps written records of the handling of each grievance petition;
 - h) presents to the Executive Committee of the Faculty Assembly at the end of each academic year a report indicating the number, kinds, and disposition of cases that the committee dealt with; ordinarily, the report does not indicate specific details of cases;

- i) informs the Executive Committee of the Faculty Assembly of any breakdown in cooperative relations between the Grievance Committee and any member of the College community which prevents the proper handling of a grievance petition;
 - j) informs faculty members whose petitions for a hearing have been denied by the committee or who, as a party to a grievance, are dissatisfied with the findings of the committee that they may, after seeking the advice of the Executive Committee, bring the matter to the Faculty Assembly for action by that body. The committee may reply to charges that its findings are mistaken;
 - k) refrains from discussing any aspect of the case with anyone who is not directly involved in the grievance proceedings for that case.
- c. PROCEDURES The procedures of the Grievance Committee are an adaptation of the procedures and policies of the American Association of University Professors described in their statements, "Statements on Procedural Standards in the Renewal or Non-renewal of Faculty Appointments," and "Statement on Procedural Standards in Faculty Dismissal Proceedings," and "1976 Recommended Institutional Regulations on Academic Freedom and Tenure" *AAUP Policy Documents and Reports*.
- d. GENERAL GRIEVANCE PROCEDURE: ORDINARY CASES
- 1) FILING OF THE GRIEVANCE PETITION If faculty members feel that they have cause for grievance in any matter other than dismissal for serious cause or cases involving allegations of procedural irregularity or lack of adequate consideration in the nonrenewal of a faculty member's contract, or cases involving tenure or promotion decisions, they may petition the Grievance Committee in writing for consideration. (Procedures for the excluded grievances are described in a subsequent section.) The petition must set forth in detail the nature of the grievance, state against whom the grievance is directed, and specify the nature of the remedy sought. It must contain any factual or other data which the petitioner deems pertinent to the case. It must also include a statement releasing the faculty member's right of confidentiality to whatever records the College has which are pertinent to the conduct of the investigation. It is important to emphasize that this release cannot abrogate the confidentiality of other individuals or committees. The written petition must be received within thirty working days of the date on which the petitioner became aware that the situation was one that constituted a grievance.
 - 2) NOTIFICATION AND WRITTEN ASSURANCE Upon receipt of the grievance petition, the Grievance Committee will send written notification to the party against whom the grievance is directed that a grievance has been filed. In addition, the committee will seek written assurance from both parties that they have attempted to work the matter out between themselves. The parties will be allowed five working days to submit such written assurances to the committee.

- 3) PRELIMINARY INVESTIGATION After selection of substitute members (if necessary), the Grievance Committee will conduct a preliminary investigation of the petition. This investigation will involve interviews with the parties as well as the examination of pertinent written records. The committee will decide whether or not the facts merit the initiation of formal proceedings and will notify the petitioner in writing of its decision within 15 working days of the date on which the written petition is received.
- 4) PRELIMINARY INVESTIGATION RESULTS
 - a) If the committee rejects the case, and if the petitioner accepts the committee's decision, the case will be closed.
 - b) If the committee rejects the case, the petitioner who disagrees with the decision may resubmit the petition within ten working days of the date that the committee's written rejection is received. In resubmitting a petition, the petitioner must indicate the reasons for resubmission.
 - c) If the committee rejects the petition a second time, the case is to be considered closed unless the petitioner, having first sought the advice of the Executive Committee of the Faculty Assembly, brings the petition to the floor of the Faculty Assembly at the next possible meeting.
 - d) If the committee decides to hear the case, it must, before initiating the formal proceedings, attempt to informally mediate the grievance.
- 5) MEDIATING EFFORTS Prior to the initiation of formal proceedings, the committee is to take no more than ten working days to settle the matter informally, working with both parties, singly or together, until either a settlement is reached or until it is clear that no settlement is possible by proceeding informally. At the end of this period the committee must specify in writing, to the parties, the situation as it then exists. If a settlement has been reached, its precise character must be specified in writing and the letter signed by all parties involved.
- 6) FORMAL PROCEEDINGS If a settlement has not been reached, the committee begins formal proceedings.
 - a) First, immediately upon its decision to hold formal hearings, the committee shall request: statements about what occurred or is occurring and why, as well as relevant documents such as relevant contracts, memoranda, letters, etc.
 - b) Second, after notifying parties and witnesses, the committee shall within fifteen working days of the decision to hold a formal hearing, hold closed hearings in which every party must present its case in the presence of the other. A faculty member who is one of the parties to a grievance may bring

another member of the Saint Mary's faculty to act as an advisor during the hearings.

c) During the hearings

- (1) The chair of the committee must appoint one of the members involved in the formal hearing to act as hearing officer, with power to call those present to order (especially for misbehavior and dilatory tactics), and, for reasons of privacy or misbehavior, to excuse them from the hearings.
- (2) Each side, in turn, shall present insofar as possible its full case, including witnesses and documents; with the permission of the hearing officer, members of the committee may interrupt to ask questions.
- (3) Then each side will be permitted to question the witnesses of the other side and to reply to the arguments and evidence of the other side. With permission of the hearing officer, members of the committee may interrupt to ask questions.

- 7) COMMITTEE RECOMMENDATIONS Following the formal proceedings, the committee will then retire to make its recommendation, which it will report in writing to each party of the grievance within fifteen working days after the close of the hearings. If a recommendation to the President or the Faculty Assembly is warranted, the committee must make its findings known to either of them in a special written report.

e. SPECIAL CASE GRIEVANCE PROCEDURES: PROCEDURAL IRREGULARITIES OR LACK OF ADEQUATE CONSIDERATION IN NONRENEWAL OF A NONTENURED MEMBER'S CONTRACT OR IN TENURE AND PROMOTION DECISION In general, the procedures in such cases shall be the same as those described under general procedures with the following exceptions.

- 1) GENERAL PROCEDURE The committee shall base its recommendation only on whether or not the procedural irregularities or lack of adequate consideration were of such a kind or degree to have damaged the petitioner's opportunity to be rehired, promoted, or tenured.
- 2) DEFINITION OF ADEQUATE CONSIDERATION Lack of adequate consideration does not mean that the Grievance Committee can substitute its judgment for that of the appropriate decision-making body on the merits of whether the petitioner should be reappointed, promoted, or granted tenure. As presented in various *AAUP Policy Documents and Reports*, the term "adequate consideration" refers primarily to procedural rather than substantive issues, and addresses questions such as: Was the decision conscientiously arrived at? Was all the available evidence bearing on the relevant performance of the petitioner sought out and considered? Was there adequate deliberation by the decision-making body over the import of the evidence in terms of the relevant standards of

the institution? Were irrelevant and improper standards excluded from consideration? Was the decision a bona fide exercise of professional judgment?

- 3) LIMITS OF COMMITTEE RESPONSIBILITIES The committee's recommendation in such cases shall be either that the petitioner's case be reheard or that it not be reheard.
 - 4) RECOMMENDATION The committee shall set forth its recommendations and the reasons for them in writing to the parties, and, if necessary, to the President.
- f. SPECIAL CASE GRIEVANCE PROCEDURES: DISMISSAL FOR SERIOUS CAUSE The procedures utilized by the Grievance Committee acting as a Hearing Committee in cases involving dismissal for serious cause are delineated in Section III on Faculty Policies and Procedures: Termination of Services.
- g. GENERAL CONSIDERATIONS
- 1) WORKING DAYS DEFINED "Working days" refers to those days of the year when the College is in session; it excludes weekends and vacations. At times when more than one case is current, parties to the grievance must bear in mind that the "working days" limits, set forth above, are subject to the committee's need to set its own schedule of priorities. Where such accommodations are necessary, the chair of the Grievance Committee must write a letter to all parties explaining the delay and setting forth a new timetable.
 - 2) FILES Except for a master copy, all files pertinent to a particular grievance case must be destroyed 180 working days after the final disposition of the case. Materials which have been received from the faculty member and those obtained from College files are to be returned to those from whom they were received rather than destroyed. The master copy should remain in the possession of the Chair of the Grievance Committee for a period of not less than seven years, after which the master copy should be destroyed.
 - 3) SUBSTITUTION RULE Any member of the Grievance Committee who, as a matter of conscience, feels that an objective judgment is impossible in a particular case must request that a substitute be appointed for that case by the Executive Committee of the Faculty Assembly. Substitutes are to be selected from the group of past members of the Grievance Committee on a last served-first chosen basis until a committee of five impartial members is constructed.

h. SPECIAL CONSIDERATION

When the President is involved in a grievance matter, a final decision by the President which is contrary to the recommendations of the Grievance Committee should be made only in exceptional circumstances and for reasons to be communicated to that committee. The Grievance Committee, following such communication, has the opportunity for further transmittal of its views to the President.

2. MISCELLANEOUS RESOLUTIONS

1. RESOLUTION ON *OBSERVER* COVERAGE OF FACULTY ASSEMBLY MEETINGS

RESOLVED: That reporters from the *Observer* be permitted to cover meetings of the Faculty Assembly except when excluded at the discretion of the Executive Committee of the Faculty Assembly for any specific issue. (Approved, September 8, 1977)

2. RESOLUTION CONCERNING ORIENTATION OF NEW FACULTY

RESOLVED: That the Vice-Chair (note – Position is now Chair-Elect) of the Faculty Assembly assume the responsibility for planning an orientation day for new faculty prior to the first day of class at the beginning of the academic year. The orientation will be designed to acquaint new faculty members with the campus facilities, academic and administrative policies, and other appropriate aspects of the Saint Mary's College and local South Bend communities. (Approved April 4, 1978)

3. RESOLUTION ON PART-TIME FACULTY PARTICIPATION

RESOLVED: That recognizing interest in the business of the Faculty Assembly on the part of those who hold part-time appointments, but also recognizing that other commitments may interfere with their active participation in that business, the Assembly accords membership to any person holding in Saint Mary's College a part-time teaching or library appointment, excluding any who hold an administrative position higher than department chair except the Vice President and Dean of Faculty (amended March 24, 2000), during any meeting of the Assembly at which the part-time individual is present and for any committee activity which the part-time appointee may accept. (Approved August 24, 1978)

4. RESOLUTION ON TERMS OF FACULTY MEMBERS ON COMMITTEES

RESOLVED: Except where specified otherwise, faculty representatives to Presidential Councils and Committees and Committees of the Board of Trustees will serve multiple year terms with provisions made for orderly rotation of membership. Ordinarily, for committees with three elected faculty representatives, the terms will be three years in length and one term will expire each year; for committees with two elected faculty representatives, the terms will be two years in length and one term will expire each year.

**E. PROCEDURES FOR AMENDING THE CONSTITUTION AND BY-LAWS
OF THE FACULTY ASSEMBLY**

Amendments to the Constitution of the Faculty Assembly are made according to Article XI of its Constitution. Following its Constitution, the Faculty Assembly establishes by-laws, committees, and procedures as needed. The Executive Committee of the Faculty Assembly is responsible for keeping this section of the *Governance Manual* up to date.

SECTION VI

ACADEMIC PROCEDURES, POLICIES, PROGRAMS, AND INFORMATION

A. ACADEMIC DEFICIENCY NOTICE

Instructors are required to submit deficiency notices for all students whose work is not satisfactory at midterm. The deadline for submitting deficiencies is 8:00 a.m. on the Monday of Fall or Spring break. If instructors do not meet the deadline for submitting deficiency notices, they are responsible for notifying students directly.

Students may view their deficiencies via PRISM beginning at 9:00 a.m. on the Monday of Fall or Spring break. Also, paper copies of deficiency notices are sent to: a) students at their local address; b) parents of all first years and sophomores; and c) parents of juniors and seniors on academic probation, unless the students furnishes proof that she is independent. Parents of juniors and seniors (excluding students on probation) will not receive this information unless they request it and furnish proof of dependency.

Failure to receive a mid-term deficiency notice does not preclude the possibility that students may still fail a course, nor does it imply that students will automatically pass a course.

No official notation of a deficiency notice is made on students' permanent records.

B. ACADEMIC DEGREE REQUIREMENTS

1. GENERAL DEGREE REQUIREMENTS

To receive a degree from Saint Mary's, students must:

- a. complete the General Education requirements of the College for the degree they are seeking;
- b. complete the requirements for their major including the senior comprehensive and the advanced W. (see the *Bulletin*);
- c. obtain a 2.0 minimum cumulative grade point average;
- d. complete the required 128 hours of course work with at least 60 semester hours and at least half of the major course work completed at Saint Mary's.
- e. fulfill the residency requirement, which states that a candidate for any degree is expected to complete at least 2 years at Saint Mary's College. A minimum of 60 semester hours of credit and at least one-half of the major course work must be completed in residence.

2. MAJOR REQUIREMENTS

The requirements for each major are stated in the *Bulletin*. Normally all major requirements must be taken at Saint Mary's College. Any exception to this policy must be approved by the chair of the department. All courses in the major field taken to satisfy major requirements must be completed with at least a "C" grade (a "C-" is not acceptable). A student may compensate for one grade below "C" in a required major course by repeating the course, for which degree credit will be recorded only once. A second such grade in a major course eliminates the student from that field of concentration. The student may attempt to major in a second field. If unsuccessful in two fields, the student may no longer be considered for a degree at the College. A grade below "C" is acceptable in required supporting courses.

Senior Comprehensive: Satisfactory completion of a comprehensive examination or project, depending upon the major, is required of all seniors. Satisfactory work in the department's required courses is a prerequisite for admission to the comprehensive. Comprehensives are graded honors/satisfactory/unsatisfactory. A student who fails the comprehensive may repeat it, but generally not in the same grade period.

Advance Writing Proficiency: Writing proficiency must be demonstrated within the student's major. The requirements for proficiency are determined in each department.

Second Major: Students may complete a second major by completing the major course requirements in the second department. The major in which the student completes her comprehensive will be the primary major.

Dual/Second Degree: Students who have met departmental and General Education requirements for majors in two different degree programs, and who have completed an additional 30 hours of credit may receive a second different bachelor's degree. The senior comprehensive and the advanced W must be completed for both majors if students wish to receive two different degrees.

3. GENERAL EDUCATION REQUIREMENTS

a. WRITING PROFICIENCY REQUIREMENT

Basic Proficiency: this requirement may be fulfilled in one of two ways

- 1) A student may earn certification in a course designated "W" in the Schedule of Classes. These courses are taught by instructors who have the approval of the Writing Proficiency Committee and who have agreed to observe the guidelines of the Committee. At the end of the semester, an evaluation committee and the instructor will determine whether a student qualifies for a "W". If so, notification of this certification will be made on the student's grade report and on her permanent record.
- 2) A transfer student who has earned a B or better in a composition course at her former college may submit to the Writing Proficiency Committee at the end of her first semester at Saint Mary's a portfolio of papers written in Saint Mary's courses. The committee will evaluate this portfolio as it does portfolios of students in "W" courses

There is a Writing Center for those who need special help with written work. (See description on VI-54.)

b. FOREIGN LANGUAGE REQUIREMENT

Students must complete two semesters of the same language at the appropriate level unless exempted by examination as listed below.

- 1) A grade of four or above on the Advanced Placement Examination. (Students receive eight college credits.)
- 2) A score of 640 or above in French or 630 in German and Spanish on the SATII Modern Language Examination are exempted from the foreign language requirement. (Students receive no college credit.)
- 3) A score of 58 or above on the CLEP Modern Language Examination. (Students receive four college credits, which satisfies one semester of the language requirement.)

c. DISTRIBUTION REQUIREMENTS

All students must complete the courses required for the degree they are seeking.

1) All Bachelor of Arts (B.A.) and Bachelor of Business Administration (B.B.A.) degrees, plus the Bachelor of Science (B.S.) degree in Mathematics:

No more than two courses in any one discipline may be used to satisfy the following requirements. In the social sciences, only one course per discipline may be used.

- 1 English literature course
- 1 History course
- PHIL 110
- RLST 101 and one 200 level Religious Studies course
- 1 fine arts course (Art, Dance, Music, Theatre)
- 1 Mathematics course
- 2 laboratory science courses (Biology, Chemistry, Physics)
- 2 social science courses from different departments
 - Anthropology
 - Economics
 - Political Science
 - Psychology
 - Social Work or Sociology
 - Womens Studies (207 only)
- 3 additional approved courses in the following disciplines:
 - Art
 - Communication Studies
 - Dance
 - English literature
 - History
 - Humanistic Studies
 - Intercultural Studies (201 only)
 - Mathematics
 - Music
 - Philosophy
 - Theatre
 - Women's Studies (207 only)

2) Bachelor of Science (BS) in Nursing

No more than two courses in any one discipline may be used to satisfy the following requirements. In the social sciences, only one course per discipline may be used.

- 1 English literature course
- 1 History course
- PHIL 110
- RLST 101 and one 200 level Religious Studies course
- PSYC 156 and SOC 203

- MATH 114 and one other MATH course (may be a prerequisite for MATH 114)
 - 2 additional courses from the following
 - Art
 - Communication Studies
 - Dance
 - English literature
 - History
 - Humanistic Studies
 - Intercultural Studies (201 only)
 - Music
 - Philosophy
 - Theatre
 - Women's Studies (207 only)
- 3) Bachelor of Science (BS) in with a major in Biology
- 1 English literature course
 - PHIL 110
 - RLST 101 and one 200 level Religious Studies course
 - 1 Art, Communication Studies, Dance, Music or Theatre course
 - 4 courses chosen from at least two of the following areas, including two courses chosen from the same area:
 - Anthropology
 - Economics
 - History
 - Humanistic Studies
 - Intercultural Studies (201 only)
 - Political Science
 - Psychology
 - Social Work or Sociology
 - Women's Studies (207 only)
- 4) Bachelor of Science (BS) with a major in Chemistry
- No more than two courses in any one discipline may be used to satisfy the following requirements. In the social sciences, only one course per discipline may be used.
- 1 English literature course
 - PHIL 110
 - RLST 101 and one 200 level Religious Studies course
 - 2 courses in social sciences or humanities:
 - Anthropology
 - Art
 - Communication Studies
 - Dance
 - Economics
 - English literature
 - History

- Humanistic Studies
 - Intercultural Studies (201 only)
 - Music
 - Philosophy
 - Political Science
 - Psychology
 - Social Work or Sociology
 - Theatre
 - Women's Studies (207 only)
- 5) Bachelor of Music (BM)
- 1 English literature course
 - 1 History course
 - PHIL 110
 - RLST 101 and one 200 level Religious Studies course
 - 1 MATH course or 2 laboratory science courses
- 4) Bachelor of Fine Arts
- 1 English literature course
 - 1 History course
 - PHIL 110
 - RLST 101 and one 200 level Religious Studies course
 - 1 MATH course
 - 1 laboratory science course
 - 1 social science course from the following:
 - Anthropology
 - Economics
 - Political Science
 - Psychology
 - Social Work or Sociology
 - Women's Studies (207 only)

4. COURSES WHICH SATISFY GENERAL EDUCATION REQUIREMENTS

ANTHROPOLOGY	ANTH 141, 142, 253, 254
ART	ART 141, 241, 242, any entry-level studio course, and the Rome courses 251 and 252.
BIOLOGY	BIO 103 and 104, usually, 151 and 152 are possible options.
ECONOMICS	ECON 151, 251, or 252.

CHEMISTRY	CHEM101 and 102, usually. 111-112 and 121-122 are possible options.
COMMUNICATION	COMM 103, 210.
COMPUTER SCIENCE	No General Education courses.
DANCE	DANC 240, 241
ENGLISH	ENLT 104, 106, 109, and upper-level <u>literature</u> courses. ENLT 221, does not satisfy the basic literature requirement but may be used as an extra General Education course.
HISTORY	HIST 101, 102, 103, 104, 201, 202. Higher level courses count as a second General Education course.
HUMANISTIC STUDIES	HUST 103, 197, 203, 212, 292. Higher level courses count as a second General Education course.
INTERCULTURAL STUDIES	ICS 201
MATHEMATICS	Any course except MATH100. Students who take their math requirement after their first year should ask the Mathematics Department to recommend the course which best matches their background and major.
MODERN LANGUAGES	Two semesters of the same language at the appropriate level. The requirement is normally satisfied by one of the following: For students starting a new language: MLFR 101-102, MLGR 101-102, MLIT 101-102, MLSP 101-102. For students continuing a language they have already studied: MLFR 105-106 or 111-112, MLGR 105-106 or 111-112, MLIT 111-210, MLSP 105-106 or 111-112.. Students may not receive credit for the introductory course in a language (the 101-102 level) if they have taken that language in high school. Students may complete their language requirement at Notre Dame if they wish to take a language which is not taught at Saint Mary's.
MUSIC	MUS 181, 241, 242, 245, 275 or 276. A combination of lessons or ensembles will <u>not</u> satisfy a General Education requirement.

NURSING	No General Education courses.
PHILOSOPHY	PHIL110. Higher-level courses count as second General Education course.
PHYSICAL EDUCATION	No General Education courses.
PHYSICS	PHYS101 and 102 generally. PHYS 103-014 for education majors. PHYS 217-218 or PHYS 221-222 are options for students who have a background in calculus.
POLITICAL SCIENCE	POSC 151, 152, 160.. 203RM.
PSYCHOLOGY	PSYC156.
RELIGIOUS STUDIES	All first year students should take RLST 101. All sophomores should take a course numbered 200-299. Nursing majors may take their second course as juniors, and med tech majors are not required to take a second course. Any other student with a legitimate reason for not taking these courses at the designated time must secure permission from Academic Affairs and First Year Studies (not her departmental advisor). Students may choose a Notre Dame course to satisfy the second course requirement.
SOCIAL WORK	235 (cross-listed with SOC 235)
SOCIOLOGY	SOC 153, 203, 235, 257
THEATRE	THTR 135, 205, 265

5. GENERAL EDUCATION REQUIREMENT POLICIES

a. SPECIAL STUDY PROGRAMS

Students on study programs approved by the College may be given special permission to satisfy General Education courses while they are abroad or on leave of absence. This permission should be given in advance and in writing by Academic Affairs and First Year Studies.

b. GRADE REQUIREMENT

All General Education courses must be taken for a grade. The lowest passing grade for a General Education course is "D", unless the course is also in the student's major or minor.

c.. GENERAL EDUCATION AS FOUNDATION

All students should be encouraged to complete General Education courses in their first two years because the General Education forms the foundation of the liberal arts education at Saint Mary's.

d. GENERAL EDUCATION COURSES AND MAJOR REQUIREMENTS

In many cases one and sometimes two courses taken to fulfill General Education requirements will also satisfy prerequisites or requirements for a major.

e. SUBSTITUTION OF GENERAL EDUCATION COURSES

Permission to satisfy a General Education requirement with a course which does not normally do so is given rarely, and must come from Academic Affairs and First Year Studies. A student's departmental advisor may not authorize such substitutions.

f. GENERAL EDUCATION COURSES AT OTHER INSTITUTIONS

With the exception of the second Religious Studies requirement, which may be taken at Notre Dame, all General Education courses must be taken at Saint Mary's College. Exceptions to this policy must be approved by Academic Affairs and First Year Studies. Approval for such exceptions is given only in unusual situations, and must be obtained in advance and in writing.

C. ACADEMIC HONESTY

1. SAINT MARY'S ACADEMIC HONESTY CODE

When students submit any work for academic credit, they make an implicit claim that the work is wholly their own, done without the assistance of any person or source not explicitly noted, and that the work has not been previously submitted for academic credit in any area. Students are free to study and work together on homework assignments unless the instructor stipulates otherwise. In the case of examination (tests, quizzes, etc.), students also implicitly claim that they have obtained no prior unauthorized information about the examination, and neither give nor obtain any assistance during the examination. Moreover, students shall not prevent others from completing their work.

Examples of violations include but are not limited to the following:

- the supplying or receiving of completed papers, outlines, or research for submission by any person other than the author;
- the submission of the same, or essentially the same, paper or report for credit on two different occasions;
- the supplying or receiving of unauthorized information about the form or content of an examination, specifically including unauthorized possession of exam material prior to the exam;
- the supplying or receiving of partial or complete answers, of suggestions for answers, of assistance in interpretation of questions on any examination from any source not explicitly authorized (included are copying or reading of another student's work or consultation of notes or other sources during examinations);
- plagiarism (see the statement below defining plagiarism);
- copying or allowing copying of assigned work or falsification of information;
- unauthorized removal of study or research materials or equipment intended for common use in assigned work;
- alteration of any materials or apparatus which would interfere with another student's work.

PLAGIARISM

Plagiarism means presenting, as one's own, the words, the work or the opinions of someone else. It is dishonest since plagiarists offer as their own, for credit, the language or information or thought for which they deserve no credit.

Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well-known quotations, from the Bible or Shakespeare, for example.) In formal papers, the source is acknowledged in a footnote; in informal papers, it may be put in parentheses, or made a part of the text: Robert Sherwood says, "...." This first type of plagiarism, using without acknowledgment the language of someone else, is easy to understand and to avoid: When writers use the exact words of another writer, or speaker, they must put those words in quotation marks and give their source.

A second type of plagiarism is more complex. It occurs when writers present, as their own, the sequence of ideas, the arrangement of material, or the pattern of thought of someone else, even though they express it in their own words. The language may be theirs, but they are presenting as their work, and taking credit for the work of another. They are, therefore, guilty of plagiarism if they fail to give credit to the original author of the pattern of ideas.

Students writing informal themes, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should be able honestly to answer NO to the following questions:

Am I deliberately recalling any particular source of information as I write this paper?

Am I consulting any source as I write this paper?

If the answer to these questions is NO, writers need have no fear of using sources dishonestly. The material in their minds, which they will transfer to their written page, is genuinely digested and their own.

The writing of a research paper presents a somewhat different problem, for here students are expected to gather material from books and articles read for the purpose of writing the paper. In the careful research paper, however, (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion, or piece of information which is not the writers' own; and writers are careful not to follow closely the wording of the sources they have read. If they wish to quote, they put the passage in quotation marks and give credit to the author in a footnote; but they write the bulk of the paper in their own words and their own style, using footnotes to acknowledge the facts and ideas they have taken from the reading.

[Saint Mary's College, which has edited this material, reprints it with the permission of the publisher from *Understanding and Using English*, by Newman P. Birk and Genevieve B. Birk (Odyssey Press: 1972).]

2. STUDENT'S RESPONSIBILITY

Students shall be honest in their academic work and shall support the honesty of others. They shall, moreover, guard against any appearance of dishonesty.

3. FACULTY RESPONSIBILITY

Each faculty member has the responsibility to refer to the College policy on academic honesty at the beginning of each course. Faculty shall foster the honesty of their students by conducting each course in such a way as to discourage cheating or plagiarism. Faculty, moreover, are to investigate thoroughly any evidence of cheating in their classes.

4. COMMUNITY RESPONSIBILITY

- a. Any member of the College community who has evidence is encouraged to report a violation of academic honesty to the instructor of the course.
- b. Any member of the College community who has evidence has the right to refer a violation of academic honesty to the Associate Dean for Advising.
- c. Any students have the right to refer an accusation of academic dishonesty or a grade resulting from such an accusation to the Associate Dean for Advising for further consideration.

5. PROCEDURE IN CASES OF VIOLATION OF THE ACADEMIC HONESTY CODE

Course instructors who have evidence of cheating or plagiarism are to make known to the student the charge and any subsequent action. Only then shall an appropriate penalty be imposed. It is recommended that the instructor submit in writing to Academic Affairs and First Year Studies the name of any student found guilty of academic dishonesty serious enough to have been penalized, along with a description of the penalty imposed. Such reports will be kept in confidence, except in the case of continued violations by a student, when the reports may be presented to a subcommittee (Academic Hearing Board) of the Academic Standards Committee.

The instructor of the course in which a violation of academic honesty occurs is to determine an appropriate penalty. Penalties may range from a refusal of credit for an individual assignment to failure in the course, depending upon the seriousness of the offense. In cases recommended to it for further consideration, the Academic Standards Committee may also recommend other penalties, including academic dismissal from the College.

6. HEARING AND APPEAL OF DECISIONS IN CASES OF VIOLATION OF THE ACADEMIC HONESTY CODE

a. ACADEMIC HEARING BOARD

At the written request of any involved party, the Associate or Assistant Dean in Academic Affairs and First Year Studies is to refer the matter to the chair of the Academic Standards Committee who appoints a three-member *ad hoc* committee - the Academic Hearing Board. The Academic Hearing Board is comprised of one faculty member, one student, and one academic administrator selected from the members of the Academic Standards Committee. The Academic Hearing Board conducts a hearing and renders a recommendation in writing to the chair of the Academic Standards

Committee. All proceedings are kept otherwise confidential. The chair must ensure that student rights to due process are protected. Unless it is appealed, the recommendation of the Academic Hearing Board is final and binding.

At the discretion of the Associate or Assistant Dean from Academic Affairs and First Year Studies repeated violations of academic honesty may be referred to the Academic Standards Committee for review by an Academic Hearing Board for possible disciplinary action. In such cases, the Academic Hearing Board may recommend other penalties, including academic dismissal from the College. The student involved will be notified before any such referral is made.

Appeals of Academic Hearing Board recommendations are made to the Academic Appellate Board.

b. ACADEMIC APPELLATE BOARD

The Academic Appellate Board acts as a review board for any case in which a decision is being contested. The board consists of one student, one faculty member, and one administrator appointed by the chair of the Academic Standards Committee from that committee.

The appeal of a recommendation of the Academic Hearing Board to the chair of the Academic Standards Committee must be initiated within 48 hours of the student's being notified of the recommendation. In the letter of appeal, reasons for the appeal are to be cited. All appeals must be based on new evidence or violation of rights to due process. The Appellate Board meets to discuss the merit of the appeal. If the Board feels the appeal lacks merit, the appeal is denied. If the Board requires additional information, a meeting can be scheduled with the appellant. If the appeal has merit, a hearing will be granted before the Appellate Board. The Appellate Board submits its decision in writing to the involved parties, to the chair of the Academic Standards Committee and to appropriate academic officers of the College.

c. APPEAL TO PRESIDENT

A final appeal may be made to the President of the College. The recommendations and decisions of the Academic Appellate Board are subject to review by the President of the College.

D. ACADEMIC HONORS AND AWARDS

1. GRADUATION HONORS

a. VALEDICTORIAN

Conferred upon the student who has the highest grade point average in the graduating class. A student must have completed at least 80 semester hours of credit at Saint Mary's College to qualify for this honor.

b. SUMMA CUM LAUDE

Conferred upon students who have a quality grade point average of 3.8 or above.

c. MAGNA CUM LAUDE

Conferred upon students whose quality grade point average is between 3.6 and 3.799.

d. CUM LAUDE

Conferred upon students whose quality grade point average is between 3.4 and 3.599.

The standards for these awards are established by the Academic Standards Committee.

2. KAPPA GAMMA PI

Saint Mary's College is affiliated with Kappa Gamma Pi, the National Honor Society for Catholic Colleges. Seniors whose cumulative grade point average qualifies them to be graduated with honors (i.e., at least a 3.4) are invited to nominate themselves to membership in this society. Recommendations are also made by the student's major department(s). On the basis of their leadership qualities and service to the Church, College, and community, a maximum of 10% of the senior class is selected by the Committee on Academic Standards for this honor. New members are announced at the Honors Convocation in May.

3. THE SAINT CATHERINE MEDAL

The Academic Standards Committee names one sophomore or junior student each year to receive this undergraduate achievement award. Sponsored by Kappa Gamma Pi, the award recognizes service to the Church, College, and community on the part of a student in the middle of her academic career. This award is also presented at the Honors Convocation.

4. "WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES"

Each fall, the Committee on Academic Standards selects for recognition in this publication approximately 10% of the senior class who have demonstrated leadership in the various areas of College life. Students so honored receive the benefits of a placement service sponsored by the organization.

5. THE LUMEN CHRISTI MEDAL

This medal is bestowed annually by the College upon a senior who has been outstanding in the spirit of service, leadership, and loyalty to Saint Mary's College and has made a significant contribution to the College or community. The recipient is chosen by the Student Affairs Council.

6. DEPARTMENT AWARDS

Many individual academic departments make awards to outstanding students, particularly to graduating seniors, but, in some cases, to sophomores or juniors. These awards, many of which are described in the Bulletin, recognize achievement in a discipline, or in a particular branch of a discipline, or major contributions to the life of a department. Most awards are presented at the close of the academic year, either at the Honors Convocation or at the Department Hooding ceremonies which precede it.

E. ACADEMIC INFORMATION: SOURCES

The following published sources of academic information are available to students and faculty members:

1. THE BULLETIN

The Saint Mary's *Bulletin* is published every other year and contains general information on student life and activities, admission requirements, tuition and residence costs, scholarships and student aid, academic regulations, degrees and courses of study, and the organization of the College. The *Bulletin* is the official source for academic information. A copy is sent to each entering student. Additional copies may be obtained at the Registrar's office.

2. DEPARTMENTAL BROCHURES

Department Brochures describe programs offered by departments of the College as well as specific prerequisites and requirements for majors. Brochures may be obtained from the academic departments.

3. ACADEMIC GUIDE FOR FIRST YEAR STUDENTS

The Academic Guide for First Year Students contains academic information and policies pertinent to incoming first year students. This manual may be obtained from Academic Affairs and First Year Studies.

4. MINOR PROGRAMS

Information about requirements for departmental minors is available in the College Bulletin.

F. ACADEMIC PROBATION

1. COLLEGE ACADEMIC STANDARDS

According to the policies described in the *Bulletin*, first year students must earn a minimum grade point average of 1.8 during their first semester to remain in academic good standing. After two semesters they must have a cumulative average of 1.9, and after three semesters, 2.0. Should their cumulative average fall below these minimums, they are subject to a period of one semester on academic probation.

2. PROCEDURES FOR PROBATION

Students whose cumulative grade point average falls below the minimums have their records reviewed by the Committee on Academic Standards.

a. CONDITIONS AND LETTERS OF NOTIFICATION

Conditions of the probationary period are determined by the Committee on Academic Standards. Students placed on probation are notified in writing of these conditions by the Associate or Assistant Dean from Academic Affairs and First Year Studies.

A copy of this letter is sent to the chair of the students' major department and to their parents. A notation of probation is made on their permanent record.

b. LETTERS OF WARNING

If students are close to the minimum, they will receive a letter of warning from the Committee on Academic Standards, with copies to their department chair and their parents.

c. REMOVAL FROM PROBATION

Students on probation whose grades rise above the minimum at the close of the probationary period will be officially removed from probation. A notation to that effect will be made on their permanent record.

d. ACADEMIC DISMISSAL AND PROBATIONARY EXTENSIONS

Students whose grades do not rise above the minimum at the close of the probationary semester are subject to academic dismissal from the College. Their probation may be extended by the Committee if their record shows considerable improvement, even though their cumulative average is still below the minimum.

If students have spent two non-consecutive semesters on probation, they are subject to academic dismissal with no further probationary period should they again fall below the minimum cumulative average while they are students at Saint Mary's.

e. NOTIFICATION POLICY

As a general rule, only the students' department chairs are informed that they are on probation; the chairs may notify the students' faculty advisors. It is the decision of the students to inform individual instructors of their academic status.

f. CO-CURRICULAR ACTIVITIES

Students who are on academic probation may not hold office in Student Government or in club sports, may not hold the position of Resident Advisor in the halls, and may not participate on varsity athletic teams.

G. ACADEMIC REGALIA

The approved regalia for formal academic ceremonies at Saint Mary's College consists of the robe, the mortarboard and the hood. On occasion, upon the recommendation of an academic department and with prior approval of the president, the apparel may be complemented with a nationally recognized symbol of academic honor. The additional adornment will be approved only so long as it is discrete enough not to detract from the general uniformity of the academic regalia.

For less formal occasions, such as department convocations or hoodings and including specifically the Honors Convocation, academic department alternatives to the approved regalia remain within the purview of the faculty of that department.

H. ATTENDANCE AND EXCUSED ABSENCES

1. ATTENDANCE POLICY

Saint Mary's College makes no provision for a system of allowed "cuts" or absences. Students are expected to attend every meeting of a class for which they are registered, and the responsibility for attendance rests entirely with the students. Instructors are encouraged to establish their own attendance policy and to communicate it to the students. Faculty members have the right to lower grades for unexcused absences.

2. EXCUSED ABSENCES

Absences are always excused in the following cases:

- a. serious illness of the student, certified by a doctor or Health and Wellness Services;
- b. emergency or important event in the student's family;
- c. participation in the Saint Mary's or Notre Dame varsity sports program, a Saint Mary's music or dance group or the Notre Dame Band, Notre Dame ROTC Program or attendance at designated college sponsored conferences.

In other circumstances, the Associate Dean for Advising may officially excuse an absence after consideration of the particular situation, and will notify instructors when students are seriously ill, when they are absent for a family emergency or important event, and in other exceptional cases.

Notices are not normally sent when students are absent for scheduled events (athletics, for example) or when they visit Health and Wellness Services. When an instructor is in doubt about whether a student has an excused absence for a class, the instructor should contact Academic Affairs and First Year Studies. Students who will be absent for athletic or musical activities are expected to notify their instructors prior to any such absence.

3. MAKE-UP WORK: EXCUSED AND UNEXCUSED ABSENCES

In the instance of an excused absence, students are allowed to make up work missed, although the loss of instruction, especially during a prolonged absence, may result in a lower grade for an assignment or for the course. According to College policy, an instructor has the right to refuse to allow students to make up work missed because of an unexcused absence. Instructors are encouraged to make clear individual policy on "make-up" work early in each course as well as any policy they may have on the maximum number of absences allowed in the course.

4. DEPARTMENTAL POLICIES

Some departments (e.g., Modern Languages) have established departmental policies regarding attendance and absence in courses. Where there are departmental policies, students must be informed of them.

I. CLASSIFICATION OF STUDENTS

A student meeting the requirements for admission and desiring to study for a degree from Saint Mary's College is classified as follows:

0-29 semester hours of credit	First Year
30-61 semester hours of credit	Sophomore
62-93 semester hours of credit	Junior
94 or more semester hours of credit	Senior

A student not working for a degree from Saint Mary's College is classified as a non-degree seeking student.

Part-time students are those fulfilling all class obligations but carrying fewer than twelve semester hours of work.

A non-degree seeking applicant is expected to present formal application, a written statement of courses desired, and the reasons for the conditions under which they are to be taken.

J. COEXCHANGE PROGRAM

INTRODUCTION

Saint Mary's College participates in coexchange programs with the University of Notre Dame and with members of the Northern Indiana Consortium for Education. Only full-time Saint Mary's students who are enrolled in a degree program may participate in coexchange classes. These programs are intended to enrich a student's choice of elective courses, not to provide basic General Education or major courses. First year students do not participate in coexchange courses except in unusual circumstances, and then only with the approval of Academic Affairs and First Year Studies.

1. THE NOTRE DAME-SAINT MARY'S COLLEGE COEXCHANGE PROGRAM

a. ELIGIBILITY

In order for the coexchange program to work effectively and fairly, certain requirements have been established

- 1) Only full-time students are eligible for participation in this program;
- 2) Students in their senior year may elect two Notre Dame courses per semester and non-seniors one course per semester. Students who wish to enroll in courses in excess of the quota must receive special approval from their department chair and Academic Affairs and First Year Studies;
- 3) If the 3,000 credit hour quota is exceeded, some seniors registering for two courses will be allowed only one. A lottery system will be used to determine which seniors will be limited to one Notre Dame course.
- 4) Notre Dame courses may be chosen from any discipline, including the student's major field. In the latter case, it is understood that the course will count as an elective. The student's advisor must approve any Notre Dame course.

b. PROCEDURE

- 1) Saint Mary's students may pre-register for a Notre Dame coexchange class . Instructions are found on the Office of the Registrar website.
- 2) All coexchange class changes, along with the Pass/Fail option cards for such courses, are processed through the Saint Mary's Registrar.
- 3) Part-time Saint Mary's students (who may not participate in the coexchange program) who wish to enroll in a Notre Dame course must first make application to the University as a special part-time student. If they are admitted, they pay all tuition and fees for the course directly to the University.

c. GENERAL LIMITATIONS

The existence of a quota system demands, in fairness, that certain limitations be placed on coex enrollment.

- 1) The coexchange system is renewed yearly. It excludes summer sessions and graduate programs.
- 2) Each school has a ceiling quota of 3,000 credit hours to be assigned by each institution according to guidelines determined by its own staff.
- 3) All courses fall under the coexchange program.
- 4) All General Education requirements (except Religious Studies and Theology) must ordinarily be completed on the Saint Mary's College campus.
- 5) Major requirements must be fulfilled at Saint Mary's College.
- 6) Saint Mary's students who take Notre Dame courses comparable to one on their campus for which a fee is assigned will be charged that fee. Examples: language and science "labs," art and photography "studios."
- 7) No charge will be made for participation in musical organizations such as marching band, concert band, orchestra, glee clubs, and madrigal singers, or for audited classes.

2. NORTHERN INDIANA CONSORTIUM FOR EDUCATION (N.I.C.E.)

a. ELIGIBILITY

Saint Mary's College is part of a six member consortium, which also includes Bethel College, Goshen College, Holy Cross College, Indiana University at South Bend, and Ivy Tech State College. Full-time students at any of these institutions may enroll in one or two courses a semester at any of the others without extra charge (unless there are fees connected with the course). Enrollment is on a "space available basis." Grade points and credits earned in consortium courses become part of the student's official transcript.

b. ENROLLMENT PROCEDURE

To enroll in a consortium course, students (who should be enrolled in at least 12 hours at Saint Mary's) should:

- 1) obtain approval of the course from their department chair (schedule booklets may be obtained from the Saint Mary's Registrar or at the host college website);

- 2) obtain a consortium form from the Saint Mary's Registrar, which is then signed by the student's department chair, the Associate Dean for Advising and the Registrar;
- 3) attend the first class session at the host institution; if there is space available, students should obtain the signature of the instructor indicating that they are enrolled in the class;
- 4) return the remaining parts of the form (with the exception of the final sheet, which serves as a parking permit) to the host Registrar, who mails one copy to Saint Mary's College.

c. POLICY EXCLUSIONS

The consortium coexchange in no way affects the Notre Dame-Saint Mary's coexchange program. This agreement is in effect only during the regular academic year; it does not apply to summer school.

K. COUNSELING ASSISTANCE FOR STUDENTS

1. NON-EMERGENCY REFERRAL TO COUNSELING

When referring a student for counseling services, the following steps are usually taken:

- a. The referring person may consult with a counselor about the nature of the problem and the most appropriate way to initiate a referral.
- b. A conversation with the student is arranged preferably in a quiet, private location. The behaviors which have caused concern for the referring person should be identified to the student along with the reasons for recommending counseling services.
- c. In most instances, it is beneficial to allow the student to make specific arrangements with the Center.
- d. There may be times when the individual desires or requires the security of having someone else call or accompany her to the Center.
- e. The referring person is encouraged to follow-up with the student to determine whether a counseling relationship has been established.
- f. If, after a reasonable time, the student has not made or kept an appointment, it is appropriate for the individual who has initiated the action to check with the counselor who will assist in determining what further steps can be taken.

2. REFERRAL TO THE VICE PRESIDENT FOR STUDENT AFFAIRS

If students with serious behavioral problems are not cooperative, the referring person or the Counseling Center may contact the Vice President for Student Affairs. The Vice President may contact students directly regarding appropriate professional services and may outline conditions for students' continuation at the College. Such conditions may include continuing consultation with a licensed health service provider and notification of the parents.

Because individual circumstances vary, the Vice President for Student Affairs will determine the appropriate procedures on a case-by-case basis. Counseling Center staff are available for consultation in such situations.

3. PROCEDURES FOR A PSYCHOLOGICAL EMERGENCY

- a. If a member of the College community believes that a student(s) could be a serious danger to themselves or others, that community member contacts a College administrator, proceeding down this list until contact is made:

During office hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.:

- Director of Counseling Center,
- Vice President for Student Affairs,
- Director of Residence Life,
- Director of Health Services Security

After office hours:

Hall Director on call,
Security,
Director of Counseling Center
Vice President for Student Affairs.

- b. In psychological emergencies in which a student requires emergency treatment, the parents or guardians of the student may be notified by the Vice President for Student Affairs or an available College representative.

4. THE CONFIDENTIALITY OF THE COUNSELOR-CLIENT RELATIONSHIP

Consistent with the laws of the state of Indiana and the ethical standards of professional mental health organizations the confidentiality of the counseling relationship is respected and maintained. Therefore, information received in a counseling relationship goes to no one outside the Counseling Center unless students request such a release, except as specified for safety and legal proceedings. The fact that students have seen a counselor is not a part of a student's academic record.

When a counselor determines that a student is a serious danger to themselves or others, information about the student will be released without their consent and then only to parents or guardians, administrators, law enforcement, and health service providers who have a need to know. Even in these situations, an effort is made to enlist the student's consent and cooperation.

5. POLICY REGARDING HEALTH LEAVE OF ABSENCE (VOLUNTARY OR REQUIRED)

The Director of the Counseling Center, or the Vice President for Student Affairs, may recommend that students take a leave of absence from school for health reasons. All health leaves are processed through the Office of the Vice President for Student Affairs.

After the Change of Status form has been processed, the Vice President for Student Affairs sees that:

- a. there is appropriate documentation on file regarding the nature and status of the students' difficulties;
- b. conditions are specified regarding students' return to the residence hall and the College. Most frequently an evaluation by a certified physician or psychologist is required,

addressing students' ability to successfully manage academic work and live responsibly in a residence hall community;

- c. a letter is sent to the student, their parents, and the appropriate administrators specifying that the above-mentioned conditions be met prior to the students' return to the College.

Copies of the letter will be kept in a confidential file and are not part of the student's formal academic record.

6. EXCUSES FOR CLASSES MISSED

A counselor will not recommend that a student be excused from either class attendance or class requirements. However, as deemed appropriate, with the permission of the student, the counselor may contact another member of the College community (e.g., the Office of Academic Affairs or a faculty member) to provide information relevant to the student's situation.

L. CREDIT BY EXAMINATION

1. CREDIT BY EXAMINATION POLICY

Saint Mary's College will accept up to thirty credit hours by examination. The usual ways of qualifying for such credit are:

Advanced Placement Examination (AP)

College Board Achievement Tests (SAT II)

College Level Examination Program (CLEP)

International Baccalaureate – Higher Level Examination (

Students usually take the AP and SAT II examinations before entering Saint Mary's College. They may take the CLEP examination at any time in their college program.

The following charts list the conditions, determined by the appropriate Saint Mary's department, under which credit and/or advanced placement is granted.

a. ADVANCED PLACEMENT EXAMINATION POLICY

<u>TEST</u>	<u>SCORE REQUIRED</u>	<u>COURSE EQUIVALENT</u>	<u>EXEMPTION FROM GENERAL EDUCATION REQUIREMENTS</u>	<u>CR HRS</u>
Am. Hist	4,5	HIST 201-202	Yes	6
Art Hist.	3,4,5	Art 141 (non-majors only)	Yes	3
Biology	3	BIO 103-104	Yes	8
	4,5	BIO 151-152	Yes	8
Chemistry	3	CHEM 101-102	Yes	8
	4,5	CHEM 121-122	Yes	8*
Comp. Sci. A	3	CPSC 207	No	3
Comp. Sci. AB	4,5	CPSC 207 & CPSC elec	No	6
Macro Economics	4,5	ECON 251	Yes	3
Micro Economics	4,5	ECON 252	Yes	3
English language	4,5	ENLT 100-level courses	No	6
English lit.	4,5	ENLT 100-level courses	Yes	6
Eur. Hist.	4,5	HIST 101-102	Yes	6
French	4,5	FRENCH 111-112	Yes	6
German	4,5	GERMAN 111-112	Yes	6
Pol. Science	4,5	POSC 152	Yes	3
Latin	4,5	CLLA 121-122 (N.D.)	Yes	6
Math-CalAB	3	MATH 105	Yes	3
CalAB	4	MATH 105-106	Yes	6
CalAB	5	MATH 131-132	Yes	8
CalBC	3	MATH 131	Yes	4
CalBC	4,5	MATH 131-132	Yes	8
Mus. Lit.	3,4,5	MUS 241	Yes	3
Physics B	3	PHYS 101-102	Yes	8
Physics B	4,5	PHYS 217-218	Yes	6-8**
Spanish	4,5	MLSP 111-112	Yes	6

*High school laboratory notebook will be reviewed before granting credit.

**Credit depends on review of high school text and note book.

b. COLLEGE BOARD SAT II: SUBJECT TEST

<u>TEST</u>	<u>SCORE REQUIRED</u>	<u>COURSE EQUIVALENT</u>	<u>EXEMPTION FROM GENERAL EDUCATION REQURMNTS</u>	<u>CR HRS</u>
Am. Hist.	700 and up	HIST 201 OR 202	Yes	0
Bio	630 and up	BIO 103-104	Yes	8
Chem	630 and up	CHEM 101-102	Yes	8
Foreign Language				
French	640 & up	Inter. level	Yes	0
Spanish & German	630 & up	Inter. level	Yes	0
Math IIC	620 and up plus dept exam	MATH 101 or 102	Yes	3

c. COLLEGE LEVEL EXAMINATION PROGRAM POLICY

<u>TEST</u>	<u>SCORE REQUIRED</u>	<u>COURSE EQUIVALENT</u>	<u>EXEMPTION FROM GENERAL CR EDUCATION REQUIREMENTS</u>	<u>HRS</u>
Biology	49 & up 55 * up	BIO 103-104 BIO 151-152 (majors)	Yes Yes* *Upon cnsltn with Bio dept chr	8
Chemistry	48 & up	CHEM 101-102	Yes	8
Economics				
Intro Macro	57 & up	ECON 251	3 hrs of Soc. Sci.	3
Intro Micro	57 & up	ECON 252	3 hrs of Soc. Sci.	3
Govt	55 & up	POSC 151-152	Yes	3
History				
Am Hist I	58 & up	HIST 201	Yes	3
Am Hist II	58 & up	HIST 202	Yes	3
West Civ I	58 & up	HIST 101	Yes	3
West Civ II	58 & up	HIST 102	Yes	3
Marketing (Intro)	56 & up	BUAD 231	BBA General Education	3
Math				
Coll Alg	55 & up plus dept essay exam	MATH 101 or 102	Yes	3
Intro Cal	51 & up plus optnl essay exam	MATH 105-106	Yes	6
Mod. Lang.				
French	58 & up	MLFR 111	3 hrs	3
German	58 & up	MLGR 111	3 hrs	3
Spanish	58 & up	MLSP 111	3 hrs	3
Psyc (Gen)	60 & up	PSYC 156	3 hrs of Soc. Sci.	3
Soc. (Intro)	52 plus essay exam and interview	SOC 153	3 hrs of Soc. Sci.	3

d. INTERNATIONAL BACCALAUREATE – Higher Level Exams

<u>TEST</u>	<u>MINIMUM SCORE REQUIRED</u>	<u>COURSE EQUIVALENT</u>	<u>EXEMPTION FROM GENERAL EDUCATION REQRMNTS</u>	<u>CR HRS</u>
INDIVIDUALS & SOCIETIES				
English A1	5	100 level ENLT & 1 humanities core	Yes	6
Economics	5	ECON 151	Yes	3
Economics	6	See Department Chair		
History Americas	5	HIST 201-202	Yes	6
History Europe	5	HIST 103-104	Yes	6
Philosophy	5	See Department Chair		
Social Anthropology	5	ANTH 253	Yes	3
SCIENCES				
Biology	4	BIO 103-104	Yes	8
Biology	5	BIO 151-152	Yes	8
Chemistry	6	CHEM 121	Yes	4
Physics	6	PHYS 217	Yes	4
MATHEMATICS				
Math with Option 12	5	Math 105	Yes	3
Math with Option 12	6	Math 131	Yes	4
Math with Option 12	7	Math 131-132	Yes	8
Math with Option 9	5	Math 114	Yes	3
THE ARTS				
Music	5	Mus 241	Yes	3
LANGUAGE				
French	5	MLFR 111-112	Yes	8
German	5	MLGR 111-112	Yes	8
Spanish	5	MLSP 111-112	Yes	8

2. PROCEDURE

Students who wish to receive credit by examination should contact Academic Affairs and First Year Studies.

M. DEGREE REQUIREMENTS AND GRADUATION

1. PETITIONING FOR GRADUATION

A senior planning to receive a degree at May Commencement must file a degree petition with Academic Affairs and First Year Studies by the end of the fall semester prior to graduation. This petition must be approved by the chair of the major department or by both chairs, if the student has a double major. Each chair at that time determines what requirements the student still must satisfy to complete degree and major requirements and informs the student of them. It is the student's ultimate responsibility, however, to satisfy all degree requirements. In cases where a student's graduation is in doubt, the chair should notify Academic Affairs and First Year Studies .

2. EARLY COMPLETION OF DEGREE REQUIREMENTS

A student may finish a degree in three years, as long as all College regulations are observed in respect to credit by examination and transfer credit, and all major, General Education, and degree requirements are satisfied. When a student intends to finish degree requirements in mid-year, a special petition to finish early must be completed. Permission will be granted only when all course work and requirements can be completed in normal sequence and within a normal course load.

A student who finishes degree requirements at the end of a summer or in mid-year cannot receive the diploma until the following commencement. The student may, however, receive a statement from the Registrar certifying that all degree requirements have been successfully completed and that the permanent record is complete.

3. COMPLETION OF DEGREE REQUIREMENTS AT ANOTHER COLLEGE OR UNIVERSITY

Under certain circumstances a student who has completed the majority of her work may be given permission to complete requirements for a Saint Mary's degree by earning transfer credit at a college or university approved by Saint Mary's College. To receive such permission, the student must complete a petition, which is reviewed by the department chair and Academic Affairs and First Year Studies. All courses taken at another institution must be approved in advance and must be graded at least "C" or its equivalent. They will not affect a student's Saint Mary's College grade point average or rank in class.

4. LATE COMPLETION OF DEGREE REQUIREMENTS

If a student has completed all major requirements for the degree and is within six hours of completing the 128 required credit hours, permission may be requested from Academic Affairs and First Year Studies to take part in commencement exercises as a "degree candidate." "Degree candidates" do not receive a diploma and are not graduates of Saint Mary's College until the Commencement following the completion of all degree requirements.

If a student has walked as a degree candidate, she may receive an August diploma if all outstanding work is completed by the first of August. If she completes work after the first of August but before December 15, she may receive a December diploma. All work must be presented to the Academic Affairs and First Year Studies Office for verification of degree completion.

N. ADDING, DROPPING, AND WITHDRAWING FROM COURSES

1. ADDING A COURSE

A student may add a course during the first eight days of the semester with permission from the instructor or chair of the department offering the course and Academic Affairs and First Year Studies without charge or other penalty. Add forms may be obtained from and returned to the Registrar's Office. Adds may also be processed by the academic departments directly into Banner. Failure to add a course properly may result in no credit for the class.

2. DROPPING A COURSE

For the first five weeks of the semester, a student may drop a class with the permission of the instructor or chair of the department offering the course and Academic Affairs and First Year Studies. The student must pay any special fees associated with a class dropped after the regular add/drop period. Because nothing can be added in its place after the initial add period, a student should have at least 12 remaining credits after dropping a course in order to continue in good standing as a full-time student. No record of a dropped course is made on the student's permanent record. Drop forms may be obtained from and returned to the Registrar's Office. Drops may also be processed by the academic departments directly into Banner during the first eight days of the semester. Failure to drop a course properly may result in a grade of "F" or "U".

Saint Mary's students must process adds and drops for Notre Dame courses with the Saint Mary's Registrar.

3. WITHDRAWING FROM A COURSE

After five weeks, a student may withdraw from a course according to the procedure and under the circumstances outlined in the current *Bulletin* under "Withdrawal from a Course." A withdrawal form can be obtained only from Academic Affairs and First Year Studies. As in dropping a course, a student should have at least 12 remaining credits to continue in good standing as a regular, full-time student.

A student may withdraw from a course up to the last class day. In very few cases, however, is such a late withdrawal advisable. Both the instructor and academic advisor should carefully discuss with the student the decision for late withdrawal. Failure to withdraw from a course properly may result in a grade of "F" or "U".

4. "WITHDRAWING" VERSUS "DROPPING" A COURSE: A COMPARISON

Withdrawing from a course differs from dropping it in two ways:

- a. the student must have the instructor's approval to withdraw from the course;
- b. a record of registration in the course is made on the student's transcript. If a passing grade is being earned in the course at the time of withdrawal, a "W" will be recorded

on the transcript. This grade has no effect on the grade point average. If the student is not passing in the course and still wishes to withdraw, the grade is recorded as "F" and is included in the cumulative grade point average.

Thus, the only time it is advisable for a student to withdraw from a course with a failing grade is when it has been determined (and the instructor agrees) that the student cannot hope to pass the course and wishes to stop attending the class and devote time to other subjects.

O. FINAL EXAMINATION POLICY

1. GENERAL POLICY

No final examination may be changed by the instructor from its scheduled time to any other time. The required date for the submission of take-home examinations must be the day on which the course examination was originally scheduled. Any exception to these regulations must have the approval of the appropriate department chair and the Vice President and Dean of Faculty.

Faculty members must avoid scheduling major tests, even if they are not final exams, during the last week of classes. Any test given at the end of the semester, even if it is not a cumulative exam, should be scheduled during the final exam period.

2. STUDENT INITIATED CHANGES OF FINAL EXAMINATIONS

Students may request a change of final examination time through Academic Affairs and First Year Studies for the following reasons:

- a. documented illness of the student
- b. emergency or important event in the student's immediate family;
- c. three exams scheduled in one day or in three consecutive exam periods within 24 hours;
- d. students on varsity teams who qualify for tournaments which conflict with exam dates.

An Advisor in Academic Affairs and First Year Studies will notify the instructor in writing that the exam is to be rescheduled and will determine which exam should be rescheduled in the case of three consecutive exams. As a general rule, the middle exam will be the one changed.

3. INSTRUCTOR INITIATED CHANGES OF FINAL EXAMINATION

In cases where the instructor thinks the student has a good reason for taking an exam out of its scheduled time, the instructor should refer the student to Academic Affairs and First Year Studies for special consideration.

P. GRADE POLICIES AND PROCEDURES

1. GRADE SYSTEM AND GRADING CRITERIA

At the end of each semester, students receive a final grade in each course based upon the work done in class discussion or recitation, collateral reading, themes, term papers, reports, tests, laboratory work, and the final examination in the course. The grade system in use is:

<u>LETTER GRADE</u>	<u>GRADE POINTS PER SEM. HR.</u>	<u>DESCRIPTION OF GRADE</u>
A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Satisfactory
C-	1.67	
D+	1.33	
D	1.00	Poor
F	0.00	Failure

(A "C-" is not an acceptable grade for a course in a student's major or minor.)

Grades not included in average:

W	withdrew with permission
NR	no grade reported
V	audit
P	pass (course taken on pass/fail basis)
X	incomplete
H/S/U	honors/satisfactory/unsatisfactory (non-graded course)

2. INCOMPLETE GRADES AND GRADE CHANGES

a. ASSIGNING AN INCOMPLETE "X" GRADE

Students may be given an "X" grade in a course if circumstances beyond their control have caused them to be unable to finish course work by the time final grades are assigned. Usually, an "X" grade is given in the case of medical or other emergency. (Poor planning in a course, leading to panic at its end, is not sufficient reason for an "X" grade.) Students and their instructors should complete a "Report of Incomplete Grade Form" specifying work still to be done. These forms are available from the Registrar or department secretary and are to be returned to the Office of the Registrar by the instructor.

An "X" grade must be changed within the first 30 days of the semester following the one in which the original grade was given. An "X" grade that has not been removed within the 30-day period will become an "F". The only way the "F" can be changed to a higher grade after the grade change period has lapsed is at the request of the faculty member who assigned the original grade and with the approval of the Academic Standards Committee.

b. ALTERNATIVES TO AN "X" GRADE

If an instructor agrees to accept work after final grades are due, even though no extenuating circumstances exist, that instructor may assign as a final grade whatever grade the student then has in the course. When all work is complete, a grade change can be made, so long as it is within the deadline for grade changes.

c. GRADE CHANGE POLICY AND PROCEDURE

Grade changes must occur within the first 30 days of the semester following the one in which the original grade was given. The instructor should process a "Change of Grade Form" which can be obtained from Academic Affairs and First Year Studies or the registrar. (Only faculty members can receive these forms, never students.) The completed form should be returned by the instructor to Academic Affairs and First Year Studies within the 30-day period. Extensions of time for a grade change will be agreed to by the Associate or Assistant Dean in Academic Affairs and First Year Studies only for a serious reason and at the written recommendation of the instructor. If the academic officer has agreed to an extension because of an extenuating circumstance, the instructor will be notified in writing.

d. CONTESTED GRADES

If a student thinks that a grade received in a course is incorrect or unfair, she should discuss the matter with the instructor of the course. If she is not satisfied with the instructor's explanation, she should refer the matter to the chair of the department. For an appeal beyond this level, the student should contact the Associate or Assistant Dean in Academic Affairs and First Year Studies. In such an appeal, the burden of proof is

on the student. The procedure for contested grades is the same as the appeal for violations of the academic honesty code. See section VI. C. 6.

e. APPEAL PROCESS FOR STUDENTS WHO ARE DENIED THE "W"

Appeals of a denied W must occur within the first 30 days of the semester following the one in which the W class was taken. If a student thinks she has been unfairly denied the W, she should discuss the matter with the instructor of the W course. If she is not satisfied with the instructor's explanation, she should write a letter stating the reason for her appeal and submit it with her W portfolio to the Director of the writing program.

3. PASS/FAIL OPTION

a. PASS/FAIL POLICY

- 1) First year students are not permitted to select courses on a pass/fail basis first semester.
- 2) General Education courses (those required for the Saint Mary's College degree) and courses in the student's major or minor (unless they are in excess of the minimum required for the major or minor) cannot be carried on a pass/fail basis.
- 3) Two pass/fail courses are permitted a semester, but only six such courses may be selected during a student's college career.
- 4) A pass/fail course permit must be countersigned by Academic Affairs and First Year Studies and the faculty advisor or department chair. Forms may be obtained at the Registrar's Office or Academic Affairs and First Year Studies.
- 5) The student is expected to complete all class assignments, tests, discussions, projects, labs, etc.
- 6) Grades of "A" through "F" will be assigned by an instructor, with grades through "D" being recorded as "P".
- 7) The grade posted will be either "P" or "F" with the latter included in the grade point average.
- 8) A student may elect the Pass/Fail option by processing a Pass/Fail form within the first ten class days of the semester. This limitation exists to maintain the integrity of Pass/Fail courses. The decision to take a course pass/fail may not be reversed, nor may a graded course be made pass/fail after the first ten class days of the semester.

b. PASS/FAIL PROCEDURE AND GUIDELINES

Before students decide to elect the Pass/Fail option, they should consider several points.

- 1) The Pass/Fail option exists primarily to allow students the freedom to try courses in a discipline not their major and for which they may lack extensive background.
- 2) The instructor will not know - unless informed by students - that they are taking the class Pass/Fail. The students will be graded on all assignments and on the course itself. The final grade will be converted to "P" or "F" by the computer.
- 3) Students are expected to attend all classes and do all assignments in a course they are taking Pass/Fail.
- 4) Even if students earn an "A" or a "B" in the course, the Pass/Fail option cannot be removed.
- 5) Students will need at least 12 graded hours to qualify for the academic Honors List, even if the necessary 3.4 or higher is earned.
- 6) Some graduate schools do not accept courses taken Pass/Fail. Others compute the Pass/Fail grade as the lowest passing grade (i.e., a "D"). Students intending to pursue a graduate program are thus advised not to elect courses Pass/Fail, particularly in courses related to the major.

4. TRANSFER CREDIT

Grades earned through transfer credit are recorded on the student's permanent record but are not averaged into the Saint Mary's College grade point average.

Q. HEARING AND APPEAL OF DENIAL OF WAIVERS

A student appealing the denial of a request for an exception to any academic policy, or waiver of any academic requirement, must present a written request to the Associate or Assistant Dean in Academic Affairs and First Year Studies. In this request, the student should state the exception she is seeking, the reasons for requesting an exception, and, in the case of a request for a waiver of a requirement, what substitute she would suggest. As is currently the practice for any appeal the request will be handled by a hearing board made up of a faculty member, a student, and an administrator chosen from among the members of the Academic Standards Committee. The hearing board will solicit information from all relevant parties, in particular from any academic department involved.

Appeals from decisions of this hearing board will go to the President.

R. DISABILITIES

Saint Mary's College will provide reasonable accommodations to qualified students with properly documented disabilities. A qualified student is one who is accepted for admission, although not all accepted students are qualified to earn degrees in all fields. A disability is a "physical or mental impairment which substantially limits one or more of the major life activities," in comparison with an average person.

Documentation must be in writing and must be current. Three years is the outside limit for conditions, and emotional illnesses should be documented yearly. Documentation must be provided by an appropriately credentialed professional – a physician for physical disabilities, a psychologist with training in the learning disabilities of adults and adolescents for learning disabilities, a mental health provider licensed to diagnose emotional illness for students with such illness. The specific content of the documentation will vary with the nature of the student's problem, but in all cases it should include a diagnosis (if one is made), its justification, recommendations, and a clear rationale for the recommendations.

The student will sign a release allowing the Academic Affairs and First Year Studies or Disabilities Resource Office to inform her faculty of the accommodations to which she is entitled, and to discuss their implementation. Faculty should consult with the Disabilities Specialist before making any accommodations requested by students.

APPEAL BASED ON DISABILITY

A request for an exception to any academic policy made on the basis of a disability will be handled by a hearing board from the Academic Standards Committee. This board will be made up of a faculty member, a student, and the Vice President and Dean of Faculty as the administrative member. The Associate or Assistant Dean in the Academic Affairs and First Year Studies Office may serve as a non-voting resource person.

S. INTERNATIONAL STUDY PROGRAMS

1. GLOBAL STUDY PROGRAMS

Saint Mary's has a long history of providing quality global programs as an essential part of our educational mission—forming women leaders who “make a difference in the world.” All graded credits earned on Saint Mary's Global Study Programs are computed in the Saint Mary's College grade point average. Students must maintain full-time student status, a minimum of 12 credit hours.

a. INTERNATIONAL PROGRAMS: SEMESTER AND YEAR LONG

Saint Mary's College sponsors international education opportunities for semester and year long terms in Italy, Ireland, Spain, France, Austria, Europe (Women's Studies in Europe,) Australia, South Africa and South-East Asia (Semester Around the World.) These programs ordinarily follow a similar academic schedule as the Saint Mary's campus.

1) ROME, ITALY

Since 1970, when the College established its center in Rome, more than 2,500 students have lived and studied on our Rome campus, taken archaeology classes in the Roman Forum, participated in ceremonies at the Vatican, and become part of the lively culture of Italy.

Courses offered in the Rome Program, designed primarily for sophomores, include Italian language (required of all) and literature, anthropology, art history, political science, history, music appreciation, mythology, philosophy and religious studies. Thus, fulfilling requirements in some of these areas should be postponed until sophomore year. In order to be eligible for the program, students must normally complete a year or its equivalent of Italian and maintain an overall average of "B-".

2) SEVILLE, SPAIN

The College officially affiliates with the Center for Cross-Cultural Study in Seville, Spain — a study abroad opportunity for the Department of Modern Languages' majors and minors in Spanish. The program at the CC-CS offers a wide range of courses which complements the Spanish curriculum at Saint Mary's. Typically students participate in this program in the second semester of their sophomore year, but a full year of study abroad is available for those students whose academic programs permit it.

3) MAYNOOTH, IRELAND

In 1977 Saint Mary's College sent its first group of students to Maynooth, Ireland. Rising sophomore and junior applicants are selected to participate in Saint Mary's Ireland Program. To qualify for the program, students should have at least a "B" average and must complete the writing proficiency requirement. They travel to

Ireland from October to May to study at the National University of Ireland in Maynooth, located just 14 miles west of Dublin.

The Saint Mary's Ireland Program offers students the opportunity to enroll in courses with Irish classmates and to live in housing near N.U.I.M.'s campus. Courses selected from the curriculum at the National University of Ireland in Maynooth include anthropology, classical civilization, economics, history, literature, philosophy, sociology and theology. Two courses in Irish literature and Irish history are required of all students on the Program.

4) DIJON, FRANCE

Saint Mary's College has established a direct enrollement agreement with the Centre International d'Etudes Franaises (CIEF) at the Universite de Bourgogne in Dijon, France. Courses range from beginning to advanced French language and civilization. Academic credit applies towards the French major or minor at Saint Mary's. The Department of Modern Languages recommends a spring semester or a year's stay, in either the sophomore or junior year. Courses are taught in both French and English.

5) SEMESTER AROUND THE WORLD

Since the fall of 1983, Saint Mary's College has offered an international study program that incorporates an around-the-world tour with a full semester of course work designed specifically for Saint Mary's. The formal academic program of the semester will be offered at Sacred Heart College, Cochin, India. Sacred Heart is a distinguished Catholic university administered by priests of the Carmelite Order. A faculty selected from Sacred Heart and several other major universities in India will offer the following courses: history and literature philosophy and religion, sociology and anthropology, government and economics, and fine arts—music, art, theatre, film.

During the travel portion of the semester, students visit various Asian countries.. On the return journey students may also visit cities in the former Soviet Union and Eastern and Western Europe.

6) FREMANTLE, AUSTRALIA

In 2003, Saint Mary's established its first direct student exchange program with the University of Notre Dame, Australia. Students can choose from a wide range of courses offered, with pre-approval from their academic advisors, and study for a year or semester. All Saint Mary's students will be required to take a course on Australian history and society, which includes a field trip to the Kimberly region of Western Australia to visit aboriginal communities and experience the Australian Outback.

7) INNSBRUCK, AUSTRIA

Saint Mary's College participates in the University of Notre Dame's programs abroad in Innsbruck, Austria at the University of Innsbruck. The program designed

primarily for students in their sophomore year begins in early September with a month-long intensive German language session and cultural orientation in Salzburg. Typical offerings include Art History, Economics, Literature, Philosophy and Theology. All courses are taught in German. As with Saint Mary's College's programs, grades earned are calculated in the student's Saint Mary's College grade point average

8) WOMEN'S STUDIES IN EUROPE

Beginning in the Fall of 2004, the College has officially affiliated with Antioch College's comparative study of Women's Studies in Europe. The program offers an opportunity to explore feminist theory in practice across Europe and examines the trends in social, economic, and political systems as they influence contemporary gender theory, policy, and women's identities. Students attend lectures and workshops with the program director, and conduct original field research in Belgium, Germany, Poland, Slovenia, England, and the Netherlands. While working on independent research questions, students also are enrolled in additional course work that totals 16 credit hours. Offered each fall semester, the program is open to all students with disciplinary interest in women's study.

9) PIETERMARITZBURG, SOUTH AFRICA

Beginning in the Fall of 2006, the College has officially affiliated with InterStudy at the University of KwaZulu-Natal, Pietermaritzburg in South Africa. The program at the University of Natal offers a wide range of courses, including but not limited to Political Science, Biology, History, gender studies, and Religious Studies. Students can choose from a wide range of courses offered with pre-approval from their academic advisors. This program is available to students interested in studying for fall/spring or full year.

b. DOMESTIC STUDY: WASHINGTON, D.C.

Recognizing that off-campus learning in diverse international and domestic learning environments creates challenging and vigorous educational opportunities, Saint Mary's College offers discipline-specific domestic study programs.

The Political Science Department offers a program designed for students to spend a semester in Washington, D.C. studying the operations of the national government. The program, a cooperative arrangement between over 100 colleges and American University, features seminars, an internship, and a supervised research project for which the student earns a total of 16 credits. NOTE: Washington Semester grades are considered transfer work and are not calculated in the Saint Mary's College G.P.A.

A student must be a Political Science major and have taken POSC 152 and 217 before attending the Washington Semester. A cumulative average of 2.5 is also required. Exceptions may be made for strong performance in Political Science courses and other mitigating circumstances but only after formal review by the Department faculty.

c. SUMMER and SEMESTER BREAK: INTERNATIONAL STUDY

Saint Mary's College sponsors travel and experience learning opportunities during spring break in Jamaica and Central Europe and summer in Ecuador, Europe, Greece, Honduras, Korea and Mexico.

In any one summer, students may earn either six hours of academic credit may in a single travel program or a maximum of nine credit hours in any combination of international travel or summer programs. Courses will not satisfy Saint Mary's College General Education requirements.

1) JAMAICA FIELD STUDY (MARINE BIOLOGY)

The Biology Department offers Marine Biology (BIO 209) as a regular course during the spring semester in even-numbered years which includes a trip to the Caribbean during spring break. The professor accompanies the class on a field excursion to the Hofstra University Marine Laboratory (HUML) in Jamaica. Marine Biology is designed as a sophomore level class in the biology major and meets the departmental requirement for a field course. The total cost of the trip is in addition to the tuition paid for the course.

2) POLAND TO PRAGUE STUDY PROGRAM

This ten- to twelve-day rapid immersion into the history and culture of Eastern Europe takes place during a semester break. Students will visit and study in Warsaw, Krakow, and Prague. Side visits are also arranged to Auschwitz, Czestochowa and the Wieliczka Salt Mines. A course for credit, an introduction to Polish and Czech history, is optional.

3) EUROPEAN SUMMER STUDY PROGRAM

Saint Mary's College four-week summer program in Northern Europe, from mid-May to mid-June, offers an introduction to European history, culture, international business and courses in other disciplines such as art, drama, and business. Included in the month-long program is travel in England, Ireland, Scotland, Wales, and France.. The key to the learning process on this study trip is experience; classes are held in the places where events happened Students can take up to six credits.

4) GREECE SUMMER STUDY TOUR

The Greece Summer Study Tour is an eighteen-day program beginning toward the end of May and continuing into the month of June. The study tour course allows students to earn three elective credits. Students immerse themselves in the Greco-Roman world of the first urban Christians converted by Paul the Apostle while traveling throughout mainland Greece. Students do not need to specialize in history, religion, or a foreign language to participate.

5) MEXICO STUDY TOUR

This program offers students a one-week experiential learning opportunity centering on the Mexican business climate. Office visits include Mexico-HQ to multi-national corporations, state-owned companies, exchanges, and federal agencies that support or regulate commerce and trade. Cultural trips include a visit to the Pyramids of Teotihuacan.

6) HONDURAS SUMMER SERVICE LEARNING PROGRAM

A three-week, three-credit seminar is offered from mid-May to early June in Honduras. In partnership with the Heifer Project, this class explores issues related to poverty, development, gender concerns, and human rights. The course of study includes one week devoted to a cultural, political, and historical orientation to Honduras, based in Tegucigalpa, the capital city; a second week where students live in villages that are in partnership with the Heifer Project, including service-learning with development projects in those villages; and a third week with more service-learning in an orphanage and time in Copan, site of Mayan ruins in Honduras.

7) KOREAN CULTURE SUMMER STUDY PROGRAM

The Korean Culture Summer Study program introduces students to Korean culture, language, and history. This two-week program is offered from mid-May to the end of May. Classes are held at the Catholic University of Korea in Seoul, where students interact with Korean college students while listening to lectures on the language, family, economy, and the history of Korea. Field trips to historical and traditional cultural sites will allow students to see first-hand the beauty and history of Korea, thus enriching their in-class learning.

8) ENVIRONMENTS OF ECUADOR SUMMER STUDY PROGRAM

One of the most environmentally diverse countries in the world, Ecuador offers a unique opportunity to experience four distinct ecological settings.. Open to students in all majors, the course highlights the natural beauty of Ecuador in a 15-day travel experience towards the end of the summer in even years. Particular emphasis is placed on local conservation efforts, the intersections between biology and culture, and the rich diversity of life.

d. THE UNIVERSITY OF NOTRE DAME INTERNATIONAL STUDY PROGRAMS

Saint Mary's College students may apply to and be enrolled in University of Notre Dame international study programs during the academic year for Notre Dame credit, with the exception of programs located in institutions where Saint Mary's has an existing program. For applicability of Saint Mary's financial aid to Notre Dame International Study Programs, please contact the Office of International and Intercultural Studies or the Office of Financial Aid.

e. NON-AFFILIATED INTERNATIONAL STUDY PROGRAMS

In addition to the portfolio of Saint Mary's International Program programs, the College also recognizes established programs abroad administered by other American colleges and universities. International study may be pursued during the sophomore or junior year, for one or two semesters. Plans for study abroad at other colleges must be approved in advance by The Office of International and Intercultural Learning (CWIL) and by the Office of Academic Affairs.

Grades/credits earned on international study programs, are not computed into the student's Saint Mary's College grade point average and must be approved in advance by Academic Affairs and First Year Studies. All courses must meet the requirements for transfer credit.

Saint Mary's Institutional Scholarships and aid, as well as Indiana State financial aid does not apply to students participating on a non-affiliated study abroad program. Student who receive financial aid should meet with the Office of Financial Aid while preparing for semester long study.

2. CREATING AN OFF-CAMPUS INTERCULTURAL PROGRAM

a. OBTAIN APPROVAL

To propose a new SMC off-campus intercultural program, faculty members should first secure the approval of his/her department chair. Then, submit the appropriate off-campus intercultural program proposal form, with required attachments, to the Director of International and Intercultural Learning by October 1. The Director will take the proposal for consideration to the Faculty Advisory Committee on Intercultural Learning, the VP/Dean of Faculty, and administrators (e.g. financial aid, comptroller, registrar, etc.) for approval.

b. DEVELOP THE COURSE

After approval has been given by the VP/Dean of Faculty, a new off-campus intercultural course is developed as a 290 or 390 special topics course, whether within a department, an interdisciplinary program like ICS, or in very rare cases as SMC. The third time the course is offered, the courses must go through the Curriculum Committee to be approved as a permanent course and assigned a permanent number, either within the proposed instructor's department or InterCultural Studies, or cross-listed, as appropriate.

1) STUDY TOURS

Study tours, which are regarded as non-classroom learning experiences, may carry one hour of credit for a minimum of thirty hours of experience.

2) COURSES

Courses offered as part of a travel program must meet the same standards and be approved through the same procedure as any other college course.

3) INDEPENDENT STUDY: STUDY TOURS

Independent study projects in conjunction with a study tour must comply with the College guidelines for independent study. A maximum of one additional credit may be earned for a project that is an extension of a study tour or course.

4) ACADEMIC POLICY

In general, a maximum of six hours of academic credit may be earned in a single travel program; a maximum of nine credit hours may be earned in any combination of travel or summer programs in a single summer.

College General Education and major or minor requirements may not be fulfilled in a travel program.

c. NEW INTERCULTURAL LEARNING AFFILIATION AGREEMENTS

New intercultural learning affiliation agreements with other institutions (e.g. exchange agreements or third party provider), are negotiated through the office of international and intercultural learning, in consultation with the faculty advisory committee, and all relevant administrators, signed by the VP/Dean of Faculty, and finally approved by the Academic Affairs Council. Curriculum committee, the Cabinet, and the President also need to be informed. A new agreement must be piloted for one year experimentally with approval of the faculty advisory committee and VP/Dean of Faculty before receiving final approval.

d. NON-CREDIT OFF-CAMPUS LEARNING INTERNATIONAL PROGRAMS

The Office of International and Intercultural Learning should also be informed of any non-credit off-campus learning programs offered to students by faculty or administrators.

T. MAJORS AND MINORS

1. DECLARING A MAJOR: THE PETITION PROCESS

By the end of the sophomore year, students must petition an academic department for acceptance as a major. Early in the second semester of the sophomore year the Office of Academic Affairs sends each sophomore a Major Petition with instructions for completing it. Students then have time to meet with department chairs and counselors about possible major programs.

Students who have not submitted a Major Petition by the beginning of the junior year will not be allowed to preregister for the spring semester until the form is on file in Academic Affairs and First Year Studies.

Though some students begin prerequisites for a major (such as science or art) in their first year, first-year students may not formally petition a department for acceptance in a major program. There are several reasons for this restriction. Many departments refuse to accept a student whose grades are below a certain minimum average or who have received low grades in key prerequisite courses. Such information is not available until a student has spent at least one full year at Saint Mary's. Moreover, first year students are, as a general rule, not ready to choose a major until they have spent a full year in college course work.

2. CHANGING A MAJOR

Students who wish to change their major or to add a second major after they have submitted their formal petition may do so by obtaining a Change of Major Form from Academic Affairs and First Year Studies. Approval of a change or addition of a major must be obtained from both new and old department chairs and from the Associate or Assistant Dean in Academic Affairs and First Year Studies. This approval will depend in part upon whether all requirements for the major can be completed by the students' projected date of graduation.

3. DECLARING A MINOR

To declare a minor, a student should fill out a Minor Petition form (available from Academic Affairs and First Year Studies) and return the completed form with appropriate signatures to the Academic Affairs and First Year Studies Office.

U. NON-TRADITIONAL LEARNING (INTERNSHIPS, TRAVEL PROGRAMS, INDEPENDENT STUDY, EXPERIENCE-BASED LEARNING) AND PHYSICAL EDUCATION

1. POLICY

A total of 18 semester hours of non-traditional learning may apply toward the fulfillment of degree requirements.

2. GUIDELINES FOR NON-TRADITIONAL LEARNING

a. TEACHING EXPERIENCE

Courses which teach students how to teach (exclusive of the education program).

- 1) Course enrollment is limited to juniors or seniors who are qualified to undertake the project. The conditions for qualification must be spelled out in the course description.
- 2) Credit will be granted only when all three of the following conditions are met:
 - a) the student receives orientation in methods and technique of instruction;
 - b) the student has an opportunity to practice instruction;
 - c) the student's practice is supervised thoroughly.
- 3) These courses include: BIO 310, ENGL 498

b. INDEPENDENT STUDY

A specially designed course of study for enrichment in which the student reads and writes or does studio work or laboratory research about a specific topic of interest, under the guidance of a faculty member. Course numbers are 297, 397 or 497.

- 1) Department chairs are responsible for the quality of independent study courses in their departments.
- 2) Each student wishing to study independently must submit a formal proposal to outline the intended work.
- 3) This proposal must be approved by the director of the project and by the department chair (copy to be filed in permanent folder - Office of the Registrar).
- 4) The approval of the project indicates that in the opinion of the department chair:
 - a) the instructor will not be overburdened;

- b) the instructor is competent in the area of study;
 - c) the student has sufficient background in the area of study and enough intellectual maturity to do independent work;
 - d) the area to be covered is beyond the regularly scheduled courses offered by the department.
- 5) Independent study courses must be added to the student's schedule during the preregistration and registration periods.
 - 6) Each hour of independent study should require an amount of work equivalent to that required by a course offered at the same level and for the same number of credit hours (approximately three hours of work per week for each credit hour).
 - 7) Only six hours of independent study may be taken in one department, and no more than nine hours total.

c. EXPERIENCE-BASED LEARNING (INTERNSHIPS)

This is a learning experience that brings students into direct contact with the situations, encounters, and responsibilities they will meet in their careers. It is distinguished from independent study, which is primarily academic.

In the case of those learning experiences required by an accrediting body in the course of a regular program, the guidelines of that body will supersede these.

These courses include courses with numbers 299, 399, 499.

d. EXPERIENCE-AND-COMMUNITY BASED LEARNING (NON-INTERNSHIPS)

This is a learning experience that brings students into direct contact with the situations, encounters, and responsibilities they will meet. It is distinguished from independent study, which is primarily academic.

In the case of those learning experiences required by an accrediting body in the course of a regular program, the guidelines of that body will supersede these.

These courses include courses with numbers 199, 300.

1) STUDENT APPLICATION PROCEDURES

- a) Students may apply for academic credit for Experience-Based Learning only in an area related to their major and after completing the usual lower level courses required of a major. With the signatures of both chairs, a student from one major may participate in Experience-Based Learning in another

department after completing the usual lower level courses required for that major.

- b) Permission to receive academic credit for experience-based learning must be obtained before the experience begins.
- c) For each credit-bearing program, a learning contract must be drawn up by the student and faculty sponsor and signed by the department chair and a responsible person at the learning site.
- d) The student's major advisor is responsible for certifying that the learning experience does not duplicate another in which the student has participated.
- e) Copies of the learning contract must be filed with the department chair, Academic Affairs and First Year Studies, and the Registrar.

2) DEPARTMENT RESPONSIBILITIES

- a) The department chair, in consultation with the department faculty, will determine the appropriateness of each specific learning experience for the granting of credit. Experience-based learning courses that are formally listed as such in a department's curricular offerings must be submitted to, and approved by, the Curriculum Committee before they are offered.
- b) Each credit assigned to experience-based learning should reflect approximately four hours work per week.
- c) Department chairs will submit to the Vice President and Dean of Faculty a list of faculty who supervise students in Experience-Based Learning together with the number of such students in the total teaching load of the faculty. When appropriate, the Vice President and Dean of Faculty and the department chair will work out an adequate work load adjustment.

3) COLLEGE REGULATIONS

- a) Experience-Based Learning Programs will be approved only for the academic year, except for structured summer programs approved by the procedure described in the preceding sections.
- b) Experience-Based Learning programs should be limited to one-a-semester, with no single program exceeding two semesters. A student may not participate in more than two such programs.
- c) All experience-based learning programs are graded on an S/U basis.
- d) Credit should not exceed three (3) hours per semester.

- e) No more than six (6) credits (ungraded) may be applied toward the fulfillment of the minimum requirements for the major or toward the 128 hours required for a degree.
- f) Normally, a student cannot receive both academic credit and monetary compensation for experience based learning. Exceptions to this rule must be approved in writing by both the chair of the department in which the proposal is made and the Associate or Assistant Dean in Academic Affairs and First Year Studies.

3. EXEMPTIONS FROM GUIDELINES OR POLICY

A request for an exception to the guidelines for non-traditional learning must be put in writing by a department chair and must be approved by the Vice President and Dean of Faculty who may refer it to the Academic Standards Committee or Curriculum Committee, as appropriate.

4. PHYSICAL EDUCATION COURSES AND CREDITS

The following restrictions govern degree credit given for physical education course work and participation on College-sponsored teams.

- a. A maximum of one (1) credit of Physical Education may count toward the 128 credits required for the degree. Additional Physical Education classes or team sports will be listed on the permanent records with zero credit.
- b. Credit for participation on teams is determined separately for each team. In general, a team must be organized and have a coach at the beginning of the semester for team members to qualify for Physical Education credits.
- c. These courses include all courses with the PE subject code.

V. EXPERIMENTAL PROGRAMS

1. RATIONALE

For several years the College has provided funds for experimental programs designed to encourage the creativity of faculty in their teaching. The program is under the jurisdiction of the Vice President and Dean of Faculty and operates on the following rationale:

- a. that it is important for the faculty to recognize there is administrative support for educational innovation;
- b. that the administration seeks to encourage faculty to become immediately and effectively involved in curricular reform without the need to submit the reform to extensive committee review;
- c. that it is important that faculty be allowed to undertake educational reform for a "trial period" and that funds be available, outside of the normal budgeting procedure, to support the reform.

2. PROCEDURE

- a. Faculty may submit proposals at any time to the Vice President and Dean of Faculty.
- b. Discussion follows, and if considered feasible, an *ad hoc* committee is established to determine if the program should be approved for a trial period.
- c. Programs are approved for a two year trial period. During this time there is no full commitment to the "idea," rather it is an opportunity to "work-out the bugs," to evaluate the program, and, if possible, to develop the idea into a full proposal for curricular reform.
- d. After a two-year trial period, the "idea" may be presented with appropriate supporting evidence for formal consideration by the appropriate College committee.

W. REGISTRAR'S DEADLINES WITHIN THE SEMESTER

1. ADD PERIOD

Courses may be added during the first eight days of the semester.

2. PASS/FAIL or AUDIT OPTION

Pass/Fail or Audit forms must be completed and submitted by the close of business on the tenth class day of the semester (see Pass/Fail Option).

3. COURSE DROPS

Courses may be dropped within the first five weeks of the semester. No record of registration for the course appears on the student's permanent record. Special fees, however, are not refunded.

4. WITHDRAWING FROM A COURSE

After the drop deadline a student may withdraw from a course until the close of business on the last day of classes. (see Dropping/Withdrawing).

5. MID-SEMESTER GRADES

Faculty report grade deficiencies and reasons for deficiencies to the Registrar. Deficiency grades are due in PRISM by 8:00 a.m. on the Monday of Fall or Spring break. Warning notices are sent to students doing below average work (see Deficiency Notices). Failure to submit deficiencies by this deadline means the instructor will have to notify the students and Academic Affairs and First Year Studies.

6. PREREGISTRATION FOR NEXT SEMESTER

Approximately one month prior to the end of the semester, students preregister for courses to be taken during the following semester. Students must present a form signed by an academic advisor in order to register for courses.

7. FINAL GRADES

Final grades are reported in PRISM and are due at noon on the Tuesday following the last Friday exam (unless a calendar anomaly requires a change in the deadline which will be known and announced one year in advance). Final grade deadline for Notre Dame students in SMC classes is noon on the Monday following the last Friday exam. Failure to submit grades by this deadline will result in an incomplete grade report for the students (an NR grade indicating Not Reported will be recorded). Grades must then be submitted to the registrar using a Change of Grade form for each student.

8. REMOVAL OF "X" GRADES

Thirty days after the first class day, an "X" grade given in the previous semester must be removed or the grade will automatically become an "F" (see Incomplete Grades).

X. STUDENT ACADEMIC RECORDS

1. PERMANENT ACADEMIC RECORD

The permanent record of the course work completed by each student enrolled at Saint Mary's is kept in computer files managed by the Office of the Registrar. The title of all courses taken at Saint Mary's, and all grades, credit hours, and quality points received in these courses as well as any credit accepted by Saint Mary's for work completed elsewhere are recorded on the permanent record. The integrity and privacy of the student permanent academic record is maintained in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

2. REQUESTS FOR TRANSCRIPTS

Students may request an unofficial copy of their own transcript. Their department chair and current instructors may also request an unofficial copy of the transcript if it is to be used in connection with the academic program or progress. Faculty members may be asked by the Registrar to justify their use of student records and to sign a request for them. An official transcript is sent to another college or to an employer only upon the written request of the students themselves.

3. ACADEMIC RECORDS

In the Academic Affairs and First Year Studies Office, a folder is kept on each student containing advising information. These files may be examined by the student upon written request. After a student graduates, only the permanent record of courses and credits is kept on file in the Registrar's Office. The permanent record, admission application, high school transcript, transcripts from other colleges, letters of withdrawal, and material considered pertinent to that student are microfilmed and kept for future reference.

Y. STUDENT ADVISING

1. RESPONSIBILITIES OF FACULTY ADVISORS

The faculty advisor is responsible for counseling each student advisee about College General Education, major, and degree requirements. Advisors should evaluate each advisee's record at the time of preregistration for the coming semester in the light of these requirements. Should a student fall behind normal progress toward the degree, the faculty advisor should alert not only the student but also the department chair and Academic Affairs and First Year Studies.

At least once during each semester, the faculty advisor should schedule a conference with each advisee to discuss the student's academic progress. This is, obviously, best done before the crunch of the preregistration or final registration periods, but close enough to them so that the student's schedule can be discussed in specific terms. The faculty advisor must give a student her alternate PIN number before she can preregister.

2. ADVISEE'S RECORDS

Copies of each advisee's academic record are available to the advisor via PRISM.

3. CONSULTATION ABOUT STUDENTS

Any advisor wishing to confer about a particular student is welcome to contact the academic affairs and first year studies.

4. PROFESSIONAL SCHOOL ADVISING

Information about law school is available from various departments and from the designated Pre-Law advisor. Medical school or health field program information is available from the designated Pre-Health Professions Advisor. Advising about MBA schools is available from the Business Department. Information about social work can be obtained from the Social Work Program Office.

Z. STUDENT COURSE LOADS

1. AVERAGE COURSE LOADS

In order to earn the 128 credit hours required for a Saint Mary's College degree, a student must carry an average of 16 credits for each of eight semesters. The minimum full-time load is 12 credits. The maximum is 18 credits.

2. COURSE UNDERLOADS

If the course load of a full-time student falls below 12 credits (because of illness, for example), the status changes to part-time for that semester. In such a situation, a residential student must receive special permission from the Vice President for Student Affairs to live on-campus as a part-time student. Falling below 12 hours in any given semester may necessitate a student's spending an additional semester at Saint Mary's College.

3. COURSE OVERLOADS

Special permission can be given to an above average student who wishes to carry more than the maximum 18 hour load in a semester. Permission must be obtained from Academic Affairs and First Year Studies prior to registration. An extra tuition charge is made for each hour in excess of 18, except in the case of music lessons, choral, music groups, social justice experiences, and Physical Education classes.

4. AUDITED CLASSES

A student may sign up officially to audit a course. Auditing means that the student takes the course without receiving credit or a grade for it. The student registers as though the course were being added for credit, but an Audit form, which can be obtained from the Registrar and which must be approved by the instructor of the course. Notation of each official, completed audit is made on the transcript with a "V" designation. Unsuccessful/incomplete audits are deleted from the course registration record. No extra charge is made for an audited course, even if the student is also carrying 18 hours for credit.

AA. SUMMER SCHOOL TRANSFER CREDIT

Students may earn credits during the summer for transfer to Saint Mary's College under the following conditions:

1. All credits must be earned at an accredited institution of higher education (community and junior colleges are included).
2. Courses must be approved in advance by Academic Affairs And First Year Studies, and by the department chair if the courses are in the student's major field. Approval forms may be obtained from the Academic Affairs Office or Freshman Office.
3. A maximum of six credits may be taken in a single summer session or nine in an entire summer.
4. Only electives that have an equivalent in the Saint Mary's curriculum may be taken in summer school. In unusual cases, special permission may be given for major or General Education courses. In such instances, permission will be given in writing and a copy of it placed in the student's file. (N.B. Most departments limit the number of major courses that may be taken in summer school. Usually these must be taken in a four-year college.)
5. Credits earned in summer school can be transferred; grade points cannot. The minimum grade required for transfer credits is a "C".
6. If a summer school awards credits on the quarter system, a student will receive only $2/3$ of a semester hour for each quarter credit. She can convert quarter to semester hours by multiplying by $2/3$.
7. As a general rule, Saint Mary's will transfer one semester credit of work for each 15 class hours of lecture or each 30 class hours of laboratory per semester.

BB. WITHDRAWAL OR LEAVE OF ABSENCE FROM THE COLLEGE

1. WITHDRAWAL

In order to withdraw from the College, students must meet with an Advisor in Academic Affairs and First Year Studies to discuss their status and to complete a change of status form. In cases where students are not on campus, a letter explaining the intention to withdraw is sufficient to initiate the withdrawal process.

The usual time for withdrawal is at the end of a semester. When, because of illness or for other serious reasons, students must withdraw from the College before the end of a semester, a record of their enrollment is made on their permanent record with the date of withdrawal from the College. No grades are recorded unless the course has officially ended and a final grade has been determined (e.g., CPSC 101, 102).

To be readmitted after an official withdrawal from the College, students must reapply to the Office of Admission, stating in writing their reasons for wishing to return to Saint Mary's. If students left the College not in academic good standing, the admission office will refer their requests to the Academic Standards Committee for consideration.

2. LEAVE OF ABSENCE

When students wish to spend a semester or a year away from Saint Mary's but intend to return after that time to finish a degree, they may request a leave of absence by contacting the Associate Dean for Advising. Usually, leaves are granted for international study on a program other than a Saint Mary's-Notre Dame program, for working, or for studying at another institution as a special student. Normally, students must be in academic good standing to be granted a leave. If they are not, the Academic Standards Committee must approve the request.

Should students wish to take a leave of absence for illness or for other reasons effective in the middle of a semester, they must first withdraw from each class in which they are enrolled. The grades of "W" or "F" resulting from such withdrawal are recorded on their permanent record, unless their inability to complete the semester's work has been certified by the appropriate officials. In this case, all courses are given the grade of "W". (Refer to policy on Health Leave of Absence earlier in this section.) Students returning from a leave of absence must observe all room-pick and registration deadlines for the semester in which they wish to return. Otherwise, it is possible that they will not be permitted to return from their leave until a later semester.

Students who have taken a leave of absence for reasons other than international study or participation in the Washington Semester program cannot be guaranteed on-campus housing on their return. If they want a room on campus, they should contact the Housing Office and ask to be placed on the appropriate waiting list.

Should students be required to take a leave of absence for disciplinary reasons, their withdrawal status in each course is determined by the individual faculty member. The

conditions for their re-admittance to the College are stipulated and monitored by the Vice President for Student Affairs and coordinated with the Associate Dean for Advising..

**CC. PROCEDURES FOR AMENDING ACADEMIC PROCEDURES, POLICIES,
PROGRAMS, AND INFORMATION**

The Vice President and Dean of Faculty, various administrators who report to the Vice President and Dean of Faculty, and the Academic Affairs Council and its standing committees each set specific academic regulations according to their authority and responsibility.

The Associate or Assistant Dean of Academic Affairs and First Year Studies is responsible for keeping this section of the *Governance Manual* up to date.

SECTION VII

STUDENT RIGHTS AND RESPONSIBILITIES, COLLEGE CODES, AND THE JUDICIAL SYSTEM

A. STUDENT RIGHTS AND RESPONSIBILITIES, COLLEGE CODES, AND THE JUDICIAL SYSTEM

INTRODUCTION

What follows is a condensation of the College's statement on student rights and responsibilities and the procedures that pertain for their adjudication. The complete statement is found in the *Student Handbook*. In all cases the *Student Handbook* is the official resource for the student-related policies of the College.

In presenting these, the College affirms that an academic community exists for the communication of knowledge and for the development of creativity and critical judgment in a sustained and independent search for truth. The College holds the following student rights and responsibilities to be essential in order to preserve and guarantee for those students those conditions indispensable to the full achievement of those objectives.

1. PERSONAL RIGHTS AND RESPONSIBILITIES

- a. The human dignity of each student must be recognized by all other members of the academic community. Each student has the responsibility of recognizing the human dignity of all other members of this community.
- b. Each student has the right to equal educational and social opportunities without regard to race, religion, or national origin. Every member of the College community has the responsibility to respect this right.
- c. Each student has the right to manage personal affairs except where the right conflicts with the good of the community.
- d. Each student, as a citizen, has the right of petition, freedom of speech, and peaceful assembly. Each student also enjoys the same civic and legal rights and responsibilities of citizenship.
- e. Each student has the right to freedom of conscience in religious worship. Each member of the College community has the responsibility to respect this freedom.
- f. Each student has the right to the effective separation of academic and personal records. Information from disciplinary or counseling files is not made available to anyone without the written consent of the student involved, except under legal compulsion or in cases where the safety of person or property is at issue. No records are kept which reflect the political activities or beliefs of students.
- g. Each student has the right under law to gain access to her educational records (Section 438 of the General Education Provisions Act).

2. ACADEMIC RIGHTS AND RESPONSIBILITIES

- a. Students have the right to engage in academic inquiry concerning attitudes, doctrines, or facts about which they desire to learn, without fear of penalty.
- b. Students have the right to invite and to hear speakers of their own choosing, according to the procedures stated in the *Student Government Association Constitution*. Students are responsible for making clear to the academic community and the community-at-large that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.
- c. Students have the right to know which instructors will be teaching the section or courses for which they register, if the instructors are assigned, and to change sections or courses without penalty, if the instructors are changed after registration.
- d. Students have the right to academic evaluation based on criteria established by the instructor at the beginning of the semester. Students have the right to protection through orderly procedures against prejudiced or capricious academic evaluation. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- e. Students have the right to have assignments read, evaluated, and discussed, if these are graded on any basis other than completion.
- f. Students have the right to receive adequately prepared lectures and assignments.
- g. Students have the right to rigorous and reasonable academic standards and the maintenance thereof by every member of the faculty and administration. All students are responsible for maintaining these standards insofar as they affect themselves: academic dishonesty in any form is a subversion of these standards.

3. SOCIAL RIGHTS AND RESPONSIBILITIES

- a. Each student has the right to associate with any group or individual.
- b. Students have the right to organize and join associations to promote their own interests. Campus organizations, including those affiliated with an off-campus organization, should be open to all students without regard to race, creed, or national origin.
- c. From time to time, students and faculty, either individually or in organized groups, engage in political activities which might be interpreted as being for the purpose of influencing legislation or as participating in political campaigns on behalf of candidates for public office.

Students involved in these activities have the responsibility of making clear to the academic community and the community at large that Saint Mary's College, as an institution, does not endorse the political views either of the individual or the organized group.

- d. As members of an educational community, students are expected to be informed of local, state, and federal laws. Saint Mary's College does not condone the violation of these laws and supports local, state, and federal agencies in developing policies and regulations.
- e. Students who violate the civil law off campus are not subject to penalties of the institution. However, the College community does have the authority to take action against students who are found to pose a threat to the College community as a result of their off-campus activities. This may be done only through the properly prescribed channels set up by due process and must be based on clearly stated reasons.
- f. Student publications and the student press should be free from censorship. However, editors and managers are reminded of their responsibility to maintain the canons of responsible journalism.

4. STUDENT GOVERNMENT RIGHTS AND RESPONSIBILITIES

- a. 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 committees and councils of the College. The student government fully endorses this concept, and students participate fully in the shared governance of the College. In recognition of their special needs, the students at Saint Mary's College have established their own autonomous governance body, The Student Government Association.
- b. Students have the right to establish a student government.
- c. Student Government has the right and responsibility to express itself on all matters affecting the student community.
- d. Student Government has the right to affiliate with national student government organizations.
- e. Student Government has the authority to legislate and administrate in all areas under its constitution, according to the procedures stated in the *Student Government Association Constitution*.
- f. Student Government has the right to define clearly participation in the formulation and implementation of regulations affecting student affairs.

5. JUDICIAL RIGHTS

a. JUDICIAL PHILOSOPHY

1) PHILOSOPHY

The philosophy of discipline at Saint Mary's College is one of education. Discipline is always exercised with the primary aim of promoting the welfare of the individual and the College community. The focus is on individual growth and development, encouraging self-discipline, and fostering a respect for the rights of others. Sanctions are given and evaluated in relation to their effectiveness in achieving these outcomes.

2) RIGHTS OF DUE PROCESS

In any judicial hearing, the student(s) appearing before the board must be granted certain due process rights. These rights are as follows:

- a) Each member of the academic community has the right and the responsibility to be clearly informed of College regulations and the scope of penalties.
- b) Each member of the academic community has the right to fair judgment by an impartial judiciary.
- c) Students shall receive notice indicating the time and place of the preliminary hearing. This notice must be given at least 48 hours in advance of the meeting (excluding vacation days).
- d) Students must be given the opportunity to read the written report stating the circumstances and allegations of the case. Students should be informed of this opportunity to read the documentation when notified of the preliminary hearing.
- e) The rights of the accused shall be explained to her by the judiciary prior to the hearing.
- f) Students have the right to discuss the hearing boards with the Residence Hall Director (or in the case of off-campus students, the Judicial Coordinator). The choice of hearing boards is subject to availability and appropriateness.
- g) Students have the right to have a friendly advisor of their choice present at the hearing. This advisor, however, may not be a party to the case and must be a member of the SMC community.
- h) Students have the right to object to a board member hearing the case if their reasons are valid (i.e., member is biased, close friend, or hostile toward the alleged violator). The validity of the objection shall be determined by the hearing board.

- i) Students have the right not to testify or answer questions. The choice to remain silent will not be taken as an admission of being in violation.
- j) Students have the right to hear all testimony presented against them.
- k) Students have the right to present witnesses to substantiate their case. The number of witnesses called will be determined by the board only when necessary to limit the unnecessary prolonging of the hearing. The judiciary has the right to call witnesses.
- l) Students have the right to speak on their own behalf to the board hearing their case.
- m) Students have the right to submit a written statement.
- n) Students shall not automatically be assumed in violation.
- o) Students will receive written notification of the results no later than 10 class days after the hearing. Upon request, the student may also review the hearing board's notes regarding the meeting.
- p) Hearing boards will handle all information as expediently as possible.
- q) Students have the right to appeal through the prescribed judicial system as stated in the *Student Handbook*.
- r) The judiciary has the responsibility to keep accurate records of all proceedings.

b. JUDICIAL PROCEDURES AND VIOLATIONS OF THE COMMUNITY CONDUCT CODE

Judicial procedures and processes operate to ensure the rights of due process and the spirit of fairness and consistency. When there is an alleged violation of a College regulation, an incident report is completed and given to the Residence Hall Director. Any member of the College community may file an incident report. In the case of an off-campus violation, the report is submitted directly to the Director of Residence Life and Housing, who serves as the Judicial Coordinator.

The Residence Hall Director notifies the student that an incident report has been filed. Off-campus students will be notified by the Judicial Coordinator. A mutually agreeable meeting time is arranged to discuss the incident report.

The Residence Hall Director consults with the Judicial Coordinator about the incident, checks for a record of previous offenses, and determines whether or not the case warrants a judicial hearing or an informational meeting

1) HEARING BOARDS

a) THE RESIDENCE HALL DIRECTOR

The Residence Hall Director may be selected to hear the case and will do so at the initial meeting. If a Hall Director declines to hear the incident, she will refer it to either the Judicial Board or Judicial Coordinator.

b) THE STUDENT JUDICIAL BOARD

The Student Judicial Board consists of eight - ten students and an administrative advisor who serves as a non-voting consultant.

c) THE JUDICIAL COORDINATOR

In cases involving students living off campus or cases involving a more serious nature, the Judicial Coordinator will conduct the initial meeting and hear the case.

d) THE VICE PRESIDENT FOR STUDENT AFFAIRS HEARING BOARD

The Vice President for Student Affairs Hearing Board is usually for cases of a more serious nature. The Board consists of the Vice President for Student Affairs, a faculty member, and a student representative from the Student Judicial Board. In some cases, the Vice President may act alone as a hearing board.

2) JUDICIAL APPEAL PROCEDURES

The Judicial Appellate Board consists of one student, one faculty member, and one administrator appointed by the Vice President for Student Affairs.

The student initiates the appeal of a judicial action by writing to the chair of the Judicial Appellate Board within two class days of written notification of her sanction. Specific appeal procedures will be included in the sanction letter. The Judicial appellate Board will meet to discuss the merit of the appeal. Appeals will be granted based on the following:

- substantial procedural error or lack of due process;
- new evidence of a substantive nature not available at the original hearing; or
- the sanction imposed is grossly disproportionate to the offense.

If the board feels the appeal lacks merit, the appeal is denied. If the board requires additional information, a meeting with the appellant and the Judicial Coordinator may be required. If the appeal has merit, the student will be granted a new hearing. The decision of the Judicial Appellate Board may be appealed to the President of the College.

c. JUDICIAL PROCEDURES AND VIOLATIONS OF THE ACADEMIC HONESTY CODE

See Section VI, Academic Procedures, Policies, Programs, and Information for the policies and procedures relating to Violations of the Academic Honesty Code.

**B. PROCEDURES FOR AMENDING STUDENT RIGHTS AND RESPONSIBILITIES,
COLLEGE CODES, AND THE JUDICIAL SYSTEM**

Changes in these policies and procedures are made by the President, after consultation with the Vice President for Student Affairs and the Student Affairs Council. The Vice President for Student Affairs is responsible for keeping this section of the *Governance Manual* up to date.

CODE OF BYLAWS
OF
THE CORPORATION OF SAINT MARY'S COLLEGE,
NOTRE DAME

An Indiana Nonprofit Corporation

ARTICLE I
IDENTIFICATION AND APPLICABILITY

These are the Bylaws of The Corporation of Saint Mary's College, Notre Dame (the "Corporation") an Indiana Nonprofit Corporation, which was founded by the Congregation of the Sisters of the Holy Cross ("Congregation") and for which a Certificate of Incorporation was issued on the 19th day of July, 1972.

ARTICLE II

PURPOSES

Section 2.1. Roman Catholic Organization

This Corporation is incorporated as a Roman Catholic organization in accord with and subject to the tradition, teaching and Canon Law of the Roman Catholic Church.

Section 2.2. Type of Corporation

This is a public benefit Corporation.

Section 2.3. Purposes

The purposes of this Corporation shall be:

- (A) The sponsorship and management of Saint Mary's College ("College");
- (B) To perform any purpose which nonprofit corporations are authorized under the Indiana Nonprofit Corporation Act of 1991 (The "Act").

Section 2.4. Mission

The mission of the College is to be a Roman Catholic institution for women, providing higher education in the liberal arts tradition.

ARTICLE III

POWERS

Section 3.1. Powers

The Corporation shall have all of the general rights privileges, immunities, franchises and powers conferred upon corporations created by the Act, but shall be limited to the exercise of only such powers as are in furtherance of the purposes expressly provided for in Section 3 of this Article and as are in furtherance of activities permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 and a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

Subject to any limitations or restrictions imposed by law, or the Articles of Incorporation, or any amendment hereto, the Corporation shall have the following general rights, privileges and powers:

- (A) Sue, be sued, complain, and defend in the Corporation's corporate name;
- (B) Have a corporate seal or facsimile of a corporate seal, which may be altered at will, to use by impressing or affixing or in any other manner reproducing it. However, the use or impression of a corporate seal is not required and does not affect the validity of any instrument;
- (C) Make and amend Bylaws not inconsistent with the Corporation's Articles of Incorporation or with Indiana law for managing the affairs of the Corporation;
- (D) Purchase, receive, take by gift, devise, or bequest, lease, or otherwise acquire and own, hold, improve, use and otherwise deal with real or personal property, or any legal or equitable interest in property, wherever located;
- (E) Sell, convey, mortgage, pledge, lease, exchange, and otherwise dispose of all or any part of the Corporation's property;
- (F) Purchase, receive, subscribe for, or otherwise acquire, own, hold, vote, use, sell, mortgage, lend, pledge or otherwise dispose of, and deal in and with, shares or other interests in or obligations of any entity;

- (G) Make contracts and guaranties, incur liabilities, borrow money, issue notes, bonds and other obligations and secure any of the Corporation's obligations by mortgage or pledge of any of the Corporation's property, franchises or income;
- (H) Lend money, invest and reinvest the Corporation's funds, and receive and hold real and personal property as security for repayment, except as provided under Ind. Code § 23-17-13-3;
- (I) Be a promoter, a partner, a member, an associate or a manager of any partnership, joint venture, trust, or other entity;
- (J) Conduct the Corporation's activities, locate offices, and exercise the powers granted by this article inside or outside Indiana;
- (K) Elect trustees, elect and appoint officers, and appoint employees and agents of the Corporation, define the duties and fix the compensation of trustees, officers, employees and agents;
- (L) Pay pensions and establish pension plans, pension trusts and other benefit and incentive plans for the Corporation's current or former trustees, officers, employees and agents;
- (M) Make donations not inconsistent with law for the public welfare or for charitable, religious, scientific, or educational purposes and for other purposes that further the corporate interest;
- (N) Carry on a business;
- (O) Have and exercise powers of a trustee as permitted by law, including those set forth in Ind. Code § 30-4-3-3;
- (P) Purchase and maintain insurance on behalf of any individual who:
 - (1) is or was a trustee, an officer, an employee, or an agent of the Corporation; or,
 - (2) is or was serving at the request of the Corporation as a trustee, an officer, an employee or an agent of another entity;

against any liability asserted against or incurred by the individual in that capacity or arising from the individual's status as a trustee, an officer, an employee or an agent, whether or not the Corporation would have power to indemnify the individual against the same liability under this article;

- (Q) Do all things necessary or convenient, not inconsistent with the law, to further the activities and affairs of the Corporation;
- (R) To cease its activities and to dissolve and surrender its corporate franchise; and
- (S) To do all acts and things necessary, convenient or expedient to carry out the purposes for which it is formed.

Section 3.2. Limitation of Activities

The Corporation shall not possess the power of engaging in any activities for the purpose of or resulting in the pecuniary remuneration to any person as such. This provision shall not prohibit fair and reasonable compensation to persons for services actually rendered; nor shall it prohibit the Corporation from charging a fee for services rendered; nor shall it prohibit the Corporation from charging a fee so long as any funds so raised do not inure to the profit of any person.

Section 3.3. Dissolution

Upon the voluntary or involuntary dissolution of the Corporation, the Board shall, after paying or making provision for payment of all of the liabilities of the Corporation, transfer all of the assets of the Corporation to the Congregation as long as the Congregation at the time qualifies as an exempt organization under § 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) (the "Code"), or, if the Congregation does not so qualify, to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under the Code, as the Class One Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of St. Joseph County, Indiana, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated for such purposes.

Section 3.4. Reversion

In the event that the College shall cease to exist as a Roman Catholic institution for higher education in the tradition of the Congregation, all property, real and personal, of the College shall revert to the Congregation to be used exclusively for charitable, education, religious or scientific purposes as shall at the time qualify under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE IV

MEMBERSHIP

The Corporation shall have no members.

ARTICLE V

PHILOSOPHY AND INTERPRETATION

The College dates its founding (1844) from the first record of Sisters of the Congregation engaging students in the United States. The fundamental character of the College and the education it offers were determined over the course of the following century by the vision and commitment of those Sisters whose professional and personal talents found outlet in this school. Lay women and men shared in the enterprise from earliest days, but it has been only in relatively recent times that responsibility for the ongoing operation of the College has rested largely in lay hands.

Changes in the governance structure of the College over time have reflected both the changing demographics of the faculty, staff and sources of support of the College and the need to recognize the increasingly diverse interests and activities of the Congregation. As the governance of the College has evolved, two things have remained constant: the commitment of the Congregation to the advancement of the best interests of the College and the College's commitment to the Congregation's tradition of education. These constants are integral to this most recent adaptation of the governance structure to the needs and realities of the present and foreseeable future.

While placing ultimate authority in the hands of a Board of Trustees ("Board") composed of the religious and lay leadership of the College, these Bylaws are intended to recognize that the fundamental character of this institution is uniquely defined by its association with the Congregation. Included in the Bylaws are Protected Covenants (as hereinafter defined) designed to ensure that the College retains its grounding in the Congregation's philosophy of education. These Protected Covenants concern the:

- (A) Mission of the College;
- (B) Position of Vice President for Mission;
- (C) Appointment of the President of the College ("President");
- (D) Congregational concerns relative to the College, which are addressed in General Chapters of the Congregation;
- (E) Amendment of Articles of Incorporation and certain Bylaws;

- (F) Selling, leasing, purchasing, mortgaging real estate or buildings owned by the Corporation;
- (G) Merging or affiliating (which changes governance or identity of the College) the Corporation or the College with another corporation or college;
- (H) Placement of sister members of the Congregation in ministry at the College; and
- (I) Conditions resulting in the reversion of property to the Congregation.

The term "Protected Covenants" as used in these Bylaws is defined as those actions which require a majority vote of each class of members as described in Section 6.3.

Each member of the College community makes an essential contribution to the mission of the College. Through their service, sister members of the Congregation add a special dimension by providing explicit witness to the heritage and distinctive character of the College. Facilitating the involvement of those sisters in the life of the institution is a College priority, as are communication of the history and values of the founding body and timely address of College-related concerns expressed in General Chapters of the Congregation.

The College community also recognizes the critical importance to all constituencies of ongoing education about Saint Mary's mission. That mission has been delineated by a century and a half of pioneering education and its advancement is the justification for the present revision of these Bylaws. The adoption and enforcement of these Bylaws helps assure that the College will continue to be identified with:

- (A) Excellence in both liberal education and professional preparation;
- (B) A commitment to the best expression of the Catholic tradition; and
- (C) A special emphasis on and proficiency in the education of women.

The interpretation of the Bylaws shall be consistent with the philosophy described in this Article.

ARTICLE VI

BOARD OF TRUSTEES

Section 6.1. General Powers

The control and management of the affairs of the Corporation shall be vested in its Board of Directors, which may be so called if required by law, but which shall be referred to as the Board of Trustees.

Section 6.2. Number and Tenure

The number of trustees ("Trustees") shall be at least twenty-six (26) and no more than thirty-five (35). Included in the total number shall be the President, the President of Saint Mary's College Alumnae Association, and one (1) member each from the faculty and the student body of the College.

Section 6.3. Class Voting Rights.

There shall be two classes of members on the Board namely:

- | | |
|-----------|--|
| Class One | The President of the Congregation or her designee (who shall be a member of the General Council of the Congregation), and two other persons appointed by the President of the Congregation ("Class One Trustees"). |
| Class Two | All other Trustees. No fewer than seven Trustees in this class shall be members of the Congregation or members of other Roman Catholic religious congregations ("Class Two Trustees"). |

actions: A majority vote of each class of members shall be required for the following

- (A) Amending the Articles of Incorporation;
- (B) Appointing, reappointing or removing the President;
- (C) Selling, leasing, purchasing, mortgaging real estate or buildings owned by the Corporation;
- (D) Merging or affiliating (which changes the governance or identity of the College) the Corporation or the College with another corporation or college;
- (E) Amending any of the following Bylaws:
 - 1. Article II Purposes;
 - 2. Section 3.3 Dissolution;
 - 3. Section 3.4 Reversion;
 - 4. Article V Philosophy and Interpretation;
 - 5. Section 6.3 Class Voting Rights;

6. Section 8.9 Congregational Concerns;
7. Section 9.3 Vice President for Mission;
8. Section 11.1 Membership;
9. Section 12.1 Membership;
10. Article XIII Placement of Members of the Congregation; and
11. Section 19.1 Amendment.

Section 6.4. Terms of Class One Trustees

The President of the Congregation shall determine the terms of the Class One Trustees.

Section 6.5. Election of Class Two Trustees and Terms.

Class Two Trustees shall be elected at the annual meeting of the Board by a majority of the Trustees then in office.

Each Class Two Trustee shall hold office for a term of three (3) years or until his/her successor shall have been elected and qualified. Subject to the recommendation of the Trusteeship Committee, each Class Two Trustee shall be eligible to serve a maximum of three (3) successive three (3) year terms in addition to any initial partial term, and shall be eligible for reelection to the Board after the expiration of a one (1) year absence from the Board.

If recommended by the Trusteeship Committee, a Board officer shall be exempt from the restriction in the prior paragraph as necessary to allow him/her to serve at least one (1) year as a Trustee immediately after the completion of his/her term as an officer.

The President of the Saint Mary's College Alumnae Association shall serve one (1) two (2) year term and the student Trustee shall serve a one (1) year term.

Service in one class of membership shall not affect eligibility to serve, at another time, in another class of membership.

Section 6.6. Vacancies

Any vacancy occurring on the Board caused by a removal, death, resignation or otherwise of a Class Two Trustee may be filled through a vote of a majority of the remaining members of the Board at the next meeting of the Board. Any vacancy of a Class One Trustee shall be filled through an appointment by the President of the Congregation.

Section 6.7. Removal.

Class Two Trustees may be removed without cause by vote of two-thirds (2/3's) of all of the Trustees at a special meeting of the Board duly called and constituted for that purpose. A Class One Trustee may be removed without cause by the President of the Congregation.

Section 6.8. Nomination Procedure

For Class Two Trustees, the Trusteeship Committee shall recommend candidates for election or reelection to the Board through procedures adopted by the Board. A slate of candidates with biographical information for each prospective Trustee shall be provided all Trustees at least thirty (30) days in advance of the annual or special meeting of the Board at which an election is scheduled.

Section 6.9. Appointment Procedure

At such time as appropriate, the President of the Congregation shall notify the Board of the name of proposed Class One Trustees and the Chair of this Corporation shall then declare the election of the Class One Trustees at the next meeting of the Board.

Section 6.10. Regular Meetings

A regular annual meeting of the Board shall be held in the Spring, on a date to be fixed by the Chair, for the purpose of electing Trustees, officers and such other business as the Board deems appropriate. The Board shall have at least two (2) other meetings each calendar year, one of which shall be a retreat.

Section 6.11. Special Meetings

Special meetings of the Board may be called by the Chair or the President or at the request of any seven (7) Trustees. The person or persons calling such meeting shall give written notice thereof to the Secretary who shall, personally or by mail, electronic mail or facsimile, and at least ten (10) days prior to the date of such special meeting, give notice to the Board members. The notice of the meeting shall contain a statement of the purpose for which the meeting is called and business at such special meeting shall be limited to the called purpose.

Section 6.12. Location of Meetings

Meetings of the Board shall be held at the College or any other place as may be agreed to by the Board.

Section 6.13. Quorum and Manner of Acting.

A majority of all Trustees shall constitute a quorum; provided, however, that if an issue being discussed and voted on at a meeting is one that requires a majority vote of each class of members as provided in Section 6.3, then a majority of Class One Trustees plus a majority of Class Two Trustees shall constitute a quorum. Subject to Section 6.3, the act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board.

All meetings of the Board shall be conducted in accordance with Roberts Rules of Order.

Section 6.14. Waiver of Notice

Before any meeting of the Board, any Trustee may, in writing, waive notice of such meeting, and such waiver shall be deemed equivalent to the giving of such notice. The presence of any Trustee at a meeting or his/her subsequent consent to the actions taken thereat shall, as to such Trustee, constitute a waiver of notice of the time, place and purpose thereof. If all Trustees are present at any meeting of the Board, no notice shall be required and any business may be transacted at such meeting.

Section 6.15. Action in Lieu of Meeting

Any action required or permitted to be taken by the Board under any provision of law may be taken without a meeting if all members of the Board shall, individually or collectively, consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as an unanimous vote of the Trustees. Any certificate or other document filed under law which relates to action so taken shall state that the action was taken by unanimous written consent of the Board without a meeting, and that the Bylaws authorize the Trustees to so act.

The Board may permit any or all Trustees to participate in a regular or special meeting by, or conduct the meeting through, the use of any means of communication by which all Trustees participating may simultaneously hear each other during the meeting. A Trustee participating in a meeting by this means is deemed to be present in person at the meeting.

Section 6.16. Trustees Emeriti/Emeritae

Upon recommendation of the Trusteeship Committee, Trustees who have served with distinction for at least two (2) terms may be elected by the majority of the Board as Trustees Emeriti/Emeritae. Terms shall be three (3) years and shall be renewable for a total of two (2) three-year terms, provided the total number of Trustees Emeriti/Emeritae does not exceed one-third (1/3) of the total number of Trustees. Except for the Executive Committee and Trusteeship Committee, they shall be eligible to serve on Board committees, with vote, and shall speak freely at all Board and committee meetings. They shall not have voting privileges at Board meetings and shall not be counted as part of quorum determinations. Trustees Emeriti/Emeritae shall be

sent notices and minutes of all Board meetings and shall be encouraged to attend Board meetings or otherwise accept special assignments by the Board.

ARTICLE VII

AUTHORITY AND RESPONSIBILITIES OF THE BOARD

Section 7.1. General Powers

The Board shall have and exercise those corporate powers prescribed by law. Its ultimate authority is affirmed through its general, academic and financial policy-making functions and its responsibility for the Corporation's financial health and welfare. The Board shall exercise ultimate corporate authority as set forth in these Bylaws and in such policy documents it deems to be appropriate. These Bylaws and other policy statements of the Board shall take precedence over all other College statements, documents, and policies.

Section 7.2. Authority

Subject to Section 6.3, the Board shall have the authority to carry out all lawful functions which are permitted by these Bylaws or by the Articles of Incorporation. This authority shall include but shall not be limited to these illustrative functions:

- (A) Determine and periodically review the College's mission and purpose;
- (B) Appoint the President who shall be the College's Chief Executive Officer, and set appropriate conditions of employment;
- (C) Establish the conditions of employment of the administrative officers of the College who serve at the pleasure of the President (in consultation with the Board as may be appropriate) with the exception of the Vice President for Mission;
- (D) Support the President and assess his or her performance by charging the officers of the Board to review and evaluate annually the President's performance and at least every five years to authorize a formal assessment of his or her performance. The officers will recommend to the Board either renewal/termination of contract. If no Class One Trustee is serving as an officer of the Board, a Class One Trustee, selected by the President of the Congregation, shall serve with the officers to perform these functions;
- (E) Review and approve proposed major changes in the College's academic programs and the major enterprises consistent with the College's mission, plans and financial resources;

- (F) Approve institutional policies bearing on faculty appointment, promotion, tenure, and dismissal as well as personnel or anti-discrimination policies for other categories of employees;
- (G) Approve the annual budget and annual tuition/fees, regularly monitor the College's financial condition, and establish policy guidelines affecting all institutional assets including investments and the physical plant;
- (H) Contribute financially to the College's fund raising goals, participate actively in strategies to secure sources of support, and authorize College officers to accept gifts or bequests subject to Board policy guidelines;
- (I) Authorize debt financing;
- (J) Authorize the construction of buildings;
- (K) Authorize the selling, leasing, buying, or mortgaging of real estate or buildings owned by the Corporation;
- (L) Merge the Corporation or the College with another corporation or college;
- (M) Approve such policies that contribute to the best possible environment for students to learn and develop their abilities, and that contribute to the best possible environment for the faculty to teach, pursue their scholarship, and perform public service, including the protection of academic freedom;
- (N) Approve all earned and honorary degrees;
- (O) Serve actively as advocates for the College in appropriate matters of public policy in consultation with the President and other responsible parties as the Board shall determine;
- (P) Review annually the Board's performance and periodically authorize formal assessments of the Board's performance;
- (Q) Cause an annual report to be made by the President to the Board consisting of a statement of the mission, academic, and fiscal operations and properties of the College for the preceding year and plans for the succeeding year;
- (R) Amend the Articles of Incorporation;
- (S) Be attentive to any Congregational concerns relating to the College which may, from time to time, be addressed by General Chapters of the Congregation. The Trustees and administration of the College will make explicit efforts to educate appropriate constituencies regarding these concerns to ensure that they will be properly addressed in the College setting; and

- (T) Take all appropriate action to allow the College properties to revert to the Congregation should the mission of the College change without the approval of both Class One and Class Two Trustee members.

ARTICLE VIII

OFFICERS

Section 8.1. Officers of the Corporation

The officers of the Corporation shall be the Chair, Vice Chair, Secretary, and Treasurer of the Board, and the President who shall *ex officio* be the President of the Corporation ("President").

Section 8.2. Election and Term of Office

Board officers shall be nominated to the Board by the Trusteeship Committee. Additional nominations may be made from the floor by any Board member. The Board will then vote on the nominee(s), with the nominee receiving a simple majority of votes cast being elected. Each officer shall serve one (1) three-year term, except for the election in 2007 when the term for the Vice Chair shall be two (2) years to allow for staggered terms of the Chair and Vice Chair. Upon expiration of a term, an officeholder will be eligible for election to the same or a different office only after a one (1) year absence from office. The only exception is that the Vice Chair, Secretary, or Treasurer may be elected to the office of Chair without a one (1) year absence from holding an office. The newly elected officers assume office on June 1 of the year they are elected.

Section 8.3. Chair

The Chair shall preside at all Board and Executive Committee meetings with vote, appoint committee Chairs and Vice Chairs and determine the composition of all Board committees and otherwise serve as spokesperson for the Board. He or she shall serve as Chair of the Executive Committee, be an *ex officio* member of all other standing committees of the Board, and have other duties as the Board may prescribe from time to time.

Section 8.4. Vice Chair

In the absence of the Chair, the Vice Chair shall perform the duties of the office of the Chair including presiding at Board and Executive Committee meetings. He or she shall be Chair of the Trusteeship Committee and have other powers and duties as the Board may from time to time prescribe.

Section 8.5. Secretary

The Secretary shall ensure that: the Trustees are acting in accordance with the Bylaws, Bylaw amendments are promptly made as necessary, minutes of Board and Executive Committee meetings are accurate and promptly distributed to all Trustees, meetings are properly scheduled and Trustees notified, and Board policy statements and other official records are properly maintained. The Secretary shall authenticate records and documents of the Corporation. The Secretary shall perform other duties as prescribed from time to time by the Board and may be assisted in all duties by a staff person designated by the President of the College.

Section 8.6. Treasurer

The Treasurer shall serve as Chair of the Finance and Budget Committee and otherwise serve as the Board's leader on all financial management policy matters. He or she shall ensure that all Trustees regularly receive the College's appropriate and comprehensive financial statements that include comparisons of revenues and expenditures with the approved annual budget and the preceding fiscal year for the same time periods. The Treasurer shall ensure that other financial reports, including those for special or major Board-approved expenditures, College investments, and annual or special audits, are provided all Trustees in a timely manner for review and discussion as appropriate. He or she shall work closely, as appropriate or necessary, with the College's chief financial officer, Board-approved auditor, and shall serve as an *ex officio* voting member of the Investment Committee and Audit Committee.

Section 8.7. President

The President serves at the pleasure of the Board for such term, compensation, and with such conditions of employment as it shall determine. The President shall be the College's chief executive officer and the chief advisor to the Board. The President shall be an *ex officio* member of the Board with vote. The authority of the President is vested through the Board and includes responsibilities for all College educational and managerial affairs. The President shall be responsible for leading the College, implementing all Board policies, keeping the Board informed on appropriate matters, consulting with the Board in a timely manner on matters appropriate to its policy making and fiduciary functions, and serving as the College's key spokesperson. The President shall have authority to execute all documents on behalf of the College and the Board consistent with Board policies and the best interests of the College. The President shall serve *ex officio* as a member of all Board committees except the Audit Committee.

Section 8.8. Assistant Officers

The Board may, from time to time, elect one or more Assistant Secretaries and Assistant Treasurers, who need not be Trustees, who shall have such powers and duties as the officers whom they are elected to assist shall delegate to them and such other powers and duties as these Bylaws or the Board may prescribe. An Assistant Secretary shall always have the authority to authenticate records and documents of the Corporation.

Section 8.9. Congregational Concerns

One month prior to the annual meeting, the Chair and the President shall meet with the President of the Congregation to address her concerns, consistent with Section 7.2 (S), and report to her concerning the Board action taken to address her concerns.

ARTICLE IX

ADMINISTRATIVE OFFICERS

Section 9.1. Administrative Officers of the Corporation

The Administrative Officers of the Corporation, who are not officers as contemplated by Ind. Code § 23-17-14-1, shall be the Vice President/Dean of Faculty, Vice President for Mission, Vice President for College Relations, Vice President for Finance and Administration and Vice President for Student Affairs. The Board may approve the appointment of other Administrative Officers upon recommendation by the President of office and duties.

Section 9.2. Terms and Authority of the Administrative Officers

Except for the Vice President for Mission, the Administrative Officers shall serve for such terms and have such authority and responsibilities as the President shall determine in consultation with the Board. In the absence or disability of the President, the Vice President/Dean of Faculty shall perform the President's duties until action is taken by the Board.

Section 9.3. Vice President for Mission

A member of the Congregation or, if a member of the Congregation is not available, another person will be mutually decided upon by the President of the Congregation and the President and appointed by the President to serve as Vice President for Mission.

The duties of this officer shall include but not be limited to:

- (A) Planning and participation in orientation programs for Trustees, faculty, students and staff to communicate the history and values of the Congregation as founding body;
- (B) Planning with the Chair and the President ongoing education of the Board regarding the continuing mission of the College;
- (C) Annual assessment and communication of implementation of the mission of the College and recommending plans for further development of the mission;

(D) Planning and participation in an annual informational meeting of the General Council of the Congregation with the officers of the Board and Administrative Officers; and

(E) Serving as a member of the Mission Committee.

The Vice President for Mission will perform the duties of such office on behalf of the Congregation and will not be an employee of the College. The compensation to be paid to the Congregation for the services of the Vice President for Mission and the other terms and conditions relating to the performance of such services shall be mutually determined by the President of the Congregation and the President.

The President of the Congregation and the President shall together review and evaluate annually the performance of the Vice President for Mission and mutually decide on renewal or termination of Vice President for Mission. The President will give notice of renewal or termination.

ARTICLE X

COMMITTEES

Section 10.1. Standing Committees

The standing committees shall be:

- (A) Executive Committee;
- (B) Mission Committee;
- (C) Finance and Budget Committee;
- (D) Investment Committee;
- (E) Audit Committee;
- (F) Education Committee;
- (G) Student Life Committee;
- (H) College Relations Committee;
- (I) Facilities and Grounds Committee; and
- (J) Trusteeship Committee.

The Board shall establish such further standing and *ad hoc* committees as from time to time it deems appropriate. Each committee shall have both a Chair and a Vice Chair. The Vice Chair is authorized to conduct a committee meeting in the absence of the Committee Chair. Each committee shall have a written statement of rules of procedure or policy guidelines that it and the Board deem appropriate. Such statements shall be reviewed annually by each committee and the result of such review shall be reported to the Board at its next meeting. Each committee shall conduct its work in a manner consistent with the Catholic identity and mission of the College. Committees may hold an executive session at the end of any meeting if either necessary or desirable. Executive sessions shall include only those members who are voting committee members. As soon as possible after the executive session the Chair (or Vice Chair in the absence of the Chair) will report to the Chair of the Board and the President on the matters discussed or motions approved during the meeting and in executive session. With the exception of the Executive Committee or except as otherwise provided in these Bylaws, no standing or *ad hoc* committee shall have the power to act on behalf of the Board.

Section 10.2. Membership

Subject to approval by the Board, the Chair of the Board shall have the responsibility of appointing the Chair, Vice Chair (both of whom shall be Trustees), and members of all Board committees. A majority of committee members shall be trustees. All duly appointed Trustee and non-Trustee members have the right to vote. The Chair and the President shall be *ex officio* members, with vote, of all standing committees, *provided that* the President shall not be a member of the Audit Committee.

Section 10.3. Administrative Assistance

Each committee shall have a clearly designated Administrative Officer of the College or member of the administrative staff, as determined by the President, to assist it with its work. This person is not a voting member of the Committee.

Section 10.4. Meetings

Each committee shall meet at least two (2) times annually and regularly report on its work and recommendations to the Board. All committees shall keep minutes and distribute them to the Board.

Section 10.5. Mission Committee

The Mission Committee shall ensure that the College continues and deepens the distinguished heritage of the Congregation by maintaining educational excellence and a steadfast commitment to gospel living in the modern world among all segments of the College: faculty, staff, students, alumnae, and friends. It shall foster a variety of ways to assist and energize the College's commitment to the vision of the Congregation.

Section 10.6. Finance and Budget Committee

The Finance and Budget Committee shall work to ensure the fiscal stability and long-term economic health of the College. It shall consider and make recommendations concerning the financial affairs of the College, including the annual budget, as presented to it by the President.

Section 10.7. Investment Committee

The Investment Committee shall develop the College's investment policy for presentation to the Board, implement the College's investment program, monitor investment performance, and select and review investment managers and consultants. The Investment Committee shall determine an appropriate portfolio mix and asset allocation for the College's investments and shall have the power and authority to approve investments on behalf of the Board of Trustees. At least annually and at such other times as requested by the Board of Trustees, the Investment Committee shall present to the Board a summary of the performance of the investments made by the College.

Section 10.8. Audit Committee

The Audit Committee shall provide oversight of the College's financial practices, internal controls, financial management and standards of conduct. It shall maintain such procedures and provide such reviews as will maintain the tax exempt status of the College.

Section 10.9. Education Committee

The Education Committee shall consider and make recommendations concerning major College educational policies, major academic and departmental concerns, faculty status and faculty obligations. It shall work to ensure that the academic budget reflects the College's academic priorities. The Committee shall also work to ensure that the College's academic programs are appropriate and effective for its students.

Section 10.10. Student Life Committee

The Student Life Committee shall consider and make recommendations concerning major College policies on the co-curricular life and spiritual life of the students.

The Committee shall represent students' interests in the Board's policy making activities. It shall work to ensure adequate resources for student affairs programs.

Section 10.11. College Relations Committee

The College Relations Committee shall assess the short-range and long-range development goals of the College and consider and make recommendations for the necessary programs to achieve these goals. It shall participate in seeking sources of support for the College. It shall review and approve programs for improving national public relations and developing a closer relationship between the College and the local community.

Section 10.12. Facilities and Grounds Committee

The Facilities and Grounds Committee shall consider and make recommendations concerning the status of existing structures and land, and additions or deletions thereto, including both long and short term planning. It shall work to ensure the adequacy and condition of capital assets. It shall work with the Finance and Budget Committee to recommend financing structures to ensure adequate levels of funding for capital projects.

ARTICLE XI

EXECUTIVE COMMITTEE

Section 11.1. Membership

The Executive Committee shall include among its membership the Chair (who shall act as Chair of this committee), the President, a Class One Trustee, the Vice Chair, Secretary and Treasurer of the Board and the Chairs of the standing committees. If at least three (3) members of this committee are not Trustees who are members of the Congregation, the Chair shall appoint additional Trustee members of the Congregation sufficient to bring the Congregation representation to three (3).

Section 11.2. Purpose

The Executive Committee shall act as the Board's agent in helping the President address matters of business between regular board meetings and assist the Chair and the President in their joint responsibility to help the Board to function effectively and efficiently by suggesting Board meeting agenda items and periodically assessing the quality of committee work. It shall have the authority to take action on emergency matters which cannot or should not be deferred to the Board's next scheduled meeting. In order to protect the assets of the Corporation, the Executive Committee shall receive reports from the Corporation's legal counsel concerning such actual, impending, or potential litigation involving the Corporation or which might involve the Corporation, as Counsel is from time to time made aware. The Executive Committee shall oversee the work of the Board committees, the College's planning process and its progress on planning goals. The Executive Committee shall participate in the evaluation of the President's performance. The Executive Committee shall have authority to act for the Board on all matters except for the following which shall be reserved to the Board:

- (A) Selection and termination of the President;
- (B) Selection of the Trustees and Officers of the Board;
- (C) Changes in institutional mission and purposes;
- (D) Amendments of the Articles of Incorporation or Bylaws;

- (E) Incurring of corporate indebtedness;
- (F) Authorizing the selling, leasing, buying, or mortgaging of real estate or buildings owned by the Corporation;
- (G) Merging or affiliating (which changes governance or identity of the College) the Corporation or the College with another corporation or college;
- (H) Adoption of the annual budget;
- (I) Conferral of degrees;
- (J) Other powers reserved to the Board, from time to time by the Board.

All actions of the Executive Committee shall be subject to ratification at the next Board meeting.

Section 11.3. Meetings

The Executive Committee shall meet as often as necessary to conduct business, but at least one time each semester as the Chair and President shall determine. A simple majority of the Executive Committee members shall constitute a quorum, provided that one member in attendance is a member of the Congregation. The act of a majority of the Executive Committee members present at a meeting at which a quorum is present shall be an act of the Committee. The provisions of this Code of Bylaws and those required by law applicable to the Board respecting meetings, action without meetings, notice and waiver of notice shall apply to the Executive Committee and its members. The members of the Executive Committee shall act only as a Committee, and the individual members shall have no power as such. Minutes of the meetings of the Executive Committee shall be taken and all items on which the Committee has taken action shall be submitted to the Board at its next succeeding meeting for ratification, but failure to submit such action items or to receive ratification shall not invalidate any action taken by the College upon authorization by the Executive Committee.

ARTICLE XII

TRUSTEESHIP COMMITTEE

Section 12.1. Membership

The Trusteeship Committee shall have at least five (5) members and not more than seven (7), one of whom shall be a Class One Trustee. The Vice Chair shall be the Chair of this committee. All committee members except the one Class One Trustee member shall be appointed for renewable one-year terms by the Chair. The Chair shall appoint the Class One Trustee as designated by the President of the Congregation for renewable one (1) year terms. At least two

(2) members of this committee shall be Trustees who are members of the Congregation, and at least two (2) members of this committee shall be lay Trustees.

Section 12.2. Purpose

The Trusteeship Committee shall ensure that the Board's membership and leadership consists of highly qualified and committed individuals and that regular programs of new Trustee and inservice education are maintained. It shall periodically recommend initiatives by which the Board shall assess its performance. It shall serve as the Board's agent in reviewing the performance of incumbent Trustees and Officers of the Board who are eligible for reelection, maintain a list of qualified candidates for possible nomination, consider cultivation strategies for promising Trustee candidates, and shall propose and periodically review the adequacy of a statement of Trustee responsibilities as adopted by the Board.

Section 12.3. Meetings

The Trusteeship Committee shall meet as often as necessary to conduct its business, but no fewer than two (2) times annually. It shall seek the assistance of all Trustees in the course of meeting its responsibilities in accordance with these Bylaws and its own rules of procedure as adopted by the Board. A simple majority of the committee members shall constitute a quorum provided that one member in attendance is a member of the Congregation.

ARTICLE XIII

PLACEMENT OF MEMBERS OF THE CONGREGATION

Section 13.1. Placement of Members of the Congregation

To the extent permitted by law, qualified members of the Congregation will be given preference for administrative, faculty, staff and campus ministry positions. The College will actively recruit members of the Congregation for these positions.

ARTICLE XIV

CONFLICT OF INTEREST

Section 14.1. Conflict of Interest.

A Trustee shall be considered to have a conflict of interest if: (a) such Trustee has existing or potential financial or other interests which impair or might reasonably appear to impair his or her independent, unbiased judgment in the discharge of his or her responsibilities to the College; or (b) such Trustee is aware that a member of his or her family, or any organization in which such Trustee (or member of his or her family) is an officer, director, employee, member,

partner, trustee, or controlling stockholder, has such existing or potential financial or other interests. For the purpose of this provision, a family member is defined as a spouse, parents, siblings, children and any other relative if the latter resides in the same household as the Trustee. All Trustees shall disclose to the Board any possible conflict of interest at the earliest practical time. Furthermore, the Trustee shall absent himself or herself from discussions of, and abstain from voting on, such matters under consideration by the Board or its committees which present a conflict of interest or possible conflict. The minutes of such meeting shall reflect that a disclosure was made and that the Trustee having a conflict or possible conflict abstained from voting. Any Trustee who is uncertain whether a conflict of interest may exist in any matter may request the Board or committee to resolve the question in his or her absence by majority vote. Each Trustee shall complete and sign a disclosure form provided annually by the Secretary.

ARTICLE XV

INDEMNIFICATION

Section 15.1. Indemnification

To the extent not inconsistent with the laws of the State of Indiana, every person who is or was a director, Trustee, officer, employee or agent of the Corporation shall be indemnified by the Corporation as provided in the Indiana Nonprofit Act of 1991.

ARTICLE XVI

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 16.1. Contracts

The Board may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 16.2. Checks, Drafts, et cetera

All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board.

Section 16.3. Authority

When the execution of any document described in Sections 16.1 and 16.2 have been authorized by the Board without specification as to the executing officers or agents, the

President shall have the authority to execute and deliver the same on behalf of the Corporation or the College.

Section 16.4. Deposits

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board may select.

Section 16.5. Gifts

The Board may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purpose or for any special purpose of the Corporation.

ARTICLE XVII

BOOKS AND RECORDS

Section 17.1. Books and Records

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board and committees. All books and records of the Corporation may be inspected by any Trustee, or his or her agent or attorney for any proper purpose at any reasonable time.

ARTICLE XVIII

FISCAL YEAR

Section 18.1. Fiscal Year

The fiscal year of the Corporation shall begin on the 1st day of June and end on the 31st day of May in each year.

ARTICLE XIX

BYLAW AMENDMENTS AND REVIEW

Section 19.1. Amendment.

Subject to the provisions of Section 6.3, these Bylaws may be changed or amended at any meeting of the Trustees by a two-thirds (2/3's) vote of those present, provided notice of the substance of the proposed amendment is sent to all Trustees at least thirty (30) days prior to the meeting.

Section 19.2. Review

These Bylaws shall be reviewed periodically by the Secretary and the Executive Committee who shall recommend any necessary changes to the Board.

THESE BYLAWS are approved as amended this 26th day of June, 2004.

Karen Schultz Goodyear
Secretary, Board of Trustees
Saint Mary's College

Carol Ann Mooney
President
Saint Mary's College