

## FACULTY HANDBOOK INDEX: 2011-2012

+ Indicates revisions made for 2011-2012 edition

% Indicates revisions made for 2010-2011 edition

# Indicates revisions made between 7/1/08 and 7/1/09

Academic Administrators Evaluation Committee	1.7.4.4
Academic Advising	2.11.3
Academic Affairs Committee (Board of Trustees) #	1.7.1.2
Academic Affairs, Councils and Committees	1.7.3
Academic Appeals Committee %	1.7.3.6
Academic Calendar (Undergraduate)	3.2.1
Academic Computing Facility	3.4.2
Academic Freedom and Responsibility	2.9.1
Academic Honesty Policy %	3.1.1
Academic Policies and Services	3
Academic Resources	3.3
Academic Resources, Dean for Library and +	1.4.2.2.2
Academic Senate	1.6.1.2
Academic Senate Chairperson	1.6.1.2.3.1
Academic Senate Committees #%	1.7.4
Academic Senate, Executive Meetings	1.6.1.2.9.1.1
Academic Senate, General Meetings	1.6.1.2.9.1.2
Academic Senate, Membership	1.6.1.2.7
Academic Senate, Parliamentary	1.6.1.2.5
Academic Senate, Responsibilities +	1.6.1.2.2
Academic Senate, Role	1.6.1.2.1
Academic Senate, Special General Meeting	1.6.1.2.9.1.3
Academic Senate, Vice Chairperson	1.6.1.2.3.2
Academic Senate, Voice	1.6.1.2.13
Access to Other Libraries +	3.3.1.4
Accidental Death and Dismemberment Insurance/Travel Assistance	2.14.5
Accreditation	1.2.1
Additional Criteria (Statement for Promotion and Tenure) #	2.6.1.1
Additional Criteria (Tenure: Exceptional appointments) #	2.6.1.1.4
Adjunct Faculty	2.1.2
Adjunct Faculty, Lecturers: Selection/Appointment Non-Tenured	2.3.2.2
Administrative Facilities	4.3
Administrative Organization	1.4
Administrative Policies	4.0
Administrative Services	4.2
Administrative Services (Secretarial)	3.5
Administrators with Faculty Retreat Rights %+	2.1.4
Admissions and Academic Regulations Committee #%	1.7.4.8
Admissions, Dean of +	1.4.2.1.3.2
Advancement Committee (Board of Trustees) %	1.7.1.3
Advancement, Tenure, Promotion of Academic Administrators +	2.6.3

Alumni Board of Directors, Faculty Representative to	1.7.9.4
Americans with Disabilities Act (ADA)	2.3.5
Amorous Relationship Policies	2.9.3.2
Appointment of Christian Brother	2.3.3.4, 2.3.6.1
Appointment, Tenure-Track, Probationary #	2.2.2
Appointments, Resignations and (Faculty Committees) +	1.6.1.1.6
Appointments, Types of	2.2
Assistant Dean of Student Life, for Leadership, Involvement and Diversity %	1.4.3.2
Assistant Dean of Students / Director for Residential and Community Life	1.4.3.1.2
Assistant Vice President for Development #	1.4.5.1
Assistant Vice President of College Communications	1.4.6.1
Associate Dean, Kalmanovitz School of Education	1.4.2.2.5
Associate Dean, School of Economics and Business Administration #	1.4.2.2.4
Associate Dean, School of Liberal Arts	1.4.2.2.6
Athletic Facilities	2.14.11.1
Audit Committee (Board of Trustees)	1.7.1.4
Balloting (Faculty Elections) #+	1.6.1.1.2
Benefits	2.14
Benefits, Mandatory	2.14.1
Benefits, Miscellaneous	2.14.9
Board of Regents #	1.3.3
Board of Trustees #%	1.3.2
Board of Trustees Committees %	1.7.1
Board of Trustees, Faculty Representative to	1.7.9.3
Bookstore	2.14.11.3
Brothers of the Christian Schools	1.2
Budget Committee	1.7.6.1
Buildings and Grounds Committee (Board of Trustees) %	1.7.1.5
Business Procedures (Academic Senate)	1.6.1.2.15
California Family Rights Act %	2.13.2.1
Campus Athletic and Recreational Sports Committee	1.7.3.1.1
Campus Deans and Directors Committee +	1.7.3.2
Campus Facilities Planning Committee %+	1.7.6.3
Campus Mailboxes (Faculty and Administration)	4.2.2.1
Candidacy in Tenure-track Search of Current Adjunct Faculty	2.2.7.2
Career Development Center Advisory Board	1.7.3.1.2
Chairpersons of Undergraduate Departments	1.4.2.4
Chief Technology Officer	1.4.4.4
Circulation Policies (Library) +	3.3.1.7
Class Attendance (Students)	3.1.6
Class Schedule Changes	3.2.4
Classroom Policies	3.1
Clery Act and Campus Sex Crimes Prevention Act Notices	2.9.3.4
College Committee on Inclusive Excellence	1.7.3.8
College Communications, Assistant Vice President of +	1.4.6.1
College Communications, Office of	6.1.1
College Communications, Vice President +	1.4.6
College Diversity Coordinator	1.4.1.3

Collegiate Seminar Governing Board %	1.7.4.12
Committee on Academic Appeals %	1.7.3.6
Committee on Teaching and Scholarship	1.7.4.10
Committee Structure	1.7
Committee, on Committees #%	1.7.4.3
Communications Policies of Interest to the Faculty	6.0
Computer and Technology Services %	3.4
Consent Agenda (Academic Senate)	1.6.1.2.9.2.d.i
Consideration for the Creation of Additional Faculty Positions, Adjunct	2.2.6.1
Consideration for the Creation of Additional Faculty Positions, Tenure-Track +	2.2.6.2
Coordinator, International Recruitment and Admissions +	1.4.2.1.3.5
Core Curriculum Committee +	1.7.4.13
Core Curriculum Working Groups +	1.7.4.14
Corporate Structure of Saint Mary's College	1.3
Corporation of Saint Mary's College, The	1.3.1
Counseling Center	4.3.3
Creation of Additional Faculty Positions	2.2.6
Criteria (Additional), Promotion and Tenure	2.6.1.1
Criteria for Promotion and Tenure +	2.6.1
Deadlines, Calendar, for Submission Rank and Tenure Materials	2.6.2.2.3
Dean for Library and Academic Resources +	1.4.2.2.2
Dean for Mission and Ministry	1.4.7.1
Dean of Academic Advising and Achievement	1.4.2.2.3
Dean of Admissions +	1.4.2.1.3.2
Dean of Students	1.4.3.1
Dean of the School +	1.4.2.2.1
Deans (Academic Affairs)	1.4.2.2
Definition of Letter Grades	3.1.2
Definitions of Faculty Status	2.1
Dental Insurance	2.14.3
Department Chairpersons, Undergraduate, Duties	1.4.2.4.1
Development Committees +	1.7.7
Dining Facilities and Lounges, Use of	2.14.11.2
Direct Tenure-track Appointment of Adjunct Faculty	2.2.7.1
Director for Athletics and Recreational Sports	1.4.2.3.15
Director of Academic Support and Achievement Programs #	1.4.2.3.8
Director of Advancement Services	1.4.5.3
Director of Alumni Relations and Volunteer Engagement %	1.4.5.2
Director of Articulation and Transfer/Associate Registrar +	1.4.2.1.3.4
Director of Athletics and Recreational Sports	1.4.2.3.15
Director of Career Development Center	1.4.2.3.11
Director of Catholic Institute for Lasallian Social Action (CILSA)	1.4.2.3.6
Director of Center for International Programs	1.4.2.3.7
Director of Collegiate Seminar Program, Director	1.4.2.3.2
Director of Counseling Services #%	1.4.3.4
Director of Creative Services +	1.4.6.2
Director of Faculty Development #%	1.4.2.3.1
Director of Finance / Controller	1.4.4.2

Director of Financial Aid	1.4.2.1.3.3
Director of Foundation, Corporate Relations and Sponsored Grants #	1.4.5.4
Director of Graduate Business Programs	1.4.2.3.4
Director of Health and Wellness Center %	1.4.3.3
Director of Hearst Art Gallery	1.4.2.3.10
Director of High Potential Program	1.4.2.3.9
Director of January Term	1.4.2.3.3
Director of Marketing and Stewardship #%	1.4.5.5
Director of Master of Fine Arts Program in Creative Writing	1.4.2.3.5
Director of New Student and Family Programs	1.4.3.1.2
Director of Public Safety	1.4.3.5
Director of Scheduling and Promotion #+	1.4.6.3
Director of the Women's Resource Center	1.4.3.2
Director of Women's Resource Center	1.4.3.2
Director, Academic Affairs	1.4.2.3
Director, Collegiate Seminar Program	1.4.2.3.1
Director, Events and Conferences	1.4.4.6
Director, Intercultural Center	1.4.3.2
Directors (Academic Affairs)	1.4.2.3
Disabilities Act (ADA), Americans with	2.3.5
Disability Income Benefits, Long-term	2.14.2
Disciplinary Hearing Board	1.7.5.1
Discontinuance of an Academic Department or Program, Process for #	2.8.5.2.2
Discontinuance of Program not Mandated by Financial Exigency	2.8.5.2
Discounts; Use of Facilities	2.14.11
Diversity Program (Equal Employment Opportunity)	2.3.3
Drug-Free Workplace and Alcoholic Use Policy	2.12.1
Duplicating Service	4.2.1
Duties of the Academic Senate +	1.6.1.2.9
Duties, Department Chairperson, Undergraduate	1.4.2.4.1
Elections, Faculty %+	1.6.1.1
Electronic Classrooms	3.4.4
Electronic Information Resources (Library) %+	3.3.1.3
Electronic Mail Services	3.4.6
Eligibility for Election (Faculty)	1.6.1.1.1.3
Eligibility, Candidates for Promotion and Tenure	2.6.2.1
Emeriti Retirement Health Solutions	2.14.7.4
Emeritus/Emerita Faculty %+	2.1.3
Employee Assistance Program (EAP)	2.14.10
Enrollment and Student Life Committee (Board of Trustees) %	1.7.1.6
Enrollment Committees	1.7.8
Enrollment Group %+	1.7.8.1
Equal Employment Opportunity	2.3.3
Equal Employment Opportunity Compliance Committee	1.7.2.2
Evaluation of Adjunct Faculty	2.4
Events and Conferences Weekly Calendar/Master Events Calendar	4.2.9.1
Exceptional Appointments (Tenure) #	2.3.1.14
Exceptional Candidate Appointments (Rank)	2.1.1.2

Executive Assistant to the President	1.4.1.1
Executive Committee (Board of Trustees) %	1.7.1.1
Executive Director of Facilities Services #	1.4.4.1
Facsimile Transmission	4.2.6
Faculty	2.0
Faculty Committee on the Bookstore	1.7.4.9
Faculty Computing Support	3.4.1
Faculty Development	2.10
Faculty Development and Scholarship, Office of %	2.10.3
Faculty Development Fund Awards %	2.10.2
Faculty Development Fund Committee %	1.7.3.10
Faculty Elections %+	1.6.1.1
Faculty Elections – Balloting +	1.6.1.1.2
Faculty Elections – Nominations +	1.6.1.1.1
Faculty Emeritus/Emerita +	2.1.3
Faculty Governance Coordinator (Academic Senate) #%	1.6.1.2.6
Faculty Handbook Review Committee %	1.7.9.2
Faculty Handbook Revision Process %	1.8
Faculty of the College	2.0
Faculty Qualifications for Election (Non-R&T) #+	1.6.1.1.4
Faculty Qualified for Election, to Rank and Tenure Committee	1.7.3.4.1
Faculty Representative to the Alumni Board of Directors	1.7.9.4
Faculty Representative to the Board of Trustees	1.7.9.3
Faculty Research Assistance (Library) +	3.3.1.2
Faculty Retreat Rights, Administrators with +	2.1.4
Faculty Rights and Responsibilities	2.9
Faculty Salary Policy	2.15
Faculty Selection and Appointments Procedures	2.3
Faculty Status, Definition of	2.1
Faculty Voting Rights (Faculty Elections) #+	1.6.1.1.5
Faculty Welfare Committee #%	1.7.4.2
Faculty, Adjunct	2.2.5.2
Faculty, Department and School Procedures	2.6.2.2
Faculty, Non-Tenure-Track	2.1.2
Faculty, Terms and Conditions of Employment	2.2
Family Educational Rights and Privacy Act of 1974	2.9.2.3
Family Medical Leave Act %	2.13.2.1
Final Examinations and Papers	3.1.3
Final Examinations Scheduling	3.2.3
Finance Committee (Board of Trustees)	1.7.1.7
Finance Committees	1.7.6
Finance, Vice President for #%	1.3.4, 1.4.4
Financial Aid Appeals Committee	1.7.2.3
Financial Aid, Director +	1.4.2.1.3.3
Financial Exigency, Termination by	2.8.5.1
General Counsel	1.4.1.2
General Financial Exigency	2.8.5.1
Governance Structure (Faculty)	1.6

Grade Changes	3.2.2.1
Grades, Definition of	3.1.2
Grades, Submission of	3.2.2
Graduate and Professional Studies Educational Policies Committee +	1.7.4.6
Graduate and Professional Studies Programs Council (Graduate Council) %+	1.7.3.3
Graduate Business Programs, Director	1.4.2.3.4
Grievance	2.16
Grievance Committee	1.7.4.1
Grievance: Introduction	2.16.1
Grievance: Negative Rank and Tenure Decision by President, in Opposition to Positive Recommendation by Rank and Tenure Committee and Provost	2.16.3.2
Grievance: Alleged Errors in Carrying Out Policy or Procedures, Violations Academic Freedom, Inadequate Consideration, not Involving Rank and Tenure Committee	2.16.4
Grievance: Alleged Errors in Carrying Out Policy/Procedures, Violations of Academic Freedom, Inadequate Consideration to which President Is a Party	2.16.4.2
Grievance: Alleged Errors in Carrying Out Policy/Procedures, Violations of Academic Freedom, Inadequate Consideration, President is Not a Party	2.16.4.1
Grievance: Alleged Harassment (Other than Sexual) or Discrimination	2.16.5.1
Grievance: Alleged Inadequate Consideration and/or Violations of Academic Freedom by Rank and Tenure Committee, Provost or President in Tenure and Promotion Recommendations and/or Decisions	2.16.3
Grievance: Equal Opportunity Compliance	2.16.5.1
Grievance: Negative Rank and Tenure Decision by Rank and Tenure Committee and/or Provost, where President's Decision Is Negative	2.16.3.1
Grievance: Procedures Applying to All %	2.16.2
Group Term Life Insurance	2.14.4
Handbook Review Committee, Faculty %	1.7.9.2
Harassment of Employees or Students, Policy Prohibiting	2.9.3.1
Health and Wellness Center	4.3.2
Health Care %	2.14.3
<del>Hearst Art Gallery Advisory Board +</del>	<del>1.7.9.1</del>
Hearst Art Gallery, Director of	1.4.2.3.10
High Potential Program, Director of	1.4.2.3.9
History, Saint Mary's College +	1.2
Homework Requirements	3.1.7
Honesty, Academic	3.1.1.1
Human Research Institutional Review Board (IRB)	1.7.3.9
Human Resources, Director of	1.4.4.3
Information Office (Switchboard)	4.2.3
Informational Services	4.2.9
Institutional Councils and Committees	1.7.2
Institutional Policies	2.9.3
Instructional Media Support Services, Faculty +	3.4.3.3
Instructional Services, Library #+	3.3.1.1
Instructor Appointment	2.2.1
Intensive Workload Committees +	2.6.1
Interim Reviews by Rank and Tenure Committee	2.6.2.2.2, 2.6.2.5
Interim Reviews Conducted by Department/Program/School	2.6.2.2.1

Interlibrary Borrowing / Document Retrieval +	3.3.1.5
International Programs Coordinating Committee +	1.7.3.7
International Recruitment and Admissions, Coordinator	1.4.2.1.3.5
Interruption of the Probationary Tenure-Track Period	2.6.2.1.1
Investment Committee (Board of Trustees)	1.7.1.8
Issuance of Letters of Appointment, Non-tenure-track Faculty	2.8.4
Janitorial Services, Maintenance and	4.2.7
January Term Committee %	1.7.4.11
January Term, Director	1.4.2.3.3
Joint Committee of Associated Students of Saint Mary's College, (ASSMC), Staff Council, and the Academic Senate	1.7.9.1
Jury Duty	2.13.1.2
Kalmanovitz School of Education, Program Directors	1.4.2.3.14
Lactation Accommodation	2.12.7
Leave of Absence, Personal	2.13.2.2
Leave of Absence, Scholarly +	2.13.2.3
Leave, Sabbatical	2.10.1
Leaves	2.13
Leaves with Pay	2.13.1
Leaves without Pay	2.13.2
Lecturer	2.1.2, 2.2.5.3
Lecturer, Salary Scale and Policy	2.15.2
Lecturers, Adjunct Faculty and , Selection/Appointment Procedures	2.3.2.2
Lectureship	2.2.5.3
Liberal Education for Arts Professionals [LEAP], Director	1.4.2.3.12
Library +	3.3.1
Library and Academic Resources, Dean for +	1.4.2.2.2
Library Committee +	1.7.3.5
Library Exhibits #+	3.3.1.9
Long-term Disability Income Benefits	2.14.2
Lost and Found	4.2.8
Mail Service	4.2.2
Mailboxes, Campus (Faculty and Administration)	4.2.2.1
Maintenance and Janitorial Service	4.2.6
Mandatory Benefits	2.14.1
Master of Fine Arts Program in Creative Writing, Director of	1.4.2.3.5
Media Center (CaTS) #+	3.4.3.2
Media Relations	6.1.1
Media Services #	3.4.3
Medical Plans	2.14.3
Medical Reasons, Termination of Faculty Appointment	2.8.5.3
Meeting Classes (Faculty)	3.1.4
Meetings (Academic Senate)	1.6.1.2.9.1
Meetings, Executive (Academic Senate)	1.6.1.2.9.1
Meetings, General (Academic Senate)	1.6.1.2.9.2
Meetings, Special General (Academic Senate)	1.6.1.2.9.1.3
Miscellaneous Benefits	2.14.9
Miscellaneous Committees and Faculty Representatives	1.7.9

Mission and Ministry Center	4.3.1
Mission and Ministry, Dean for	1.4.7.1
Mission Statement +	1.1
Mission, Vice President for	1.4.7
Network Services	3.4.4
Nominations, Faculty Elections %+	1.6.1.1.1
Non-Discrimination Seminars +	2.9.3.1.3
Non-reappointment, Tenure-track Faculty	2.8.3
Non-tenure-track Appointment	2.2.5
Non-tenure-track Faculty	2.1.2
Notice of Non-reappointment Probationary Tenure-track Faculty	2.8.3.1, 2.8.3.2
Observance of Campus Regulations	2.12.3
Office Hours	2.11.4
Office of College Communications	6.1.1
Office of Faculty Development and Scholarship	2.10.3
Office Supplies	2.12.6
Officers of the College	1.3.4
Offices, Assignment of	2.12.4
Order in the Classroom	3.1.5
Organization Charts #%	1.5
Organization, Administrative	1.4
Parking	2.14.12
Parliamentarian (Senate)	1.6.1.2.5
Payroll Office %	4.2.4
Personnel File, Review of during Rank and Tenure Review	2.6.1.1
Pets	4.1.2
Phased Retirement (Tenured Appointment) +	2.2.4.1
Phased Retirement (Transition from Reduced Services appointment)	2.2.4.1.1
Photocopiers and Duplicating Equipment, Faculty Use	2.12.5
Photocopying (Library) +	3.3.1.6
Plagiarism (see Academic Honesty)	3.1.1.1
Policy on Advertising and Publications	6.1.2
Policy on Public Presentations %	2.9.2
Policy on Smoking in Campus Facilities	2.12.2
Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation	2.9.3.1
Policy, Amorous Relationships	2.9.3.2
Policy, Class Attendance: Student Athletes	3.1.6.1
Posters	6.3
President +	1.4.1
President of the College	1.3.4, 1.4.1
President of the College (Organizational Chart)	1.5.1
President's Cabinet	1.7.2.1
Presidential Response (Academic Senate)	1.6.1.2.16
Privacy Act of 1974 and Family Educational Rights	2.9.3.3
Probationary (Tenure Track) Appointment #	2.2.2
Procedures for Promotion and Tenure #	2.6.2
Procedures: Faculty, Department and School (Interim Review)	2.6.2.2
Procedures: Interim Review conducted by Department/School/Program	2.6.2.2.1

Procedures: Interim Review conducted by Rank and Tenure	2.6.2.2.2
Procedures: Promotion and Tenure Reviews +	2.6.2.2.3
Procedures: Rank and Tenure Committee	2.6.2.3
Procedures: Recommendation and Decision (Rank and Tenure)	2.6.2.5
Procedures: Selection and Appointment of Faculty	2.3
Process for Discontinuance of an Academic Department or Program #	2.8.5.2.2
Process for Suspension of Program Enrollment,	2.8.5.2.1
Program Directors, Kalmanovitz School of Education	1.4.2.3.14
Program Review Committee #+	1.7.4.7
<del>Programs Abroad Committee +</del>	<del>1.7.3.7.5</del>
Programs Directors for the Kalmanovitz School of Education	1.4.2.3.14
Promotion (Procedures)	2.6.2.1.2
Promotion and Tenure	2.6
Promotion and Tenure Procedures, Promotion	2.6.2.1.2
Promotion and Tenure, Criteria +	2.6.1
Promotion and Tenure, Procedures	2.6.2
Protocols (Hiring)	2.2.7
Provost (Organizational Chart) %+	1.5.2
Provost %+	1.4.2
Provost's Academic Council of Deans +	1.7.3.1
Public Safety, Director of	1.4.3.5
Qualifications for Appointment to Rank	2.1.1
Qualifications, Faculty Elections (Committees except Rank and Tenure)%+	1.6.1.1.4
Qualified, Faculty, for Election to Rank and Tenure Committee +	1.7.3.4.1
Quorum, Executive Meetings (Academic Senate)	1.6.1.2.9.1.a
Quorum, General and Special Meetings (Academic Senate)	1.6.1.2.11
Rank and Tenure Committee +	1.7.3.4
Rank and Tenure Committee Procedures	2.6.2.3
Rank and Tenure Committee, Student	1.7.3.4.1
Rank and Tenure File (Faculty)	2.5.1
Rank and Tenure Records	2.5
Rank and Tenure Roster (Faculty)	2.5.2
Ranked Faculty, Selection/Appointment	2.3.1
Ranked Tenure-Track Faculty	2.1.1
Recommendations and Decisions Procedures, Rank and Tenure Committee	2.6.2.5
Reduced Services (Tenured Appointments) +	2.2.4
Regents, Board of	1.3.3
Registrar +	1.4.2.1.3.1
Registrarial Policies	3.2
Regulations, Campus, Observance of	2.12.3
Reimbursement Accounts	2.14.8.3
Research Assistance, Faculty, Library +	3.3.1.2
Reservations, Room	4.1.1
Reserve Service, Library +	3.3.1.8
Residence Life Advisory Board	1.7.5.2
Resignation	2.8.1
Resignations and Appointments (Faculty Committees) +	1.6.1.1.6
Responsibilities, Academic Senate +	1.6.1.2.2

Retired Faculty Lecturer Status	2.2.4.2
Retirement – Reduced Services +	2.2.4
Retirement, Non-tenure-track Faculty	2.8.4.1
Retirement, Programs %	2.14.7
Retirement, Tenured Faculty +	2.8.2, 2.2.4
Retreat Rights, Administrators with Faculty +	2.1.4
Review of Adjunct Faculty Hired Prior January 1, 1994	2.2.7.3
Review of Department Chair/Program Director	2.6.2.2.4
Revision Process, Faculty Handbook	1.8
Rights, Voting (Faculty Elections) +	1.6.1.1.5
Role (Academic Senate)	1.6.1.2.1
Room Reservations	4.1.1
Rules of Procedure (Academic Senate)	1.6.1.2.14
Sabbatical Leave	2.10.1
Sabbatical Leave, Definition	2.10.1.1
Sabbatical Leave, Eligibility Criteria +	2.10.1.2
Sabbatical Leave, Protocols and Timeline for Consideration +	2.10.1.4
Sabbatical Leave, Review +	2.10.1.3
Saint Mary’s College Mission Statement	1.1
Saint Mary’s <i>Update</i>	4.2.9.2
Salary Policy, Faculty	2.15
Salary Scale for Lecturer	2.15.2
Salary Scales for Ranked and Adjunct Faculty #%+	2.15.1
Schedule Changes, Class	3.2.4
Section 504, Rehabilitation Act of 1973: Compliance	2.3.4
Selection and Appointment Procedures	2.3
Selection/Appointment Non-tenure-track Faculty	2.3.2
Selection/Appointment of Ranked Faculty #	2.3.1
Separation	2.8
Services, Instructional, Library +	3.3.1.1
Sexual Harassment of Employees or Students, Policy Prohibiting	2.9.3.1
Shared Governance	1.6.1
Sick Leave (Short-term Disability Income Benefits)	2.13.1.1
<i>SMC Online Magazine</i>	4.2.9.3
Smoking in Campus Facilities, Policy	2.12.2
Speakers Bureau	6.2
Special Appointment Categories	2.3.6
Special General Meeting (Academic Senate)	1.6.1.2.9.1.3
Standards of Notice, Probationary Tenure-Track Appointment	2.8.3.2
Statement on Criteria for Promotion and Tenure +	2.6.1
Structure, Corporate, Saint Mary’s College	1.3
Student Affairs, Policies of Interest to Faculty	5.0
Student Employees	3.6
Student Health and Wellness Center	4.3.2
Student Health Committee	1.7.5.3
Student Life Committees %	1.7.5
Student Life, Vice Provost for	1.4.3
Student Rank and Tenure Committee	1.7.3.4.1

Student Rank and Tenure Committee Procedures	2.6.2.4
Submission of Grades	3.2.2
Succession (Academic Senate)	1.6.1.2.4
Suspension of Program Enrollment, Process for +	2.8.5.2.1
Switchboard, Campus (Information Office)	4.2.3
Table of Contents	page iii
Teaching and Scholarship, Committee on %	1.7.4.10
Teaching Load (Faculty Workload)	2.11
Technology Advisory Committee	1.7.6.2
Technology Resources, Use of	3.4.8
Telephone Calls	4.2.5
Temporary Appointment of Administrator to Rank Only	2.1.5
Tenure (Procedures)	2.6.2.1.3
Tenure #	2.6.2.1.3
Tenure-Track Position, Direct Appointment to	2.2.7.1
Tenure-Track/Ranked Faculty	2.1.1
Tenured Appointment	2.2.3
Tenured Appointment -- Reduced Services +	2.2.4
Tenured Appointment (exceptional circumstances) #	2.3.1.3.14
Terminal Degrees (Faculty)	2.1.1.1
Termination of an Appointment by the College	2.8.5
Terms and Conditions of Employment, Academic Workload	2.11.1
Terms and Conditions of Employment, Non-Tenure-Track Faculty	2.11.2
Terms and Conditions of Employment, Tenure-Track Faculty	2.11.1
Terms of Office (Academic Senate)	1.6.1.2.8
Ticket Discounts %	2.14.11.4
Travel Assistance	2.14.5
Trustees, Board of #%+	1.3.2
Tuition Exchange Program	2.14.8.2
Tuition Waiver Program	2.14.8.1
Undergraduate Academic Calendar %	3.2.1
Undergraduate Educational Policies Committee #%+	1.7.4.5
Unfitness, Termination for	2.8.5.5
<i>Update</i>	4.2.9.2
Use of College Technology Resources	3.4.8
Use of Facilities/Discounts	2.14.11
Use of Institutional Name, Letterhead, etc.	6.4
Vice Chairperson (Academic Senate)	1.6.1.2.3.2
Vice President for College Communications +	1.4.6
Vice President for College Communications (Organizational Chart)	1.5.6
Vice President for Development	1.4.5
Vice President for Development (Organizational Chart) %	1.5.5
Vice President for Finance #% (Organizational Chart) %	1.3.4, 1.4.4
Vice President for Finance (Organizational Chart) %	1.5.4
Vice President for Mission	1.4.7
Vice President for Mission (Organizational Chart)	1.5.7
Vice Presidents of the College	1.3.4
Vice Provost for Enrollment + (Organizational Chart)	1.4.2.1.3

Vice Provost for Enrollment (Organizational Chart)	1.5.6
Vice Provost for Graduate and Professional Studies +	1.4.2.1.2
Vice Provost for Student Life #%	1.4.3
Vice Provost for Student Life (Organizational Chart) %	1.5.3
Vice Provost for Undergraduate Academics #%+ (Organizational Chart) %	1.4.2.1.12.1.1
Vice Provost for Undergraduate Academics (Organizational Chart) %	1.5.2.1
Vice Provosts, Academic +	1.4.2.1
Vision Insurance	2.14.3
Visiting Faculty	2.1.2, 2.2.5.1, 2.3.2.1
Voice (Academic Senate)	1.6.1.2.13
Voting Rights, Faculty Elections +	1.6.1.1.5
Welfare, Faculty Committee	1.7.4.2
Whistleblower Policy	2.9.3.5
Whistleblower Protections	2.9.3.5.1
Workers' Compensation	2.14
Workload, Faculty	2.11
Workload, Non-tenure-track Faculty	2.11.2
Workload, Ranked Faculty	2.11.1
Workplace Conditions	2.12
World Wide Web and Internet Access	3.4.7