

Changes to the Governance Manual – August 2013

The Governance Manual requires that the President, the Executive Assistant to the President, each Vice President, the Executive Committee of Faculty Assembly, the Associate Dean for Advising and the Registrar, and the Director of Human Resource are responsible for seeing that their section(s) of the Governance Manual is(are) kept up to date. The updates below are listed in accordance with this responsibility.

Minor grammatical and punctuation corrections are not noted below.

Updated by the Executive Assistant to the President:

1. Job descriptions removed from the Governance Manual for individuals other than the President, Vice Presidents, and faculty administrators. All other job descriptions can be found in the Human Resources office.
2. Section II, Committees of the Board of Trustees – Enrollment Management and Facilities and Grounds committees removed from the list. These committees have been moved under Student Life and Finance and Budget respectively. In addition the descriptions of the Board Committees have been changed to reflect the new descriptions adopted by the Board in February 2012.
3. Section II, Presidential Assistants: The College Counsel was added to the list of Presidential Assistants.
4. Section II, The Historical Preservation Committee was removed as a committee.
5. Under President's Council on Multicultural Affairs – the Committee on Multicultural Admissions was removed as it no longer exists.
6. Under Parents Council: The limit of \$1,000 was removed from Madeleva Society (many members give more than that which is the minimum) and marketing was added as one of their tasks.
7. The College's Bylaws were updated from the 2010 version to the 2012 version.

Updated by the Provost:

Section II – These changes are primarily related to the division of labor between the Provost and the Dean of Faculty. Also included are committees that were created, approved, and have been functioning for the last year (in some cases two years). These include the Graduate Program Committee, the Program Review Committee, the Sophia Program Curriculum Committee, and the Sophia Program Oversight Committee.

1. Committee on Rank and Tenure: The Dean of Faculty was listed as a member, the chair of the committee is now the faculty member who is in the second year of their term, and recused

faculty members will now be replaced by the faculty member from a different department who most recently completed their term on the committee.

2. Faculty representatives from the Graduate Program Committee, the Program Review Committee, the Sophia Program Curriculum Committee and the Sophia Program Oversight Committee were added to the Academic Affairs Council (all approved when the new committees were approved by the Academic Affairs Council).

3. Responsibility of the Curriculum Committee: elimination of minors was taken out as was the responsibility for assessment of general education. General education was changed throughout to Sophia Program.

4. Under the job description of Provost and Senior Vice President for Academic Affairs – additional language was added and the position was changed to reflect the addition of a Dean of Faculty. All of these changes were listed on the job postings for both positions and approved by the President of the College.

5. The position of Director of Special Events was moved to report to the Provost and Senior Vice President for Academic Affairs (this position previously reported to the Vice President for College Relations).

6. The Graduate Program committee was added.

7. The Program Review committee was added.

8. The Sophia Program Curriculum Committee was added.

9. The Sophia Program Oversight Committee was added.

Section III

1. The designation of visiting was removed from the tenure track faculty ranks and placed in the non-tenure academic designations.

2. The restriction on part-time tenure-track appointments not being employed outside the College was removed.

3. Under the heading of Other Academic Designations only Administrators who teach remains as a category – all others were removed

4. The Dean of Faculty responsibilities were added where appropriate throughout the section.

5. Under Recommendation for Renewal or nonrenewal of appointment for pre-tenure faculty the addition of Third Year Review Report was added for faculty hired on or after 2012-13.

6. Under probationary period for full and part time faculty the probationary period was changed to reflect the addition of the third year review for faculty hired on or after 2012-13.
7. Under review procedures for the committee on rank and tenure Phase 2 – the following was added: If the Chair of a department is a candidate for promotion, the most recent chair of the department will complete the candidate report and present the candidate to the Committee on Rank and Tenure. If the most recent Chair has left the College, the President will determine the candidate's representation.
8. Under the section on termination of non-tenured faculty the provision to use the third year review for faculty hired on or after academic year 2012-13 was added.
9. Under the long-term leaves and absences policy – the wording was altered to address workmen's compensation and clarifies the differences between workman's compensation and non-occupational absences. This was done to comply with the law. In addition the distinction between short-term disability and long term disability was clarified. The policy now includes language that states that any work related injury must be reported immediately to the Department Chair and the Department of Human Resources.

Section IV – This section was reviewed by the Director of Human Resources and the Provost. Any changes are meant to clarify an existing benefit, to remove an outdated or no longer functioning benefit, and to bring in additional information from those sections of the employee handbook that cover faculty. No benefits were changed in making these changes.

1. Long term disability – the sentence “If the application for benefits is approved by the insurance company.” was added.
2. TIAA-CREF ANNUITIES – the following sentence was removed – “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.
3. Under travel policy: supplementary – the section on supplemental travel funds for travel was removed.
4. Under budget categories and definitions the dollar amounts were changed to reflect the current amounts.
5. The section describing telephone service was removed.
6. College Publications – Chimes is now listed as an online publication.
7. Keys: new policy added

Updated by the Vice President for Mission:

1. Corrected typographical errors

Updated by the Vice President for College Relations:

1. Updated text to reflect changes in responsibilities for VP (Special Events now reports to Provost).
2. Added new committees that report to VPCR – Athletic Advisory Council and Faith Always, Action Now Campaign Steering Committee.

Updated by the Vice President for Enrollment Management:

1. Information on the two tuition exchange programs was updated to reflect current policy.
2. Information on educational benefits for retirees was updated to reflect current policy.
3. Membership in the Admission and Scholarship Committee was changed to reflect the Strategic Plan Goals. The Coordinator of Multicultural Recruitment was added to the committee.
4. The title of a member of the Retention Committee was corrected.
5. The Committee on Multicultural Admissions no longer exists – it was removed from the membership list for the President’s Council on Multicultural Affairs.
6. Under VP EM’s job description the Committee on Multicultural Admissions and the Identity Initiative Task Force were removed – neither is a current committee.
7. The Director of Admission’s job description was changed to reflect current responsibilities.
8. The Director of Financial Aid’s job description was changed to reflect current responsibilities.

Updated by the Vice President for Finance & Administration:

1. Budget categories were updated
2. The term “if required by law,” was added to the section on authorized drivers, vehicle usage policy.
3. The number of college owned vehicles was changed for accuracy.
4. Gas credit cards was added to procedure to pick up and return a leased vehicle.

Updated by the Vice President for Student Affairs:

Section VII: The Code of Student Conduct was replaced with the new code approved in 2012.