Procedure for Updating or Changing the Governance Manual

Faculty Assembly Executive Committee Report

Fall 2009

DRAFT 2

**Procedure for Updating:**

If approved, President’s Office Executive Assistant updates the online file in Aug. of each year; changes are posted online at: <http://www3.saintmarys.edu/governance-manual>, along with the current online Governance Manual and a College Organizational Chart; a copy of the updates or changes is sent to the Faculty Assembly Executive Committee, who will announce any changes at the first Faculty Assembly of each year.

Updates and changes are initiated by the Vice-President for that area or other body, and discussed and approved as detailed below. This report is an unofficial summary of procedures for changing policy, procedures, by-laws, etc. for each area of responsibility, as detailed in the Governance Manual, which should be consulted directly when needed. In the Governance Manual, each section ends with a statement of the procedure for amending that section. That statement is copied below for each section, e.g. Section I: B. Procedure for Amending the Statement of the Philosophy and Purpose of Saint Mary’s College; Section II: G. PROCEDURES FOR AMENDING THE GOVERNANCE OF THE COLLEGE. The detailed Section II Procedure is reproduced here as Appendix A for reasons of space.

General guideline: a committee that wishes to change or update its structure or function should first discuss the changes with the Vice-President whose committee it is; committees of the Faculty Assembly should bring up changes with the Executive Committee of the Faculty Assembly, who will consult the faculty.

**Procedure for Archiving:**

 The Secretary of the Faculty Assembly will keep a copy of the changes as submitted by the President’s Office with the archived copy of the minutes on the Faculty Assembly page for the meeting in which the changes or updates were announced.

Archived Governance Manual materials are maintained by the President’s Office at: <http://www3.saintmarys.edu/governance-manual/archives>

|  |
| --- |
|  **Section:** I**Title of Section:** Mission Statement and Statement of Philosophy and Purpose of Saint Mary’s College**From Governance Manual:** **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. (from page 2) **Who updates:** The President of the College**Who is consulted:** Faculty Assembly, other appropriate bodies**Who approves:** The Board of Trustees  |
|

|  |  |
| --- | --- |
| **SECTION**: II**Title of Section:** The Governance of the College |  |
|  |   |
|  | This section is |
| A.Statement on the Concept of Shared Governance |   |
| B. The Corporation of Saint Mary’s College | updated by the President of the College |
| Introduction  |   |
| 1. Legal Status  | after consultation with |
| 2. Mission  |   |
| 3. Philosophy and Evolution of Governance |  the appropriate bodies: |
| 4. Procedure for Amending the Bylaws of the Corporation |   |
| C. The Board of Trustees of Saint Mary’s College |  see Appendix A, Procedures for Amending the Governance of the College |
| Introduction  |   |
| 1. Authority and Responsibilities  | The President determines the structure, etc. after consultation |
| 2. Membership  | with the administrative officer to whom an administrator reports |
| a. Classes of Members  |   |
| b. Protected Covenants | Committee structures, etc., are determined by the President for the |
| c. Terms of Office  | presidential committees and may create additional committees as needed |
| d. Nomination and Appointment  |   |
| e. Removal from Office  |   |
| 3. Officers  |   |
| a. Officers of the Corporation  |   |
| b. Administrative Officers of the Corporation  |   |
| 4. Meetings  |  |
| a. Schedules and Special Meetings |   |
| b. Quorum and Rules of Procedure  |   |
| 5. Committees  |   |
| a. Executive Committee |   |
|  |   |
| b. Mission Committee |   |
| c. Finance and Budget Committee  |   |
| d. Education Committee |   |
| e. Student Life Committee  |   |
| f. College Relations Committee |   |
| g. Trusteeship Committee  |   |
| h. Audit Committee  |   |
| i. Investment Committee  |   |
| j. Enrollment Management Committee |   |
| k. Facilities and Grounds Committee  |   |
| 6. Placement of Members of the Congregation |   |
| D. The Administration of the College  |  (continued) |
| 1. Officers of the Administration | Updated by the President, as above  |
| a. President of the College  |   |
| 1) Appointment |   |
| 2) Authority and Responsibility |   |
| 3) Presidential Assistants |   |
| 4) President’s Committees and Councils  |   |
| a) President’s Cabinet  |   |
| b) Budget Committee |   |
| c) Committee on Rank and Tenure | For R&T, President consults the Senior VP/Dean of Faculty and faculty |
| d) Historic Preservation Committee |   |
|  |   |
|  |   |
| e) Academic Affairs Council | This section is |
| (1) Membership |   |
| (2) Responsibility  | updated by the Senior Vice-President and Dean of Faculty |
| (3) Procedures  |   |
| (4) Standing Committees  | The President determines the structure, etc. only after  |
| (a) Academic Standards Committee | consultation with the Senior Vice-President and Dean of Faculty |
| (b) Admission and Scholarship | and |
| (c) Cultural Affairs Committee | The Academic Affairs Council; The Academic Affairs Council determines  |
| (d) Curriculum Committee | structure, etc. of its committees (4a-e) |
| (e) Library Committee |   |
|  |  |
|  |   |
| f. Student Affairs Council  | President determines structure, etc. only after consultation with |
| (1) Membership | the Vice-President for Student Affairs and the Student Affairs Council |
| (2) Responsibility  |   |
| (3) Procedures  | The Student Affairs Council determines structure, etc. of  |
| (4) Committee on Student Affairs | committees that report to it |
| g. President’s Council on Multicultural Affairs |   |
| (1) Membership | VP for Student Affairs updates this section |
| (2) Responsibility |   |
|  |   |
|  |   |
| b. Vice President and Dean of Faculty  | Senior VP and Dean of Faculty |
| 1) Appointment |   |
| 2) Authority and Responsibility | determines structure, etc. |
| 3) Other Academic Administrators |   |
| a) Associate Dean of Faculty | may create other committees as needed |
| b) Associate Dean for Advising |   |
| c) Chief Information Officer  | and updates this section |
| iii |   |
| d) Registrar  |   |
| e) Director of the Cushwa-Leighton Library |   |
| f) Director of Career Crossings |   |
| g) Director of the Center for Academic Innovation |   |
| h) Director of the Center for Women’s Intercultural |  (continued) |
| Leadership  | Senior VP and Dean of Faculty |
| (h) Department Chair |   |
| 4) Other Administrators Reporting to the Senior Vice President and | determines structure, etc. |
| Dean of Faculty  |   |
| 5) Committees of the Vice President and Dean of Faculty  | may create other committees as needed |
| a) Assessment Committee |   |
| b) Faculty Development Grants Committee | and updates this section |
| c) Institutional Review Board |   |
| d) Teaching, Learning and Technology Roundtable  |   |
| e) The Steering Committee of the Writing Proficiency Program |   |
| f) Writing Proficiency Committee |   |
| g) Center for Academic Innovation Grants Committee |   |
| h) Advisory Committee for CWIL Community Connections  |   |
| i) Advisory Committee on Global Education |   |
| j) Advisory Committee for CWIL Scholarship and Research |   |
|  |   |
|  |   |
| c. Vice President for Mission |   |
| 1) Appointment |  |
| 2) Authority and Responsibility |   |
| 3) Division for Mission Administrators  | VP for Mission updates this section |
| a) Director(s) of the Center for Spirituality |   |
| b) Director of Campus Ministry  |   |
| c) Director of the Office for Civic and Social Engagement |   |
| 4) Committee of the Vice President for Mission |   |
| a) Mission Council |  |
|  |   |
|  |   |
| d. Vice President for College Relations |   |
| 1) Appointment |  |
| 2) Authority and Responsibility |   |
| 3) College Relations Administrators |  VP for College Relations updates this section |
| a) Director of Alumnae Relations |   |
| b) Assistant Vice President of Development |   |
| c) Assistant Vice President of Marketing Communications  |   |
| d) Director of Advancement Services |   |
| e) Director of Special Events |   |
| f) Other College Relations Administrators  |   |
|  |   |
|  |   |
| e. Vice President for Student Affairs |   |
| 1) Appointment |  |
| 2) Authority and Responsibility |   |
| 3) Other Student Affairs Administrators |   |
| a) Director of Athletics and Recreation  |  VP for Student Affairs updates this section |
| b) Director of Women’s Health  |   |
| iv |   |
| c) Director of Residence Life and Community Standards  |   |
| d) Director of Student Involvement  |   |
| e) Director of Safety and Security  |   |
| f) Director of Multicultural Services and Student Programs  |   |
|  |  |
| f. Vice President for Finance and Administration  |   |
| 1) Appointment | VP for Finance and Administration updates |
| 2) Authority and Responsibility | this section  |
| 3) Office of Vice President for Finance and Administration  |   |
| a) Director of Facilities  |   |
| b) Controller  |   |
| c) Director of Human Resources  |  |
| d) Director of Purchasing  |  |
| e) Bookstore Manager |   |
|  |   |
|  |   |
| g. Vice President for Enrollment Management |  |
| 1) Appointment | VP for Enrollment Management updates |
| 2) Authority and Responsibility |   |
| 3) Enrollment Management Administrators |   |
| a) Director of Admission |   |
| b) Director of Financial Aid  |   |
|  |   |
|  |   |
| 2. Academic Departments  |   |
| a. Administration of Academic Department  | Senior VP and Dean of Faculty |
| b. Membership of Departments  | determines structure, etc. |
| c. Authority and Responsibility | only after consultation with Department Chairs |
| E. Organizational Chart of the College  | and updates this section |
| F. Overview of College Boards, Councils, and Committees  |   |
| G. Procedures for Amending the Governance of the College |   |
|  |   |
|  |   |
|  |   |

**Section:** III **Title of Section:** Faculty Policies and Procedures**From Governance Manual:** **M. PROCEDURES FOR AMENDING FACULTY POLICIES AND PROCEDURES**The President determines faculty policies and procedures only after consultation with the SeniorVice President and Dean of Faculty and the Faculty. The Faculty may also propose changesdirectly to the President. The Senior Vice President and Dean of Faculty ensures that this sectionof the *Governance Manual* is kept up to date.(from page 109)**Who updates:** Senior Vice-President and Dean of Faculty**Who is consulted:** Senior Vice-President and Dean of Faculty, and faculty**Who approves:** The President**Who may also propose changes:** The faculty |
| **Section:** IV**Title of Section:** Faculty Personnel Policies**From Governance Manual:** **G. PROCEDURES FOR AMENDING FACULTY PERSONNEL POLICIES**The different parts of this section are under the jurisdiction of various administrative officers and off campusorganizations. The Faculty Compensation Committee of the Faculty Assembly is charged withresponsibility for ensuring that the interests of the faculty members are represented and will be consultedwhen major changes in these personnel policies are being considered. The Director of HumanResources is responsible for keeping this section up to date. (from page 143)**Who updates:** Director of Human Resources**Who is consulted:** Faculty Compensation Committee, for faculty interests**Section:** V**Title of Section:** Governance of the Faculty: The Faculty Assembly**From Governance Manual:****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 itsConstitution. Following its Constitution, the Faculty Assembly establishes by-laws, committees, andprocedures as needed. The Executive Committee of the Faculty Assembly is responsible for keepingthis section of the *Governance Manual* up to date.(from page 160)**Who updates:** Executive Committee of the Faculty Assembly**Committees of the Assembly:** The Executive CommitteeFaculty Affairs CommitteeFaculty Compensation CommitteeThe Nominating CommitteeThe Grievance Committee *Ad hoc* Committees |

|  |
| --- |
| **Section:** VI**Title of Section:** Academic Procedures, Policies, Programs, and Information**From Governance Manual:****BB. PROCEDURES FOR AMENDING ACADEMIC PROCEDURES, POLICIES,****PROGRAMS, AND INFORMATION**The Senior Vice President and Dean of Faculty, various administrators who report to the SeniorVice President and Dean of Faculty, and the Academic Affairs Council and its standing committeeseach set specific academic regulations according to their authority and responsibility.The Associate Dean for Advising and the Registrar are responsible for keeping this section of the*Governance Manual* up to date.(from page 221)**Who updates:** Associate Dean for Advising and the Registrar |

|  |
| --- |
| **Section:** VII**Title of Section:** Student Rights and Responsibilities, College Codes, and the Judicial System**From Governance Manual:****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 theVice President for Student Affairs and the Student Affairs Council. The Vice President for StudentAffairs is responsible for keeping this section of the *Governance Manual* up to date.(from page 228)**Who updates:** The Vice-President for Student Affairs |

|  |
| --- |
| **Section:** VIII**Title of Section:** Code of Bylaws of the Corporation of Saint Mary’s College, Notre Dame**From Governance Manual:****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) 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.(from page 253)**Who updates:** Board of Trustees Secretary |

**Appendix A**

**Procedures for Amending the Governance of the College (Section II)**

(from pages 78-80 of Governance Manual)

**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,

Senior 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.

a. 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 Senior 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 Senior 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

Senior 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. SENIOR VICE PRESIDENT AND DEAN OF FACULTY

The Senior Vice President and Dean of Faculty determines the membership structure,

authority, and responsibility of the following committees: Assessment; Faculty Development

Grants; Institutional Review Board; Teaching, Learning, Technology Roundtable (TLTR),

Steering Committee of the Writing Proficiency Program; Writing Proficiency, and the

committees of the Center for Academic Innovation (Center for Academic Innovation Grants

Committee) and the Center for Women’s Intercultural Leadership (CWIL Community

Connections, CWIL Global Education, CWIL Scholarship). . The Senior 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 Senior 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 Senior Vice President and Dean of Faculty is responsible for keeping this section of the

*Governance Manual* up to date.