

TO: Beth Dobkin, Provost

**FROM: Steve Cortright, Chair
Academic Senate**

DATE: November 12, 2010

**RE: Senate Action S-10/11-7
Proposal to Create a Position of
Vice Provost for Graduate and Professional Studies**

At the November 11, 2010 meeting of the Academic Senate, the attached resolution to create a position of Vice Provost for Graduate and Professional Studies was approved by a vote of 8-0-0. The issue was forwarded to the Senate from the Graduate and Professional Educational Policies Committee (GPSEPC) in 2009-1010. The Senate formed an ad hoc committee to address issues of concern (S-10/11-1) and the attached resolution was a result of the ad hoc committee deliberations. This action was assigned Senate Action # S-10/11-7.

Attachment

cc: Brother Ronald Gallagher, President
Associate Dean Chris Sindt
Jim Sauerberg

Resolution in re: Senate Action S-10/11-1

WHEREAS the Senate acknowledges that Saint Mary's College ought to provide appropriate support services for graduate and professional programs of the College; and

WHEREAS the Senate acknowledges that the College ought to adjust its administrative structure so as to respond to growth in the size and number of the College's graduate and professional programs; and

WHEREAS, pursuant to Senate Action S-10/11-1 (9 September, 2010), the *ad hoc* Committee to review the proposal of the Graduate and Professional Educational Policies Committee—*viz.*: that the position, Vice Provost for Graduate and Professional Studies, be inaugurated—has completed items (1) and (2) of its charge:

THEREFORE, BE IT RESOLVED, pursuant to Senate Action S-10/11-1 at (3), the *Faculty Handbook* shall be amended as follows (deletions appear in ~~striketrough text~~; additions appear in **bold text**):

1.4.1 THE PRESIDENT

...

The administrative staff of the President consists of the Provost ~~and the Vice Provosts (Undergraduate Academics, Student Life, and Enrollment Services)~~, the Vice Presidents (College Communications, Development, Finance, and Mission), **the Director of Athletics and Recreational Sports**, the Executive Assistant to the President, and the General Counsel.

1.4.2 PROVOST

...

The administrative staff of the Provost to whom responsibility and commensurate authority are delegated are the Vice Provost ~~of~~ **for Undergraduate Academics, the Vice Provost for Graduate and Professional Studies**, the Vice Provost for Enrollment, the Vice Provost for Student Life, Deans of the Schools, Dean for Academic Resources/Director of the Library, ~~Dean of Academic Advising and Achievement~~, **the Director of Faculty Development, the Director of Institutional Research, and the Director of Business Operations.**

1.4.2.1 Vice Provost ~~of~~ for Undergraduate Academics

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1.4.2.2 Vice Provost for Graduate and Professional Studies

The Vice Provost for Graduate and Professional Studies coordinates the activities of programs in graduate and professional studies in consultation with Deans and the Provost, providing strategic and operational support for policies and procedures related to graduate and professional education, including: recruiting, funding, and retaining well-qualified graduate and professional students; maintaining the graduate student handbook, web site, and catalog; coordinating support among career services, housing, counseling, health center, food services, commencement, and library; advancing the development of and support for hybrid and online education; overseeing the graduate and professional program review process and assisting with WASC institutional accreditation and substantive change processes. The Vice Provost for Graduate and Professional Studies chairs the Graduate Council and serves as the College liaison to the Council of Graduate Schools; assists the Provost in developing industry and community relations through partnerships, research, and programming; facilitates the development of grant requests, academic centers and

institutes, and interdisciplinary collaboration; and works with other Vice Provosts, Deans, and the Academic Senate in designing and implementing student policies, such as the Academic Honor Code and the Student Code of Conduct. The Vice Provost for Graduate and Professional Studies is tasked with bringing a College-wide perspective to graduate endeavors, supporting interdisciplinary activities and advocating for student services and best practices across the units of the College that support graduate and professional study.

1.4.2.3 Deans, Academic Affairs *(et sqq.)*

(et sqq.)

1.4.2.3.1 Dean of the School

The Dean of the School is its chief academic officer and is vested with the commensurate authority and responsibility for all aspects of the academic enterprise of the School (policy, planning, personnel, programs, budgets). The Dean ~~reports to the Vice Provost of Undergraduate Academics and recommends the appointment, promotion and retention of his/her administrative staff and of all full-time faculty~~ **to the Provost**; appoints all part-time faculty; ~~consults with the Vice Provost on all matters relating to substantive revision of the academic policies and programs of the School and the appointment of chairpersons~~; collaborates with the other Deans **and with the Vice Provost for Undergraduate Academics or the Vice Provost for Graduate and Professional Studies** in matters of mutual concern, ~~and especially those involving overlapping policies, programs and or faculty.~~ . . .

Responsibilities of the Academic Senate and Relationship to the Campus Community:

. . .

- 1.6.1.2.2** 4. In consultation with the Academic Senate, the President defines the responsibilities and the procedures for the selection and appointment of the Provost. In consultation with the Senate, the Provost defines procedures for the selection, appointment, and evaluation of the Vice Provost ~~of for~~ Undergraduate Academics, **the Vice Provost for Graduate and Professional Studies** and the Deans. The actual appointments of the Vice Provost ~~of for~~ Undergraduate Academics, **and of the Vice Provost for Graduate and Professional Studies** ~~is are~~ made by the ~~President Provost~~ **President**, in consultation with the ~~Provost~~ **President** (see section 1.4.2.1).

Duties of the Academic Senate

The Academic Senate has five duties:

1. To receive, review, and respond to and/or refer recommendations and reports from the Senate committees, the President, the Provost, the Vice Provost ~~of~~ **for** Undergraduate Academics, **the Vice Provost for Graduate and Professional Studies**, and the Deans of the

1.6.1.2.9 Schools.

...

2. To set the agendas for general and special general meetings.

Items for agendas of general meetings are taken from recommendations, reports and requests for review received from:

- The President, the Provost, Vice Provost ~~of~~ **for** Undergraduate Academics, **the Vice Provost for Graduate and Professional Studies**, or the Deans of the Schools.

...

Provost's Academic Council of Deans

Role: The Provost's Academic Council of Deans advises the Provost regarding matters pertaining to their various offices and programs, especially regarding long-range planning, budget priorities, and strategic initiatives.

Membership:

1.7.3.1 - Provost, chairperson

- **Vice Provost for Graduate and Professional Studies,**

...

Graduate and Professional Studies Programs Council (Graduate Council)

Role: The Graduate and Professional Studies Programs Council, usually referred to for convenience as the “Graduate Council,” advises the Provost regarding matters pertaining to their various programs, especially regarding long-range planning and strategic initiatives, student services, and budget priorities.

1.7.3.3 *Membership:*

- ~~a chairperson appointed by the Provost~~ **the Vice Provost for Graduate and Professional Studies as chairperson (ex officio)**

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Program Review Committee

Role:

1. Create clear guidelines regarding content and form for a systematic review of all undergraduate, graduate and professional studies degree and non-degree programs on a five-year, rotating basis.

1.7.4.7

2. Administer that review process following these steps:

...

- d. the Committee prepares a complete written review, requesting additional information where needed, and after reporting its work to the Academic Senate, sends it to the department or program under review, the Dean of the appropriate School, the Provost, and if it is a traditional undergraduate program, to the Vice

Provost of Undergraduate Academics **or, if a graduate or professional program, to the Vice Provost for Graduate and Professional Studies;**

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Campus Facilities Planning Committee

Role:

The Campus Facilities Planning Committee, which is advisory to the President, provides the Means for institutional facilities planning through the review of plans and standards for the physical development of the campus.

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1.7.6.3

Membership:

- Associate Dean for Residence and Community Life
- ...
- Vice Provost for Undergraduate Academics or Designee
- **Vice Provost for Graduate and Professional Studies or Designee**

...

Enrollment Group

The Enrollment Group brings together College department managers and staff leaders who play important roles in the recruitment, admission, enrollment and retention processes. As a working group of department leaders. It seeks to ensure that efforts of the various areas are coordinated and cohesive for the benefit of students.

Membership:

1.7.8.1

- Vice Provost for Enrollment (chairperson
- ...
- Vice Provost ~~of~~ **for** Undergraduate Academics
- Vice **Provost for Graduate and Professional Studies**
- ...

ADMINISTRATORS WITH FACULTY RETREAT RIGHTS

Certain administrative positions make the holder responsible for the character and quality of a major academic unit within the College. Because such positions involve responsibility for curriculum and for academic quality, review of faculty, and expectations of leadership over issues that affect the academic enterprise of the College as a whole, they are inherently academic in nature. These positions are the Provost, the Vice Provost ~~of~~ **for** Undergraduate

2.1.4

Academics, the Vice Provost for Graduate and Professional Studies, and each Dean of a School. These positions are normally filled via national searches resulting in multi-year appointments, and exceptions to this standard made in consultation with the Academic Senate. When an individual is appointed to one of these positions on a regular basis, that is, other than as Acting or Interim Dean, he/she will also be appointed as a ranked faculty member associated with a department either on tenure track or tenured. Although there is no such status as administrative tenure, he/she has faculty retreat rights, that is, the right to assume the position of a full-time faculty member of the College upon leaving the administrative position.

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ADVANCEMENT, TENURE AND PROMOTION OF ACADEMIC ADMINISTRATORS

1. Academic administrators with faculty rank are those who meet the following criteria:
 - a. Regular faculty status, granted according to the same standards that apply to other members of the faculty.
 - b. Administrative duties of a genuinely academic character, that is, directly concerned

with the academic program or with the academic preparation of students (e.g., President, Provost, Vice Provost ~~of~~ **for** Undergraduate Academics, **Vice Provost for Graduate and Professional Studies**, Dean of a School).

2.6.3

...

5. The Provost, ~~and~~ Vice Provost ~~of~~ **for** Undergraduate Academics, **and Vice Provost for Graduate and Professional Studies** will be reviewed by the Rank and Tenure Committee. The committee shall use its discretion in finding means to conduct the fullest possible evaluation, including personal interview with the candidate. Recommendation should be made by the chairperson of the Academic Senate to the President of the College.

NB: The resolution presumes addition of appropriate entries to the Index of the 2011 – 12 Faculty Handbook.