

REVISIONS TO THE 2011-2012 FACULTY HANDBOOK

1.1 SAINT MARY'S COLLEGE MISSION STATEMENT

Saint Mary's College in the twenty-first century celebrates the three traditions which have sustained it since its earliest years: the classical tradition of liberal arts education, the intellectual and spiritual legacy of the Catholic Church, and the vision of education enunciated by Saint John Baptist de La Salle and developed by the Brothers of the Christian Schools and their colleagues for more than 300 years. ~~As Saint Mary's College looks ahead to the twenty-first century, it celebrates the three traditions which have sustained it since its earliest years and seeks its future in them: the classical tradition of liberal arts education, the intellectual and spiritual legacy of the Catholic Church, and the vision of education enunciated by Saint John Baptist de La Salle and developed by the Brothers of the Christian Schools and their colleagues in a tradition now more than 300 years old.~~

1.2 HISTORY OF SAINT MARY'S COLLEGE

The Brothers of the Christian Schools, founded by Saint John Baptist de La Salle in France in 1680, are lay religious who live in community and devote their lives to the Christian education of youth. Forming the largest teaching congregation of **non-clerics** ~~non-clerical men~~ in the Church, with some **4960 Brothers and 77,301** ~~6,500 members and 66,000~~ Lasallian colleagues teaching students in **80** ~~83~~ countries, the Brothers bring to their teaching a 300 year tradition of religious dedication, educational philosophy, scholarly preparation, and an eagerness to share with youth the excitement of learning.

1.3.2 THE BOARD OF TRUSTEES

The governance of the College is ultimately entrusted to the Board of Trustees. The number of Trustees shall be fixed at 25, of whom not less than six nor more than ten shall be professed religious of the Brothers of the Christian Schools. Members by right are the Brother Visitor and the President of the College. The other members of the Board are elected by the Board to three-year terms. No Trustee **shall hold office for more than three (3) successive terms except, (a) a Trustee in the final two years of the Trustee's third consecutive term who is nominated and elected or reelected to serve as Chairperson of the Board, or (b) those Trustees who hold office ex-officio. A person who has served as a Trustee for three (3) successive terms may be elected to serve again after the expiration of one (1) year.** ~~may hold more than three successive terms except Trustees by right of office.~~ In addition to the 25 members of the Board, there are seven participants to the Board, the President of the Alumni Association, the elected faculty representative of the College, the chairperson of the Staff Council, two (2) Christian Brothers who serve at the College and are members of the Saint Mary's or Joseph Alemany Communities, respectively, the President of the Board of Regents and the President of the Associated Students of Saint Mary's College. The participants share in the non-executive and non-privileged deliberations of the Board, serve on committees, but are not entitled to vote.

The Board must hold one meeting per year, in May or June, but may meet as often as needed. Special meetings may be called by the Chairperson of the Board of Trustees or the President or at the written request of eight (8) Trustees.

1.4.1 THE PRESIDENT

The President is appointed by the Provincial of the West Coast Province of the Brothers of the Christian Schools for a four-year term, renewable, and is responsible to the Board of Trustees. He is the chief executive and administrative officer of the College, and is vested with full and final authority in all matters pertaining to its government, educational programs, auxiliary services, and financial operations, within the limitations imposed by the approved policies of the Trustees, and the Charter and Bylaws of the College. He appoints the principal administrative officers of the College, and approves the appointment and retention of other administrative officers. He authorizes all faculty appointments, issues all contracts, and confers all promotions and tenure, informed by the recommendation of the Provost, who is advised by the appropriate academic officers and the Rank and Tenure Committee. He also approves all policies affecting non-academic personnel of the College. He is an ex-officio member of all College committees.

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 Provost is appointed by the President as chief academic officer of the College for a term mutually agreed upon and is responsible to the President. As the administrative officer responsible for all academic affairs of the College (policies, personnel, programs, budgets), the Provost is vested with authority commensurate with such responsibility. The Provost recommends to the President the appointment, promotion, and retention of Vice Provosts, Deans, administrative staff, and all full-time faculty. The Provost is a member of the President's Cabinet, chairperson of the Provost's Council, the Provost's Council of Deans, and an ex-officio member of all committees in the area of academic affairs.

The administrative staff of the Provost to whom responsibility and commensurate authority are delegated are the Vice Provost 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 Library and Academic Resources**, ~~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.**

1.4.2.1.2 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.

1.4.2.1.3 Vice Provost for Enrollment

The Vice Provost for Enrollment is appointed by the Provost in consultation with the President and is responsible for the offices and procedures that serve students in the recruitment, admissions and enrollment processes of the College. Working collaboratively with colleagues in academic and student affairs, the Vice Provost spearheads and coordinates institution-wide retention efforts. To better understand the needs of students and to assist the College in its assessment and planning efforts, Enrollment Services gathers and reports on institutional data. The offices and functions included within Enrollment Services are admissions, financial aid, the registrar, articulation and transfer, international recruitment and admissions.

1.4.2.1.3.1 Registrar (moved from 1.4.6.1)

1.4.2.1.3.2 Dean of Admissions (moved from 1.4.6.2)

1.4.2.1.3.3 Director of Financial Aid (moved from 1.4.6.3)

1.4.2.1.3.4 Director of Articulation and Transfer/Associate Registrar (moved from 1.4.6.4)

1.4.2.1.3.5 Coordinator, International Recruitment and Admissions (moved from 1.4.6.5)

1.4.2.2.1 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 for Undergraduate Academics~~ **to the Provost** and recommends the appointment, promotion and retention of his/her administrative staff and of full-time faculty; 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 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 with those involving overlapping policies, programs and faculty. There is a Dean for each of the four schools: Economics and Business Administration, Education, Liberal Arts, and Science.

1.4.2.2.2
of the Library

Dean for Library and Academic Resources ~~Dean for Academic Resources/Director~~

The Dean for Academic Resources and Library Director provides leadership for the staffs of the SMC Library and the Hearst Art Gallery. The Dean is responsible for the development, accomplishment, assessment, and quality of the Gallery and Library programs. The position provides administrative supervision over the two areas and serves as liaison between campus academic and administrative offices and the Gallery and Library.

~~The Dean for Academic Resources is responsible, in collaboration with the Deans of the Schools, for the development, programming, and administration of the information and learning resources of the Saint Albert Hall Library, including Media Services, and the Hearst Art Gallery. The Dean is responsible for the quality, allocation, and evaluation of collections, services, facilities, and staff in support of the academic learning environment. The Dean determines an appropriate balance among print, image, and electronic academic resources which make up these collections through broad-based collaboration with librarians, faculty and administrative staff.~~

1.4.6

VICE PRESIDENT FOR COLLEGE COMMUNICATIONS
~~/VICE PROVOST FOR ENROLLMENT~~

~~The Vice President for College Communications and Vice Provost for Enrollment is appointed by the President and Provost for a term mutually agreed upon and is responsible jointly to the President and Provost. As the administrative officer primarily responsible for the enrollment and retention of students (recruitment, admission, financial aid, registration, progress towards degree) and both external and internal communications and marketing (marketing, media relations, community and government relations, creative services), the Vice Provost and Vice President is vested with authority commensurate with such responsibility. The Vice Provost and Vice President recommends to the President and Provost the appointment, promotion and retention of the administrative staff in College Communications and Enrollment Services and appoints other staff. The Vice Provost and Vice President is a member of the President's Cabinet, the Provost Council, the College Budget and Planning Committee, and is an ex-officio member of all committees in the areas of recruitment, admission, financial aid, registration, college communication and marketing, and retention. The administrative staff of the Vice President for College Communications and Vice Provost for Enrollment is composed of the Dean of Admissions, the Registrar, the Director of Financial Aid, and the Director of College Communications.~~

The Vice President for College Communications is appointed by the President and recommends to the President the appointment, promotion and retention of the administrative staff in College Communications and appoints other staff. The Vice President is a member of the President's Cabinet, the College Budget and Planning Committee, and is an ex-officio member of all committees in the areas of college communication and marketing. The administrative staff of the Vice President for College Communications includes the Assistant Vice President of College Communications and the Director of Scheduling and Promotion.

1.4.6.1 ~~Director~~ **Assistant Vice President** of College Communications (moved from 1.4.6.6)

The ~~Director~~ **Assistant Vice President** of College Communications oversees internal and external communications on behalf of Saint Mary's College. The Director uses appropriate communications strategies and programs to support attainment of Saint Mary's College strategic and operating goals and objectives. Maintains a broad understanding of contemporary issues affecting institutions of higher learning, anticipates how these issues may impact Saint Mary's College and its key audiences, and, where appropriate, recommends and implements communications programs that help the College respond appropriately to them. Where appropriate, the Director serves as an official spokesperson for Saint Mary's College. Supports the communications needs of the President, Provost and other senior administrators, and assists other College functions (including Admissions, Development, Student and Alumni Relations, and Athletics) with their respective communications needs as required

1.4.6.2 Director of Creative Services (moved from 1.4.6.7)

The Director of **Creative Services** ~~Publications~~ is responsible for supervising and coordinating the publishing of all materials related to the College and reports to the ~~Director~~ **Assistant Vice President** of College Communications. The Director's primary publication responsibilities include academic catalogues, admissions materials, and advancement and development marketing pieces.

1.4.6.3 Director of Scheduling and Promotion (moved from 1.4.6.8)

1.6.1.1 Faculty Elections

The Committee on Committees conducts faculty elections to determine:

1. Faculty officers and representatives:
 - Chairperson and Vice Chairperson of the Academic Senate;
 - Faculty Representative to the Alumni Board of Directors.

2. Faculty membership on:
 - Academic Senate
 - Undergraduate Educational Policies Committee
 - Graduate and Professional Studies Educational Policies Committee
 - Program Review Committee
 - Admissions and Academic Regulations Committee
 - Faculty Welfare Committee
 - Grievance Committee
 - Equal Employment Opportunity Compliance Committee
 - Committee on Committees
 - January Term Committee
 - Collegiate Seminar Governing Board
 - **Core Curriculum Committee**

1.6.1.1.1 Nominations

1. A **Preference Survey** ~~Candidate Information Survey~~ will be distributed and compiled under the direction of the Faculty Governance Coordinator in the spring of each year.
2. The Faculty Governance Coordinator will prepare the preparation of a nominating ballot for each office/committee seat based on (1) statutory requirements for eligibility as set forth in the *Faculty Handbook*, (2) expression of willingness on the part of individual faculty members to serve as indicated by the survey¹, and (3) the current number of elected positions held by individual faculty members.
3. Eligibility: Determined according to (1) office or committee membership specifications as to faculty rank (ranked or tenured) and instructional duties (**4/6** ~~4/7~~ or more, or in the case of chairs and directors of graduate or professional studies academic units, whose instructional duties are **2/6** ~~2/7~~ or more), (2) appointment status of a faculty member at the time of election (e.g., status in spring term for membership effective in fall term). Faculty members granted a sabbatical or leave of absence retain their eligibility status for election. However, they are not eligible for nomination for any position whose period of service overlaps the academic year(s) of the leave. Tenured faculty members who have been granted a temporary reduced teaching load shall be considered to hold full-time appointments, for purposes of eligibility to serve on faculty committees.
4. **For each open position, each voter may select up to two candidates. The candidates receiving the most votes are placed on the final ballot. Normally, the final ballot should present twice the number of candidates for each open position. A faculty member who feels exceptional circumstances exist may request to the Chair of the Committee on Committees to have their name removed from the nominating ballot.** ~~Procedure: Each voter must designate twice as many persons as nominees for an office or membership as will be elected to that office or committee (e.g., two persons must be designated by a voter as nominees for representative). The specified number of persons (e.g., two) receiving the most votes are nominees for the run-off election. Upon being notified of nomination by the Election Committee, a faculty member may decline nomination.~~

1.6.1.1.2 Balloting

1. Any ballot must be available for five school days (days on which undergraduate classes are held). Every effort should be made to accommodate the schedules of the various schools so that all faculty will be able to vote before the deadline.
2. Ballots will be made available electronically. Access is regulated via individual **usernames and passwords** ~~newly generated for each election.~~

1.6.1.1.4 Faculty Qualifications for Election

2. The following are ineligible to stand for election:
 - b. Faculty whose instructional duties are less than **4/6** ~~4/7~~ at the time of election; chairpersons, directors, etc., and directors of graduate or professional studies academic units whose instructional duties are less than **2/6** ~~2/7~~ at the time of election.

¹ Cf. 2.6.1, under Service to the College, concerning exemption from eligibility due to membership on “intensive workload” committees.

1.6.1.1.5

Voting Rights

1. Elections conducted by the Committee on Committees:
 - a. Ranked Faculty. All ranked faculty will automatically receive notice that the election ballot has been electronically posted. ~~They will simultaneously receive individual passwords to be used when casting their ballot.~~ Faculty members may vote in one School only. For school-designated positions, all faculty members must declare on the preference survey which pool of eligibility (graduate or undergraduate and school) for which they qualify, determined by the School where the majority of courses are taught in a given scholastic year.
 - b. Voting eligibility of full-time and part-time non-ranked faculty will be determined by the Dean's office for the school in which those faculty teach. Each year, by the beginning of the spring semester, the Deans' offices must submit to the Faculty Governance Coordinator a roster of eligible full-time and part-time non-ranked faculty based on the following criteria: full-time and part-time non-ranked faculty are eligible to vote only when teaching one or more full courses in a given **academic year** ~~quarter or semester~~. Non-academic administrators and coaches who are full-time College employees are considered part-time non-ranked faculty if they teach one full course during the scholastic year of the election. If the Faculty Governance Coordinator has not received the voter eligibility roster from a Dean's office by the first week of the spring semester, a reminder will be sent to the Dean's office. If any school does not submit a roster after being sent a reminder, adjunct or part-time faculty members in that school will NOT have access to the electronic ballot.

1.6.1.1.6

Resignations and Appointments

1. A faculty member wishing to resign from an elected committee must inform the Chair of the Committee on Committees in writing.
2. Should a position in an elected committee, other than the Rank and Tenure Committee and Grievance Committee, become vacant at any time, the Chair of the Committee on Committees shall appoint the runner-up in the **most recent election of the position** of the vacating member to complete the term. ~~If that runner-up is unable to accept the position, the 2nd runner-up, if there is such a person, will be appointed to complete the term.~~ If no runner-up is available, the Chair of the Academic Senate will appoint a replacement for the remainder of the academic year and the position will be placed on the ballot for the next regular spring election.

1.6.1.2.2

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

3. The Academic Senate defines the procedures and membership of faculty committees of the College. The Academic Senate has these responsibilities for the following committees: the Academic Senate and its committees, Rank and Tenure Committee, Academic Administrators Evaluation Committee, Grievance Committee, Faculty Welfare Committee, Committee on Committees, **the January Term Committee, Collegiate Seminar Governing Board, the Core Curriculum Committee**, Committee on Teaching and Scholarship, the Faculty Bookstore Committee, and Library Committee. (Regarding how changes are approved for the *Faculty Handbook*, see section 1.8.)

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 for Undergraduate Academic, **the Vice Provost for Graduate and Professional Studies**, and the Deans. The actual appointments of the Vice Provost for Undergraduate Academics **and of the Vice Provost for Graduate and Professional Studies** are made by the **Provost** ~~President~~, in consultation with the **President** ~~Provost~~ (see section 1.4.2.1).

1.6.1.2.9 Duties of the Academic Senate

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

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

1.7.3.1 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:

- Provost, chairperson
- Vice Provost for Undergraduate Academics
- **Vice Provost for Graduate and Professional Studies**
- Dean for Academic Advising and Achievement
- **Dean for Library and Academic Resources** ~~Dean for Academic Resources/Director of the Library~~
- Dean for Academic Development
- Deans of each of the Academic Schools (SEBA, KSOE, SOLA, SOS)
- Director of Faculty Development
- Chair of Academic Senate or designee
- Director of Institutional Research

1.7.3.2

Campus Deans and Directors Committee

Membership:

- Vice Provost for Undergraduate Academics and Vice Provost for Student Life, co-chairpersons
- Dean of Admissions
- Dean of Academic Advising and Achievement
- Dean for Mission and Ministry
- Dean of the School of Liberal Arts
- Associate Dean of the School of Liberal Arts for Undergraduate Programs
- Dean of the School of Science
- Dean of the School of Economics and Business Administration
- **Dean for Library and Academic Resources** ~~Dean for Academic Resources/Director of the Library~~
- Associate Dean for Student Life for Residence and Community Life
- Assistant Dean for Student Life for Mission
- Assistant Dean for Student Life for Student Involvement and Leadership
- Director of New Student Programs
- Director of Campus Ministry
- Director of CILSA
- Director of Center for International Programs
- Director of Athletics or representative
- Director of Institutional Research
- Director of College Communications

1.7.3.3

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.

Membership:

- **Vice Provost for Graduate and Professional Studies, chairperson (ex officio)** ~~chairperson appointed by the Provost~~ ^a
- Provost
- Vice Provost for Undergraduate Academics, as necessary
- Dean of SEBA
- Associate Dean of SEBA, as necessary
- Director of Graduate Business Programs
- ~~Director of Operations, School of Extended Education~~
- **Director of Business Operations**
- Dean of KSOE
- Dean of SOLA
- Associate Dean of SOLA for Graduate Programs
- **Dean for Library and Academic Resources** ~~Dean for Academic Resources/Director of the Library~~
- Chair of Graduate and Professional Studies Educational Policies Committee

1.7.3.4 Rank and Tenure Committee

Faculty Qualified for Election:

1. All tenured faculty (i.e., who appear on the Rank and Tenure roster with tenure) whose duties are primarily instructional (i.e., who do not teach less than 55%, or in the case of chairs and directors of graduate or professional studies academic units, whose instructional duties are not less than ~~2/6~~ ~~2/7~~) and who have attained the rank of Associate Professor are eligible for membership-at-large.

1.7.3.5 Library Committee

Role: The Library Committee serves as an advisory resource to the **Dean for Library and Academic Resources**. ~~Director of the Library~~. The chairperson of the Library Committee serves as a liaison between the **Dean for Library and Academic Resources**. ~~Director of the Library~~ and the Academic Senate. The chairperson of the Library Committee reports to the Academic Senate on the following issues:

1. Relations between the professional library staff and other segments of the College;
2. Acquisitions and collection development;
3. Budgetary needs;
4. Public services of the library.

Membership: The Committee consists of seven members:

- three ranked undergraduate faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, appointed by the Deans of the respective Schools, in consultation with the chairperson of the Committee on Committees, for two-year renewable terms, appointments to be staggered
- one ranked graduate faculty member, appointed by the chairperson of the Academic Senate, for a two-year term
- one professional librarian, appointed by the Director of the Library, for a two-year term
- one graduate student, appointed by the chairperson of the Graduate and Professional Studies Council
- one undergraduate student, appointed by the Student Body President, ASSMC
- the **Dean for Library and Academic Resources** ~~Director of the Library~~

Meetings: The Library Committee meets ~~four~~ **twice** times per academic year. Additional meetings may be called by the Academic Senate, the chairperson of the Academic Senate or at the request of a majority of the Committee. The Committee elects its own chairperson from among its sitting faculty members. The chairperson, in consultation with the **Dean for Library and Academic Resources** ~~Director of the Library~~ prepares the agenda for Committee meetings.

1.7.3.7 International Programs Coordinating Committee

Role: The International Programs Coordinating Committee coordinates, develops and recommends policies for all international studies undertaken by students at Saint Mary's College as well as abroad. The Committee provides leadership in international education, assuring that such activities are pursued in a coherent manner with attention to their being supported with appropriate resources in a fiscally responsible manner. **It reports annually to the Academic Senate and Vice Provost for Undergraduate Academics.**

Activities supported by the Committee include, but are not limited to, the following:

1. **Advising the Director of the Center for International Programs on**
 - a. **policies and programs concerning international students and study abroad by SMC students;**
 - b. **new international initiatives and programs proposed by the Center for International Programs or other College entities;**
 - c. **international partnerships and programs with overseas institutions;**
 - d. **other international program issues that fall within the purview of the Center for International Programs.**

2. Cultivating and attracting international students by
 - a. recommending policies which encourage international students to attend Saint Mary's College;
 - b. identifying and seeking scholarship funds for such students to study at Saint Mary's College, in collaboration with the Development office;
 - ~~Encouraging cooperation with the Christian Brothers' worldwide network by~~
 - c. attracting graduates of Lasallian institutions worldwide to Saint Mary's College;
 - d. entering into collaborative programs with other Lasallian colleges and universities;
 - e. **reviewing and encouraging partnerships with Lasallian and other institutions.**

3. ~~Encouraging~~ **Developing and maintaining** an undergraduate and graduate curriculum at Saint Mary's College that prepares students for work and service in an interdependent world by
 - a. ~~encouraging~~ **promoting** the study of cultures and languages both here and abroad;
 - b. **reviewing new programs and curriculum to ensure complementary integration with college curriculum as well as legal and financial models.**
 - ~~c. encouraging the clustering of existing courses to create area studies;~~
 - ~~d. encouraging the introduction of international perspectives in existing courses at the undergraduate and graduate levels.~~

4. ~~Encouraging~~ **Facilitating** faculty, staff, and student exchanges with other institutions internationally by
 - a. hosting visiting Fulbright and Marshall Fellows;
 - b. developing **and maintaining** data bases for such exchange opportunities;
 - c. **recommending exchange institution partners and programs;**
 - d. **collecting, compiling and transmitting information about the College's international programs by receiving reports about the activities of these programs from the units which operate international programs.**
 - ~~e. fostering the development of foreign language competence among faculty, staff, and students.~~

5. **Building campus-wide support for global and international programs by**
 - a. **fostering the development of an intellectual community committed to an awareness of global issues;**
 - b. **representing the faculty on matters concerning international programs;**
 - c. **facilitating coordination of all projects which enhance globalization and the College's goals;**

- d. **informing the campus community about opportunities provided by international programs.**
- 6. **Supporting undergraduate study abroad programs by**
 - a. **recommending policies which encourage students to study in foreign countries;**
 - b. **collaborating with the Registrar regarding specific study abroad programs.**
- ~~7. Supporting a Programs Abroad Committee which itself encourages students to study in foreign countries by~~
 - ~~a. recommending policies which encourage appropriate study abroad by students from Saint Mary's College;~~
 - ~~b. advising the Registrar regarding specific study abroad programs;~~
 - ~~c. reviewing and approving student requests for study abroad for pre-approval of transfer credits;~~
 - ~~d. collecting materials from programs abroad which are consistent with Saint Mary's College educational goals;~~
 - ~~e. evaluating and visiting specific programs.~~

~~Members of the Programs Abroad Committee are:~~

~~— Director of the Center for International Programs~~

~~— Registrar~~

~~— four full-time faculty members, two from the School of Liberal Arts, one each from the Schools of Economics and Business Administration, and Science, appointed for three-year staggered terms by the chairperson of the Academic Senate (faculty to have a demonstrated interest in and knowledge about study abroad)~~

~~The Programs Abroad Committee elects its own chairperson for a one-year term, renewable.~~

~~The Programs Abroad Committee meets a minimum of four times yearly.~~

Meetings: The International Programs Coordinating Committee meets **monthly during the academic year.** ~~a minimum of four times yearly.~~

Membership:

- Director of the Center for International Programs (chairperson)
- **Associate Director for the Center for International Programs** ~~Chairperson of Programs Abroad Committee~~
- **International Student Coordinator, Center for International Programs** ~~Coordinator of International Recruiting and Admissions~~
- **Associate Dean of Global Programs in SEBA or designee** ~~Director of Graduate Business Programs~~
- Registrar
- ~~— Dean of Academic Advising and Achievement~~
- **Controller**
- **Assistant Dean of Student Life, or designee**
- **Dean of Admissions or designee**

- four full-time faculty members appointed one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education by the Deans of those Schools for three-year staggered terms, renewable.

The Committee reports to the Vice Provost for Undergraduate Academics, who may appoint up to two additional members.

1.7.4.5 Undergraduate Educational Policies Committee

Membership: This Committee is composed of ~~eleven~~ ~~twelve~~ voting members:

- chairperson (tenured undergraduate faculty member)
- vice-chairperson (tenured undergraduate faculty chairperson elect)
- liaison senator (undergraduate faculty member) serving a one year term, renewable
- five undergraduate faculty members, one elected from each of the three undergraduate Schools (tenured faculty) and two at-large (tenured faculty)
- Director of Collegiate Seminar
- Director of January Term
- **Member of the Library professional staff** ~~Library representative~~
- ~~2+2 Nursing representative~~

1.7.4.6 Graduate and Professional Studies Educational Policies Committee

Membership: This Committee is composed of six voting members:

- three graduate and professional studies faculty members (tenured), one elected from the tenured graduate and professional studies faculty of each of the Schools with graduate and professional studies programs—Education, Liberal Arts, and Economics & Business Administration to serve two-year staggered terms (the faculty serving in these roles must satisfy the Qualifications for Election—see section 1.6.1.1.4)
- liaison senator (graduate faculty member) serving a one- year term, renewable
- **Member of the Library professional staff** ~~Library representative~~
- the chairperson, who is elected at large from among the tenured graduate and professional studies faculty of the College, or, when circumstances require, appointed by the chairperson of the Academic Senate to serve a one-year term.

1.7.4.7 Program Review Committee

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 for Undergraduate Academics, **or, if a graduate of professional program, to the Vice Provost for Graduate and Professional Studies.** (Following this step in the process, the Provost/Vice Provost, as appropriate, will arrange a meeting with the department or program, the appropriate Dean, and the chair of the Committee in order to respond to the review);

Membership: This Committee is composed of seven voting members:

- three tenured undergraduate faculty, elected one each from the undergraduate Schools
- two tenured graduate and professional studies faculty, one elected from the Kalmanovitz School of Education and one elected at large from the graduate and professional studies faculty of the College
- liaison senator, one-year term, renewable
- **Member of the Library professional staff** ~~Library representative~~

1.7.4.13 Core Curriculum Committee

Role: Core Curriculum signifies the foundational and essential learning expected of all undergraduate students at Saint Mary's College (as articulated in Learning Goals, Outcomes and Rationales) and the processes by which students achieve that learning (i.e., approved courses and other experiences). Under the leadership of the Chair, and in accordance with Senate Action S-10/11-09, the Core Curriculum Committee administers and evaluates policy governing the Core Curriculum: course/experience review (through Working Groups) and approval; assessment of student learning; assessment and development of the Core as a whole and in its elements; intra- and extramural presentation of the Core via catalogues, course lists, published guidelines, workshops, et al.

Membership:

- Chair of the Core Curriculum Committee (chairperson, voting), a tenured member of the undergraduate faculty, nominated to a three-year term by the Senate Executive Committee, UEPC Chair and out-going Chair, and confirmed by majority vote of Academic Senate. The Chair serves at the pleasure of the Academic Senate and reports to the Vice Provost for Undergraduate Academics;
- six ranked members of the undergraduate faculty (voting): 2 elected from the School of Liberal Arts, 2 from the School of Science, 1 from the School of Economics and Business Administration, and 1 from the undergraduate faculty at large, for staggered, three-year terms;
- Vice Provost for Undergraduate Academics or designee (ex officio, non-voting);
- Vice Provost for Student Life or designee (ex officio, non-voting);
- Registrar or designee (ex officio, non-voting);
- Undergraduate representative chosen by the ASSMC (non-voting).

Chair's Duties: as the Core Curriculum Committee's executive, the Chair facilitates the Core's day-to-day operation; acts as liaison to the undergraduate faculty at large and to academic officers and bodies of the College; consults on budgetary and staff support; coordinates intra- and extramural assessment, et al., according to Senate Action S-10/11-13; the Chair receives yearly reassigned course equivalences commensurate with the office's demands.

Meetings: The Core Curriculum Committee is convened according to a schedule drawn up by the Chair.

1.7.4.14 Core Curriculum Working Groups

Role: Core Curriculum Working Groups function as subcommittees of the Core Curriculum Committee, as provided under Senate Action S-10/11-9: the Groups recommend, for inclusion in the core curriculum, courses that fulfill outcomes under the Core learning goals, according to guidelines established by the Core Curriculum Committee. Working Groups are convened by the Chair of the Core Curriculum Committee, each with specific responsibilities under the Core Learning Goals, as follows:

- Group HM (Habits of Mind);
- Group MS (Math and Science);
- Group AU (Artistic Understanding);
- Group TU (Theological Understanding);
- Group HC (Historical, Social, and Cultural Understanding);
- Group CG/CE (Common Good/Community Engagement);
- Group AD/GP (American Diversity/Global Perspectives.).

Membership: Each Working Group consists of:

- Working Group Chair (a member of the Core Curriculum Committee designated by the Chair of the Core Curriculum Committee);
- Four members of the undergraduate faculty confirmed by vote of the Academic Senate on the recommendation of the Core Curriculum Committee.

Eligibility: The Core Curriculum Committee consults relevant deans and department chairs, and considers self-nominations by members of the undergraduate faculty, in pursuit of a mix of disciplinary experts and interested non-experts fitted to the specific responsibilities of each Working Group.

Meetings: Working Groups will be convened when, and, in the judgment of the Chair and Group Chairs, the volume of material for review requires.

1.7.6.3

Campus Facilities Planning Committee

Membership:

- Associate Dean for Residence and Community Life
- Associated Students of Saint Mary's College Representative
- Chair Elect of Staff Council
- Chair of Academic Senate or Designee
- Chief Technology Officer or Designee
- Christian Brother Representative
- Council of Deans Representative
- Director of Architecture and Construction
- Director of Athletics or Designee
- Director for Finance/Controller
- Director of Public Safety
- Executive Director, Facilities Services
- Faculty Welfare Committee Representative
- Vice President for Development or Designee
- Vice President for Finance, Committee Chair
- Vice Provost for Enrollment and Vice President for Communications or Designee
- Vice Provost for Undergraduate Academics or designee
- **Vice Provost for Graduate and Professional Studies or designee**

~~1.7.7.1 Development Committees~~

~~Depending on the nature of the plans for development of the College, the Vice President for Development is advised by committees of the Trustees, Regents, alumni, faculty, administrators and students interested in the specific projects at hand. Included are such committees as the ~~Regents' Development Committee, the Regent~~ advisory committees to the various Schools and departments of the College, and the Alumni **Association** Board of Directors.~~

1.7.8.1 Enrollment Group

Membership:

- Vice Provost for Enrollment (chairperson)
- Dean for Student Life
- Dean of Academic Advising and Achievement
- Dean of Admissions
- Vice Provost for Undergraduate Academics
- **Vice Provost for Graduate and Professional Studies**
- Director of Financial Aid
- Director of Articulation and Transfer/Associate Registrar
- Assistant Dean of Student Life for Residence Life
- Registrar
- Controller
- Assistant Controller
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Coordinator, International Recruitment and Admissions

~~1.7.9.1 Hearst Art Gallery Advisory Board~~

~~The Hearst Art Gallery Advisory Board provides the Director of the Hearst Art Gallery with advice and assistance in policy formation, collection development, exhibition planning, budgeting, fundraising, and public relations. Members include one representative each from the Art Department faculty, the Development Office, the Academic Senate, the ASSMC Senate, the Alumni Association, the Christian Brothers, and three Regents and other such members as are appointed by the Director of the Gallery, the total Board membership to be no less than 11, nor more than 25. The chairperson of the Board is appointed by the Gallery Director. The Board meets four times yearly.~~

(Deletion of 1.7.9.1 has caused the remainder of the sections within 1.7.9 to be renumbered)

2.1.3 EMERITUS/EMERITA

Professor Emeritus/Emerita is an honorary title conferred on a retiring faculty member who has served the College with special distinction.

1. Eligibility. Criteria for eligibility:
 - a. minimum of ten years of full-time service;
 - b. attainment of rank of Associate Professor;
 - c. supporting letters from colleagues.

2. Recommendations. Criteria upon which they should be based:
 - a. teaching effectiveness;
 - b. scholarship or artistic expertise;
 - c. effective student advising, where applicable;
 - d. cooperation with colleagues in advancing the academic aims of the College.

3. Privileges. ~~In addition to privileges granted to all retired faculty members, a~~ **A** Professor Emeritus/Emerita:
 - a. will remain on the Rank and Tenure roster;
 - b. will receive ~~written~~ faculty ballots;
 - ~~c. will be eligible for appointment to faculty committees;~~
 - d. may participate in formal academic ceremonies;
 - e. may have his/her name listed in the College Catalog with the designation;
 - f. **will have access to available administrative support;**
 - g. **will retain his/her College email account;**
 - h. **will be eligible for limited Library borrowing privileges, including Link+ and Interlibrary Loan, and will have remote access to Library databases and electronic books.**

4. Procedure for promotion to Professor Emeritus/Emerita:
 - a. The candidate will be proposed in writing for Emeritus/Emerita status by the candidate's department or by a senior faculty member to the Dean of the School.
 - b. The Dean of the School will solicit letters of support from colleagues and the candidate's department.
 - c. The collected letters will be submitted to the Dean, who will forward them with his/her recommendation to the Rank and Tenure Committee.
 - d. Recommendation from the Rank and Tenure Committee will be forwarded by the chair to the ~~Provost~~ **President** for his/**her** approval. In the event that the Provost does not agree with the recommendation, the Provost will forward the Committee's recommendation, along with his/her own recommendation to the President. The President makes the determination whether to grant the Professor Emeritus/Emerita Award.
 - e. The Professor Emeritus/Emerita Award is presented to the recipient in an appropriate ceremony acceptable to the recipient.

2.1.4 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 for Undergraduate 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.

2.2.4 REDUCED SERVICES (TENURED APPOINTMENT)

Reduced Services (Tenured Appointment) Tenured faculty who were employed by the College as of June 30, 2007, and who did not choose to participate in the Phased Retirement Program (see 2.2.4.1) may permanently alter their full-time tenured appointment to a reduced services appointment (~~4/6~~ ~~4/7~~ course load or less) through written agreement with the College. In order to be eligible for a Reduced Services appointment, the faculty member must be tenured, have completed 10 years of full-time service, and have attained age 60.

2.2.4.1 Phased Retirement (Tenured Appointment)

Tenured full-time faculty who participate in the Phased Retirement Program may permanently alter their full-time tenured appointment to a Phased Retirement appointment (~~4/6~~ ~~4/7~~ course load or less) through a written agreement with the College. In order to be eligible for a Phased Retirement appointment, the faculty member must be tenured, have completed 10 years of full-time service, and have attained age 60.

2.2.6.2 (Creation of Additional Positions) Tenure-track faculty:

When multiple part-time appointments totaling ~~six~~ ~~seven~~ or more courses are regularly made in a single department or program, a case should be made where appropriate for a full-time tenure-track faculty position by the Dean of the School to the Provost. It is the responsibility of the department to make a clear and cogent case for and to provide supporting materials and justification concerning the hiring of someone for such a full-time tenure-track position, especially when the appropriate "terminal" degree may not be the Ph.D.

2.6.1 STATEMENT ON CRITERIA FOR PROMOTION AND TENURE

It is the responsibility of faculty to present clear evidence of their effective service to the College. Faculty service should be shared by all. A faculty member is not expected to serve at one time on more than **two elected committees, but a faculty member serving on an intensive workload committee may choose not to serve on a second elected committee.** ~~one committee which has an intensive workload.~~ Upon completion of a full term on an intensive workload committee (Academic Senate, Undergraduate Educational Policies Committee, Rank and Tenure, Faculty Welfare, Program Review Committee, **Core Curriculum Committee**) a faculty member may ask for exemption from the election process for one year through the chair of the Committee on Committees.

2.6.2.2.3 Promotion and Tenure Reviews (effective July 1, 2009)

5. On or before June 15 of each year, the Provost shall distribute to the academic community a draft electronic roster of all Rank and Tenure faculty, including a list of those persons who are to be considered for promotion or tenure. ~~Members of the academic community involved in that year's R&T processes will have access to Forms A or B, as appropriate, on the Provost's website: stmarys-ca.edu/about-SMC/provost/forms/index.html.~~

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 for Undergraduate Academics, **Vice Provost for Graduate and Professional Studies**, Dean of a School).
2. In disputed cases, the Rank and Tenure Committee should determine whether an individual administrator meets both of these criteria.
3. Academic administrators with faculty rank are considered in the same category as full-time faculty members for purposes of tenure and promotion, even though their teaching duties may be part-time or may be interrupted entirely by administrative duties. Like other faculty members, they progress one step within rank each year.
4. With regard to promotion and tenure, the same procedures should be followed as far as possible for academic administrators as for other members of the faculty.
5. The Provost, ~~and~~ Vice Provost 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.

2.8.5.2.1

Process for Suspension of Program Enrollment

The Dean of a School may halt new enrollment of students in the program for ~~one or~~ at most two consecutive enrollment periods (a quarter, a trimester, a traditional undergraduate semester, etc., whichever applies to that program). **Before this action may occur** ~~This action can occur only after~~

- a. The Dean **must** receive approval of the Provost,
- b. ~~after~~ **A** review **must be** ~~is~~ completed by the GPSEPC or UEPC,
- c. ~~and in consultation with the Chair of the Senate, program chair or director, members of the governing board if any, and other faculty in the affected program or department.~~ The Dean must notify the Chair of the UEPC or GPSEPC **and the full-time faculty of the program** in writing of the plan for suspension of admissions and its effect on classes, and set a deadline for their resumption. ~~The Dean will also notify the faculty of the program.~~

If the Dean believes that the termination of the program is the likely outcome of the suspension of enrollment, appropriate steps must be taken to initiate the termination process so that the process ~~stated below~~ **given in section 2.8.5.2.2** (ending in an Academic Senate action) can be reached before the suspension period ends. Under no circumstances ~~may should~~ classes or enrollment be suspended beyond two consecutive academic enrollment periods without a determination by the UEPC or GPSEPC of the status of the program. The Chair of the UEPC or GPSEPC may require a full report by

the Dean of the affected program prior to the end of the suspension period if the Chair believes that such a report would help resolve the situation.

2.9.3.1.3 Non-Discrimination Seminars

Saint Mary's offers ~~its employees~~ **training** during each academic year ~~several opportunities to attend seminars regarding discrimination (which will also include an update on legal developments in the area of sexual harassment).~~ **covering sexual and other forms of illegal harassment and discrimination.** Throughout each academic year, students have the opportunity to attend programs regarding discrimination and sexual harassment, including sexual assault. ~~Except as described below, all employees must attend one such on-campus seminar in this area per academic year (defined as July 1 to June 30). Lecturers and adjunct faculty who have difficulty attending on-campus seminars due to either geographic distance from Moraga and/or evening teaching schedules during the academic year, as well as staff who work only at off-campus locations (excluding the Rheem campus), may comply with this requirement by completing an on-line sexual harassment seminar offered by the College once every two academic years. All employees must complete on-line harassment prevention training at least once every two academic years. (An academic year is defined as July 1 to June 30.)~~ Employees who are on an approved and/or legally mandated leave during the academic year are not required to fulfill this requirement while on that leave, but will be expected to do so in the next academic year following their return from such leave. **On-campus harassment prevention seminars will be offered on an annual basis for employees who prefer to attend in-person training.**

2.10.1.2 Eligibility Criteria(Sabbatical Leaves)

Sabbatical leaves are available to full-time, tenured faculty only after the conferral of tenure and normally after six years of full-time service at the College. For those tenure-track faculty who were in their first year of service during the 1997-1998 school year, or were hired subsequent to that year, and who were given years of credit towards tenure at the College for service at another institution, no more than two (2) of those years of credit may count toward years of eligibility for sabbatical. Tenure-track faculty with prior non-tenure-track, full-time service (7/7 or equivalent) at the College may count up to two (2) years of this service towards the service eligibility criteria for their first sabbatical.

After receiving tenure, faculty who are providing currently or have provided while on tenure track in the past less than full-time service to the College on a temporary basis, may consider each ~~6/6~~ ~~7/7~~ (or equivalent) of accumulated service on tenure track as one year of service towards eligibility for sabbatical. Tenured faculty who are on the permanent Reduced Services Plan are not eligible for sabbatical leave. Faculty may count up to one year of leave time toward eligibility for each sabbatical.

2.10.1.3 Review(Sabbatical Leaves)

Sabbatical awards are made to faculty upon the formal recommendation of the Chairs of the Undergraduate Educational Policies Committee (UEPC) and the Graduate and Professional Studies Educational Policies Committee (GPSEPC), representing the views of the members of those committees, and with the final approval of the Provost and the President. Full-time, tenured faculty submit their applications to the Dean for Faculty Development. Sabbatical leaves carry ~~3/6ths~~ ~~4/7ths~~ salary for the year or full salary for a half-year absence (includes January Term). Christian Brothers awarded a sabbatical should arrange an appropriate stipend with the President.

2.10.1.4

Sabbatical Protocols and Timeline for Consideration

1. On or before August 15th, applicants will submit Form A or Form B (Sabbatical Eligibility) with the appropriate signatures to the Office of Academic Affairs to begin the official process of determining eligibility for sabbatical leave. Forms A, B and C (mentioned below) are available from the Office of Academic Affairs.
2. Upon verification of eligibility, **but no later than September 1st**, applicants will submit their proposal to the Office of Academic Affairs. Sabbatical proposals from faculty whose eligibility for sabbatical leave has been verified will be forwarded to the Chairs of the UEPC and GEPC through the Office of the Academic Senate. In addition, candidates for sabbatical leave should submit a copy of the proposal to their department chair or program director on or before September 1 of the year preceding the academic year of the proposed sabbatical. The chair or program director upon receipt of the proposal, will forward to the Dean of the School a brief explanation of the staffing arrangements which will need to be made in the applicant's absence. (Normally, sabbatical faculty are either not replaced or are replaced with part-time faculty; the use of pro-rated or temporary full-time faculty must be approved in writing by the Provost.)

2.13.2.3

Scholarly Leave of Absence

Tenure and tenure-track faculty shall be eligible to apply for a one-term Scholarly Leave of Absence, not to exceed one semester every four years, to pursue a scholarly or creative project, as recommended by the Dean and approved by the President. For the relation between Scholarly Leave of Absence and the probationary tenure-track period at the College, see section 2.6.2.1.3. In addition, tenured faculty while on a scholarly leave retain faculty status and privilege, including eligibility for sabbatical leave. Faculty on Scholarly Leave shall receive a pro-rata salary as well as pro-rata life and long-term disability benefits but shall retain full medical, dental, and vision benefits. Applications for Scholarly Leave must normally be made to the Chair of the faculty member's department no later than the end of the first week of the academic term (i.e. long semester or quarter, as applicable) before that in which the leave is to be taken. Requests for Scholarly Leave may be granted by the President who shall consider the following factors: 1) the faculty member has presented a clear and substantive plan for the use of the leave which has been found meritorious by the Dean of the applicant's school and by the Provost. 2) the faculty member's absence will not unduly harm the ability of the home Department to offer its curriculum, the judgment to be made by the Dean of the applicant's school in consultation with the Chair of the faculty member's department. 3) without the prior written approval of the President, the faculty member will not accept new income, related or unrelated, to completion of the scholarly or creative project. 4) the faculty member must return to full time status **(6/6)** (~~7/7~~) for at least one year after the expiration of the leave, or the faculty member must reimburse the College's cost of the medical, dental and vision benefits received during the leave.

SALARY SCALES FOR RANKED AND ADJUNCT FACULTY

SAINT MARY'S COLLEGE
FULL-TIME FACULTY SALARY SCALE
~~2011-2012 2010-2011~~

Step	Instructor		Assistant		Associate		Professor
	I	II	I	II	I	II	
1	50,730	53,659	55,434	58,634	66,834	70,684	86,039
2	52,252	55,269	57,097	60,393	68,839	72,805	88,621
3	53,819	56,927	58,810	62,198	70,904	74,989	91,279
4			60,574	64,064	73,031	77,238	94,018
5			62,391	65,986	75,222	79,556	96,838
6			64,263	67,965	77,478	81,942	99,743
7							102,735
PRE 1989							105,304

Step	Instructor		Assistant		Associate		Professor
	I	II	I	II	I	II	
1	50,377	53,286	55,049	58,227	66,369	70,193	85,411
2	51,889	54,844	56,700	59,974	68,360	72,299	88,004
3	53,445	56,531	58,401	61,766	70,411	74,467	90,645
4			60,153	63,619	72,523	76,702	93,364
5			61,958	65,527	74,699	79,003	96,165
6			63,816	67,493	76,940	81,373	99,050
7							102,021
PRE 1989							104,572

3.3.1

LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, technologies, and staff which make up the library. Print, audio, film, and electronic titles are selected and organized to support the undergraduate and graduate curriculum.

Access to text, images, and data on the Internet is enhanced by the library's Website (<http://library.stmarys-ca.edu>). The reference collection is designed to provide primary information, as well as links to other library resources in the Bay Area and beyond. The library also houses the College Archives, The Library for Lasallian Studies, and a special collection on Cardinal Newman and His Times (also available online). In addition to individual ~~media viewing~~ stations, the Library ~~offers three~~ ~~includes two~~ group ~~study/media viewing~~ rooms: the Byron Bryant Room and the Wildenradt Theater.

3.3.1.1

Instructional Services

Librarians provide instruction to students and faculty in the effective access, use and evaluation of a variety of library and worldwide information resources, which include traditional print sources, networked electronic resources, and the Internet.

In addition to the basic-level library instruction sessions ~~provided given~~ to all students in the English Composition program ~~and for students in any other program of the College, when requested~~, librarians, ~~develop~~ in consultation with faculty, ~~provide~~ specialized and advanced library ~~instruction sessions~~ and/or assignments that ~~provide~~ **information literacy and support course learning outcomes.** ~~objectives and curriculum requirements.~~

Instruction librarians also offer a series of Internet/WWW workshops which educate about the organization and evaluation of resources found on the Internet, including browsers, search tools, and retrieval options. Contact the Coordinator of Instructional Services or the librarian subject selector for your department.

3.3.1.2

Faculty Research Assistance

In addition to regularly scheduled reference/information assistance provided at the Library's Reference Desk, extended research assistance is also available. For some more specialized research needs, ~~librarians will conduct searches in electronic databases that are not available for public use.~~ ~~Contact~~ **contact** the librarian subject selector for your department or the Coordinator of Reference Services.

3.3.1.3

Electronic Information Resources

The Library's electronic information resources include the online catalog ALBERT, periodical indexes, full-text resources, and interlibrary borrowing services for books, videos, and journal articles. In addition ~~2009~~ the Library ~~has added~~ a collection (~~ebrary~~) of ~~45,000+~~ ~~40,000+~~ digital books (**Ebrary**) ~~to the collection.~~ The books are cataloged in Albert and accessible through the Library's Databases web page. These resources are available **in the Library and** ~~via workstations~~ throughout the SMC campus and remotely throughout the world via the World Wide Web. **An SMC email account and password is required to access these resources.** ~~All that is required is your SMC ID~~

~~card (with library bar code on the back), a computer with an internet connection, and a Web browser.~~

The ALBERT online catalog includes records for all the books in the library building, and records for periodical titles, videos, **media**, ~~compact discs (CDs)~~, and digital resources. More than ~~150~~ **400** electronic databases available on the campus network often include access to the full text of articles indexed, from over ~~57,713~~ **40,000** periodicals. The library Web page (<http://library.stmarys-ca.edu>) also offers access to internet resources for study and research selected by librarians and organized by discipline.

The Library is associated with the Online Computer Library Center (OCLC), which enables librarians to locate and borrow books and periodicals from throughout the **United States and beyond**. ~~world. The Library subscribes to the DIALOG Information Service, giving access to over 450 specialized databases, including full-text and statistical databases, as well as bibliographic citations.~~

3.3.1.4 Access to Other Libraries

Full-time faculty are entitled to library privileges at UC Berkeley, ~~the Graduate Theological Union (GTU) in Berkeley~~, and the John F. Kennedy University Library in Pleasant Hill. In all instances, faculty must present proof of full-time status and current employment by the College (generally a letter certifying full-time employment at Saint Mary's College (available from your Dean) and photo-I.D. In addition, libraries at state-funded institutions, including the California State Universities, University of California campuses, and community colleges, generally provide public in-house access to their collections. Contact the **Head of Access Services Librarian** for more information.

3.3.1.5 Interlibrary Borrowing/Document Retrieval

Books, videos, and articles ~~needed for faculty research or instructional purposes~~ which are not available in the Saint Mary's Library may be requested **using our Link+ service and are generally received within three to four days of request. Books and articles not available from Link+ may be requested from ILLiad** ~~our from other libraries through the Interlibrary Borrowing service.~~ **Articles are received within days, but books may take two or three weeks, depending on the lending institution. Scanned copies of articles or book chapters available in our collection (Document Delivery) may also be requested using ILLiad.** ~~Requested items are generally delivered within three to four days of request.~~ There is no charge to faculty for this service.

3.3.1.6 Faculty Photocopying

Current Saint Mary's faculty, or a designated assistant, may use the Library's faculty copy card to make a copy of non-circulating library material, such as ~~a~~ pages or chapter from a reference book or ~~a~~ journal article. This card can be requested at the Circulation Desk. Multiple copies of material for the classroom or to place on Reserve may be duplicated at the campus Duplicating Center.

3.3.1.7 Circulation Policies

Books may be borrowed by a faculty member for a semester, subject to recall if needed by another Saint Mary's borrower. Faculty may renew material up to three times, either in person, by phone, or online using ALBERT, the Library's online catalog and circulation system. When material is overdue, faculty will receive an **email** courtesy reminder. If not renewed or returned, the books will be considered lost and faculty will be billed for a replacement.

3.3.1.8 Reserve Service

Upon request by faculty, Circulation staff will place on Reserve course material for classes. Material may be scanned and placed on electronic reserve for 24/7 access, or physical copies may be placed on reserve at the Circulation Desk. Placing items on Reserve ensures that students will have ~~ready~~ **equitable** access to this material. The physical Reserves Collection, which can be accessed in ALBERT, is located at the Circulation Desk and is available during the hours the Library is open. For details about processing time, copyright restrictions, and loan periods, refer to the Library's "Reserve Services Guide," **or from the Library's web page under "Services for Faculty."** ~~Digital~~ Electronic reserve items (ERes) are available 24/7/365.

3.3.1.9 Library Exhibits

The scheduling of Library exhibits is coordinated by the Head of Access Services. Faculty members interested in arranging for an exhibit should fill out the "Proposal for Library Exhibit" form available at the front desk of the Library. **Exhibit space fills up quickly, so please reserve** as far in advance as possible.

3.4.3.2 Media Center

~~Listening and viewing equipment and multimedia workstations are provided in the Media Center for student and faculty use.~~ The Media Center offers duplication of course-related audiocassette tapes that are not copyrighted.

3.4.3.3 Faculty Instructional Media Support Services

Facilities and support for instructional media development for faculty are available via the Media Center. Resources include facilities for making overhead transparencies and 35mm slides, flatbed and slide scanning, OCR scanning of text, digital video editing and creation of documents for the WWW in a variety of formats. For additional information see or to schedule a consultation session, contact the Head of Media. ~~Services and Library Systems.~~