Academic Administrators Evaluation Committee
Academic Advising
Academic Affairs Committee (Board of Trustees)
Academic Affairs, Councils and Committees
Academic Appeals Committee
Academic Calendar, Undergraduate %
Academic Computing Facility %
Academic Freedom and Responsibility
Academic Honesty Policy
Academic Policies and Services
Academic Resources
Academic Resources, Dean for Library and
Academic Senate
Academic Senate Chairperson
Academic Senate Committees
Academic Senate, Executive Meetings
Academic Senate, General Meetings
Academic Senate, Membership
Academic Senate, Parliamentarian
Academic Senate, Responsibilities #
Academic Senate, Role
Academic Senate, Special General Meeting
Academic Senate, Vice Chairperson
Academic Senate, Voice
Access to Other Libraries
Accidental Death and Dismemberment Insurance/Travel Assistance
Accreditation
Additional Criteria (Statement for Promotion and Tenure) %
Additional Criteria (Tenure: Exceptional appointments)
Adjunct Faculty %
Adjunct Faculty, Lecturers: Selection/Appointment Non-Tenured
Administrative Facilities
Administrative Organization #
Administrative Policies
Administrative Services
Administrative Assistance
Administrators with Faculty Retreat Rights
Admissions and Academic Regulations Committee +
Admissions, Dean of
Advancement Committee (Board of Trustees)
Advancement, Tenure, Promotion of Academic Administrators
### Political Science Courses

- Law and Society
- Public Policy
- International Relations
- American Politics
- Comparative Politics
- Political Theory

### Economics Courses

- Microeconomics
- Macroeconomics
- International Economics
- Development Economics
- Environmental Economics
- Labor Economics

### Business Administration Courses

- Principles of Management
- Financial Management
- Marketing Management
- Operations Management
- Human Resource Management
- Strategic Management

### Computer Science Courses

- Data Structures
- Algorithms
- Computer Networks
- Database Systems
- Computer Architecture
- Artificial Intelligence
College Diversity Coordinator #
Collegiate Seminar Governing Board #
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
Information Technology Services #% 3.4
Consent Agenda (Academic Senate) 1.6.1.2.9.2.d.i
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 2.2.5
Creation of Additional Faculty Positions, Adjunct 2.2.5.1
Creation of Additional Faculty Positions, Tenure-Track 2.2.5.2
Credit-Hour Policy, Undergraduate % 3.1.7
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 1.4.2.1.3.3
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, Vice President of %+ 1.4.5
Development Committees % 1.7.7
Dining Facilities and Lounges, Use of 2.14.11.2
Direct Tenure-track Appointment of Adjunct Faculty 2.2.6.1
Director for Athletics and Recreational Sports 1.4.1.2
Director of Academic Support and Achievement Programs #
Director of Advancement Services #
Director of Alumni Relations and Volunteer Engagement #
Director of Athletics and Recreational Sports 1.4.1.2
Director of Career Development Center #
Director of Catholic Institute for Lasallian Social Action (CILSA) 1.4.2.3.4
Director of Center for International Programs 1.4.2.3.5
Director of Collegiate Seminar Program, Director 1.4.2.3.2
Director of Counseling and Psychological Services + 1.4.3.3
Director of Faculty Development 1.4.2.3.1
Director of Finance / Controller 1.4.4.2

185 July 2014
Director of Financial Aid
Director of Foundation, Corporate Relations and Sponsored Grants
Director of Graduate Business Programs
Director of Health and Wellness Center
Director of Hearst Art Gallery
Director of High Potential Program
Director of January Term
Director of Marketing and Stewardship
Director of Master of Fine Arts Program in Creative Writing
Director of New Student and Family Programs
Director of Public Safety
Director of Scheduling and Promotion
Director of Women’s Resource Center
Director, Academic Affairs
Director, Collegiate Seminar Program
Director, Events and Conferences
Director, Intercultural Center
Directors (Academic Affairs)
Disabilities Act (ADA), Americans with
Disability Income Benefits, Long-term
Disciplinary Hearing Board
Discontinuance of an Academic Department or Program, Process for
Discontinuance of Program not Mandated by Financial Exigency
Discounts; Use of Facilities
Diversity Program (Equal Employment Opportunity)
Drug-Free Workplace and Alcoholic Use Policy +
Duplicating Service +
Duties of the Academic Senate
Duties, Department Chairperson, Undergraduate
Elections, Faculty
Electronic Classrooms #/%
Electronic Information Resources (Library)
Electronic Mail Services %+
Eligibility for Election (Faculty)
Eligibility, Candidates for Promotion and Tenure
Emeriti Retirement Health Solutions
Emeritus/Emerita Faculty
Employee Assistance Program (EAP)
Employee Benefits Advisory Committee +
Enrollment and Student Life Committee (Board of Trustees)
Enrollment Committees
Enrollment Group
Environmental Health and Safety +
Equal Employment Opportunity #
Equal Employment Opportunity Compliance Committee #
Evaluation of Adjunct Faculty
Events and Conferences Weekly Calendar/Master
Events Calendar
Exceptional Appointments (Tenure)  2.3.1.14
Exceptional Candidate Appointments (Rank) +  2.1.1.2
Executive Assistant to the President #  
Executive Committee (Board of Trustees)  1.7.1.1
Executive Director of Facilities Services #  
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 +  1.7.3.9
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 Positions, Creation of  2.2.5
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 Salary Approved by the Board of Trustees, January 18 & 19, 2012  2.15.1
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 (FERPA) #+  2.9.2.3
Family Medical Leave Act  2.13.2.1
Final Examinations and Papers, Undergraduate %  3.1.3.1
Final Examinations and Papers, Graduate and Professional %  3.1.3.2
Final Examinations Scheduling, Undergraduate %  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 #  

187    July 2014
Financial Aid, Director
Financial Exigency, Termination by
General Counsel #
General Financial Exigency
Governance Structure (Faculty)
Grade Changes
Grades, Definition of
Grades, Undergraduate Submission of %
Graduate and Professional Final Examinations and Papers %
Graduate and Professional Studies Educational Policies Committee +
Graduate and Professional Studies Programs Council (Graduate Council)
Graduate Business Programs, Director
Grievance
Grievance Committee +
Grievance: Introduction
Grievance: Negative Rank and Tenure Decision by President, in Opposition to Positive Recommendation by Rank and Tenure Committee and Provost
Grievance: Alleged Errors in Carrying Out Policy or Procedures, Violations Academic Freedom, Inadequate Consideration, not Involving Rank and Tenure Committee
Grievance: Alleged Errors in Carrying Out Policy/Procedures, Violations of Academic Freedom, Inadequate Consideration, to which President Is a Party
Grievance: Alleged Errors in Carrying Out Policy/Procedures, Violations of Academic Freedom, Inadequate Consideration, President is Not a Party
Grievance: Alleged Harassment (Other than Sexual) or Discrimination #
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
Grievance: Equal Opportunity Compliance #
Grievance: Negative Rank and Tenure Decision by Rank and Tenure Committee and/or Provost, where President’s Decision Is Negative
Grievance: Procedures Applying to All #
Group Term Life Insurance
Handbook Review Committee, Faculty
Harassment of Employees or Students, Policy Prohibiting
Health and Wellness Center +
Health Care #
Hearst Art Gallery, Director of#
High Potential Program, Director of#
History, Saint Mary’s College
Honesty, Academic
Human Research Institutional Review Board (IRB)
Human Resources, Assistant Vice President for %
Information Office (Switchboard)
Information Technology Services +
Informational Services
Institutional Councils and Committees
Institutional Effectiveness Committee %
Institutional Policies +
Instructional Media Support Services, Faculty % 3.4.3.3
Instructional Services, Library 3.3.1.1
Instructor Appointment #

Intensive Workload Committees #

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
Internet Access %+ 3.4.7
International Recruitment and Admissions, Coordinator #+

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

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, 2.2.4.3
Lecturer, Salary Scale and Policy 2.15.2
Lecturers, Adjunct Faculty and, Selection/Appointment Procedures 2.3.2.2
Lectureship 2.2.4.3
Liberal Education for Arts Professionals [LEAP], Director #

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 #

Media Center + 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
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 + 2.2.1
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
Program Directors for the Kalmanovitz School of Education #
Promotion (Procedures) 2.6.2.1.2
Promotion and Tenure 2.6
Promotion and Tenure Procedures, Procedures + 2.6.2.1.2
Promotion and Tenure, Criteria 2.6.1
Promotion and Tenure, Procedures 2.6.2
Protocols (Hiring) 2.2.6
Provost (Organizational Chart) 1.5.2
Provost # 1.4.2
Provost’s Academic Affairs Leadership Team and Council of Deans % 1.7.3.1
Public Presentation Policy 2.9.2
Protocols (Hiring) 2.2.6
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
Ranks Tenure-Track Faculty # 2.1.1
Recommendations and Decisions Procedures, Rank and Tenure Committee 2.6.2.5
Reduced Services (Tenured Appointments) 2.2.3
Regents, Board of + 1.3.3
Registrar 1.4.2.1.3.1
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  2.2.3.2
Retirement – Reduced Services  2.2.3
Retirement, Non-tenure-track Faculty  2.8.4.1
Retirement, Programs ++  2.14.7
Retirement, Tenured Faculty  2.8.2, 2.2.3
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 Update  4.2.9.2
Salary Policy, Faculty  2.15
Salary Scale for Lecturer %  2.15.2
Salary Scales for Ranked and Adjunct Faculty #%+  2.15.2
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  2.9.3.1
Prohibiting
Shared Governance  1.6.1
Sick Leave (Short-term Disability Income Benefits)  2.13.1.1
SMC Online Magazine  4.2.9.3
Smoking in Campus Facilities, Policy  2.12.2
Social Justice Coordinating Committee  1.7.3.12
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

Structure, Corporate, Saint Mary’s College
Student Affairs, Policies of Interest to Faculty
Student Employees
Student Health and Wellness Center
Student Health Committee
Student Life Committees
Student Life, Vice Provost for
Student Rank and Tenure Committee
Student Rank and Tenure Committee Procedures +
Succession (Academic Senate)
Suspension of Program Enrollment, Process for
Sustainability Committee #
Switchboard, Campus (Information Office)
Table of Contents
Teaching and Scholarship, Committee on %
Teaching Load (Faculty Workload)
Technology Planning and Policy Committee %
Technology Resources, Use of %
Telephone Calls
Temporary Appointment of Administrator to Rank Only
Tenure (Procedures)
Tenure
Tenure-Track Position, Direct Appointment to
Tenure-Track/Ranked Faculty #
Tenured Appointment +
Tenured Appointment -- Reduced Services
Tenured Appointment (exceptional circumstances)
Terminal Degrees (Faculty)
Termination of an Appointment by the College
Terms and Conditions of Employment, Academic Workload %
Terms and Conditions of Employment, Non-Tenure-Track Faculty
Terms and Conditions of Employment, Tenure-Track Faculty %
Terms of Office (Academic Senate)
Ticket Discounts
Travel Assistance
Trustees, Board of
Tuition Exchange Program +
Tuition Waiver Program +
Undergraduate Academic Calendar %
Undergraduate Credit-Hour Policy %
Undergraduate Educational Policies Committee #+
Undergraduate Final Examinations and Papers %
Undergraduate Registrarial Policies %
Undergraduate Submission of Grades %
Unfitness, Termination for
Update
Use of College Technology Resources %
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 # 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, 2.2.4.1, 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 Procedures + 2.9.3.5
Whistleblower Protections + 2.9.3.5.1
Workers’ Compensation + 2.14
Workload, Faculty 2.11
Workload, Non-tenure-track Faculty 2.211.2
Workload, Ranked Faculty % 2.211.1
Workplace Conditions 2.12
REVISIONS FIRST APPEARING IN THE 2014-15 FACULTY HANDBOOK

1.3.3 THE BOARD OF REGENTS

The Board of Regents is comprised of the College’s strongest advocates, ambassadors and benefactors. Board members bring external experiences, talents, skills and relationships that serve to advance the College and they are eager to be knowledgeable about and engaged in the life of the College. Regents are directly involved in the College’s fund-raising, outreach and community relations efforts, and are without governance responsibilities. The Board of Regents role is advisory to the Board of Trustees and the Officers of the College. The Board of Regents is composed of not more than 55 nor less than 25 members. The regular members are nominated by the Regents’ Nominating Committee and elected by the Board of Regents to four-year terms (renewable). The Board of Regents meets three times annually and is managed by the Vice President for Development. Special meetings may be called as circumstances require, as outlined by the Bylaws.

1.4.3.1 Dean of Students

The Dean of Students reports to the Vice Provost for Student Life and provides leadership, vision, and administrative supervision for student development in the residences, in student conduct, and in the first-year experience for approximately 2500 undergraduates in a manner that complements and augments the academic and Lasallian mission of the College. The Dean serves as an advocate for the needs of students, assisting faculty and staff in enhancing and assessing student learning and coordinating the campus responses to and prevention of serious incidents. The Dean of Students oversees the Office of Residence and Community Life, New Student and Family Programs, Campus Housing and Conference Services and represents the Vice Provost for Student Life in their absence.

1.4.3.3 Director of Counseling and Psychological Services

Reporting to the Vice Provost for Student Life, the Director is the overall administrator of the Counseling and Psychological Services Office that provides direct counseling and psychological services and group therapy to full-time undergraduate students and psychological assessment, referral and group therapy to graduate students. Services also include outreach, training and consultation to faculty, staff, parents and guardians. The Director engages in the formal coordination with all Student Life units, academic departments, administrative units and community agencies to facilitate the provision of counseling and mental health services to our diverse student population.

1.4.5 VICE PRESIDENT FOR DEVELOPMENT

The Vice President for Development is appointed by the President for a term mutually agreed upon, and is responsible to the President. The Vice President is the chief fundraising officer for the College and oversees the Advancement Office. The Vice President is responsible for presenting annual and long-range plans for the funding of institutional priorities and for engaging alumni, parents, friends, corporations and foundations that can assist the College in reaching its goals. The Vice President oversees the comprehensive fundraising campaign. The Vice President is a member of the President’s Cabinet and an ex-officio member of all committees in the area of fund-raising and external relations. The administrative staff of the Vice President for Development includes the Assistant Vice President for Development, the Director of Alumni Engagement and Annual Giving, the Director of Advancement Services, the Director of Corporate Relations and Foundations, the Director of Stewardship and Marketing Strategy, and the Director of Development and Individual Giving, and the Director of Major Gifts.
1.6.1.1 Nominations

1. A Preference Survey will be distributed and compiled under the direction of the Faculty Governance Coordinator in the spring of each year. One month prior to the distribution of the Faculty Preference Survey, the Academic Deans will submit to the Faculty Governance Coordinator a signed copy of the list of faculty exempt from standing for election and provide a reason for the exemption, based on the eligibility criteria stipulated in the Faculty Handbook, sections 1.6.1.1.1(3) and 1.6.1.1.4(2). All ranked faculty meeting the eligibility requirements are expected to complete the Preference Survey, indicating a first and a second preference for the committees on which they are willing to serve. The Committee on Committees shall assign a first and a second preference to those individuals who do not submit a Preference Survey.

2. The Faculty Governance Coordinator will prepare the preparation of a nominating ballot for each office/committee seat based on (1) the faculty member's current eligibility status, (2) statutory requirements for eligibility as set forth in the Faculty Handbook, (3) expression of willingness on the part of individual faculty members to serve as indicated by the survey, and (4) the current number of elected positions held by individual faculty members.

3. Eligibility: Determined according to (1) a faculty member's current status at the time of the Preference Survey (e.g., status in spring term for membership effective in fall term), (2) office or committee membership specifications as to faculty rank (ranked or tenured) and instructional duties (4/6 or more, or in the case of chairs and directors of graduate or professional studies academic units, whose instructional duties are 2/6 or more), (3) 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.

1.6.1.2 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.

3. **Upon the close of balloting, the results** The ballots will be electronically tabulated at a previously announced time under the supervision of a designated member of the Committee on Committees. Normally this will be done soon after the close of voting.

1.6.1.4 Faculty Qualifications for Election

1. In elections conducted by the Committee on Committee the following are criteria for election:

a. Representatives must be faculty who appear on the Rank and Tenure roster.
B. Faculty representing the undergraduate program in their School must teach a majority of their courses in the undergraduate program of that School. Faculty representing the graduate program in their School must have taught at least two graduate courses in the School the previous scholastic year.

b. Faculty representing Schools must be elected from their respective Schools. A faculty member may stand for election in one School only. Membership in a School is determined by the departmental appointment. In case of dual appointment or multiple eligibility, the faculty member decides in which School he/she will stand for election.

c. Faculty representing a program, undergraduate or graduate, in their School must be elected from the respective program. A faculty member may stand for election in one program in a School only. In case of dual appointment or multiple eligibility, the faculty member decides in which program he/she will stand for election.

1.6.1.5 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. 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.

1.6.1.2.3 (3) Academic Senate Past Chairperson and Faculty Representative to the Board of Trustees

The past chairperson assumes office the year following service as the chairperson. The past chairperson is a voting member of the Academic Senate on all matters and together with the chairperson and vice chairperson serves as a “faculty officer” of the Academic Senate for the purpose of setting the agendas for general and special general meetings. The past chairperson also serves, by position, as the faculty representative to the Board of Trustees (see section 1.7.9.5).

1.6.1.2.9 (2.i) Duties of the Academic Senate, The consent agenda

All items from the Undergraduate Educational Policies Committee (UEPC), Graduate and Professional Studies Educational Policies Committee (GPSEPC), and Admissions and Academic Regulations Committee (AARC) come to the Academic Senate and go on a consent calendar for automatic consent agenda approval, without vote or discussion unless:

- the vote to approve by the UEPC, GPSEPC, or AARC is less than two-thirds;
- the item involves a perceived alteration of or conflict with the College’s Mission;
- the item would have potentially significant campus-wide consequences;
- the item has significant resource or cost consequences that have not been identified and addressed by the UEPC, GPSEPC, or AARC.
- the item involves a modification to the Faculty Handbook.
1.7.3.4 Rank and Tenure Committee

Membership:
- one tenured representative each from the School of Liberal Arts, Science, Economics and Business Administration, and Education, elected for a three-year term, one or two elected each year so that the terms are staggered;
- five members-at-large (undergraduate or graduate), elected for three-year staggered terms;
- a chairperson (with vote), elected from the above nine regularly elected members; the chair will retain the representation for which he/she was elected, i.e., School or member-at-large.
- Provost (ex-officio, non-voting)

1.7.3.5 Library Committee

Membership: The Committee consists of seven members:
- three four ranked undergraduate faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education, appointed by the chair of the Committee on Committees, in consultation with the Deans of the respective Schools, for two-year renewable terms, appointments to be staggered
- one ranked graduate faculty member, appointed by the chairperson of the Committee on Committees, in consultation with the Vice Provost for Graduate and Professional Studies, for a two-year term
- one staff member appointed by the chair of the SMC Staff Council, for a two-year term
- one graduate student, appointed by the chairperson of the Graduate and Professional Studies Council, for a one-year term
- one undergraduate student, appointed by the Student Body President, ASSMC, for a one-year term
- Dean for Library and Academic Resources as an ex-officio member

1.7.3.9 Faculty Development Fund Committee

Role: The Faculty Development Fund Committee reviews applications from undergraduate and graduate faculty members for awards from the Faculty Development Fund (see also section 2.10.2).

Membership:
- Director of Faculty Development (chairperson)
- five four ranked faculty members, one each from the Schools of Liberal Arts, Science, the undergraduate program of the School of Economics and Business Administration, and the Kalmanovitz School of Education, and from the Graduate Business Programs, appointed by the Deans of the Schools.

1.7.4.1 Grievance Committee

Membership: The committee consists of twelve members:
- one eight tenured undergraduate faculty members, two each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education, at least four elected at-large each year by the undergraduate faculty, to two-year staggered terms
- four tenured faculty members, elected at-large by the faculty, to two-year staggered terms
— three tenured graduate and professional studies faculty members, elected at large by the graduate and professional studies faculty to two year staggered terms

Elections of the graduate and professional studies faculty members are so arranged that at least one is elected every year. Vacancies of regular Committee members are filled in the next election and are filled for the amount of term remaining.

1.7.4.5 Undergraduate Educational Policies Committee
Membership: This Committee is composed of eleven voting members:
- chairperson (tenured undergraduate faculty member who has taught at least six undergraduate courses during the previous three academic years)
- vice-chairperson (tenured undergraduate faculty chairperson elect, who has taught at least six undergraduate courses during the previous three academic years)
- liaison senator (undergraduate faculty member) serving a one year term, renewable
- five ranked undergraduate faculty members who have taught at least six undergraduate courses during the previous three academic years, one elected from each of the Schools of Liberal Arts, Science, and Economics and Business Administration, the three undergraduate Schools (tenured faculty) and two at-large (tenured faculty), elected for two-year, staggered terms
- Director of Collegiate Seminar
- Director of January Term
- Member of the Library professional staff
The vice-chairperson is elected at-large for a two-year term serving as chairperson in the second year. The faculty members serving in these roles are elected from the tenured undergraduate roster and must satisfy the Qualifications for Election (see section 1.6.1.1.4). The chairperson receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

3. The chair of the Undergraduate Educational Policies Committee considers for approval applications from the Vice Provost for Undergraduate Academics on the behalf of The Undergraduate Educational Policies Committee accepts and considers for approval applications from students who believe their academic needs would be better served by a distinctive program of studies. Besides fulfilling requirements for a major, this individualized major plan must satisfactorily lead the student toward the goal of liberal education which the College sees as essential for all of its graduates.

1.7.4.6 Graduate and Professional Studies Educational Policies Committee
Membership: This Committee is composed of six voting members:
- the chairperson, who has taught at least six graduate or professional studies courses during the previous four academic years, and who is elected at large from among the tenured graduate and professional studies faculty of the College.
- three ranked graduate and professional studies faculty members who have taught at least six graduate or professional studies courses during the previous four academic years (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
Program Review Committee

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

2. Administer that review process following these steps:
   
a. The Committee informs each department and program of the entire six-year schedule, sending a special notice to individual programs and departments one calendar year in advance of the specified review date, with information on the guidelines and complete process;

b. Departments and programs are responsible for preparing a self-study self-assessment, responding specifically to the guidelines created by the Committee and posted on the Academic Senate/Program Review Committee website;

c. This self-study self-assessment is submitted simultaneously to the Committee and to the Dean of the School housing the program; the Dean sends to the Committee a brief written evaluation by the requested deadline; appropriate School who reviews it and sends it forward with his/her own brief written evaluation to this Committee by the requested deadline;

d. The Committee meets with the program faculty to discuss the self-study and draft of the action plan and timeline, Dean's evaluation, and external reviewer report. The Committee prepares a complete written review, and prepares a complete written report, 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, the Vice Provost for Undergraduate Programs (for undergraduate programs) or the Vice Provost for Graduate and Professional Studies (for graduate and professional programs) and the Provost. 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 program, to the Vice Provost for Graduate and Professional Studies. (Following this step in the process, the appropriate Provost/Vice Provost, as appropriate, will arrange a meeting with the department or program, the appropriate Dean, and the chair or representative of the Committee in order to respond to the review);

e. Administrative issues, particularly budgetary, will be responded to by the Dean or the Provost/Vice Provost within twelve months of receipt of the review; the program is responsible to finalize its new six-year action plan after the close of the review, and submit a copy to the Provost, Dean, Vice Provost, and Committee chair via the Office of the Academic Senate.

f. Subsequent reviews self-assessment performed by the department or program must respond substantively to the previous review by the Committee, and address the comments of the Dean and the Provost/Vice Provost, and note progress on the action plan.

The Chair of the Committee provides an annual report to the Academic Senate at the close of the academic year, including which
programs and departments were reviewed, which programs and departments are delinquent, and any other recommendations from the Committee on future guidelines and process. departments or programs that fail to submit a review as scheduled or submit an inadequate review may be censured by the Academic Senate at the request of this Committee, and by order of the Academic Senate, all UEPC or GPSEPC actions concerning that department or program may be suspended until such time as the review is submitted and accepted as satisfactory.

h. Departments or programs that fail to submit a review as scheduled or submit an inadequate review may be censured by the Academic Senate at the request of this Committee, and by order of the Academic Senate, all UEPC or GPSEPC actions concerning that department or program may be suspended until such time as the review is submitted and accepted as satisfactory.

i. Programs are reviewed on a six-year cycle. The Committee has the authority as part of its evaluation to request interim reports on any issue(s) it deems need more immediate attention. Any such requests are added to the PRC master schedule of reviews, and the reports are submitted to the Dean, Vice Provost, and Committee through the Office of the Academic Senate.

3. Confirm adherence to the Credit Hour Policy (3.1.7) through the program review process.

Membership: This Committee is composed of seven voting members:
- five three ranked tenured faculty, elected one each from the undergraduate Schools of Liberal Arts, Science, Economics and Business Administration, and Education, and one elected at large
- 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
- a liaison senator, one-year term, renewable
- Member of Library professional staff (ex-officio)
- the Director of Educational Effectiveness (ex-officio)

The elected faculty members of the Committee serve two-year staggered terms; they are elected from the ranked faculty roster and must satisfy the Qualifications for Election (see section 1.6.1.1.4).

Once the spring election cycle is complete, the current Committee chair will call a meeting to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee. The Senate liaison is ineligible to serve as chair.

The chairperson of this Committee has the authority to invite other members of the Saint Mary’s College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

1.7.4.8 Admissions and Academic Regulations Committee

Membership: This Committee consists of five voting members:
- Three Four tenured ranked faculty members who have taught at least six undergraduate courses during the previous three academic years, one elected by
School from each of the undergraduate Schools of Economics & Business Administration, Liberal Arts, and Science, and one elected at large

- One ranked faculty member elected at large

- The vice-chairperson of the Academic Senate serves as liaison senator on this committee

The elected faculty members of the Committee serve two-year staggered terms; they are elected from the tenured ranked roster and must satisfy the Qualifications for Election (see section 1.6.1.1.4).

1.7.4.11 January Term Committee

Membership:
- Director of the January Term (chairperson)
- seven eligible ranked members of the undergraduate faculty who have taught at least two January term courses in the previous ten years, serving staggered, three-year terms, three of whom shall be elected, respectively, one from the School of Liberal Arts, one from the School of Economics and Business Administration, and one from the School of Science, and four of whom shall be elected at large from any undergraduate school
- one non-voting, ex officio representative from the Office of the Registrar

Eligibility: Nominees for elective membership will have taught a minimum of two (2) January Term course in the previous ten (10) years

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., designated approved courses and other experiences). Under the leadership of the Chair, and in accordance with Senate Action S-13/14-35 S-10/11-09, the Core Curriculum Committee administers and evaluates policy governing the Core Curriculum: course/experience review (through Working Groups) and designation 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:
- The Chair of the Core Curriculum Committee (chairperson, voting); a tenured member of the undergraduate faculty who has taught at least six undergraduate courses during the previous three academic years, and who is nominated to a three-year term by the Senate Executive Committee; and the UEPC Chair and out-going Chair, and both 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 who have taught at least six undergraduate courses during the previous three academic years (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 designate (ex officio, non- voting);
- Director of the Office of Faculty Advising or designee (ex officio, non- voting);
- Director of Educational Effectiveness (ex officio, non- voting);
Representative from the Library, as designated by the Dean for Academic Resources (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-13/14-35 S-10/11-09; 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-13/14/35 S-10/11/09. 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 Working Group assumes 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 who have taught at least six undergraduate courses during the previous three academic years, recommended by the Core Curriculum Committee and confirmed by vote of the Academic Senate on the recommendation of the Core Curriculum Committee.

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

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

1.7.6.3 Campus Facilities Planning Committee
The Facilities Services Department The Director of Architecture and Construction shall provide administrative support for the Campus Facilities Planning Committee.
Membership:
- Vice President for Finance, Committee Chair
- Assistant Vice President for Finance and Controller
- 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
- Dean of Students
- Director of Community and Governmental Representative
- Director of Scheduling and Promotions
- Director of Athletics or Designee
- Director of Public Safety
- Executive Director of Facilities Services
- Faculty Welfare Committee Representative
- Graduate and Professional Student Advisory Council Representative
- Provost or Designee
- Provost’s Council on Academic Facilities Planning Representative
- Vice President for Development or Designee
- Vice Provost for Enrollment or Designee
- Vice Provost for Student Life or Designee

1.7.6.4 Employee Benefits Advisory Committee
Employee benefits are an integral part of faculty and staff compensation, but moreover they represent our values in how we treat all members of the College community. Using Lasallian principles we must, to the best of our ability and resources, offer a program of benefits that support the unique needs of faculty and staff and their specific circumstances.

The Employee Benefits Advisory Committee (EBAC) is to assist and advise the Vice President for Finance in shaping and funding the employee benefit program offered by Saint Mary's College of California and to help assure that individual benefit plans are being managed in the best interests of program participants and of the College. The Saint Mary’s College Employee Benefits Program includes health and welfare plans, retirement plans and other benefits plans offered by the College as well as the consideration of other employee benefits plans not yet offered by the College.

Guidelines for the Employee Benefits Advisory Committee
The Committee shall be guided in its efforts by:
1. Making recommendations that reflect and honor the College’s mission and traditions.
2. Making recommendations for the best use of the fiscal and human resources that further the strategic initiatives of the College.
3. Making recommendations that are informed by the competitive plans and best practices of appropriate peer institutions.

Duties of the Employee Benefits Advisory Committee
The members shall fulfill their duties by:
1. Becoming familiar with the objectives, design and key documents for each existing benefit plan.
2. Monitoring the administration of existing benefit plans in accordance with plan documents and objectives.
3. Making recommendations to the Vice President for Finance regarding objectives, design, provider(s), administration, and employee and/or employer funding levels for benefit plans.
4. Assessing proposed new benefit plans, including the need for and potential benefits and costs.
5. Reviewing annual benefit plan audits where available and appropriate.
6. Monitoring compliance with laws and regulations and making recommendations based on legal developments.
7. Providing input on program effectiveness and acceptance by fellow faculty and staff members.
8. Acting as a communication conduit to your fellow faculty and staff members on the activities and information disseminated in Committee meetings and as agreed to in Committee meetings.
9. Balancing advocacy for your fellow faculty and staff members with stewardship for the entire campus community.

Membership:
Committee members shall serve one-year terms and are encouraged to serve additional terms to assure continuity of decision-making and the development of institutional memory. The membership shall include:
- Assistant Vice President for Finance/Controller
- Assistant Vice President, Human Resources, Committee Co-Chair
- Faculty Welfare Committee Members
- Staff CouncilÕs Compensation and Benefits Committee Members
- Director of Benefits
- Provost or Her/His Designee
- Vice President for Finance, Committee Co-Chair

The Committee may be assisted in its work by subcommittees. Subcommittees may be appointed by the Vice President for Finance. The Human Resources Department shall provide administrative support for the Committee. Outside consultants may also be engaged to provide other types of support to the Committee.

Retirement Benefits Subcommittee: This subcommittee is to assist the Employee Benefits Advisory Committee in its role of assisting and advising the Vice President for Finance in fulfilling oversight responsibilities with responsibilities with respect to the retirement benefit plans of Saint Mary’s College of California and to help assure that the plans are being managed in the best interests of the plan participants and of the College. These plans include the Defined Contribution Retirement Plan, the Tax Deferred Annuity Plan and the Emeriti Retiree Health Plan.

Membership:
- Assistant Vice President for Finance/Controller, Subcommittee Chair
- Assistant Vice President, Human Resources
- Chair of Faculty Welfare Committee or Designee
- Chair of Staff Council or Designee
1.7.9.3 Faculty Representative to the Board of Trustees
The Faculty Representative to the Board of Trustees serves as a liaison between the faculty and the Board of Trustees. The representative is expected to report the action and expressed attitude of the Board to the Academic Senate after each meeting of the Board of Trustees, and to report the interests and concerns of the Academic Senate and the faculty to the Board of Trustees as occasion, interest, or propriety require. The representative has voice but no vote, and is expected to respect those matters designated as confidential by the Chairperson of the Board.

During the third year of his/her term, the elected past chair The current chair of the Academic Senate or his/her designee serves as the Faculty Representative to the Board of Trustees. In extraordinary cases, the current chair of the Academic Senate may appoint a substitute to take the place of the Faculty Representative to the Board of Trustees.

2.1.1.2 Exceptional Candidate Appointments (For Such a Rank)
When the proposed faculty member does not have the terminal degree, but shows clear promise of superior performance as a teacher, has scholarly achievement and service commensurate with the proposed rank, the Provost will seek a recommendation from the Rank and Tenure Committee for a finding of exception to requirement of the doctorate or an acceptable alternative degree to appoint at the rank of Assistant, Associate or Full Professor. A finding of exception by the President upon recommendation of the Provost is unalterable. Such findings for exceptional appointment shall be sought only for initial appointments and may not be used for extensions of current appointments.

2.2.1 PROBATIONARY (TENURE-TRACK) APPOINTMENT
The total period of full-time service as a probationary tenure-track appointee may not exceed seven years. At the time of the initial tenure-track appointment, the anticipated year in which the tenure review will occur will be specified in writing. A faculty member coming to the College without any previous full-time ranked teaching elsewhere will be considered for tenure in the sixth year of appointment. The College will normally consider up to three years of other full-time ranked teaching elsewhere and credit this toward the year of tenure consideration. Thus, a faculty member with three years credit would come up for tenure consideration in the third year of the probationary appointment. In exceptional circumstances (see 2.3.1.14), a faculty member may be appointed with tenure, or with four, five, or six years toward tenure.

In determining the rank and step initially assigned to a faculty member, the appointee’s past activities (e.g., teaching, professional experience, scholarly activities, etc.) are evaluated for equivalence to full-time service.

Scholarly leave of absence for one year or less will count as part of the probationary period as if it were prior service at another institution, unless the individual and the President or his delegate agree in writing to an exception to this provision at the time leave is granted.

Notice shall be given in accordance with section 2.8.3.1 at least one year prior to the expiration of the probationary period if the faculty member is not to be granted tenure (see Standards of Notice, section 2.8.3.2). Failure to give such notice does not constitute the granting of tenure.
2.2.2 TENURED APPOINTMENT

Tenure is granted by the President, following the procedures of 2.6.2.5. In exceptional circumstances a faculty member may be appointed with tenure (see 2.6.1.1).

Tenured appointments are permanent appointments which may be terminated only under conditions noted in section 2.8.5, with the burden of proof resting upon the College.

2.3.1 SELECTION/APPOINTMENT OF RANKED FACULTY

1. Ordinarily, a search originates in and is conducted by an academic department or program. Before beginning the selection process, the department chair or program director shall request the Dean of the School to secure written authorization from the Provost for a particular position, initiate the process by submitting a Faculty Line Request to the Dean of the School, who must then secure written authorization from the Provost for a particular position, while the President approves the total number of new positions. After written authorization from the Provost has been secured, the Dean will notify the department chair in writing and attach the documents listed below (2.3.1(3)). The chair bears responsibility for ensuring that the procedures below are followed, with particular emphasis upon selecting colleagues who support the mission of the College, meet the needs of the department or program, and help the College fulfill its commitment to diversity.

2. The department chair, in consultation with the ranked faculty in the department or program and the Dean of the School, appoints a Search Committee, chaired, whenever possible, by a tenured faculty member. In extraordinary circumstances (e.g., when hiring for a new program), an academic Dean may initiate a search. In such cases, the Dean shall appoint a faculty chair of the Search Committee. The Chair who will carry out the search process; under these circumstances, the Dean maintains responsibility for ensuring that procedures are followed. In any case, The Committee shall include a faculty member from outside the department, preferably one from outside the School. The roles, duties, and rights of the Search Committee member from outside the department or School shall be equal to those of the other members of the Committee. For primarily traditional undergraduate appointments, the Committee should include a faculty member who has taught in and will represent the Collegiate Seminar. Search Committees should be comprised of a minimum of five voting members.

3. The Committee shall consult the following documents pertaining to the mission of the College, interview and hiring protocols, and guidelines provided by the Department of Human Resources at the time of written approval. The Committee shall also consult directly with Human Resources regarding approved procedures for the inclusive recruitment of faculty.

a. the College Mission statement;

b. the Equal Employment Opportunity Recruitment document (available in Human Resources office);

c. the Faculty Search Procedures statement (available in Human Resources office).

4. The Search Committee shall determine, prior to the beginning of the search, the criteria of evaluation for candidates; the appropriate roles of departmental ranked faculty not on the Committee, adjunct faculty and/or lecturers, staff, and students; and the processes for selecting candidates at each stage of the search,
including the final recommendations to the Dean. Throughout the search and recommendation process, the Committee shall consult with the Dean and ensure the confidentiality of applicants. The Committee shall also consult directly with the Provost regarding approved procedures for the proactive recruitment of faculty.

5 Ranked faculty (that is, those on the Rank and Tenure roster) play an essential role in the recruitment and selection of new members of the faculty at Saint Mary's College. Accordingly, throughout the search and selection process, the Committee shall consult with all ranked department faculty and the Dean.

5. In order to meet the College's commitment to diversity, a good faith effort should be made to include at least one candidate, in the final list of candidates, from traditionally underrepresented groups (including but not limited to racial, gender, and disabled) in the field for which the search is occurring and/or groups not currently represented in the department or program composition. To enable a faculty Search Committee to conduct the strongest possible search for underrepresented candidates, the Human Resources office will send to the faculty Search Committee chairperson a copy of the Faculty Search Procedures, which includes a section on underrepresented groups. Before the actual search begins, the Search Committee will return their proactive plan on the recruitment of underrepresented groups to the appropriate Dean. The Dean, in consultation with the Director of Human Resources, will review the plan and submit their plan for inclusive recruiting to the Dean, who will review the plan for consistency with institutional and program objectives and legal requirements, and will supply feedback and recommendations to the Search Committee.

6. The Search Committee shall narrow the pool of applicants to a list of candidates to be interviewed. This list, as far as possible, should reflect the College's commitment to its mission, department/program needs, equal employment opportunities, and diversity.

7. After choosing the final candidates and before inviting finalists to on-campus interviews, the Search Committee will submit an account of the actions taken according to their proactive recruitment plan to the Director of Human Resources, Dean, and Provost. If the Director of Human Resources, Dean and/or Provost finds that there has not been a good faith effort have not been sufficient efforts at inclusive recruiting, the Dean and/or Provost will may ask the Search Committee for additional steps to make such an effort before the interviews can proceed.

8. Once the final list of no more than three candidates has been selected by the Search Committee and approved by the Dean, the Search Chair Committee is responsible for arranging campus visits which shall include interviews with the Committee, the Dean, and the Provost or Provost designee, and the Vice President for Mission.

9. Assuming that the list does reflect the view of the majority of ranked department members, the department chair or program director will forward it to the Dean of the School. If any ranked member of the department wishes a secret vote, the department chair or program director will conduct such a secret vote. Upon the conclusion of the interview process, all members of the department/program may convey their candidate evaluations to the Search Committee Chair. The Search Committee shall identify which candidates are deemed acceptable for appointment. The process of identifying acceptable candidates may include a secret vote if desired by a member of the Search Committee. In all cases, the Search Chair chair or director will forward the ranked list of the candidates along with
a written statement of support for each candidate that supports the order of preference and vote tally (if such a vote were taken) to the Dean of the School. Any ranked faculty member who has a dissenting opinion regarding the acceptable candidate list ranked list may append this to the previous written communication within five working days. This communication and any appendices will also be shared with all ranked faculty members of the particular department or program.

10. The Dean shall review the recommendations. If the Dean does not agree with the first choice of the Search Committee department or program, he/she shall meet with the Search Committee Chair department or program and attempt to reach an agreement on the candidates of choice. If no agreement is reached, the Dean shall send on to the Provost both the recommendations of the Search Committee department or program and his/her own.

11. If the Provost does not agree with the recommendations first choice of the Search Committee department or program, he/she shall discuss his/her reasons with the Search Committee department or program and an attempt shall be made to resolve the difference of opinion.

12. If an agreement cannot be reached between the Provost and the Search Committee department/program on the candidate of choice recommendations, the Provost shall offer the Search Committee, in consultation with the department/program and the Dean, a choice of one of the following options: terminating the search in its entirety, restarting the search, or re-interviewing one or more candidates. If the candidate of choice cannot be agreed upon between the Provost and the department/program and all options agreeable to both have been exhausted, the matter may be taken to the President for review, counsel, and resolution.

13. In cases of a proposed appointment at the Associate Professor or Full Professor level or an appointment with tenure, the Provost shall consult with the Rank and Tenure Committee regarding the appropriateness of the proposed rank before confirming the terms of appointment, making his/her recommendation.

14. In exceptional circumstances, when the Program/Department, Dean and Provost are in agreement, the President may appoint the candidate with tenure (see 2.2.2, Tenured Appointments), or with four, five, or six years toward tenure. In cases of a proposed appointment with tenure, the qualifications of the candidate must be reviewed and approved by the Rank and Tenure Committee (see 2.6.1.1.4) before the appointment can be made.

15. Appointments are made by the President, upon the recommendation of the Provost, acting upon the recommendations of the Dean of the School and the department or program.

2.5.2 FACULTY RANK AND TENURE ROSTER

By July 15th August 1st of each year, the Provost will publish and the chair of the Rank and Tenure Committee will distribute to the faculty and the Student Rank and Tenure Committee a final Faculty Roster of tenure-track faculty (those who hold academic rank and who carry a full-time

2.6.2 PROCEDURES FOR PROMOTION AND TENURE
2.6.2.1 Eligibility
It is the responsibility of the faculty member to keep track of the schedule of Rank and Tenure reviews, and to keep those involved in the Rank and Tenure process apprised of an appropriate address and telephone number during the deliberation of the Rank and Tenure Committee and the considerations of the Provost. As a matter of courtesy, on or before June 15 of each year the Provost shall remind each person eligible for promotion or tenure. Those persons who are to be considered shall submit to the chair of the Rank and Tenure Committee, on or before September 1 for interim review and on or before October 15 for promotion, tenure, or pre-Professor review, the appropriately completed forms and whatever other information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.).

2.6.2.2.1 Interim Reviews Conducted by the Department/Program/School
1. The interim review process provides the candidate, the department, the School, the Rank and Tenure Committee, and the Provost with the opportunity for adequate consideration over a reasonable period of time. All faculty moving toward promotion or tenure will have periodic reviews. There are two kinds of interim reviews, those conducted by the department/program/School (this section) and those conducted by the Rank and Tenure Committee (see section 2.6.2.2.2). It is the faculty member's responsibility to be knowledgeable about his/her schedule for interim reviews.
   a. All probationary candidates shall be reviewed by their department/program/School in the year(s) prior to the interim reviews conducted by the Rank and Tenure Committee. The department/program/School reviews occur according to the length of the candidate's in-residence probationary period. (See chart in section 2.6.2.2.)
   b. Exceptions to the interim review schedule are to be granted only by the Provost in consultation with the Rank and Tenure Committee.
   c. Department chairs and program directors shall complete these reviews on or before September 15 October 15.

2. The chairperson … [no change]
3. A department chairperson … [no change]
4. A Dean of a School is … [no change]

5. In the case of an interim review of a probationary candidate conducted by the department chairperson or program director: If a Dean of a School concurs with the recommendation for reappointment, he/she shall inform the Provost and the chair of the Rank and Tenure Committee in writing on or before October 1 (3rd year), October 10 (4th year), October 20 (5th year) November 1; if the Dean of a School disagrees with the recommendation of reappointment, or agrees with the recommendation of termination, or disagrees with the recommendation of termination, the Dean shall send to the Rank and Tenure Committee, on or before October 1 (3rd year), October 10 (4th year), October 20 (5th year) November 1, the written recommendation of the department chairperson or program director together with his/her own written recommendation, stating the reasons for agreeing or disagreeing with the departmental recommendation. The Rank and Tenure Committee shall consider all evidence before making its recommendation, on or before December 1 December 15, to the Provost.

2.6.2.2.2 Interim Reviews Conducted by the Rank and Tenure Committee
1. **Probationary tenure-track candidates.** Interim reviews by the Rank and Tenure Committee shall occur for all probationary tenure-track professors who will be considered for
tenure in either of the two years following appointment. (See chart in preceding section 2.6.2.2.)

2. **Pre-Professor Interim Review.** A faculty member who is tenured but has yet to be considered for Full Professor must have a pre-professor interim review after tenure before being considered for Full Professor. It is the responsibility of the faculty member to complete this review at least one year before seeking promotion to Full Professor. A faculty member seeking promotion to Full Professor at the same time as tenure must in the Form A process address the additional criteria for promotion to Full Professor that go beyond those required for tenure alone; this means that in the prior year, this faculty member must complete a Pre-Professor review as part of the interim review process for tenure.

3. On or before June 15 of each year, the Provost shall remind faculty members of their impending reviews. Those persons to be considered for interim review, except pre-Professor, shall submit to the chair of the Rank and Tenure Committee, on or before **August 15 September 1**, whatever self-evaluation and appropriate information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.). Those persons to be considered for pre-Professor review shall submit these materials to the chair of the Rank and Tenure Committee, on or before October 15. The candidate shall remind all chairpersons and program directors in which areas, departments, programs the candidate has taught of their responsibilities to provide their evaluations of the candidate to the chair of the Rank and Tenure Committee.

4. The chairpersons, program directors, and Deans shall then submit letters of evaluation for interim review candidates, to the chair of the Rank and Tenure Committee, on or before **September 15 October 15** for department chairs and program directors, and on or before **October 1 (3rd year), October 10 (4th year), October 20 (5th year)** **November 1** for Deans. Letters of evaluation for pre-Professor review candidates shall be submitted to the chair of the Rank and Tenure Committee and to the appropriate Dean by department chairs and program directors, on or before December 1, and by Deans on or before **January 15 December 15**.

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

1. On or before June 15 of each year, the Provost shall provide a written reminder to faculty members of their impending reviews. Those persons to be considered shall submit to the chair of the Rank and Tenure Committee, on or before **August 15 September 1** for interim review, and on or before October 15 for promotion, tenure, or pre-Professor progress reviews, whatever self-evaluation and appropriate information they deem important to the consideration of their cases (statements of activities, publications, honors, etc.). A faculty member who has previously been denied promotion and who wishes to be considered for promotion in the current year, must inform the Provost no later than **July 15 September 1**.

2. On or before **July 15 September 1** of each year, the Provost shall provide a written reminder to the Deans of the Schools and the chairpersons of departments or directors of programs of the names of their faculty members who are to be considered for promotion or tenure. The chairpersons so notified shall then submit to the chair of the Rank and Tenure Committee, on or before **September 15 September 30** for third-year interim reviews, on or before **October 15** for fourth- and fifth-year interim reviews, and on or before December 1 for promotion, tenure, or pre-Professor progress
reviews, the appropriately completed forms and whatever other information they deem important to the consideration of their faculty members. The Deans so notified shall then submit to the chair of the Rank and Tenure Committee, on or before October 1 (3rd year), October 10 (4th year), October 20 (5th year) November 1 for interim reviews, and on or before January 15 December 15 for promotion, tenure, and pre-Professor progress reviews, a letter of recommendation and whatever other information they deem important to the consideration of their faculty members.

3. \textit{SECTIONS 3-5: NO CHANGES}\

The calendar dates listed below indicate deadlines for submission of important materials for promotion, tenure, pre-Professor progress, and interim reviews conducted by the Rank and Tenure Committee. These dates have been established in order to allow for an orderly, efficient, and timely deliberation process for the Rank and Tenure Committee and the candidates for review. In particular, these dates have been established to provide useful and formative advice for interim review candidates and timely notification for promotion and tenure candidates.

Faculty should treat the due dates as firm, non-negotiable deadlines. If a candidate for review anticipates a delay in the submission of evaluation materials, then the chair of the Rank and Tenure Committee should be notified in writing prior to the calendar deadline. Candidates who submit materials late may, as a consequence, receive delayed notification from the Rank and Tenure Committee regarding formative advice or promotion or tenure recommendations.

Faculty should treat the deadlines as collegial but crucial guidelines. If a candidate for review anticipates a delay in the submission of evaluation materials, then the chair of the Rank and Tenure Committee should be notified in writing prior to the calendar deadline. The chair of the Rank and Tenure Committee and the candidate must negotiate a mutually agreed upon submission date and inform the department chair or program director, Dean, and the Rank and Tenure Committee.

The Rank and Tenure Committee, Provost, and President will endeavor to complete their work consistent with the schedule outlined in the calendar. These dates should not be interpreted as guaranteed by the candidates. Therefore, a missed deadline by the Rank and Tenure Committee, Provost, or President is not an event subject to Grievance (see section 2.16). The President will notify candidates in writing of any significant delay in the decision process.

<table>
<thead>
<tr>
<th>On or before:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15</td>
<td>• Draft Rank and Tenure Roster is distributed electronically.</td>
</tr>
<tr>
<td></td>
<td>• Rank and Tenure Committee chair reminds faculty, department</td>
</tr>
<tr>
<td></td>
<td>chairs/program directors and Deans of the impending</td>
</tr>
<tr>
<td></td>
<td>reviews and the pertinent review dates.</td>
</tr>
<tr>
<td>September 1</td>
<td>• Final Rank and Tenure Roster is distributed electronically.</td>
</tr>
<tr>
<td>July 15</td>
<td>• Rank and Tenure Committee chair gives a list of candidates to</td>
</tr>
<tr>
<td></td>
<td>the Student Rank and Tenure Evaluation Committee, which</td>
</tr>
<tr>
<td></td>
<td>initiates the Student Rank and Tenure process.</td>
</tr>
<tr>
<td>August 15</td>
<td>• Rank and Tenure chair reminds all faculty that letters of</td>
</tr>
<tr>
<td></td>
<td>evaluation for candidates for promotion to Professor or</td>
</tr>
<tr>
<td></td>
<td>tenure are due no later than December 15.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>September 30</td>
<td>Chairs/Program Directors submit letters of evaluation for candidates undergoing a third-year interim review.</td>
</tr>
<tr>
<td>September 15</td>
<td>Deans submit letters of evaluation for all candidates for interim review to the Rank and Tenure chair: October 1 (3rd year), October 10 (4th year), October 20 (5th year). Rank and Tenure chair circulates to the faculty a list of complete/incomplete interim review files.</td>
</tr>
<tr>
<td>October 1 - 20</td>
<td>All candidates to be considered by the Rank and Tenure Committee for promotion, tenure, or pre-Professor review must submit Form A together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors. Chairs/program directors submit letters of evaluation for candidates undergoing fourth- and fifth-year interim review.</td>
</tr>
<tr>
<td>October 15</td>
<td>All candidates to be considered by the Rank and Tenure Committee for promotion, tenure, or pre-Professor review must submit Form A together with other materials for consideration to the Rank and Tenure chair and department chairs/program directors. Chairs/program directors submit letters of evaluation for candidates undergoing fourth- and fifth-year interim review.</td>
</tr>
<tr>
<td>November 1</td>
<td>Deans submit letters of evaluation for all candidates for interim review to the Rank and Tenure chair. Rank and Tenure chair circulates to the faculty a list of complete/incomplete interim review files.</td>
</tr>
<tr>
<td>December 1</td>
<td>Chairs/program directors submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair.</td>
</tr>
<tr>
<td>December 15</td>
<td>Deans submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. Faculty submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. The Rank and Tenure chair sends letters to all faculty who were under interim review, with copies to the candidate’s dean and department chair or program director. A copy of this letter is also sent to the Provost. Rank and Tenure chair circulates to the faculty a list of complete/incomplete promotion, tenure, or pre-Professor review files.</td>
</tr>
<tr>
<td>January 15</td>
<td>Deans submit letters of evaluation of candidates for promotion, tenure, or pre-Professor review to the Rank and Tenure chair. The Provost sends letters to all faculty who were under interim review regarding renewal/non-renewal of contracts, with copies to the candidate’s dean and department chair or program director. Student Rank and Tenure Evaluation Committee submits letters of evaluation of candidates for promotion and/or tenure. Rank and Tenure chair circulates to the faculty a list of complete/incomplete promotion, tenure, or pre-Professor review files.</td>
</tr>
<tr>
<td>March 15</td>
<td>The Rank and Tenure chair sends letters to candidates for tenure, with copies to the candidate’s dean and department chair or program director and the President. A copy of this letter is also sent to the...</td>
</tr>
</tbody>
</table>
Revisions 2014-15

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>The Provost sends letters of recommendation of candidates for tenure to the President.</td>
</tr>
<tr>
<td>May 1</td>
<td>The President sends out letters to candidates for tenure, with copies to the candidate’s dean and department chair or program director. The Rank and Tenure chair sends out letters to candidates for promotion and pre-Professor review, with copies to the candidate’s dean and department chair or program director. A copy of this letter is also sent to the Provost.</td>
</tr>
<tr>
<td>May 15</td>
<td>The Provost sends letters of recommendation of candidates for promotion to the President, with copies to the candidate’s dean and department chair or program director. The Provost sends letters to faculty subject to pre-Professor review, with copies to the candidate’s dean and department chair or program director.</td>
</tr>
<tr>
<td>June 30</td>
<td>The President sends letters to candidates for promotion, with copies to the candidate’s dean and department chair or program director.</td>
</tr>
</tbody>
</table>

2.6.2.4 Student Rank and Tenure Committee Procedures

1. By July 15 October 1 of each year, the Provost shall present to the Student Rank and Tenure Committee chairperson the names of undergraduate faculty members of the Schools of Liberal Arts, Science, and Economics and Business Administration, who will be considered for promotion and tenure review during that year.

2.9.3 INSTITUTIONAL POLICIES

Nondiscrimination Disclosure

In compliance with applicable law and its own policy, Saint Mary’s College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, ancestry, age, sex/gender, gender orientation, gender identity, marital status, medical condition, physical or mental disability.

2.9.3.1 Policy Prohibiting Discrimination, Harassment (including Sexual) and Retaliation

Non-Discrimination Policy

Saint Mary’s College of California is committed to creating and maintaining a community in which all persons who participate in Saint Mary’s programs and activities can work and learn together in an atmosphere free of all forms of discrimination, exploitation, intimidation, or harassment, including sexual, based on a legally protected characteristic or status. Every member of the Saint Mary’s community should be aware that Saint Mary’s will not tolerate harassment or discrimination based on race, color, religion, national origin, ancestry, age, sex/gender, sexual orientation, gender identity, marital status, medical condition, or physical or mental disability, gender stereotyping, taking a protected leave.
(e.g., family medical or pregnancy leave), or on any other basis protected by applicable laws. Such behavior is prohibited both by law and by Saint Mary’s policy.

It is Saint Mary’s intention to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this Policy, which may include suspension, termination, expulsion, or another sanction appropriate to the circumstances and violation. All members of the Saint Mary’s community, including faculty, staff, students, and volunteers are responsible for maintaining an environment that is free of sexual harassment and other forms of discrimination, harassment and retaliation as described in this Policy.

**Title IX Information**

Title IX prohibits discrimination on the basis of sex in any federally funded education program or activity. The U.S. Department of Education Office For Civil Rights provides guidelines to ensure that schools take effective steps to respond to sexual harassment and sexual violence in accordance with the requirements of Title IX.

Saint Mary's College Title IX Coordinator:
Eduardo Salaz, Assistant Vice President of Human Resources
els3@stmarys-ca.edu
925-631-4212

Title IX Officer Deputy Coordinator:
Evette Castillo Clark, Dean of Students
ecc4@stmarys-ca.edu
925-631-4238

2.9.3.1.1 Retaliation and/or Violation of Interim Protections

Retaliation is a violation of College policy and may also be a violation of the law. An allegation of retaliation constitutes an independent basis for investigation and imposition of sanctions on the retaliating student or employee if determined to have occurred. All conduct that is believed to constitute retaliation should be reported immediately to the Associate Dean of Student Life Evette Castillo Clark, Dean of Students (Title IX Deputy Coordinator) - when the individual alleged to have engaged in retaliation is a student or student visitor - or to the Director of Human Resources Eduardo Salaz, Assistant Vice President of Human Resources (Title IX Coordinator) - when the individual alleged to have engaged in retaliation is an employee (faculty and staff) or visitor to the College (e.g., contractors, vendors, or non-student guests).

The reporting procedures described below apply to allegations of retaliation. Interim protections mean steps the College takes to reasonably protect employees and students during an investigation and/or student discipline process.

2.9.3.1.2 Complaint and Reporting Procedures and Resources for Addressing Incidents of Discrimination, Harassment, Including Sexual, and Retaliation (Title IX – Sexual Assault Reporting Process) Reporting Procedures and Resources for Addressing Complaints of Discrimination, Harassment (including Sexual) and Retaliation

Saint Mary’s has in place internal procedures to investigate and address complaints of discrimination, harassment (including sexual) and retaliation as described in this Policy.
These procedures are intended to assure fairness and to maintain confidentiality in the process of responding to complaints.

Complaints of discrimination, and harassment, including sexual harassment or sexual assault, based on the protected characteristics listed above and/or retaliation involving students or student visitors should be reported promptly to: the Assistant Vice President of Human Resources, who is responsible for overseeing Saint Mary's compliance with this Policy and who will determine the appropriate next step for investigation and resolution. All members of the Saint Mary's community shall cooperate fully with the Assistant Vice President of Human Resources in the fulfillment of her/his responsibilities.

Title IX Officer Deputy Coordinator:
Evette Castillo Clark, Dean of Students
ecc4@stmarys-ca.edu 925-631-4238

In the case of an emergency, contact:
Public Safety Department: 925-631-4282
(If you dial 9-1-1 for an emergency, only use a landline for a local response.)

Complaints of discrimination, and harassment, including sexual harassment or sexual assault, based on the protected characteristics above and/or retaliation that involve employees (faculty and staff) or visitors to the College (e.g., contractors, vendors, volunteers or non-student guests) should be reported promptly to the Assistant Vice President of Human Resources:

Saint Mary's College Title IX Coordinator or designee:
Eduardo Salaz, Assistant Vice President of Human Resources
els3@stmarys-ca.edu 925-631-4212

In the case of an emergency, contact:
Public Safety Department: 925-631-4282
(If you dial 9-1-1 for an emergency, only use a landline for a local response.)

The Assistant Vice President of Human Resources is responsible for overseeing Saint Mary's compliance with this Policy and will determine the appropriate next step for investigation and resolution. All members of the Saint Mary’s community must cooperate fully with the Director of Human Resources Title IX Coordinator and Title IX Deputy in the fulfillment of her/his responsibilities.

Reports shall be brought as soon as possible after the alleged conduct occurs, optimally within one year. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action. The College shall respond to reports of sexual harassment brought after one year to the greatest extent possible, taking into account the amount of time that has passed since the alleged conduct occurred. Once reported, the Assistant Vice President of Human Resources as Title IX Coordinator and/or his/her designees will provide prompt and equitable resolution.

In addition, individuals who believe they have experienced discrimination, harassment, including sexual harassment or sexual assault, based on the protected characteristics listed above and/or retaliation are also free to contact the Equal
Employment Opportunity Commission and/or the California Department of Fair Employment and Housing to pursue external legal remedies.

**Investigation and Corrective Action**

The College will investigate every reported complaint of unlawful discrimination or harassment. The investigation will be conducted in a thorough, prompt and professional manner.

If the conclusion of the investigation is that unlawful discrimination or harassment occurred, the College will initiate corrective action, as appropriate under the circumstances. For employees, the corrective action may range from verbal warnings up to and including termination from employment. For students, the corrective action will be imposed in a manner consistent with the College’s Student Code or other applicable procedures. If the individual found to have engaged in the unlawful discrimination or harassment is not an employee or student of the College, corrective action within the reasonable control of the College, and as appropriate under the circumstances, will be initiated.

If termination of a faculty member is contemplated, the applicable rules governing dismissal for unfitness will be followed.

The employee or student who raised the complaint will be advised of the results of the investigation, unless doing so is prohibited by FERPA or other applicable law. Similarly, an employee or student who is accused of the unlawful discrimination or harassment will be advised of the results of the investigation.

**Intentionally False Reporting**

Discriminatory activity and harassment, and particularly sexual harassment or assault, often is not witnessed by others, and reports of such activity cannot always be substantiated by additional evidence. Lack of any such additional evidence should not discourage an individual from reporting any incident in violation of this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously, without regard for truth, may be subject to disciplinary proceedings.

**Confidentiality**

When sexual harassment or assault has been reported, the College will make every effort to preserve the complainant's privacy and protect the confidentiality of his or her information. The degree to which confidentiality can be protected, however, will often depend upon the professional role of the person being consulted. For example, the Dean of Students may need to inform other individuals to protect their safety or rights, in fairness to the persons involved, or in response to an investigation. In addition, the College is required by law to report to the police certain information about incidents occurring on campus. Such reports are for statistical purposes only and do not include individual identities. Finally, faculty are considered responsible employees who have a duty to report. Faculty cannot serve as confidential resources.

**Confidential Resources**
Confidential resources provide members of the College community with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved. Local confidential resources include
- Coordinator of Sexual Assault Awareness, Outreach and Education, Gillian Cutshaw (925-631-4193)
- Therapists at the Counseling and Psychological Services (925-631-4364)
- Priests consulted under the protection of the priest-penitent privilege
- Professional staff at the Health and Wellness Center (925-631-4254)
Reports to these resources do not serve as notice to the College to initiate an investigation to address the alleged sexual harassment.

Campus Resources
- SMC Sexual Assault Crisis Response Team: 925-878-9207
- Campus Assault Resources & Empowerment (CARE): 925-631-4193
- Advocacy, support, information, and resource referral (Mitty Hall, Ground Floor)
- Dean of Students (Title IX Deputy): 925-631-4238
- Information about the discipline process & list of advisors (Ferroggiaro Hall 200)
- Public Safety Department: Emergency: 9-1-1 OR 925-631-4282
- General Information/Administration: 925-631-4052
- Counseling Center: 925-631-4364
- Confidential Counseling services, support and information (Augustine Hall, Ground Floor)
- Health and Wellness Center: 925-631-4254
- Medical and information resource (Augustine Hall, Ground Floor)
- Title IX Coordinator: 925-631-4212
- Coordinator of Community Life: 925-631-4238

Community Resources
- Contra Costa County Crisis & Suicide Intervention: 800-833-2900 (24 hour Hotline)
- Community Violence Solutions: 800-670-7273 (Contra Costa Rape Crisis 24-Hour Hotline)
- Employee Assistance Program:
  - Mental Health Network (MHN): 800-977-7585 members.mhn.com (company code: smceap)
  - National Sexual Assault Hotline: 800-656-HOPE (4673)
  - Rape, Abuse & Incest National Network: www.RAINN.org
  - STAND! Against Domestic Violence: 888-215-5555 (24-hour crisis counseling and emergency resource)
- Moraga Police Department (24-hour number): 925-284-5010

2.9.3.1.3 Sexual Harassment Prevention/Non-Discrimination Seminars

Saint Mary’s offers training during each academic year 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. 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.

2.9.3.2.2 Procedures

If an amorous relationship exists or develops between individuals having a power differential within the College, the person with greater power shall report it to an appropriate supervisor or the Assistant Vice President of Human Resources or designee. The supervisor or the Assistant Vice President shall make suitable arrangements:

2.9.3.3 Family Education Rights and Privacy Act of 1974 (FERPA Policy)

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides students attending post-secondary educational institutions certain rights of access and privacy with respect to their student educational records maintained by the College, and it requires that the College inform all students of the rights and safeguards provided for in the Act. In summary, the Act indicates that students who wish access to any written records directly concerning them shall submit their request to the Office of the Registrar. FERPA grants all students 18 years or older significant rights of access to their educational records. This Act also protects the privacy of these records and requires the College to inform all students of the rights and safeguards given in the Act. Students who wish access to any written records directly concerning them shall submit their request to the Office of the Registrar, which is authorized to review each request and to approve requests that are proper. Faculty members do not have the right to release grades or other educational records to anyone other than appropriate College officials who have a legitimate educational interest in the information (e.g., an advisor, Dean, etc.), they may not give grades to parent(s) or guardian(s) if the student is a legal adult (18 years or older) without the student’s prior written consent. The Act does not give any student the right to contest a grade given in a course, but the Act does give the student the right to seek to correct an improperly recorded grade. An informational pamphlet about FERPA at Saint Mary’s is available through the Office of the Registrar.

FERPA stands for the “Family Education Rights and Privacy Act of 1974.” You might also hear it referred to as the “Buckley Amendment.” This law protects the privacy of student education records. FERPA applies to all schools that received funds through an applicable program of the U.S. Department of Education, and thus most colleges and universities are covered by FERPA.

FERPA defines the phrase “education record” broadly as “those records, files, documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution.”

FERPA requires that education records be kept confidential. Records may be disclosed with the consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on the release of directory information.
FERPA gives students the following rights:

A. The right to inspect and review the student’s education records: Students may review education records directly concerning the student within forty-five (45) days of the day the College receives a request for access. Students interested in reviewing their education records must submit their requests to the Office of the Registrar, which is authorized to review each request and to approve proper requests. The Registrar will make arrangements for access and will notify students of the time and place where the records may be inspected. Though students have the right to review their records, the College does not provide copies of the records. In the event that a particular circumstance prevents a student from coming to the College to inspect and review his/her records, the College will work with the student to make an alternate arrangement consistent with FERPA. Education records maintained by the College but provided to the College by third parties, which may include but is not limited to high school transcripts, letters of recommendation and test scores, will not be re-disclosed by the College to the students.

There are certain records which students are not entitled to review, including, (i) financial records of parents; (ii) confidential letters and recommendations relating to admissions, employment and honors, for which a waiver of the right of access has been signed by the student, provided that upon request the student is given the names of those persons writing letters; (iii) a physician’s or psychologist’s records (a student may, however, provide the College with written authorization to have his or her own physician or other appropriate professional review the records); and (iv) records of personnel of the College which are “sole possession records” (e.g. memory aids or reference tools/notes used by the maker thereof and are not made accessible to or revealed to other persons). In addition, where a record contains information that concerns more than one student, a student requesting inspection will be informed about the information only insofar as it pertains to that student.

B. The right to request amendment of education records: Students may ask the College to amend a record that the student believes is inaccurate. The student should write the College official responsible for the record, clearly identify the part of the record he or she believes to be inaccurate, and specify why it is believed to be inaccurate. Students also have the right to insert in their records written explanations concerning the content of the records if a request to make a change has been denied (see below). Please note that FERPA does not give any student the right to contest a grade given in a course, but does give the student the right to seek to correct an improperly recorded grade. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. A representative from the office of Academic Affairs has been designated as the hearing officer. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C. The right to consent to disclosures of personally identifiable information: Personally identifiable information contained in the student’s education records may not be disclosed without the student's consent, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits
disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including public safety personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a discipline or grievance committee, or assisting another school official in performing his or her tasks. In addition, the College may, but is not required to, disclose personally identifiable information from an education record of a student without consent if the disclosure meets one or more of the following conditions:

1. The disclosure to officials of other universities in which a student seeks enrollment, provided that the student is given notice of the disclosure, is provided with a copy of the records disclosed (if so requested by the student), and is given the opportunity to review and challenge the records sought. College policy is to forward only Saint Mary’s College transcripts and only upon a student's written request.

2. The disclosure is to an authorized representative of the Comptroller General of the United States or to certain federal, state and local educational authorities.

3. The disclosure is in connection with financial aid for which the student has applied or which the student has received.

4. The disclosure is to State and local officials or authorities under applicable state laws concerning the juvenile justice system.

5. The disclosure is to organizations conducting studies, provided that the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted.

6. The disclosure is to accrediting organizations to carry out their accrediting functions.

7. The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.

8. The disclosure is to comply with a judicial order or lawfully issued subpoena and the College has made a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

9. The disclosure is in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

10. The disclosure is information the educational agency or institution has designated as “directory information” (see below).

D. Disclosures pursuant to student consent. If the information request does not fit into one of the categories described above, you must obtain the student's consent prior to disclosing the records. The consent must be in writing, signed
by the student, and dated, and must specify the records to be released, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

The purpose of the consent form is to permit the student to have some control over the disclosure of personally identifiable information in his or her education records. The fact that a student signs a consent form, whether specific or "blanket," does not, however, bind the College to make the student's records available to the third party or parties who have obtained the student's consent to their review of his or her files. The student's records are still the property of the College and, even if a consent has been signed, the College will exercise its discretion in each case by disclosing to the third party only such information, records, and files, if any, as the College deems appropriate in light of the reason that the third party is seeking access to the student's records (e.g., background checks). The signed consent must be provided to the College by the third party at the time the request for access is made. The College will retain the provided copy of the consent. Records to which students are denied access because they are not "education records" usually will not be made available to an outside party.

FERPA imposes limitations on re-disclosure by the recipients of education records. A third party generally will not be permitted to make copies of records to which he or she is granted access, even if the consent signed by the student explicitly gives permission for such copies to be made. Additionally, if a student has provided a third party with authorization to conduct a background investigation for employment related purposes, the College may release unofficial copies of transcripts and/or general information about the following areas of student involvement: on-campus employment, resident housing, encounters with the campus Department of Public Safety and encounters with the Student Conduct Office, in conformance with the authorization.

E. The right to file a complaint with the U.S. Department of Education: A student may file a complaint concerning an educational institution's alleged failure to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

Directory Information
Material classified as “directory” information can be released without student consent. Directory information, as defined by the College, includes the following: the student’s name, date/place of birth, photographs, periods of enrollment, degrees, awards and honors received, major fields, campus or home address, e-mail address, student class schedules, telephone numbers, height/weight of student athletes and the most recent previous educational institution attended by the student. A student may, however, have all of the information withheld upon written notice to the Office of the Registrar given within ten days after the beginning of each semester.

USA Patriot Act and FERPA
This Act permits designated federal officials to apply for a court order to obtain copies of student records relevant to an investigation of terrorism or other crimes,
without notifying the student. All requests for such information should be referred to the Office of General Counsel.

2.9.3.4 The Clery Act and Campus Sex Crimes Prevention Act Notices

The Security Report is publicly available electronically or hard copy in the following ways:
- in person: Department of Public Safety, Administrative Office, Siena Hall Assumption Hall;
- or by Mail or Telephone Request:
  Department of Public Safety, P.O. Box 3111, Moraga, CA 94575-3111, (925) 631-4052.

2.9.3.5 Whistleblower Policy – Fraudulent or Dishonest Conduct

Saint Mary's College of California, reflecting its Lasallian and Catholic values, expects that its faculty, staff and students will act in a manner that is consistent with those values in their use of College resources and property, including but not limited to financial resources of any kind, whether donor funds, College revenue, endowment income, State or Federal grants or other aid (all property and resources are collectively referred herein as "College Resources"). To protect the integrity of Saint Mary's learning community and to ensure the highest standards of conduct by and among members of that community, the College will investigate any possible fraudulent or dishonest use or misuse of College resources or property by faculty, staff, or students. Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by the College up to and including dismissal or expulsion, and civil or criminal prosecution when warranted. All members of the College community are encouraged to report possible fraudulent or dishonest conduct, including but not limited to misuse of College Resources. An employee should report his or her concerns to a supervisor, department chair or program director. If for any reason an employee finds it difficult to report his or her concern to a supervisor or department or program chair, the employee can report it directly to the area Vice President, Vice Provost or Dean of the faculty member's school. Students should report any concerns to the Director of Student Conduct Director of Student Community Life. Those receiving reports of suspected fraudulent or dishonest conduct involving employees are required to report such conduct to the Director, Human Resources, Assistant Vice President of Human Resources; in the case of students, those receiving such reports (e.g., the Associate Dean of Student Life Students) are required to report such conduct to the Vice Provost for Student Life.

2.9.3.5.1 Whistleblower Protections

Whistleblowers who believe they have been retaliated against may file a written complaint with the Director of Human Resources Assistant Vice President of Human Resources if an employee is involved, or with the Dean of Students Student Life if a student is involved. This protection from retaliation is not intended to prohibit the individuals identified above (for receiving such reports of improper conduct) from taking action, including disciplinary action, in the usual scope of their duties and responsibilities that are based on valid employment- or student-related factors.
2.9.3.5.2 Whistleblower Procedures

The Assistant Vice President of Human Resources, or her/his designee, shall conduct or direct the investigations of all suspected fraudulent or dishonest conduct with such College officials as may be necessary or appropriate at the discretion of the Vice President for Finance.

In the case of suspected student conduct reported under this policy, the Dean of Students or his/her designee either investigates the suspected conduct or may refer the investigation of such suspected conduct to the College's Disciplinary Hearing Board (DHB), consistent with policies and procedures in place to investigate allegations of violations of student conduct policies.

Cases involving possible violation of criminal law will be investigated in cooperation with the Director of Public Safety or his/her designee.

If the facts reported could be a violation of this policy, the Assistant Vice President of Human Resources or her/his designee or, in the case of students, the Dean of Students, will provide the individual making the accusation with a copy of this policy and review its terms.

If the Assistant Vice President of Human Resources or her/his designee or, in the case of students, the Dean of Students or the DHB, determines that fraudulent or dishonest conduct occurred, the appropriate College disciplinary steps will be invoked consistent with applicable College policies.

If it is determined that a violation of this policy has not occurred, the Assistant Vice President of Human Resources or the Dean of Students will explain to the person who has reported the concern or conduct the reason for the determination and advise the person of other available reporting channels, both administrative (to appropriate government agencies) and criminal (to appropriate law enforcement agencies). Consistent with applicable state and federal laws, the College posts in Filippi Hall, near the Human Resources Department, additional reporting procedures and Whistleblower information for reporting violations of state or federal statutes or regulations to applicable government or law enforcement agencies, as well as information regarding retaliation by the College for making such disclosures.

2.12 WORKPLACE WORKING CONDITIONS

2.12.1 DRUG-FREE WORKPLACE AND ALCOHOL USE POLICY

Therefore, the purchase, possession, use, distribution, or manufacture of illegal drugs and the possession and use of unauthorized alcoholic beverages on College premises or as part of any College activity is prohibited, except where alcohol is authorized and served at a College-sponsored function to persons age 21 or older and in compliance with applicable law. Authorized alcohol is that served at College-sponsored functions to persons age 21 or older. Other than as permitted under this policy, consumption of authorized alcoholic beverages is not permitted in any classroom building or within public areas of the College. (For more detailed information on the College's alcohol and drug policies governing students, see the Student Handbook.)
For purposes of this policy, illegal drugs are drugs that cannot be obtained legally, as well as drugs that are legally obtained, but used for illegal purposes, or abused.

Local, state and federal laws establish severe penalties for unlawful possession or distribution of illicit drugs and unauthorized alcohol. Some examples of those laws are:

- Purchase, possession or consumption of alcohol by a person under age 21 is prohibited.
- Providing or selling alcohol to someone under age 21 or to any obviously, intoxicated person is prohibited.
- Except under authority of a California Alcoholic Beverage Control License, selling alcoholic beverages, either directly or indirectly, is prohibited.
- Purchase, possession or use of illegal drugs is prohibited.
- Driving on campus or driving a College-owned, -leased or -rented vehicle under the influence of alcohol, illegal drugs, prescription drugs or over-the-counter products that impair driving ability is prohibited.

If prescribed or non-prescribed drugs which the employee must take for reasons of health interfere with his/her job performance or endanger the safety of others, the employee must take a medical leave of absence, make other arrangements to be away from his or her position or request an accommodation in the work environment and/or the job until the condition improves. In the case of a request for accommodation, the College will require appropriate professional documentation regarding the employee’s drug or alcohol related condition and will determine if the accommodation requested is reasonable under the circumstances presented.

The College reserves the right to require testing for drugs or alcohol when the College has a reasonable suspicion that an individual employee is impaired by drugs or alcohol or following an accident or safety violation. Reasonable suspicion means suspicion based on information or observation of, among other things, the appearance, behavior, speech, attitude, mood and/or breath odor of an employee.

2.14.6 WORKERS’ COMPENSATION

All employees (excluding consultants/independent contractors and Christian Brothers) are covered by Workers’ Compensation Insurance for work-related injuries or illnesses, as required by law, at no cost to the employee, which is paid for by the College for work-related injuries or illnesses, as required by law. The coverage is effective on the first day of employment and is automatic. Benefits may include payment of all approved medical expenses related to an accident injury or illness, as well as weekly payments to supplement lost wages or permanent disability benefits. Claims must be filed with the Human Resources office immediately after sustaining an injury or illness, and the faculty member will be directed to the appropriate medical treatment center. An injured worker may also be eligible for vocational rehabilitation benefits, which include retraining or for or placement into an alternative occupation. The cost is paid by the College. For more information on the Workers’ compensation Program, see the Director of Benefits in Human Resources.

2.14.7 RETIREMENT

4. Emeriti Retirement Health Solutions (Emeriti)
a) Contributions: Under the program, the College contributes a flat dollar amount to an Employer Contribution Account for each benefits-eligible employee age 40 and older for up to a maximum of 25 years. **For Academic Year 2007-2008, that amount is $55 per semi-monthly pay period, which annualized is $1,320 per year.** Employees age 21 and older can also make after-tax contributions of any amount to an Employee After-Tax Contribution Account, as part of planning for medical costs in retirement. Employee contributions are immediately vested and contributions by the College are vested after five (5) years of continuous service. Employees can direct the investment in both accounts (the “Health Accounts”) through the plan's administrator TIAA/CREF.

5. Five Year Retirement Medical Benefit:

If not enrolled in the Emeriti Retirement Health Solutions program (Emeriti), employees hired prior to July 1, 2007 may be eligible receive limited health and dental benefits for up to five (5) years after full retirement at the same premium rates as similarly-situated active employees. Employees hired or re-hired on or after July 1, 2007 are automatically enrolled in the Emeriti program and are not eligible for the Five Year Retirement Medical Benefit.

i. Eligibility: To be eligible for the Retirement Medical Benefit, the employee at time employment ends must be at least 55 years of age, have completed 15 years of service, and be covered under the College’s health and dental programs at the time of retirement.

ii. Benefit: For eligible employees and their spouses, the College will continue to pay the current applicable active employee premium (which changes each year) for up to five (5) years. Once a retiree attains age 65, he/she will be required to enroll in a Medicare Supplement Program, and any premium charges above the allotted active employee rates shall be paid by the retiree, billed on a monthly basis and will be terminated for non payment.

2.14.8 TUITION WAIVER AND EXCHANGE PROGRAMS

2.14.8.1 Tuition Waiver Program

Full tuition remission for attendance at any and all Saint Mary's College's undergraduate programs (specifically excluding doctoral programs and courses offered in inter-institutional or contract programs) is granted to sons and daughters (who have met the qualifications for admission) of full-time faculty who have completed one academic year of full-time employment and are currently employed, and to the nieces and nephews of Christian Brothers (i.e., children of their brothers or sisters who have met the qualifications for admission) currently assigned to and employed by the College.

To be considered eligible for a tuition remission, a son or daughter must be a dependent for tax purposes, must have enrolled before attaining age 25, and must meet the normal admission requirements of the College and of the academic program for which application is made.

Current full-time faculty and their spouses, after completion of one academic year of employment, are eligible for a 100% tuition allowance for a maximum of one course per semester, quarter, or term.
After one year of employment, current full-time employees and their eligible dependents are eligible to take advantage of attendance at most Saint Mary's College courses, with reduced or fully-waived tuition, subject to certain limitations summarized in this section, and described more fully in the Tuition Waiver Policy available in Human Resources and on the HR website. Part-time staff working 1040 hours per year to 1560 hours per year are eligible for prorated tuition remission based on the direct proportion to the amount of time worked/approved during the fiscal year.

Requirements and Limitations
A partial list of tuition waiver requirements and limitations applicable to employee, spouse and children of employees includes:

- Employees must have completed one (1) year of full time employment with the College to be eligible for tuition waiver for themselves, spouses or eligible children.
- An applicant for tuition waiver must meet the normal application and admissions requirements of the College and of the academic program for which application is being made.
- Courses not eligible for tuition waiver include inter-institutional or contract programs, courses in doctoral programs, coursework at other institutions.
- Participation in Jan Term classes requires the written consent of the Assistant Vice President of Human Resources or designee.
- Tuition waiver for any one student, including dependents of current employees and the child of a brother or sister of a Christian Brother, may be received for a maximum of four (4) academic years and may be applied only to courses undertaken in a single degree or certificate program.
- If an employee terminates or is terminated from employment, any prorated tuition will be billed from the date of termination until the end of the semester.
- With the exception of Families Enrolling Four Children and Catholic school teachers, all tuition waiver benefits must be approved by Saint Mary's Human Resources department.
- For more information on tuition waiver for Families Enrolling Four Children, for Catholic School Teachers, for Near Relatives of Christian Brothers and for Christian Brothers' Formation Personnel, see full policy available in Human Resources or on the HR website.
- Application for a waiver shall be made to Human Resources at the time of application for admission to the College is made. Renewal applications shall be made to Human Resources on or before the deadline set by Human Resources for such applications, and prior to each term for which a tuition waiver is requested.
- This plan may be revoked or modified by the Board of Trustees of the College, effective for current or future participants and commencing with the academic year immediately following the date of such revocation or modification.
- The tuition waiver is for tuition only and will not waive course fees (for lab materials, travel, books, retreats, etc.), mandatory fees (student body fee, health insurance, etc.) or any room and board fees.
- In the event of a death or disability of an eligible employee the tuition waiver program shall remain operative for the eligible children and spouse/domestic partner for up to four years.
**Job–Related Courses for Eligible Employees**

A 50% tuition reduction will be granted for eligible Saint Mary’s courses that are clearly job-related, that will substantially benefit the College by increasing the employee’s skills in his/her current job. Tuition for job-related coursework will be charged to the employee’s department. The determination of what constitutes job-related course work will be made by Human Resources in consultation with the direct supervisor with final approval by the Vice President of Finance and may be made on a course by course basis.

**Spouses/Registered Domestic Partners and Non-Job Related Courses**

After one year of full-time employment, full-time benefits-eligible employees and their spouses or registered domestic partners may take up to one Saint Mary’s College course per semester, quarter or term with 100% of tuition waived. Graduate level courses are considered a taxable fringe benefit to the employee and will be taxed based on current federal and state laws. For employees wishing to take courses during normal work times the approval of their supervisor is required prior to registering for classes.

**Undergraduate full tuition waiver**

Undergraduate full tuition waiver is granted for the sons and daughters of full-time benefits eligible staff and faculty members currently employed, provided such employees have completed one (1) year of full time employment with the College, with the following restrictions and obligations:

- The student(s) must be dependents for tax purposes, must have matriculated before reaching age 25, and must have met the normal admission requirements of the College and academic program to which they are applying.
- Each child receiving tuition waiver is subject to all rules and policies applicable to students of the College generally.
- Subject to continued good standing of such child as a student at the College, a waiver granted under this plan shall, upon application of such child, be renewed annually for a maximum of four (4) academic years and may be applied only to courses undertaken in a single degree or certificate program.
- Any child who receives full tuition waiver benefits may not receive additional financial assistance from Saint Mary’s College in the form of academic scholarships or athletic grants.
- Graduate level Tuition waived is considered a taxable benefit and will be taxed based on current federal laws. Employees are encouraged to carefully review the taxable benefit implications with regard to their overall compensation. Questions concerning taxable benefits should be directed to the Director of Benefits or to the College’s Payroll Manager.

2.14.8.2 Tuition Exchange Program

The Tuition Exchange Program provides a national scholarship exchange program for dependents of eligible employees with over 500 participating institutions throughout the United States and the United Kingdom. Approximately 3,000 students receive scholarships annually.

Eligible Employees: All full-time ranked and adjunct faculty with dependent children (as defined by the IRS) under the age of 25, currently teaching six (6) or more courses per
academic year, and who have completed one (1) year of employment, are eligible to apply for scholarships. Scholarships are awarded annually based on seniority.

Application for the Tuition Exchange Program does not guarantee acceptance to a member institution. All students must seek admission to the partner institution and meet any applicable admission requirements. For further detailed information and the official policy contact Human Resources.

Colleges and universities participating in this program have agreed to reduce tuition for eligible dependents from other member institutions. The primary obligation of a member institution is to maintain a balance between “exports” (students applying for admission to a partner institution) and “imports” (students applying to Saint Mary’s).

All students must seek admission to the partner institution and meet any applicable admission requirements.

Since the number of export scholarships is limited each year, Saint Mary’s College has prioritized the award of export scholarships based on years of employment at the College. There is a minimum years of employment eligibility threshold for faculty and staff that matches the typical time necessary for tenure track faculty members to achieve tenure. There is also a prioritization of awards based on the faculty or staff member with the longest continuous employment at the College that is followed by an alternating prioritization of awards between faculty and staff members. The alternating prioritization of awards helps to assure that staff, who typically have fewer years of continuous service to the College than faculty, will have a reasonable chance of receiving an export scholarship.

**Tuition Exchange Program Eligible Employees**
All full-time faculty, currently teaching six (6) or more courses per academic year and staff, working 30 or more hours per week, 12 months per year, and who have completed seven (7) years of employment.

**Tuition Exchange Program Eligible Dependents**
Sons and daughters of eligible employees who are considered by the Internal Revenue Service to be legal dependents, and who have enrolled in or have applied to member institutions prior to attaining age 25. Verification of dependent status is required. Participation in this program is in lieu of eligibility for enrollment at Saint Mary’s College.

**Tuition Exchange Program Scholarship**
Two (2) exports are allowed per academic year for a total of eight (8) exports after an initial four-year phase-in period. This total amount of export scholarships may be decreased if there are not enough offsetting import scholarships. A tuition waiver for up to four (4) years of full-time undergraduate degree study, provided the student maintains continuing eligibility. Room, board and fees are normally NOT included in the scholarships offered by the host institution. Those institutions with very high tuition rates are allowed to award less than full tuition. Most institutions will reduce their scholarship by the amount of other grants available to the student.

Excluded from scholarship are part-time study, graduate study, study in a non-degree program and study for a second undergraduate degree.
Tuition Exchange Program Application

Application for the Tuition Exchange Program does not guarantee acceptance to a member institution or insure a scholarship. By October 1st of each academic year the College will be able to determine the number of Tuition Exchange Scholarships available based on the current number of imports and exports and the continuing eligibility of dependents enrolled the previous year. Applicants must complete the “Application for Tuition Exchange Scholarship” form and return it to Human Resources not later than October 31st.

Human Resources will verify and determine eligibility and inform the employee/parent of the dependents’ priority by November 15th, based on the following procedure:

Process – If the number of applicants is equal to or less than the number of scholarships (2 per academic year) all applicants will be given the opportunity to apply to a partner institution. If the number of applicants exceeds the allowed number of exports, applicants will be selected as follows:

- First priority will be given to the student applicant whose employee/parent has the longest continuous full-time employment at Saint Mary’s College.
- If more than one employee/parent have the same continuous years of full-time service, ranking will be based on the date of submission of the application to Human Resources or, in the event of a tie, a drawing.
- If the employee/parent with the first priority is a faculty member, the second priority will be given to the staff applicant with the longest continuous years of full-time service. Likewise, if the employee/parent with the first priority is a staff member, the second priority will be given to the faculty member with the longest continuous years of full-time service. The next orders of priority will rotate sequentially between faculty and staff members by length of continuous years of full-time service.

Applicants who are not selected will be placed on a list as alternates in priority order based on the sequencing described above. Alternates who are not selected but choose to enroll in a partner institution on their own may reapply for Tuition Exchange the next academic year. In the event that a recipient fails to earn admission to a partner institution, chooses to enroll in a non-tuition exchange institution or otherwise forfeits the right to receive the scholarship (i.e. resignation of parent, ineligible dependent status, etc.), alternates will be selected in the priority order listed above.

Awardees must inform Human Resources no later than April 15th that they have been accepted and have enrolled in a host institution. Scholarship winners who fail to meet this requirement will forfeit their awards to an alternate on the waiting list.

Tuition Exchange Program Continuing Eligibility

Students will receive up to eight (8) semesters of tuition. Continued participation depends upon yearly re-certification. Accordingly each recipient MUST:

- Submit a transcript of their academic records to Human Resources within one month of the end of their academic year, AND
- Complete a “Scholarship Renewal” form and submit it to Human Resources no later than August 1st.
Human Resources will verify and notify the employee/parent of the dependent’s continuing eligibility. HR and the host institution must be notified immediately if the awardee takes a leave of absence or otherwise interrupts enrollment.

2.14.8.3 Reimbursement Accounts

Faculty who teach five or more courses per academic year (paid over 24 pay periods per year) are eligible to take advantage of the health and/or dependent care reimbursement accounts. **To participate, employees estimate their predicted out-of-pocket medical and dependent care expenses for the upcoming year, and submit a Reimbursement Account enrollment form (available from HR and the HR website) no later than December 31 for the following calendar year.** The annual amount(s) are deducted in equal pre-tax amounts throughout the following year. Open enrollment for these accounts occurs in December for a calendar year effective date. Enrollment in these programs is not automatic and must be recalculated annually.

Employees estimate each year the predictable expenses that may be incurred and not covered by their medical, dental and/or vision insurance. These amounts are reduced from the regular paycheck on a semi-monthly pre-tax basis. Once the expenses are incurred, a claim form is submitted and reimbursement occurs. **Participating employees submit documented qualified expenses to HR during the year, and receive reimbursement checks for eligible expenses.** Claims for eligible expenses during a calendar year must be submitted for reimbursement by no later than March 31 of the following year. **NOTE: per IRS regulations, any funds that remain in the account after the March 31 deadline will be forfeited, and any changes to these programs can only be made if qualified “life events” occur.** For additional information and legal definitions, contact the Human Resources office.

2.14.9 MISCELLANEOUS

Safety Program: It is the policy of the College to have a safe and healthy workplace. Employees are expected to adhere to all safety rules, follow established safe work practice and exercise caution in all work activities.

2.14.14 ENVIRONMENTAL HEALTH AND SAFETY

The College is committed to protecting the environment and to providing a safe and healthy workplace and, to this end, has implemented various written environmental, health and safety-related program. The Saint Mary’s College Environmental Health and Safety Director coordinates the development of the programs and the associated training in response to these environmental, health and safety issues. For information and up-to-date programs, policies and training, please refer to the Environmental Health and Safety (EH&S) website.

Employees are expected to adhere to all environmental and safety rules, follow established safe work practices and exercise caution in all work activities. Supervisors are expected to take all reasonable steps within their control to provide a safe work environment and to comply with these programs as well as federal, state, and local safety regulations, including but not limited to applicable U.S. Environmental Protection Agency and Cal-OSHA requirements.
Employees are to report immediately any work condition they perceive to be unsafe, as well as any job-related accidents or injuries, to their immediate supervisor. When possible, the supervisor is to correct any unsafe work condition and, in all cases, promptly report the situation to the Environmental Health and Safety office.

Training is provided to employees, as needed, to address hazards in their workplace, to raise awareness and to minimize work-related injuries. Training may be provided once in each College employee’s career, or with annual refresher training. Training may be provided in classroom environment or online, as deemed appropriate by the College.

2.15.2 SALARY SCALES FOR RANKED AND ADJUNCT FACULTY

Full-time Faculty Salary Scale

The annual salary scale matrix designates a salary scale I for those faculty without the terminal degree (normally, the doctorate), and a scale II for faculty who possess the earned terminal degree (normally, the doctorate). The vertical steps each represent one year of credited experience.

When a member of the faculty has completed all requirements for the doctorate and has been officially notified by the conferring university, he/she shall present such documents to the Dean of the School and shall move from I to II in the salary scale with the commencement of the contract period or February 1, whichever date is nearest in time.

Initial placement on the full-time faculty salary scale is determined by the Provost in consultation with the Dean of the School and chairperson of the department, as appropriate. Initial placement on the Lecturer scale is determined by the Dean of the appropriate School.

All full-time faculty salaries are paid over a 12-month period in 24 equal semi-monthly payments. All part-time salaries are paid over an applicable period determined by the Dean of the School and the Director of Human Resources. Lecturers ordinarily carry a course load of from one to four courses, have only the additional duties specified in 2.11.2 (3.), and are placed on the Lecturer salary scale.

A scale increase for each step is given per year as for full-time salaries, with Trustee approval. Lecturers are advanced from I to II with certification of earned terminal degree (normally, the doctorate), as with full-time faculty, and are advanced by step after completion of seven courses at Saint Mary’s College. Advancement is made with the commencement of the contract period or February 1.

Adjunct faculty are assigned five courses or more with additional duties proportional to the extent of their instructional duties, and otherwise similar to that of the ranked faculty [see 2.11.2 (2.)] at the discretion of the College. Such faculty receive a salary based upon the full-time salary scale. **Adjunct Faculty cannot move beyond the Associate Scale.**
### INFORMATION TECHNOLOGY SERVICES

The use of the technology resources of the College is a privilege, subject to users following the terms of the Technology Use Policy, available on [www.stmarys-ca.edu](http://www.stmarys-ca.edu) by search on "Tech Use Policy," SMCNet and from Information Technology Services. The Chief Technology Officer is the head of Information Technology Services.

### FACULTY COMPUTING SUPPORT

The Information Technology Services department (ITS) provides support for campus information technology to faculty, staff and students. It furnishes hardware support, including recommendations, configuration and installation, problem diagnosis and limited service, and software support, including recommendations and installation, general trouble-
shooting and ongoing training. ITS also maintains several faculty resource facilities in various locations on campus offering computer services in support of the academic mission of the College. A User's Guide is available that lists use policy, lab hours, e-mail procedures, and other pertinent information. For further information contact ITS.

3.4.2 SAINT ALBERT HALL ACADEMIC COMPUTING FACILITY
The Saint Albert Hall Academic Computing Facility provides PC and Macintosh workstations for use by registered Saint Mary's undergraduate and graduate students. The purpose of this laboratory is two-fold: to provide computer-based hardware and general productivity standard application software, e.g., Microsoft's WORD, EXCEL, and PowerPoint, for students to complete course work assigned by their instructors and, secondly, to make available to students computer-based tools to enhance research and scholarly endeavor via the Internet, WWW, and external databases. Various communications applications, such as E-Mail, are available in the Academic Computing Facility. There are also two computer classrooms in Garaventa Hall that are used after 5:00 PM for student computing. Garaventa 240 is equipped with PCs and Garaventa 250 is equipped with Macintosh computers.

Laboratory monitors are on duty to ensure that workstations, printers, and network connections are functioning properly. In addition, lab monitors ensure that standard application software is working correctly and assist students if application commands do not function properly. Lab monitors are not expected to instruct students in the use of application software. The Academic Computing Facility’s hours of operation are the same as those of the Library. As student need and classroom availability dictate, electronic classrooms in Garaventa Hall are opened and operated in a fashion similar to that observed by the Academic Computer Service Laboratory in the Library.

3.4.3.2 Media Center
The Media Center will copy instructional material currently on VHS to DVD if there is no copyright infringement. 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 or to schedule a consultation session, please contact ITS.

3.4.4 ELECTRONIC CLASSROOMS
The Saint Albert Academic Computing Facility provides PC and Macintosh workstations for use by SMC students, faculty and staff. The purpose of the laboratory is to provide access to standard computer hardware and standard application software, e.g. Microsoft Word, Excel, and PowerPoint, SPSS etc. The Macintosh computers in the laboratory provide the same software applications as found in dedicated multimedia labs on campus, such as the Art Lab and Garaventa 250. One workstation has been reserved for students with disabilities and has special application software installed. There are also 15 high volume black and white laser printers in the Academic Computing Facility as well as a color laser printer.

The hours of the Academic Computing Facility may vary throughout the year. Please check the ITS web site (www.stmarys-ca.edu/it-services) or call the ITS
Service Desk at (925) 631-4266 extension 4266 if you have any question about the availability of the laboratory. The ITS Service Desk is responsible for the Academic Computing Facility and for all other computer labs and technology enabled classrooms across campus.

ITS supports several dedicated and networked, media-enabled classrooms on campus. These classrooms, located in Garaventa Hall and elsewhere, are available for scheduled classroom instruction. In addition to this ITS provides and supports media enabled classrooms (often with a dedicated teacher workstation) across campus. In a number of locations smart boards are available. For more information, please contact IT Services to schedule a “Tech Check” that will familiarize you with the various instructional technology available in campus classrooms. Access the Campus Technology map available at the ITS website.

3.4.5 NETWORK SERVICES

ITS provides support for academic network services. The campus network Academic LAN consists of a high speed Ethernet backbone providing wired and wireless access connected to software applications and devices that support activity in the electronic classrooms in Garaventa, laboratories, faculty and staff offices, and the Saint Albert Hall Academic Computing Facility computers in the library and computer labs across campus. ITS also supports wireless internet access in other academic spaces on campus (e.g. Dante Hall, St. Albert Hall Library, Galileo Hall, Garaventa Hall, etc.).

3.4.6 ELECTRONIC MAIL SERVICE

The College has contracted with Google, Inc. to provide SMC-branded email to students, faculty and staff using Google’s Gmail service, along with a set of Google Apps that are tightly integrated with Gmail. For more information about Gmail and/or the Google Apps available to all community members, please contact the IT Service Desk. ITS provides support for electronic mail service for both on-campus and off-campus use by faculty and students. Through registered network accounts, the Saint Mary’s community has access to the campus inter-office network, as well as the global Internet electronic mail network. Access is available from the Academic LAN directly or from off campus via the Internet. There is no cost to individual members of the College community for this service. E-mail accounts are available through the ITS Service Desk.

3.4.7 WORLD WIDE WEB AND INTERNET ACCESS

ITS provides a high-speed connection to the Internet for all and the World Wide Web. This connection is available through the Academic LAN. There is no cost to individual members of the College community for this service. In conjunction with the Office of College Communications, ITS also maintains the College web site, www.stmarys-ca.edu, and an internal web site, my.stmarys-ca.edu, used for information, discussion, and services of interest to the Saint Mary’s College community.

3.4.8 USE OF COLLEGE TECHNOLOGY RESOURCES

The first section of the ITS User’s Guide contains the Code of Conduct for the use of computing facilities and services provided by Saint Mary’s ITS. Failure to adhere to the policies stated in that section may result in the loss of access to the Saint Mary’s computing facilities or other disciplinary action. The User’s Guide is available at the ITS Service Desk in the Saint Albert Hall Academic Computer Laboratory, and on-line.

4.2 ADMINISTRATIVE SERVICES
4.2.1 DUPLICATING SERVICE
The Saint Mary's Print Shop (Duplicating Center) is located behind St. Joseph Hall adjacent to the Service Center. Included among the services provided by the shop are printing, copying, color copying, collating, folding, stapling, hole punching, binding, and other related work. Envelopes, stationery, and carbon-less forms can also be done. The shop is open not only to the College personnel and students but to the general public as well. A copier which can reduce and collate is available for general public use.

4.2.2 OUTGOING U.S. MAIL SERVICE
Daily pickups from campus offices are made twice a day starting at 9:00 AM and again at 12:00 PM. Any other outgoing mail must be delivered to the SMC Post Office Campus Mail Distribution Center located in the Post Office building (adjacent to LeFevre Theatre), no later than 4:00 PM to be processed the same day. All outgoing mail must be accompanied by billing slips and metering instructions, which are available upon request. Each office is responsible for separating mail by category (local, foreign, etc.). The mail room provides labels to identify the top envelope of bulk mailing. All envelopes to be sealed should have flaps down to be run through the postage machine. Like sized pieces should be bundled. Mail room personnel should be alerted for any early pick-up and processing of more than 100 pieces by any single department. For further information contact the SMC Post Office at (925) 631-4882. Campus Mail Distribution Center.

4.2.2.1 Campus Mailboxes (Faculty and Staff)
The SMC Post Office is located in the U.S. Post Office The Campus Mail Distribution Center building (near LeFevre Theatre). Mailboxes for faculty and staff are centralized here and can be accessed 24 hours a day. Any material which needs to be distributed to the mailboxes can be left in the SMC Post Office Center. The mailboxes assigned to faculty and staff are locked. Individuals may obtain their mailbox keys at the customer service counter in the Center for retrieval of their mail. Keys must be returned to the SMC Post Office Center if the individual ceases to be employed at the College. For further information, contact the SMC Post Office at (925) 631-4882. Campus Mail Distribution Center.

4.2.7 MAINTENANCE AND JANITORIAL SERVICE
Requests for service and information regarding scheduling of any janitorial, grounds, and/or building maintenance services should be directed to the Facilities Services Physical Plant office. This includes requests for cleaning, moving, set-ups, or ground use, as well as repairs or installation of any equipment or services. Requests for remodeling, renovations, or new construction must be accompanied by a Project Request form available in the the Facilities Services Physical Plant office. To facilitate scheduling, it is necessary to complete a Saint Mary's College Work Order Request and submit it to the the Facilities Services Physical Plant office. After 3:30 PM, emergency service may be requested through Public Safety.

4.3.2 HEALTH AND WELLNESS CENTER
The Health and Wellness Center is located on the ground floor of Augustine Hall. The staff is not authorized to treat faculty or staff, except to administer care in the event of an emergency until further medical care can be arranged. The Center offers influenza vaccines to faculty and staff in the fall at no charge.

Revisions 2014-15