

**FACULTY STATUTES
ST. FRANCIS COLLEGE
BROOKLYN, NEW YORK
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Clayton Shoppa

Alison Dell

Raeann Kyriakou

Erez Shochat

Karen Wilson

Chang Xia

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INTRODUCTION

THE FACULTY STATUTES DEFINES THE DUTIES, RESPONSIBILITIES AND PRIVILEGES OF THE FACULTY TO WHOM THE TRUSTEES HAVE DELEGATED AUTHORITY IN ADVANCING ITS AIMS AND OBJECTIVES THROUGH THE CURRICULUM AND STUDENT ACTIVITIES.

THE FACULTY STATUTES WILL FULFILL ITS PURPOSE ONLY TO THE DEGREE THAT ALL CONCERNED CARRY INTO EFFECT ITS RESPECTIVE RESPONSIBILITIES AND WORK TOGETHER IN HARMONY IN PROMOTING THE AIMS AND OBJECTIVES TO WHICH ST. FRANCIS COLLEGE IS DEDICATED.

A. FACULTY COMPOSITION

The Faculty shall consist of all who hold appointments from the College for the purpose of instruction according to the following categories:

1. Members appointed through academic departments who shall serve under contract for the academic year.
2. They shall hold the rank of instructor, assistant professor, associate professor or professor.
3. They may be released from all or part of their teaching duties to serve the College in research, administrative or staff positions, during which time they shall retain Faculty rank, with all its rights and privileges.
4. Members of the Faculty may not engage in gainful employment in any other organization within the contractual period without the written permission of the President.
5. Members of the Faculty shall enjoy the general powers and privileges set forth in this document.
6. The Faculty shall be supplemented by adjunct lecturers appointed to teach on a part-time basis for a particular session. They are bound by the general academic regulations of the College but do not enjoy the general powers and privileges of the Faculty. Adjunct lecturers enjoy the right of academic freedom and are invited to attend the academic and social functions of the College, including participation in Faculty meetings in a non-voting capacity. Time spent as an adjunct lecturer shall not accrue for purposes of tenure or sabbatical leave (F95). (F95) Refers to approval by the faculty at its May 22, 1995 assembly.
7. **EMERITUS STATUS**
 - a. Emeritus status is conferred upon retirement by the Board of Trustees on an associate professor or a professor and [THE SUM OF] whose age and years on the faculty at the time of retirement shall equal no less than 65 (sixty-five) years. The individual must be recommended by his/her Departmental Chairperson and the Vice President for Academic Affairs/Academic Dean. Privileges include use of laboratories and library.

8. Non-Tenure Track (NTT) Lecturer and Clinical Faculty Positions.

The College uses a category of fixed-term appointments to NTT faculty positions with the rank of (1) Lecturer (NTT) and (2) Clinical Professor for the following reasons:

- a. To fill vacancies created by leaves, sabbaticals, and emergency situations.
- b. To respond to special enrollment or short-term curricular needs.
- c. To staff clinical and similar programs.

The designation and extent of fixed-term appointments are determined by the Academic Dean in consultation with the appropriate chairperson. Fixed-term appointments are not intended to be and are not used as a substitute for tenure; if departments or the administration create a lecturer line, they must justify this in writing and explain why a tenure-track line is not appropriate.

The contracts for these appointments would be for 1 year, then two contracts for 3 years. In the 7th year of employment, lecturers and clinical faculty may apply for promotion and for longer term contracts (5 years). Lecturers will primarily teach foundational courses.

The College does not renew fixed-term appointments automatically. A person given one appointment has no guarantee that another will follow. Persons on fixed-term contracts neither have tenure nor are eligible for it. The standard procedures for contracts and reappointment apply to fixed-term appointments.

After promotion to Senior Lecturer or Senior Clinical Professor, those holding these fixed-term appointments will have college voting rights and may serve on Faculty Standing Committees as detailed herein.

Time served under fixed-term appointments is not applicable as credit for tenure in the event that a Lecturer (NTT) or Senior Lecturer (NTT) applies for a tenure-track position that may become available at the College. Faculty with fixed-term appointments will receive written notice of renewal or nonrenewal for the next year by April 15.

Lecturers (after the first year), Senior Lecturers, and Clinical Faculty will be eligible for Faculty Development grants for projects that enhance teaching. They will not be eligible for Research grants or departmental travel funds or dues because they will not be evaluated on scholarship.

B. DEPARTMENT CHAIRS

A division is an administrative unit consisting of department chairpersons and faculty in a given combination of fields of study.

1. Department Chairs - Each division shall meet regularly during each semester, under the direction of the Vice President for Academic Affairs/Academic Dean to discuss division objectives, curriculum, pedagogy, faculty development and professional growth, faculty recruitment, development and implementation of long-range programs, plans, goals and assessment of programs, and other matters that relate to the educational objectives of the college. Minutes of each meeting as they take place, shall be submitted to the Vice President for Academic Affairs/Academic Dean.
2. The Department Chair of each Department shall submit an annual report of faculty activities, department curriculum, needs, problems, and recommendations, as well as department minutes, faculty evaluations, and other materials requested by the Vice President for Academic Affairs/Academic Dean.
3. The Vice President for Academic Affairs/Academic Dean will supervise the evaluation, assessment and revision of the programs' curriculum through the quinquennial review.
4. Vice President for Academic Affairs/Academic Dean shall endeavor to promote the professional growth and teaching efficiency of members of the Faculty. He/she and Department Chairs will establish a schedule by which the Department Chair will visit each instructor at least once each semester during the first two years to determine the effectiveness of the individual's teaching and to make appropriate recommendations. Adjuncts will also have a classroom observation each teaching semester in an academic year.
5. After consultation with the Department Chair, the Vice President for Academic Affairs/Academic Dean shall make recommendations to the Chair for appointments and promotions within the department in accordance with procedures set forth in the sections "Appointments" and "Promotions." He/she shall likewise observe the procedures with regard to non-reappointment.
6. The Vice President for Academic Affairs/Academic Dean and Department Chairs will develop and implement a program for accepting as majors all students who make

application and for the advising of such majors.

7. The Department Chair shall present to the Vice President for Academic Affairs/Academic Dean the budget proposals for the following summer session and academic year as well as budget reviews and adjustments.
8. The Department Chair shall recommend to the Vice President for Academic Affairs/Academic Dean a retiring faculty member who meets the criteria for emeritus status.
9. A Department Chairperson shall be appointed by the President upon the recommendation of the Vice President for Academic Affairs/Academic Dean after consultation with members of the department who have served for more than one year. He/she shall be responsible to and report to the Vice President for Academic Affairs/Academic Dean.
10. The Department Chair shall serve for a term of three years without prejudice to reappointment.
11. The Department Chair shall be responsible for the content and sequence of courses in his/her department.
12. The Department Chair shall assign courses and teaching load.
13. The Department Chair shall be responsible for the retaining of records from adjunct faculty, which establish the basis on which students are graded; these records are to be held in department files.
14. The Department Chair shall be responsible for the preparation and approval of the syllabus for each course offered by the department, submitting a copy to the Vice President for Academic Affairs/Academic Dean and retaining copies in the department files.
15. He/she shall conduct meetings at least once each semester to discuss objectives of the department, problems of curriculum, requirements for majors, teaching materials and methods, examinations, distribution of grades, budgetary proposals and other matters as may relate to the department. Minutes of each meeting shall be submitted to the Vice President for Academic Affairs/Academic Dean.

C. APPOINTMENTS

1. An initial appointment shall originate with the Department Chair, who shall submit his recommendation to the Vice President for Academic Affairs/Academic Dean and the President before review and final approval by the Board of Trustees.
2. The following factors shall be considered for appointment:
 - a. a primary interest in, and capacity for, teaching;
 - b. adequate professional preparation in the field of specialization or related fields of study. For an appointment as instructor, at least the master's degree shall normally be the prerequisite; appointments to professorial ranks shall normally conform to the prerequisites stated in this document.
 - c. evidence of potential academic growth.
 - d. appropriate recommendations.
3. Terms of contract for initial appointments:
 - a. Instructor. The term of an instructor's contract shall be for one year, renewable annually for a maximum of four years at the end of which the instructor shall either qualify for promotion or resign. The candidate may apply for promotion to Assistant Professor by October 15th in his/her third year (Board of Trustees, October 1997). A faculty member who is awarded an appropriate terminal degree while at the rank of instructor is eligible for promotion to the rank of assistant professor, subject to the recommendation of the Promotion and Tenure Committee, effective at the beginning of the next academic year.
 - b. Professorial rank. Initial appointments to the ranks of assistant, associate or professor shall be for a term of one year.
 - c. Lecturer. The term of a Lecturer contract shall be for one year, renewable for two additional 3 year terms, at which time the Lecturer shall either qualify for promotion or resign. The candidate may apply for promotion to Senior Lecturer by October 15th in his/her 7th year.
 - d. Senior Lecturer. The term of a Senior Lecturer contract shall be for 5 years.
 - e. Clinical Professors shall have licensure or certification in the health sciences and nursing in a clinically related area and are not eligible for tenure. The term of a Clinical

Professor contract shall be for one year, renewable for the two additional 3 year terms, at which time the Clinical Professor shall either qualify for Senior Clinical Professor or resign. A Clinical Professor may apply for promotion to Senior Clinical Professor by October 15th in his/her 7th year. While not required, Clinical Faculty applying for promotion may also submit evidence of service to the community (e.g. organizing events, advising student clubs, etc.) and publications.

- f. No contract involving tenure may be negotiated without review by the Committee on Promotion and Tenure.

- g. Whereas, St. Francis College was established by the Franciscan Brothers with an educational mission founded on the ideals and teachings of St. Francis of Assisi, and

Whereas, the Board of Trustees acknowledges the unique role that the Brothers have in fulfilling this mission, and

Whereas, in light of the above the Board of Trustees believes the College would best be served by making provision for flexibility by awarding members of the Order renewable fixed-term instructional appointments to be determined by the President,

Now, therefore, be it resolved that the Board of Trustees authorizes the creation of a special category of faculty appointment restricted to members of the Franciscan Brothers of Brooklyn (OSF), and further

Resolved, that the faculty statutes be amended to provide for this special category of faculty appointment.

4. Current Federal Policies

The College in its faculty appointments adheres to the policy of non-discrimination in conformity with Title IX of the Education Amendments of 1972 and Part 86 of the Rules and Regulations of the U.S. Department of Health, Education and Welfare.

D. REAPPOINTMENT

1. For each of the two semesters preceding the recommendation for reappointment, until found qualified for tenure, class observations will be conducted by:
 - a. the Department Chairperson, and
 - b. the Vice President for Academic Affairs/Academic Dean or his delegates.
2. The Department Chairperson shall consult with other full-time department faculty before making his/her recommendation.
3. The Department Chairperson shall meet with the faculty member to review the class room visitation. The Faculty member will sign the class evaluation noting that a discussion of the evaluation was conducted. The Faculty member shall have the right to append his or her comments to the evaluation (Faculty Assembly, 1995).
4. The Department Chairperson shall send a letter of recommendation to the Academic Dean at least two weeks before the appropriate date of non-reappointment, as found in Section E. Non-reappointment and Resignation. The Chairperson's recommendation shall be guided by reference to the following four criteria (as fully explained in Section F. Promotions):
 - a. command of discipline;
 - b. effectiveness as a teacher;
 - c. independent scholarship;
 - d. commitment to the College as an academic community.

E. NON-REAPPOINTMENT AND RESIGNATION

1. Notice of non-reappointment shall be given in writing in accordance with the following standards:
 - a. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least three months in advance.
 - b. Not later than December 1 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
 - c. At least twelve months before the termination of an appointment after two or more years in the institution.

2. Resignation

By March 1 in the year in which a contract expires, a member of the faculty shall notify the Chairperson of his/her department of his/her intention to resign upon the completion of his/her contract.

F. PROMOTION (Faculty Assembly, 1989)

1. Promotion shall be made in accordance with the provisions adopted by the Board of Trustees.
2. Qualifications for promotion. In stating the qualifications for promotion, a distinction is made between "prerequisites for promotion" and "criteria governing evaluation". "Prerequisites" refer to the minimal conditions which normally have to be met in order to be considered for promotion. "Prerequisites" vary with the rank in question; they can be waived by the Board of Trustees of the College when such action would be evidently in the interests of the institution or where equity clearly demands it. Fulfillment of the "prerequisites" for a given rank cannot of itself automatically guarantee promotion to that rank.

"Criteria" refers to those factors which are to be taken into account in the actual assessment of a candidate's application for promotion. While "criteria" may never be waived, they are to be applied throughout with flexibility and appropriate discretion.
3. Prerequisites for academic rank:
 - a. Assistant Professor
 - i. Graduate study beyond the Master's Degree
 - ii. Four years of full-time teaching experience at the college level,
 - b. Associate Professor
 - i. An earned doctorate in an appropriate discipline from an accredited university.
 - ii. Seven years of full-time teaching experience at the college level.
 - iii. Completion of three years full-time teaching experience at the rank of Assistant Professor.
 - c. Professor
 - i. An earned doctorate in an appropriate discipline from an accredited university.
 - ii. Ten years of full-time teaching experience at the college level at least six of which have been in professorial rank.
 - iii. Completion of three years at the rank of Associate Professor.
4. Criteria governing evaluation for promotion:
 - a. Command of discipline. To be established by means of department recommendation and, if appropriate, through recommendations from representatives of the discipline outside the College.

- b. Effectiveness as a teacher. To be determined by means of class observations by members of the Promotion and Tenure Committee, the Vice President for Academic Affairs/Academic Dean, (or in the case of application by a Chairperson, a representative from the discipline to be designated by the President) and by interviews with students and consultations with faculty members and alumni.
- c. Independent scholarship. To be demonstrated by one or more of the following:
 - i. Publication of articles or books in his/her academic area; production of films, tapes, computer programs.
 - ii. Scholarly or research-related consultation for colleges, private foundations, government agencies or business organizations.
 - iii. Artistic creation or performance publicly demonstrated.
 - iv. Significant service in a learned society as office holder, committee member, etc.
 - v. Recipient of fellowship, scholarship or external grants.
- d. Commitment to the College as an academic community.

The Faculty being a constitutive component of the College, membership in it should of itself imply an abiding concern for the academic vitality of the College. This concern can manifest itself in many ways, from outstanding committee work or public representation of the College to student assistance beyond the requirements of competent classroom teaching. But no one of these ways exhausts the meaning of "commitment". No attempt at itemization can be substituted for the mature discernment which is necessary for a proper assessment of the level and quality of commitment in a given area.

5. Procedures:

- a. The faculty member seeking promotion must make a *written* application to the Committee on Promotion and Tenure no later than October 15 of the year preceding the desired promotion, submitting copies of the application to the Chair of the Promotion and Tenure Committee, Department Chairperson and the Vice President for Academic Affairs/Academic Dean, who shall forward their respective evaluations and recommendations to the Committee no later than November 15.
- b. The Committee on Promotion and Tenure shall seek out evaluations in addition to those submitted by the officials designated in the preceding paragraph (5a.) in accordance with

the subsection on Criteria Governing Evaluation for Promotion (F.5).

- c. After due consideration, the Committee on Promotion and Tenure shall vote to recommend or not recommend the application for promotion. The affirmative vote of five out of seven members of the Committee shall be required to recommend promotion. (Faculty Assembly, 1995).
 - d. The Committee on Promotion and Tenure shall transmit its recommendations, together with all documentary material used in arriving at its decisions, to the President. The Committee as a whole, or its individual members, including those representing a minority view, may submit in writing any further observations deemed appropriate.
 - e. The President shall submit the recommendations of the Committee on Promotion and Tenure, supplemented by observations of his own, to the Board of Trustees in time for action by the Board.
 - f. The Board of Trustees shall review and give final approval to the recommendations of the Committee on Promotion and Tenure. Should the Board of Trustees fail to concur with the judgment of the Committee either to promote or to deny promotion in any instance, it shall communicate in writing its reasons to the Committee.
 - g. The decisions reached in terms of the stated procedure shall be executed by the President.
 - h. An applicant who has been denied promotion shall be provided by the President with an explanation in writing of why his/her promotion was found not to be warranted.
6. Promotion and Tenure Committee Review of Lecturers and Clinical Faculty
- a. In the 7th year, Promotion recommendations would be evaluated on
 - i. Command of Discipline. To be established by letters from current and former students, and letters of support from other faculty members in the department and the Chair. Clinical faculty would show command of discipline through such areas as curriculum and program development, professional meetings, clinical workshops offered for professional practitioners, professional consultation; service on state or regional licensing/certification boards.
 - ii. Teaching Effectiveness. To be established by teaching observations and student teaching evaluations.

- iii. While not required, Lecturers (or Clinical Faculty) applying for promotion may also submit evidence of service to the community (e.g. organizing events, advising student clubs, etc.) and publications
 - b. There will be a Promotion & Tenure Contract Extension Sub-Committee that will consist of the Department Chair, Tenured Department Peers and the Academic Dean. This committee will evaluate Lecturer and Clinical Faculty Promotions.
7. COMMITTEE ON Promotion and Tenure APPEALS
- a. PURPOSE
To provide for a formal appeals procedure on actions of the Promotion and Tenure Committee. The major criterion for reconsideration will be, though not restricted to, the existence of factors which were not sufficiently presented by the applicant in his or her application for Promotion and/or Tenure.
 - b. COMPOSITION
 - i. The Sub-Committee on Appeals will be composed of four tenured members of the full-time faculty, chosen by the President.
 - ii. No fewer than three members of the Sub-Committee may act on any appeal. The applicant's chairperson may not act on his or her appeal.

G. TENURE

1. Permanent tenure shall be granted following affirmative decision by the Committee on Promotion and Tenure approved by the Board of Trustees upon signing the contract that shall carry the Faculty member beyond seven years of continuous service. Tenure terminates on the August 31 following the member's retirement. Faculty hired on the tenure-track with prior full-time teaching experience at the college level can apply this experience toward their tenure clock at SFC. However, such faculty are normally expected to teach a minimum of three years at SFC before applying for tenure. In exceptional circumstances, this three-year requirement can be waived in consultation with the Promotion and Tenure Committee, the Academic Dean, and the Department Chair. The terms and conditions of the appointment shall be included in the Faculty member's contract.
2. Tenure is not attached to administrative positions or part-time teaching positions. Academic administrators hired from outside SFC, who have an academic title from a previous institution, may maintain an academic title while employed as an administrator at SFC. The appropriate title will be determined by the Academic Dean. This title enables the administrator to maintain faculty standing for the purposes of teaching, research, and future academic employment. This title does not automatically qualify the administrator to be a tenure-track faculty member at SFC during their time serving as an administrator, or any time in the future. In a circumstance where an administrator wishes to conclude their administrative position and be considered by the hiring committee for a full-time tenure-track faculty position at St. Francis College, only their previous scholarly work at SFC would apply toward earning tenure. In all cases, they must meet the service requirements for full-time faculty, as noted in the preceding paragraph (1).
3. Qualifications for tenure. In stating the qualifications for tenure, a distinction is made between "prerequisites for tenure" and "criteria governing evaluation." Prerequisites" refer to the minimal conditions which normally have to be met in order to be considered for tenure. "Prerequisites" can be waived by the Board of Trustees of the College when such action would be evidently in the interest of the institution or where equity clearly demands it. Fulfillment of the "prerequisites" for tenure cannot of itself automatically guarantee tenure.

"Criteria" refers to those factors which are to be taken into account in the actual

assessment of a candidate's application for tenure. While "criteria" may never be waived, they are to be applied throughout with flexibility and appropriate discretion.

4. Prerequisites for tenure:

- a. An earned doctorate or Masters in Fine Arts in an appropriate discipline from an accredited university.
- b. Seven years of full-time teaching experience at the college level.

5. Criteria governing evaluation for tenure:

- a. Command of discipline. To be established by means of department recommendation and, if appropriate, through recommendations from representatives of the discipline outside the College.
- b. Effectiveness as a teacher. To be determined by means of class visitations by members of the Promotion and Tenure Committee, the Vice President for Academic Affairs/Academic Dean and the Department Chairs (or, in the case of application by a Chair a representative from the discipline to be designated by the President), and by interviews with the students and consultations with faculty members and alumni and alumnae.
- c. Independent scholarship. To be determined by one or more of the following:
 - i. Publication of articles or books in his/her academic area; production of films, tapes, computer programs.
 - ii. Scholarly or research-related consultation in colleges, private foundations, government agencies or business organizations.
 - iii. Artistic creation or performance publicly demonstrated.
 - iv. Significant service in a learned society as office holder, committee member.
 - v. Recipient of fellowship, scholarship or external grants.
- d. Commitment to the College as an academic community. The Faculty being a constitutive component of the college, membership in it should of itself imply an abiding concern for the academic vitality of the College. This concern can manifest itself in many ways, from outstanding committee work or public representation of the College to student assistance beyond the requirements of competent classroom teaching. But no one of these ways exhausts the meaning of "commitment." No attempt at itemization can be substituted for the mature discernment which is necessary for a

proper assessment of the level and quality of commitment in a given area.

6. Procedure

- a. The Faculty member seeking tenure must make a written application to the Committee on Promotion and Tenure no later than October 15 of his/her seventh year at St. Francis College (or prior to the seventh year, if credit has been granted for previous experience submitting copies of the application to his/her Department Chairs and the Vice President for Academic Affairs/Academic Dean who shall forward their respective evaluations and recommendations to the Committee no later than November 15. A faculty member who makes written application during the sixth year of academic service does not have the right to reapply for tenure during the seventh year in the event that he or she was denied tenure during the sixth year. Unless granted “stop the clock,” special dispensation by the administration, or otherwise specified in other parts of these statutes, the seventh year of employment is considered the terminal year if tenure is not granted.
- b. The Committee on Promotion and Tenure shall seek out evaluations in addition to those submitted by the officials designated in the preceding paragraph (6a.) in accordance with the subsection on Criteria Governing Evaluation for Tenure (G.5.).
- c. After due consideration, the Committee on Promotion and Tenure shall vote to recommend or not recommend the application for tenure. The affirmative vote of five out of seven members of the Committee shall be required to recommend tenure.
- d. The Committee on Promotion and Tenure shall transmit its recommendations, together with all documentary materials used in arriving at its decisions, to the President. The Committee or its individual members, including those representing a minority view, may submit in *writing* any further observations deemed appropriate.
- e. The President shall submit the recommendations of the Committee on Promotion and Tenure, supplemented by his or her own comments to the Board of Trustees in time for action by the Board.
- f. The Board of Trustees shall review and give final approval to the recommendations of the Committee on Promotion and Tenure. Should the Board of Trustees fail to concur with the judgment of the Committee, either to grant tenure or to deny tenure in any instance, it shall communicate in *writing* its reasons to the

Committee.

- g. The Board of Trustees' decisions shall be executed by the President.
- h. An applicant who has been denied tenure shall be provided by the President with an explanation in writing of why his/her tenure was found not to be warranted.
- i. A Faculty member may request of the President that the tenure decision be delayed for no more than one year beyond the normal year for consideration of a tenure application for exceptional or personal circumstances such as:
 - i. the birth or adoption of a child,
 - ii. the need to devote substantial time to the care of a seriously ill or injured person,
 - iii. a significant personal illness or injury,
 - iv. any other severe domestic issue,
 - v. the award of a prestigious grant or fellowship for study or research at another institution,
 - vi. The disruption of research facilities.
- j. The tenure clock will be automatically stopped, upon request, under one of the two following circumstances:
 - i. When a leave of absence of six to twelve months, with or without pay, has been granted to the Faculty member by the President:
 - ii. When a leave of absence of twelve weeks or longer has been granted to the Faculty member by the President for reasons related to the birth or adoption of a child.

Applications to stop the tenure clock must be made within one year of the occurrence of the circumstances on which the request is based.

The granting of the Faculty member's request will only be made upon the execution of an agreement that this additional time to apply for tenure *per se* will not, under any circumstances, constitute a claim on tenure.

- k. Tenured faculty are required to undergo a review by the Faculty Evaluation and Enrichment Committee every five years.

H. SALARIES AND CONTRACTS

1. Salaries

- a. The Board of Trustees shall fix and announce to the Faculty a minimum salary for the ranks of instructor, assistant professor, associate professor and professor, together with the amount of yearly increments.
- b. The Board of Trustees shall fix and announce to the Faculty a scale of hourly compensation for teaching and/or laboratory work in excess of the contractual agreement as well as for teaching any summer session.

2. Contracts

- a. Instructor
- b. An assistant professor ordinarily shall receive a contract for three years. However, a one or two year contract may be offered.
- c. An associate professor or professor, having been promoted under the conditions stated above and qualifying for tenure shall receive a contract valid until retirement.
- d. A two-year renewable "special" contract may be given to faculty found suitable for tenure.
- e. Annual amendments shall be issued to indicate changes in salary or other modifications to the existing contract.

I. RETIREMENT

In conformity with current federal law, Age Discrimination in Employment Act, there is no longer any legal age of retirement. This act was passed in 1967 and amended several times since.

J. BENEFITS AND PRIVILEGES OF FACULTY

1. *General* Faculty members are protected by a comprehensive program of benefits administered in conjunction with federal, state and private organizations: Federal Insurance Contributions Act FICA, Social Security, workers compensation, group medical and dental, short-term disability, group life and long-term disability, retirement, optical, tuition remission, advanced education, and unemployment. The College pays a substantial portion of all these programs. Complete details are found in the “St. Francis College Fringe Benefits” booklet.

2. Salary Continuance Policy

- a. Sick Time Allowance

In cases of absence due to illness, the College pays base salary for absences up to a total of twenty class days in the Fall and Spring semesters. Class days are those days on which the College is open for instruction. If the absence continues for more than ten class days, a faculty member, before returning to work, is required to provide medical documentation to the Vice President of Academic Affairs/Academic Dean that he or she is capable of resuming all responsibilities.

- b. New York Short Term Disability Program

Beginning with the eighth consecutive day of illness, and in accordance with the New York State Short Term Disability Program, a faculty member applies for Short Term Disability benefits through the Director of Personnel.

- c. Total Disability Program

Following the expiration of the New York State Disability benefits, a Faculty member who is eligible for the Total Disability Program apply for Total Disability benefits through the Director of Personnel.

3. Scholarships

Full-time faculty members who have been employed for one year may request tuition remission for legally dependent children who met all other requirements for the benefit. The amount of tuition remission will equal tuition and regular fees less any grant made under the New York State Tuition Assistance Plan and/or other such programs. The tuition remission will continue during the period of service of the faculty member and upon retirement or death to complete a degree in progress.

Full-time faculty members who have been employed for six months may apply for tuition remission for themselves for up to two courses per semester.

4. Leaves of Absence

a. Sabbatical:

After six years of continuous service, and provided that the College does not suffer serious inconvenience, faculty members shall be eligible for leave with salary for purposes of research, study, publication, or travel. Faculty members on leave for one semester shall receive full salary; those on leave for the academic year shall receive half salary. The applicant shall apply *in writing* to the President through their Department Chairperson and Vice President for Academic Affairs/Academic Dean by November 15 in the year prior to that in which leave is requested, stating the reason for the request. Upon receipt of the sabbatical leave and before departure, the recipient will sign an agreement to return to the College for two years full-time service. For valid reasons the recipient may be released from this contract upon payment of the salary advanced for the sabbatical. Upon termination of the sabbatical leave, a *written* report of the recipient's achievement shall be made to the President.

b. Leave of absence without salary:

Faculty members may apply for a leave of absence without salary. Such application shall be made *in writing* to the Department Chairs by November 15 in the year prior to that in which the leave is requested. The President shall exercise discretionary powers to grant such leave on the merits of the case. The College's program of benefits is suspended during an unpaid leave of absence. A faculty member may avail himself or herself of any applicable rights under the Consolidated Omnibus Budget Reconciliation Act [COBRA].

c. Family and Medical Leave [FMLA]:

A faculty member who has worked for the College for at least one year, and for 1,250 hours over the previous twelve months is eligible for up to twelve weeks of unpaid, job-protected leave during his or her anniversary year, which commences annually on the date of hire. Unpaid leave may be granted to care for a spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that

makes a faculty member unable to perform his or her job. In the case of a faculty member's own serious health condition, all available paid sick time must be substituted for unpaid leave. If a faculty member is eligible for short-term disability or workers compensation, he or she may substitute that compensation for sick time compensation.

A faculty member is required to provide advance notice and medical certification. Taking of leave may be denied if requirements are not met. A faculty member ordinarily must provide thirty days advance notice when the leave is foreseeable. Medical certification is required to support a request for leave due to a serious health condition. A second or third opinion, at the expense of the College may be required. A fitness for duty report is required to return to work. During the period of FMLA leave, a faculty member's health coverage, if any, is maintained under a group health plan.

d. Leave of Absence for Illness:

Faculty members who have completed one year of employment at St. Francis College are eligible to apply for a leave of absence for illness. Such application shall be initiated by the faculty member if the illness exceeds twenty class days. The President may grant such leave of absence for a documented medically confirmed illness for a maximum of one year. At termination of the leave, a faculty member must present to the Vice President of Academic Affairs/Academic Dean documented medical confirmation that he/she is capable of resuming all duties and responsibilities as a faculty member. Compensation for such leave is described under the Salary Continuance Policy.

5. Attendance at Scholarly Meetings

The College encourages faculty to attend educational conventions or meetings of learned societies. Subject to the budgetary limitations, the expenses involved shall be assumed by the College under the following conditions:

- a. when a member is an official representative of the College, or
- b. actively participates in the program by reading a research paper or serving as a panelist,
or
- c. in the judgment of the Academic Dean a member's participation through attendance contributes to his or her professional enrichment and instructional skills of the faculty member.

- d. Application for funds shall be made to the Vice President for Academic Affairs/Academic Dean through the Department Chairpersons as far in advance of the scholarly meeting as possible.

6. Research Grants

Faculty members are eligible for funds to assist them in scholarly research through grants administered by the Research Committee.

This program provides funds for authorized proposals designed to enhance professional development. Guidelines may be obtained from the Academic Dean.

7. Pax et Bonum

In recognition of the Franciscan ideal of "Peace and Goodness, the *Pax et Bonum* medal is awarded at the annual Charter Day ceremonies to members of the faculty who have given fifteen years of meritorious service to the College. A further citation is given upon the completion of twenty-five years of service. Time spent as a part-time member of the instructional staff, as well as time spent on leave in administrative positions shall accrue for purposes of this award. The medal awarded shall be worn as part of the academic garb at all formal academic functions.

K. ACADEMIC FREEDOM

1. By tradition and principle the College is committed to the pursuit of truth and to its communications. The integrity of the College as an educational institution requires a proper autonomy and freedom to examine data, to question assumptions, to be guided by evidence, to be a learner, and to be a scholar. Such freedom implies that any faculty member of the College whose teaching or prudence is questioned should be subject to the judgment of his peers only in accordance with the accepted rules of academic due process. It also implies the active, defined, and recognized role of the faculty in those policy-making decisions which affect the educational programs and structure of the College.
2. This freedom imposes specific obligations upon the several constituent components of the College. The obligation of the trustees and administrators is to preserve the autonomy of the College as an educational institution and to act with the Faculty to maintain its academic integrity. The obligation of the Faculty is to distinguish in their teaching between personal and partisan opinion and convictions grounded in sources and methods appropriate to their disciplines. The obligation of the student is to be a responsible participant in the academic activities of the College.

L. DISMISSAL

1. Adequate cause for dismissal of a faculty member with tenure, or of a faculty member without tenure previous to the expiration of the term of his/her appointment, may be established by demonstrating professional incompetence, moral turpitude, or gross neglect of professional responsibilities. In such cases the burden of proof is upon the institution to show adequate cause why s/he should be dismissed.
2. The President shall submit to the Professional Standards Committee charges and supporting evidence. Should the latter find the charges valid and sufficiently grave, it shall recommend formal dismissal proceedings and notify in writing the faculty member of its findings and decision. Dismissal proceedings shall consist of a hearing before an ad hoc committee elected by the faculty. It shall be composed of six members and a Chairperson, all of whom shall hold tenure, and none of whom may be a member of the Professional Standards Committee. Four alternates shall also be elected. The College and the Faculty member shall each be entitled to two preemptory challenges; committee members so challenged shall be replaced by alternates in the order in which they were elected. The faculty member shall have the right of counsel and of cross-examining witnesses; a transcribed report shall be kept. The ad hoc committee shall present its decision to the President, who shall transmit it to the Board of Trustees for final disposition. The review by the Board of Trustees shall include a consideration of the transcript of the hearing.
3. In the event that a non-tenured faculty member who has received notice of non-reappointment contends that his/her non-reappointment constitutes a violation of his/her academic freedom, s/he may request a hearing before the Professional Standards Committee which shall report its findings and make its recommendations to the President. However, in this case the burden of proof is upon the faculty member.

M. GOVERNING POWERS

1. Subject to the reserve power and control by the Board of Trustees and the President of the College, budgetary limitations, and provisions of this document, the faculty shall have the power and it shall be its duty to formulate general policy on: Academic Integrity, Academic Standards and Admissions, Athletic Policy, Curriculum, Faculty Coordinating Committee, Faculty Development, Faculty Evaluation and Enrichment, Faculty Interest, Information and Instructional Technology, Library, Nominating, Professional Standards, Promotion and Tenure, Research, Scholarships and Financial Aid, Statutes, Student Activities, Student Behavior. It shall further advise the administration on matters affecting the institution as a whole.
2. The Faculty shall legislate through the Faculty Assembly, herein defined as an assembly of the Faculty duly summoned by the Speaker of the Faculty Assembly with a simple majority constituting a quorum. The Speaker of the Faculty Assembly shall summon a general faculty meeting at least once each academic year and on such occasions as he or she deems appropriate; upon the petition of twenty members of the faculty, he or she shall summon a special meeting with the agenda limited to the matters stated in the petition. There shall be a Parliamentarian, other than the Speaker, appointed by the Speaker with the concurrence of the appointee.
3. Faculty Assemblies shall be conducted by an elected Speaker.
 - a. The responsibilities of the Speaker shall be to chair the Faculty Assemblies and serve as a member of Faculty Coordinating Committee (if not already and elected member of that Committee) and thus participate in the determination of the agenda for the Assemblies.
 - b. The Speaker shall be elected by resident faculty members to serve a term of office of two years, but may serve no more than two consecutive terms of office.
4. In its ordinary operations, the faculty shall delegate authority to its standing committees which shall execute decisions immediately, report the action taken to the Faculty Assembly, and be guided by its recommendations. Approval of the Faculty Assembly shall be required for proposed revisions and amendments to this document and for all proposed major policy decisions subject to the reserve power and control by the Board of Trustees.

5. It shall be the right of every member of the Faculty to communicate his or her views to the various standing committees. Standing committees may also conduct hearings, hold open meetings, and in other ways invite the participation, in a non-voting capacity, of persons outside their membership, including but not limited to Faculty, students and administrators. The decision in such matters shall be the prerogative of the committee in questions.
6. In certain instances as specified in the respective statements of committee organization, committees shall include representatives of the administration (including faculty members), professional staff, and students who all serve as ex-officio members in a non-voting capacity. Such representatives shall have the right to be recognized, to participate freely in all discussion, and to have their views duly recorded.
7. Except where membership is determined by appointment or is ex-officio, the Nominating Committee shall propose candidates for other standing committees subject to the approval of the Faculty Assembly. In normal operations, the chairpersons of these committees shall notify the Nominating Committee of impending vacancies no later than November 1; the Nominating Committee shall then propose one candidate for each office and publish its report to the final Faculty Assembly of the academic year at which time additional nominations may be made from the floor and elections held.
8. The President is empowered to make temporary appointments to standing committees, for periods not to exceed one academic year, when vacancies occur through resignation, prolonged illness, death, leave of absence or when a conflict of interest may arise.
9. When representation to Standing Committee by department groupings is indicated, Faculty members shall be chosen from the departments categorized as follows:
 - Group A: Accounting and Business Law, /Management and Information Technology
 - Group B: Biology/ Health Promotion, Chemistry/Physics, Nursing, Mathematics
 - Group C: Economics/History/Political Science, Psychology, Education, Sociology/Criminal Justice
 - Group D: Communications Arts, English, Foreign Language/Fine Arts/International Cultural Studies, Philosophy and Religion

10. The President and the Vice President for Academic Affairs/Academic Dean shall be ex-officio, non-voting members of each standing committee.
11. It shall be the duty of the committee chairperson to appoint a secretary, to call at least one meeting each semester and when requested by a majority of the committee, to report to the faculty all action taken, and to present for faculty approval all recommendations which, in the judgment of the committee, constitute major policy decisions.
12. It shall be the duty of the secretary to record the minutes of each meeting and to make copies available to its members, including the President and the Vice President for Academic Affairs/Academic Dean.
13. Meetings of the Faculty Assembly and of its standing committees shall be conducted in accordance with Robert's Rules of Order, rev. ed., with such modifications as may be set forth in this document.

N. STANDING COMMITTEES

1. ACADEMIC STANDARDS AND INTEGRITY

a. Organization:

The Committee shall be composed of six faculty members, with one representative from each of the four divisional and two members at-large. The Vice President for Student Affairs and the Vice President for Academic Affairs/Academic Dean or his/her deputy shall be ex officio members of the Committee, for a total of 8 members.

b. Duties:

- i. To review and recommend policies and procedures on academic integrity for students, and to foster academic integrity for faculty, administrators, and staff.
- ii. To act as a board of review in all cases concerned with grade appeals and violations of academic integrity in accord with the established policy and procedures on academic integrity.
- iii. To formulate and recommend policy concerning academic standing, grading, attendance, honors programs, requirements for graduation, and separation from the College for academic reasons.

2. ADMISSIONS, SCHOLARSHIPS AND FINANCIAL AID

a. Organization:

The Committee shall be composed of six faculty members of professorial rank, with at least one representative from each of the four divisions, who shall serve for a term of three years. The Director of Recruitment and the Director of Financial Aid shall serve as ex-officio members. They shall elect a chair who shall serve for a term not to exceed three years.

b. Duties:

- i. To formulate and recommend policies concerning admissions, scholarships, and financial aid.
- ii. To make budget recommendations regarding scholarships and financial aid.
- iii. To review the implementation of policies in the area of scholarship and financial

aid and to make awards in accordance with established policies. To make a semi-annual examination of the records of the holders of academic scholarships and to recommend continuance or discontinuance of such aid, at the end of each academic year.

3. ATHLETIC POLICY

a. Organization:

The Committee shall be composed of six faculty members, not more than three of whom shall be of the same gender. They shall serve for a term of three years and elect a Chair who shall serve for a term not to exceed three years. Also, serving on this Committee as non-voting, *ex-officio* members shall be the following: the Faculty Athletic Representative, the Director of Athletics, the Dean of Students, the Athletic Academic Advisor, and the Director of Compliance.

b. Duties:

- i. To formulate and recommend to the President, policies for the control of intercollegiate athletics in accordance with the mission and goals of the College.
- ii. To oversee schedules, athletic awards and other matters pertaining to athletics.
- iii. To monitor the overall well-being of student athletes.
- iv. To participate in the formation of the SFC Intercollegiate Athletics Advisory Council.
- v. To serve as an appeals body for any student-athletes appeals regarding athletic issues according to NCAA policies.

4. CURRICULUM

a. Organization:

The Committee shall be composed of two faculty members elected from each of the four divisions, and one junior or senior student appointed by the Student Government from each of the four divisions, Faculty members shall be elected for a term of three years, student representatives shall be appointed for a term of one year. The elected committee members shall elect a co-chairperson who will serve for a term not to exceed three years. The Provost/Vice President for Academic Affairs (or his/her designee), the Director of Assessment, and the Registrar shall serve as *ex-officio* members.

b. Duties:

- i. To make a continuing study of the nature and extent of the courses offered.
- ii. To make such revisions of the curriculum as are consistent with the aims and objectives of the College.
- iii. To recommend the establishment of new curriculums.
- iv. To recommend the establishment of and to review instructional programs.

5. FACULTY COORDINATING COMMITTEE

a. Organization

The Committee shall be composed of seven tenured faculty members who serve for a term of three years, with at least one member from each of the four divisions. The Speaker of the Faculty Assembly will serve as an *ex officio* member if not already an elected member of the committee. Two members of the committee will be selected in turn to serve as the committee contact or Chairperson for one semester of the academic year. The Committee requires a quorum at each meeting in order to function.

b. Duties

- i. To serve as an additional channel for communications within the faculty and between the faculty and administration, and in particular the Provost/ Vice President for Academic Affairs, in between Faculty Assemblies.
- ii. To conduct open meetings of the Faculty to discuss issues that are to be presented for action by the Faculty Assembly.
- iii. To receive and make suggestions for the agenda of the Faculty Assembly.

6. FACULTY DEVELOPMENT

a. Organization:

The Committee shall be composed of five (5) faculty members with a least one representative from each of the four department groups and one at-large member each of whom shall serve for a term of three (3) years. The committee shall elect a Chairperson who shall serve for a term not to exceed three (3) years.

b. Duties:

- i. To formulate and recommend programs and policies concerning faculty

development

- ii. To review faculty development proposals submitted by faculty members, to recommend to the Academic Dean the granting of Faculty Development funds and to maintain a record of the reports submitted by recipients of faculty development funds.
- iii. To review faculty applications for scholarly course releases, to recommend to the Academic Dean the granting of such course releases, to maintain a record of the reports submitted by recipients of said course releases and to ensure their eligibility according to the guidelines for scholarly course releases.

7. FACULTY EVALUATION AND ENRICHMENT

a. Organization:

The Committee shall be composed of five tenured faculty members and one alternate, and the Vice President for Academic Affairs/Academic Dean and they shall elect a Chairperson who shall serve for a term not to exceed three years.

b. Duties:

- i. To formulate and recommend policies and procedures relating to faculty evaluation and enrichment.
- ii. To conduct evaluation of those faculty members under review in accordance with established procedures.

8. FACULTY INTERESTS

a. Organization:

The Committee shall be composed of six faculty members, with at least one representative chosen from each of the four academic ranks, who shall serve for a term of three years. They shall elect a Chair who shall serve for a term not to exceed three years.

b. Duties:

To formulate and recommend policies concerning such matters as teaching conditions, salary scales, increments, insurance benefits, pension plans and retirement.

9. INFORMATION AND INSTRUCTIONAL TECHNOLOGY

For the purposes of these statutes, “information and instructional technology” refers to any technology that affects (1) the faculty’s ability to carry out its instructional and professional responsibilities and (2) students’ academic needs, regardless of whether the technology resides in classrooms, the library, labs, faculty offices, the theatre, TV studio, or elsewhere in the physical plant, or in issues of access from off campus.

a. Organization:

The Committee shall be composed of **five** faculty members, with at least one representative from each of the four divisions, together with the Chief Information Officer (*ex officio*) and/or their designee (e.g. IT Director), and a representative from the Faculty Center for Technology and Curriculum Development (*ex officio*). Faculty members shall be elected for a term of three years, and members shall elect a chairperson who shall serve for a term not to exceed three years.

b. Duties:

To serve as a conduit for conveying technology requirements and needs to faculty and administration:

- i. To be actively involved with administration and with college-wide technology departments regarding the adoption of new technology (hardware and software);
- ii. To advise and consult regarding the effects of administrative technology plans on instruction and on professional duties.
- iii. To develop short-term and long-term priorities involving faculty implementation of instructional technologies.

10. LIBRARY

a. Organization:

The committee shall be composed of four faculty members, representing each of the four departmental groups, and the Director of Library Services (*ex officio*). The members shall serve for a term of three years. They shall elect a Chairperson who shall serve for a term not to exceed three years.

b. Duties:

- i. To formulate policies and procedures relating to the library.
- ii. To seek means of enriching the library's holdings in books, electronic resources, and media.
- iii. To promote extensive use of the library for study and research on the part of both students and faculty.

11. NOMINATIONS

a. Organization:

The Committee shall consist of the Vice President for Academic Affairs/Academic Dean, two tenured faculty members appointed by the President for a term of one year, and three tenured faculty members elected for a term of three years in open nomination and election at the first faculty meeting of the academic year. They shall elect a Chair who shall serve for a term of one year.

b. Duties:

- i. To formulate and recommend procedures for the nomination and election to elective positions on other standing committees.
- ii. To propose candidates for the elective positions in other standing committee.
- iii. To conduct elections for elective positions in other standing committees.

12. PROFESSIONAL STANDARDS

a. Organization:

The Committee shall be composed of six tenured faculty members who shall serve for a term of three years. They shall elect a Chairperson who shall serve for a term not to exceed three years.

b. Duties:

- i. To formulate and recommend a statement of professional standards.
- ii. To conduct hearings for faculty members seeking redress of grievances and to recommend appropriate action.
- iii. To investigate charges against members of the faculty and to recommend appropriate action.
- iv. To investigate charges for dismissal brought by the President and, if it is deemed

formal dismissal proceedings are appropriate, to supervise the election of an ad hoc faculty committee to hear the case.

13. PROMOTION AND TENURE

a. Organization:

The Committee shall be composed of seven tenured faculty members, not more than three of whom may be assistant professors, elected for a term of three years, with at least one representative from each of the four Divisions. They shall elect a Chairperson who shall serve for a term not to exceed three years. A faculty member under consideration for promotion shall be disqualified for service during that academic year and shall be replaced by a tenured faculty member appointed by the President. A faculty member absent for an extended period for reasons of illness, leave, or any other cause shall be replaced by a tenured faculty member appointed by the President.

b. Duties:

- i. To formulate and recommend policies and procedures relating to promotion and tenure.
- ii. To evaluate and recommend applicants for promotion and tenure in accordance with established procedures.

14. RESEARCH

a. Organization:

The Committee shall be composed of six faculty members of professorial rank, with at least one representative from each of the four divisions, who shall serve for a term of three years. They shall elect a chair who shall serve for a term not to exceed three years.

b. Duties:

- i. To formulate and recommend policies concerning faculty research.
- ii. To study research projects submitted by members
- iii. To recommend to the Vice President for Academic Affairs/Academic Dean the granting of research funds

- iv. To maintain a record of the reports submitted by recipients of research funds.

15. STATUTES

a. Organization:

The Committee shall be composed of six faculty members of professorial rank who shall serve for a term of three years not to exceed three years. They shall elect a chair who shall serve for a term not to exceed three years.

b. Duties:

- i. To make a constant review of this document.
- ii. To recommend changes in this document advisable, submitting such recommended changes to the Faculty Assembly for approval before transmitting them to the President.
- iii. To respond to requests for clarification of the Statutes.

16. STUDENT ACTIVITIES

a. Organization:

The Committee shall be composed of four faculty members, who shall serve for a term of three years, the President of the Student Government Association (*ex officio*), the Director of Student Engagement (*ex officio*), and the International Student Advisor (*ex officio*). They shall elect a chair who shall serve for a term not to exceed three years.

b. Duties:

- i. To establish and review policies for the regulation and improvement of the clubs, fraternities and sororities as they affect the welfare of the College as a whole and to foster more communication and cooperation between faculty and students outside the classroom.
- ii. To supervise the policies determined by the Student Government Association.
- iii. To participate in and advise on the distribution of awards other than academic or athletic.

17. STUDENT BEHAVIOR

a. Organization:

The Committee shall be composed of six faculty members who shall serve for a term of

three years. They shall elect a Chair who shall serve for a term not to exceed three years.

b. Duties:

- i. To recommend policies to the faculty concerning student behavior.
- ii. To act as a board of review in disciplinary cases referred to it by the Vice President for Student Affairs/Dean of Students, or upon appeal by the student under disciplinary action.
- iii. To act as an appeals committee for any student who has been disciplined by the Vice President for Student Affairs/Dean of Students, or the Student Judiciary Committee. The appeals decision shall be considered final.

0. COUNCILS

COUNCIL ON ADMISSIONS

Shall be composed of the Vice President for Academic Affairs/Academic Dean, the Registrar, the Director of Financial Aid, and five members of the Faculty appointed by the Dean of Admissions, with at least one representative from each of the four department groups. The Dean of Admissions shall be head of this Council.

PLANNING COUNCIL

THE FACULTY STATUTES

1. AUTHORITY

This document having been prepared by the Faculty Statutes Committee and approved by majority vote of the Faculty Assembly and by a two-thirds vote of the Board of Trustees, shall govern the actions of the faculty and its Committees.

2. AMENDMENTS AND REVISIONS

- a. This document may be amended or revised by a two-thirds vote of the Board of Trustees in the manner prescribed in its By-Laws.
- b. The Faculty Statutes Committee shall make a constant review of this document. It shall make annual recommendations for amendments to go into effect at the beginning of the next academic year. At longer intervals, and when deemed necessary, it shall recommend a total revision of this document upon the approval of the Faculty Assembly, such recommendations shall be forwarded to the President for transmission to the Board of Trustees.
- c. A list of amendments, passed by the Faculty Assembly and approved by the Board of Trustees can be found in Appendix A (beginning with May 2016 Assembly)

SECTION II

STANDING FACULTY COMMITTEE

POLICIES AND PROCEDURES

1. ACADEMIC STANDARDS AND INTEGRITY

2. ADMISSIONS, SCHOLARSHIPS AND FINANCIAL AID

3. ATHLETIC POLICY COMMITTEE

I. Policies and Procedures

- A. The Committee shall meet at least once each semester.
- B. The Committee requires a quorum at each meeting in order to function.
- C. For all policy decisions a simple majority is required. In case of a tie, the Faculty Athletic Representative shall cast the deciding vote.
- D. The committee members discuss and propose policies regarding student-athletes, including but not limited to, policies on attendance, early registration, and student-athlete behavior.
- E. The committee members review and discuss schedules of the various teams and make appropriate recommendations.
- F. The faculty members of the committee schedule and conduct exit interviews with students whose eligibility is expiring, in compliance with NCAA regulations.
- G. The committee shall review and discuss exit interviews and surveys, and present a summary of the results with recommendations to the Athletics Department.

4. CURRICULUM

(STEP 1)

I. New Course Proposals

All course proposals will contain:

- I. the course title
- II. the course description
- III. the number of credits, prerequisites (if required) and the semester (Spring only, Fall, etc. offered).
- IV. Course objectives
- V. Course procedures
- VI. Content
- VII. Rationale which addresses:
 1. whether the course(s) is replacing another course or is a new offering,
 2. what effect/relationship does the course(s) have on other course(s), programs.

II. Written course proposals for inclusion in the core may be submitted at any time to the Chairperson of the Curriculum Committee by the appropriate department Chairperson and should contain an additional statement which addresses whether the course is congruent with the College's Core Curricular Theory.

III. Non-degree-granting proposals follow the procedures for course proposals outlined in Section A above.

IV. Degree-granting proposals:

For degree-granting program proposals, the Committee conforms with the format/procedures required by the New York State Department of Education.

V. New courses/deletions in a department and all adjustments of prerequisites:

These proposals are submitted by the appropriate department Chairperson to the Office of the Vice President for Academic Affairs/Academic Dean for review and approval. If a proposal might affect the curriculum of another department, then the Academic Dean will bring the matter to the Curriculum Committee.

VI. New courses and deletions of courses required by a departmental major but not within the major department and all adjustments of prerequisites:

The proposals are ordinarily submitted by the appropriate department Chairperson to the Office of the Vice President for Academic Affairs/Academic Dean for review and approval. The Academic Dean will consult with the Committee and the affected department Chairperson regarding all such changes.

All [Curriculum] Committee-approved decisions relating to II and III above are submitted to the Faculty Assembly for approval/disapproval.

VII. Course Review Policies and Procedures

(STEP II)

A. COURSE REVIEW POLICY

AH courses (whether new course proposals or established courses) subject to review by the Committee are governed by the following guidelines. Prior to submission for review they should be:

1. discussed at department meetings
2. approved by department Chairmen
3. submitted to the Curriculum Committee, and
4. the recommendation of the Curriculum Committee should be forwarded to the Academic Dean's office.

B. COURSE REVIEW PROCEDURES

In addition to a course description, a statement should be attached which addresses the following:

1. rationale
2. the way in which the course meets student's needs
3. relationship to other courses,
 - a. within the program
 - b. outside the program
4. expected results (what the student is expected to do or know as a result of the course)

5. relationship of course to College Goals and Objectives (if the course is a “core” course then its relationship to other core courses and the core goals and objectives).
6. Faculty expertise (new faculty needed or present faculty have expertise).
7. The manner in which the department will evaluate the course.
8. The following should be attached to the proposal:
 - a. copies of examinations
 - b. faculty and peer evaluation
 - c. a sample of grade distribution forms
 - d. sample of instructional handouts
 - e. statement of adequacy of Library resources to sustain course
 - f. review of the textbook
 - g. copies of syllabi

VIII. New Degree-Granting Program Approval Process

- a. In consultation with the Office of Academic Affairs, the department develops a Feasibility Report that includes all elements needed for the Curriculum Committee review and the State application
- b. Approval of the faculty and chair in the department is secured
- c. Approval from the Provost/Vice President of Academic Affairs is secured
- d. Sent to Curriculum Committee
- e. Curriculum Committee hosts two weeks of faculty review via Canvas for faculty comments and concerns regarding the program
 - i. The Feasibility Report is made available to all faculty
 - ii. Faculty can ask questions and share information to inform the Curriculum Committee’s vote
 - iii. The Curriculum Committee can request additional information from the department and the Vice President of Academic Affairs to resolve concerns

- iv. The Curriculum Committee can discuss concerns in a private Curriculum Committee discussion board or meeting
 - v. The Curriculum Committee posts answers to questions, new information, and clarifications to all faculty
- f. At the end of the two weeks, the Curriculum Committee meets to vote
 - i. A faculty member from the department attends the Curriculum Committee meeting to answer any additional questions
 - ii. The Curriculum Committee meeting is open to all faculty to observe deliberations
 - iii. A majority Curriculum Committee vote is needed for approval of the new program proposal
- g. Follow up – Curriculum Committee hosts a one-week comment period
 - i. Faculty can appeal the Curriculum Committee decision in which the chairpersons would meet within one week to hear the appeal
 - ii. An appeal requires support from 10 full-time faculty
 - iii. If the Curriculum Committee vote is overturned, the new program goes to a full-faculty vote
 - iv. If there is no appeal or the chairs affirm the Curriculum Committee decision at the appeal, the Curriculum Committee vote is considered to have full faculty approval
 - v. The Office of Academic Affairs prepares and submits the application to the State

5. FACULTY COORDINATING COMMITTEE

I. Procedures

Meets as needed during the semester to:

- A. Facilitate communications within the faculty and between the faculty and administration (and in particular the Provost/Vice President for Academic Affairs) in between Faculty Assemblies
- B. Structure dialogue within the faculty in preparation for Faculty Assemblies, so that these Assemblies could more effectively serve as the highest decision-making body of the faculty.
- C. Prepare the agenda for Faculty Assemblies in consultation with the Provost/Vice-President for Academic Affairs.
- D. Assist in the orientation of new faculty members to the mission of the college, the structure of the academic curriculum, the College governance structure, and faculty rights and responsibilities.

6. FACULTY DEVELOPMENT

7. FACULTY EVALUATION AND ENRICHMENT

I. PREAMBLE

The SFC Faculty is committed to the highest standards of professional and pedagogical excellence. Of highest importance at a teaching institution such as St. Francis, is a college-wide commitment toward encouraging and fostering classroom excellence. The SFC Faculty recognizes that periodic peer review conducted in a positive and constructive spirit can be an integral part of the educational process. It also recognizes that a college-wide commitment to an ongoing and substantive program of faculty development is an equally important component in ensuring quality instruction for its students.

It is toward these ends that the Faculty Evaluation and Enrichment Program is created.

II. Methods for Faculty Evaluation and Enrichment

The faculty evaluation and enrichment process will be conducted by tenured faculty for the benefit of tenured faculty.

All tenured faculty members must undergo a post-tenure review. This means that any tenured faculty member serving as a full-time administrator can opt to undergo a post-tenure review through the Faculty Evaluation and Enrichment Committee. If, however, a tenured full-time faculty member serving as an administrator opted out of the review but then returns to full-time teaching, she or he must undergo a post-tenure review starting no later than one year after returning to teaching.

Any faculty member who is eligible for post-tenure review, begins the process, but fails to finish all the necessary requirements in order for FEEC to complete its report, will be referred to the VP for Academic Affairs for further action. If, after the Academic Dean steps in, any faculty member is in non-compliance with the FEEC standards set out in the statutes, that faculty member must newly begin the post-tenure review process in the next academic year.

Two methods (options) for faculty evaluation and enrichment are presented below in sections III and IV. Each tenured faculty member will choose either option A or option B. The options will be coordinated by a standing committee called the Faculty Evaluation and Enrichment Committee (FEEC) which is described in section V below.

Upon completion of the process, all documentation submitted by the candidate shall be returned to the candidate; all other documentation shall be part of the candidate's personnel file.

Faculty members will be reviewed as follows:

A. Conducting reviews:

1. Reviews will be conducted five years after the last FEEC review or five years after a promotion or tenure decision. (If the faculty member has been denied promotion, then the review will occur as originally scheduled.)
2. The faculty member (at his/her discretion) can decide to either advance or postpone a review for one year if it is inconvenient in the year that had been scheduled – i.e., the faculty member may be on sabbatical leave during the scheduled year of review; the faculty member may have a personal reason for deferring the review (sickness or sickness/death of a family member); etc.

- B. A faculty member shall be excused from this process if the faculty member has submitted a letter of resignation to the administration.

III. Option A: Mentoring Teams in Combination with Development Workshops

This option structures the review process around mutual mentoring teams and participation in faculty development workshops.

A. Mutual Mentoring Teams:

Those faculty members who select Option A will meet throughout their review year in self-contained mutual mentoring teams. Their focus will be collaborative and supportive, with the aim of enhancing teaching effectiveness. The composition of these mutual mentoring teams will be agreed upon by FEEC in consultation with those faculty members scheduled for review during any given academic year. In some years (depending upon the number of faculty selecting Option A) there may be one or more teams meeting at the same time. In all cases, an individual team will be comprised of no less than three faculty members.

The mutual mentoring team(s) shall meet by October 15 of the review year. At this initial meeting team members determine the best way for the review process to proceed. In every case, however, the self-evaluative process will include:

- a. Mutual classroom visitations and observations;
- b. An evaluation by the office of the Academic Dean of each team member;

- c. An external evaluation of each team member from a colleague outside the mentoring group who is familiar with the discipline of individual team members undergoing review; and
- d. At least two meetings where the team members provide mutual feedback specific to their classroom visitations and where other universally accepted areas of pedagogy are addressed and assessed. These areas might include:
 - Course design and syllabi
 - Assignments, exams and grading
 - Instructional format (traditional vs. interactive teaching models)
 - Special attention to the instructional needs of the current student population.

An outside facilitator might be invited to assist individual teams in focusing upon the above concerns.

B. Faculty Development Workshops

The office of the Academic Dean, in coordination with FEEC, will be responsible for organizing at least two College-wide faculty development workshops each year.

Outside consultants might be brought in to run these workshops or the workshops could be generated from within the faculty itself.

These workshops will be open to all SFC faculty. Faculty undergoing review would be required to attend at least two of these workshops during their review year and one workshop per year in their non-review years.

Faculty undergoing review would also be given the option of attending off-campus development workshops appropriate to their discipline. Attendance at outside workshops would fulfill the workshop requirements during non-review years only.

- C. Each team will submit a report to FEEC at the end of the review year.

IV. **Option B: Faculty Review and Enrichment**

Faculty members who choose this option are not required to attend any Option A workshops or conference, and are not assigned to any mentor teams. They will be asked to conform to the guidelines presented below, which will be coordinated by the Faculty Evaluation and Enrichment Committee.

A. Faculty Data Sheets

Each faculty member who chooses this option will be required to submit annual faculty data sheets and the full package of accumulated data sheets in the review year to the Faculty Evaluation and Enrichment Committee by November 15th. These data sheets will cover the period of time since the faculty member's last evaluation. The material submitted for the first evaluation by FEEC for each faculty member will cover the period of time from the person's last review (by the Committee on Promotion and Tenure) to the year of the faculty member's FEEC review.

- B. A member of FEEC shall conduct a classroom observation of the faculty member during the year of review. This committee member shall submit a written report of the classroom observation to the committee.
- C. Classroom observations shall be conducted by the office of the Academic Dean and one of the following, who will be chosen by the Department Chair in consultation with the Academic Dean. This person will also submit a written report of this classroom visit to the committee.
 - 1. Chairperson of the faculty member's department;
 - 2. Tenured or Emeritus faculty member of the same academic department;
 - 3. Tenured or Emeritus faculty member from a related department within the college;
 - 4. When appropriate, a faculty member from another college or university in the same discipline as the faculty member under review (such outside reviewer to be paid by the College).
- D. Review of the faculty member by the Faculty Evaluation and Enrichment Committee shall focus on teaching and command of the discipline. The following criteria may be utilized.
 - 1. Classroom observation (required)
 - 2. Faculty data sheets (required)
 - 3. Review of recent representative syllabi, assignments, and exams, to be submitted along with accumulated Faculty Data Sheets in the year of review. The faculty member chosen for C above is responsible for reviewing these materials and submitting a written evaluation to the committee (required)
 - 4. Review of classroom evaluation forms since the last evaluation (optional)
 - 5. Review of questionnaires returned by recent graduates (e.g., past five years) from either the faculty member's department or by alumni who took one or more classes with the faculty member. This questionnaire is available through the Faculty Evaluation and Enrichment Committee (optional)

V. Responsibilities of Committee

The committee will solicit from each tenured faculty member the option selected for evaluation and enrichment purposes (see Sections III and IV above). In addition, the committee will adhere to the policies set forth for review of faculty members. These duties include the following:

- A. For those members who select option A:
 - 1. The committee will be responsible for maintaining a list of the faculty members who have attended workshops each year.
 - 2. The committee will be responsible for suggesting topics to be presented at “workshops” to be conducted during the academic year and coordinating the workshops with the Academic Dean.
 - 3. The committee will be responsible for insuring that there will be at least three “Option A” participating faculty in the review process in any given year.
- B. For those members who select option B:
 - 1. The committee will review all documentation submitted to it.
 - 2. One member of the committee will conduct one classroom observation of the faculty member under review.
 - 3. The committee shall focus on the command of discipline and teaching effectiveness of the faculty member being reviewed. After its review of all materials, the committee will reach a conclusion regarding whether or not it considers the performance of the faculty member to be satisfactory or not satisfactory. A majority of the committee members (three of the five members) must agree with the conclusion of the review. (No abstentions should occur.)
 - 4. The process shall be completed as follows:
 - a) If the performance of the faculty member is deemed to be satisfactory, no action shall be taken other than to inform the faculty member of the committee’s conclusion. The faculty member who desires additional feedback may request a meeting with the FEEC.
 - b) If the performance of the faculty member is deemed unsatisfactory, the committee will offer constructive criticism and/or recommendations to the faculty member being reviewed with the objective of improving the faculty member’s command of discipline and/or teaching effectiveness. Such recommendations may include, but are not necessarily limited to, attendance at professional conferences, attendance at teaching effectiveness workshops, work with other colleagues to enhance teaching effectiveness, etc.
 - 5. Upon completion of the process, all documentation submitted by the candidate shall be returned to the candidate; all other documentation shall be part of the candidate’s personnel file.

VI. Outline

- A. Faculty Evaluation and Enrichment Standing Committee (FEEC) shall be established to coordinate and oversee two options for faculty evaluation and enrichment. Each tenured faculty member will choose either option A or option B.

- B. Option A: Group Review in Combination with Development Workshops
 - 1. This option centers on mentoring teams consisting of no less than three faculty members agreed upon by the FEEC in consultation with the faculty members scheduled for review.
 - 2. The evaluation process for the members of each team would include:
 - a. Mutual classroom visitations and observations.
 - b. An evaluation from the office of the Academic Dean and a colleague outside the mentoring team.
 - c. At least two meetings where the team members provide mutual assessment on their classroom visitations and on such matters as course design and syllabi, assignments, exams, grading, instructional models, and attention to the needs of students.
 - d. Required participation in two college sponsored workshops for team members in the review year and one workshop per year in non-review years.
 - e. The option to attend the one year workshop requirement off-campus during non-review years only.
 - f. Submission of a report by each team to the FEEC.

- C. Option B: Faculty Review and Enrichment
 - 1. Faculty member submits the accumulated data sheets (since last FEEC or P & T review) by November 15th of the review year.
 - 2. A classroom visitation by a member of the FEEC.
 - 3. Classroom visitations by the office of the Academic Dean and one of the following:
 - a. Chairperson of the faculty member's department;
 - b. Tenured or Emeritus faculty member of the same academic department;
 - c. Tenured or Emeritus faculty member from related department within the college;
 - d. When appropriate, faculty member from outside the College in the same discipline as the faculty member under review.
 - 4. Review by the FEEC with focus on teaching effectiveness and command of discipline with attention given to data sheets, classroom visitations, representative syllabi, assignments, exams, etc.

8. FACULTY INTEREST COMMITTEE

The Faculty Interest Committee (FIC) holds its initial meeting early in the fall semester of the academic year, devoting it to such consideration as:

1. schedule of meetings
2. agenda items
3. division of labor
4. open meeting

The last item, open meeting, is in response to a procedure adopted within the Committee during A/Y 1986-87 which held such a meeting on the subject of HMO's.

In the final report of the Committee in May, 1987, the faculty unanimously approved the following resolution:

That the Faculty Interest Committee hold an annual meeting open to all resident faculty, prior to FIC's conversations with the Administration, for the purpose of informing faculty concerning their proposed negotiations, and for the purpose of receiving input from faculty.

While the resolution does not specify the time of the open meeting, the Committee believes this to be crucial and will make every effort to hold it early in the fall semester of each academic year.

Subsequent meetings of the Committee consider items typically developing requests for presentation to the Board of Trustees. These, traditionally, are submitted to the President for transmission to the Board early in the spring semester.

The Committee then continues to meet, developing new agenda items for the coming A/Y. The Board of Trustees does not provide timetables for informing the Committee of its decisions and, therefore, the Committee offered the following resolution to the Faculty in May 1987:

That the Board of Trustees set a date by which they will respond to FIC requests and that preferably the date be no later than May 1 of the spring semester of each Academic year. (This was unanimously approved).

9. INFORMATION AND INSTRUCTIONAL TECHNOLOGY COMMITTEE

The Information and Instructional Technology Committee (IITC) will hold at least one open meeting per academic semester in order to inform faculty of technology developments and to receive input regarding agenda items.

The IITC will conduct a survey on an as-needed basis, but at a minimum of once every four semesters, to determine the technology needs and issues of greatest concern to faculty. An annual technology requirements agenda will be completed by November 15 and will outline the items of most concern to the faculty and make recommendations and requests. It will be sent to the Academic Dean and CIO.

The annual committee report will be submitted in May.

10. LIBRARY COMMITTEE

The following represents the procedures of the Library Committee:

1. The Library Committee meets at least once each semester, although the Committee has met more than once a semester when many separate issues had to be dealt with.
2. The Librarian and the Chairperson of the Committee are required to attend every meeting of the Committee
3. The Librarian and Committee Chairperson jointly outline topics for meetings, although other members of the Committee may present topics of their own.
4. When the Committee is in session, a designated member takes notes.
5. The Committee advises the Librarian on how to act upon issues which impact the College. Issues which are directly related to the Faculty are usually more appropriate for the Committee to act upon. Issues which are the sole responsibility of the Librarian and her/his staff are usually discussed, but are left more in the hands of the Librarian to decide upon and to act upon.
6. If the Library Committee wishes to make a proposal. During the Faculty Assembly, the Chairperson of the Committee typically presents the proposal.

11. NOMINATING COMMITTEE

I. Functions (rev. 1987-88)

- A. To formulate and recommend procedures for the nomination and election of members to elective positions on other standing committees
- B. To propose candidates for the elective positions on other standing committees
- C. To conduct elections for elective positions on other standing committees

II. Policies and Procedures

A. Confidentiality

Nominating Committee members recognize explicitly the confidential nature of all discussion of persons which occurs at its meetings.

B. Concerning nominations

1. The Committee may propose one or more nominees for each office at the Committee's discretion; the Committee has the obligation to check the eligibility of all its nominees in terms of tenure, rank and departmental groups.
2. Every faculty member has the right to communicate her/his wish to serve on a particular committee, in writing, to the Chairperson of this Committee. The Committee then has the corresponding obligation to consider that person for nominations, but not necessarily to nominate. When a faculty member thus suggests her/his name for nomination that faculty member has the obligation to check eligibility in terms of tenure, rank and departmental groups. The Nominating Committee shall set a deadline, in writing, each year, for the submission of requests.
3. All faculty members have the right to make nominations from the floor for all Committees. The nomination must be seconded. Any faculty member nominating from the floor has the obligation to check eligibility of the nominee in terms of tenure, rank and departmental groups.
4. Each standing Committee sets certain requirements for its members in terms of tenure, rank, and departmental groups. The purpose of these requirements is:
 - (a) to insure that Committee nominees are drawn from a wide spectrum of Departmental representation, and to provide a cross-section of rank, experience

and background of faculty, unless the nature of the Committee function requires otherwise;

(b) to provide an equitable distribution of Committee assignments so that some faculty are overburdened while others carry none of the load; and

(c) to provide continuity of Committees.

The Departmental groups referred to above are as follows: (as approved by the General Faculty Assembly and the Board of Trustees in the A/Y 1987-88, with Nursing added in May 2021).

Group A: Accounting and Business Law. Aviation Management. Computer Information Systems. Management.

Group B: Allied Health. Biology, Chemistry and Physics. Mathematics. Nursing. Psychology.

Group C: Economics. Education. Religious Studies. History, Political Science and Social Studies. Sociology and Criminal Justice.

Group D: Communications. English. Philosophy. Foreign Languages, Fine Arts and International Cultural Studies.

5. It is the obligation of Nominations Committee to publish, in writing, the list of all its nominees to all faculty members at least one month in advance of the last faculty meeting of the year.

C. Concerning elections

1. Elections shall be held at the last faculty meeting of the academic year, and the roster of nominees must be published to the faculty one month in advance of that meeting.
2. Nominations from the floor (in addition to those listed by the Nominating Committee) may be made.

D. Election procedures:

1. The office of the Academic Dean shall prepare for each voter an envelope containing a separate ballot for each committee with vacancies, with this Committee's nominees listed in alphabetical order, leaving adequate room for nominees introduced at the faculty meeting.

2. Votes will be indicated by voters checking the number of persons up to the number of vacancies on a particular committee.
3. In the event that more than one vacancy is to be filled on a particular Committee, the election shall be on the basis of a plurality vote.
4. In the event that only a single vacancy is to be filled on a particular Committee, the nominee receiving the largest number of votes wins.

12. PROFESSIONAL STANDARDS COMMITTEE

I. Policies

Professional standards of faculty shall be governed by the following Code of Conduct:

St. Francis College Faculty Code of Ethics and Professional Standards

Preamble

The Code of Ethics and Professional Standards as endorsed by the Faculty Assembly of St. Francis College is based on the standards set forth by the American Association of University Professors. It serves to elaborate standards of professional conduct and to delineate basic acceptable faculty behavior. Conduct which departs from these principles is viewed by faculty as unacceptable because it is inconsistent with the mission of the College, and with the highest standards of professional conduct which we, as a faculty, are committed to maintain. The articulation of unacceptable faculty conduct is appropriate both to verify that a consensus about minimally acceptable standards does exist and to give fair notice to all that departures from these standards may give rise to disciplinary proceedings.

It is the intent of this Code to protect academic freedom, to help preserve the highest standards of teaching and scholarship, and to advance the mission of the college as an institution of higher learning. This Code underscores the principle of respect for students, academic colleagues, individual disciplines, the institution, and the community at large.

A distinction is made between statements of (1) ethical principles and (2) standards of conduct.

1. Ethical Principles--Drawn primarily from the Statement on Professional Ethics issued by the American Association of University Professors, these comprise ethical prescriptions affirming the highest professional ideals and are aspirational in nature representing objectives toward which faculty members should strive.
2. Standards of Conduct--Derived from ethical principles, these are mandatory in character, and state minimum standards of conduct expected of a faculty member.

Although neither category is exhaustive, they encompass major concerns traditionally and currently important to the profession.

In the interest of maintaining professional standards, the members of the Professional Standards Committee at St. Francis College have both the authority and the obligation to uphold and enforce this Code of Ethics and Professional Standards.

Professional Responsibilities, Ethical Principles, and Standards of Conduct:

I. Students

Ethical Principle:

"As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their disciplines. They demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom." (American Association of University Professors Statement, 1990)

Standards of Conduct:

- a. Faculty treat all students with respect.
- b. Faculty encourage the free exchange of ideas.
- c. Faculty conscientiously strive to be fair and balanced in their evaluation of student work.
- d. Faculty should not exploit their students for personal gain.
- e. Faculty should be objective when providing references for students.
- f. Faculty shall not disclose information about students obtained in the course of professional service unless disclosure is required by law.
- g. Faculty-student personal relationships are unprofessional when they hinder any student's academic progress or create a situation in which any student is either favored or negatively impacted on grounds other than academic performance.
- h. Because a teacher/student relationship is inherently unequal, a member of the faculty must not enter into a sexual relationship with his/her student while engaged in a professional relationship.
- i. Faculty have the contractual obligation to meet classes as scheduled, to maintain office hours and to provide reasonable means for student access to course information.
- j. Faculty should respond to student communication in a timely fashion.

II. Colleagues

Ethical Principle:

"As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution." (AAUP Statement,1990)

Standards of Conduct:

- a. Faculty, whether acting in academic or administrative capacity, treat each other with respect, and conduct themselves with dignity and restraint in all exchanges with colleagues.
- b. Faculty defend the right of their colleagues to academic freedom.
- c. While critical evaluation is an essential part of academic activity, faculty should be fair and objective when presenting a professional judgment on their colleagues' work and shall not knowingly make false or malicious statements about a colleague.
- d. Faculty shall avoid threatening or abusive behavior or language, verbal harassment or intimidation of another member of the faculty, under any circumstance.
- e. A faculty member shall not knowingly misrepresent the views/positions of colleagues to further their own position or point of view.
- f. A faculty member shall not slander or libel another faculty member in personal or professional matters
- g. Faculty shall obey all civil and criminal laws including those laws aimed at protecting the confidential nature of personal information.
- h. Faculty members shall not provide preferential treatment to other colleagues based on personal relationships.

III. Disciplines

Ethical Principle:

"Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their responsibility to their subject is to seek and to state the truth not only as they see it, but also as presented in current scholarly research. Professors encourage peer review. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty.

Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry." (AAUP Statement, 1990) Nor should these interests compromise faculty ability to give generously of their time to the mission of their discipline and the college. Faculty work to promote a smooth transition in the transfer of knowledge to their successor.

Standards of Conduct:

- a. Faculty maintain currency in their academic and professional field as defined by the individual discipline.
- b. Faculty exhibit intellectual honesty and integrity in all scholarly endeavors.
- c. Faculty work toward improving the quality of instruction.
- d. Faculty demonstrate an interest in other disciplines and provide encouragement to students in their choice of approved programs of academic degree.
- e. Faculty draw on their specific disciplines by being knowledgeable of the scope and standards of their respective disciplines through membership and engagement in activities associated with professional bodies.
- f. Faculty strive to display the Franciscan spirit of hospitality in their dealings with students, colleagues and members of various communities, academic and otherwise.
- g. Faculty serve as role models of their discipline to their students and other faculty.
- h. Faculty maintain their own personal growth through ongoing faculty development activities.

IV. College

Ethical Principle:

"As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions." (AAUP Statement, 1990)

Standards of Conduct:

- a. In accepting a position at the College, faculty assume obligations to contribute to the betterment and good of the college community. Such activities include, though are not limited to, participation in governance and administration of the College through membership on committees and organizations.
- b. Faculty assume the responsibility of informing themselves of, and abiding by the policies established for the orderly conduct of affairs of the College.
- c. Faculty participate in Instructional Technology training sessions that are deemed necessary for effective instruction.
- d. Faculty avoid potential conflicts of interest unless, after full consultation, they have the approval of the appropriate College authority.
- e. Faculty should treat College support staff with respect, not exploit them for personal gain, and not abuse them either verbally or physically.

V. Community

Ethical Principle

"As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to the institution. When they speak or act as private persons they avoid creating the impression of speaking for or acting on behalf of their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom." (AAUP Statement, 1990)

Standards of Conduct:

- a. In their roles as representatives of the College, faculty should avoid misrepresentation of personal views as a statement of position of the College or any of its agencies.

Before the formal proceedings described below are put into effect, the matter should be discreetly discussed at all appropriate levels with a view to reconciling differences amicably. Failing this, the procedures described below should be used.

II. Procedures Step 1

- A. The complainant must file a written statement of charges with the President
- B. The President shall provide the faculty member with a copy of the charges, requesting a written reply within two weeks, a copy of which will be sent to the complainant
- C. An attempt should be made to resolve the matter through the good offices of the President, or an appropriate office of the College designated by him
- D. If a satisfactory resolution of the complainants grievance is not forthcoming, all written documents shall be forwarded to the Professional Standards Committee, at which time a copy of these procedures shall be provided to both parties
- E. The Professional Standards Committee will hold an informal inquiry inviting the complainant and faculty member in question to discuss the problem with it and seeking advice and information from any other persons who might aid in its resolution
- F. The Chairperson of the Committee will preside at any informal meetings of the Committee to consider the matter and at the formal hearing. Decisions of the Committee concerning issues before it and the final recommendations shall be made by a majority of the members.
- G. If no satisfactory resolution of the problem is reached, and the Committee deems it necessary, formal hearings will be held. The following steps will be adhered to:

III. Procedures – Step 2

- A. During the proceedings the faculty member and the complainant will be permitted to have advice and counsel of his own choice.
- B. At the request of either party or the Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.
- C. A verbatim report of the hearing or hearings will be taken and a typewritten copy will be made available to the faculty member and the complainant without cost at their request. .
- D. The burden of proof rests with the complainant. The Committee shall be satisfied only by clear and convincing evidence in the record considered as a whole.
- E. The Committee may grant adjournments to enable either party to investigate new or unexpected evidence.
- F. The complainant and faculty member will be afforded the opportunity to provide documentary or other evidence to the Committee. Both parties shall provide a list of their witnesses to the Committee prior to the hearing; the parties shall be given an opportunity to review the lists; on receipt of both lists, a hearing will then be rescheduled by the Committee. The Committee shall have the right to call witnesses to the hearing.
- G. The faculty member and the complainant will have the right to confront and cross-examine witnesses. Where the witnesses cannot or will not appear, but the Committee determines that the interests of justice require admission of their statements, the Committee will identify the witnesses to the hearing.
- H. In hearing charges, the testimony may include that of appropriate faculty members from this or other institutions of higher education.
- I. The Committee will not be bound by strict rules of legal evidence, and may admit any evidence which it considers to be of probative value in determining the issues involved.

13. PROMOTION AND TENURE

The appropriate sections of the Faculty Manual contain the provision, prerequisites, criteria and procedures for promotion and tenure. The procedures are the statutory regulations set forth primarily for the benefit of the faculty member seeking promotion or tenure, but by their nature they necessarily include the major procedures to be observed by the Committee on Promotion and Tenure as well. What follows is an amplification of the usual procedures in the form of the steps taken by the Committee at present by way of implementation.

I. Policies and Procedures

- A. when the Committee on Promotion and Tenure receives an application from a candidate, the applicant is assigned to a subcommittee.
- B. classroom visits are made by the Department Chairperson, the Academic Dean and members of the subcommittee during the Fall semester. A formal report on a standard form is prepared for each visit.
- C. the Chairperson of the subcommittee assists the applicant seeing that all required material has been assembled and is in order, and, in general, acts as a liaison between the candidate and the Committee.
- D. Subcommittee members review all pertinent material related to the four criteria for promotion and tenure as stated in the Statutes.
- E. The Chairperson of each subcommittee reports to the full Committee which, in turn, makes its decisions and transmits it to the President.

F. PROCEDURES FOR APPEAL

- a. Appeals should be addressed to the Sub-Committee on Appeals in writing in care of the Academic Dean.
- b. All individuals who wish to file appeals must do so within two weeks of notification of a negative decision by the Promotion & Tenure Committee or by the President. For the purpose of determining this two-week period, the summer recess, and May Commencement through August 31st, will not be counted.
- c. This appeal must be accompanied by a comprehensive and documented substantiation of the factors which the appellant believes are germane to the request for reconsideration.

G. SUB-COMMITTEE PROCEDURES

- a. The Sub-Committee, at its option, may meet with the appellant, the appellant's chairperson, the Promotion and Tenure Committee, and with any individual within the College who might clarify any point made in the appellant's written presentation.
- b. In addition, the Sub-Committee, at its option, may consult with any individual outside the College who, because of position or expertise, may shed light upon the appellant's claims.
- c. The Sub-Committee will, at the end of its deliberations, submit to the Chairperson of the Promotion & Tenure Committee and the President its judgment on the appeal together with a written statement of explanation. The judgment of the Sub-Committee will normally be rendered within thirty days of the date the appeal is received.
- d. The recommendation of the Sub-Committee on Appeals will be communicated to the appellant by the College President.

14. RESEARCH

I. Policies

- A. The mission of the Faculty Research grant program is to support full time St. Francis College faculty in their scholarly endeavors. The program is intended to reimburse funds expended for research resulting in scholarly publications and/or presentations.
- B. The Faculty Research Committee does not fund projects related to instruction, professional growth, or other faculty development activities. Faculty who seek funding for the latter activities may forward their proposals to the Faculty Development Committee.

II. Procedures

- A. The maximum amount for a research project is \$1,500. At the committee's discretion, higher sums may be granted.
- B. All grant proposals requesting funds for travel to on-site research destinations must identify not only the specific libraries, archives, museums, and other places to be visited, but also the specific collections, manuscripts and other materials to be consulted at that site.
- C. Faculty may request funding up to \$1,500 over a three-year period for travel to scholarly conferences to formally present and receive feedback on the results of one's ongoing research. This is with the understanding that individual faculty requesting such funding first must have exhausted all department funds set aside for conference travel.
- D. Special consideration for funding will be given to:
 - a. Faculty going on sabbatical
 - b. Early career faculty members
 - c. Proposals for new projects and/or new iterations of existing studies
- E. A simple majority of the committee is required to approve a grant application. In practice, all decisions are generally unanimous. The chair of the committee then forwards the applicant's request to the Academic Dean for final approval.
- F. Professors who receive grant approvals must present receipts or other documentation of expenditures to the financial office for payment. As a condition of funding, all grant recipients must file a report on the progress and the status of their research for which they received Faculty Research Committee funding. This report must be submitted to the committee's chair no later than two weeks after the close of the college fiscal year for which the grant was awarded. A copy of the report also should be forwarded to the academic dean of the college together with the reimbursement request. Failure to submit a report will make the grantee ineligible for future support for one academic year.
- G. The Proposal

The following guidelines are to be followed in preparing research proposals.

All applicants must write a description of the proposed project that includes a sound intellectual justification for its undertaking. The project narrative should include the following:

- a. A definition of the research problem.
- b. The significance of the project and how it will add to existing scholarship in the field.
- c. The plan of work, including stages or research and projected date of publication/presentation.
- d. The method of data collection and analysis—qualitative research in addition to quantitative analysis will be accepted.
- e. Research site(s) to be visited and specific collections, manuscripts and other research materials to be consulted at site (when applicable).
- f. Where the project is destined for publication and/or presentation.

H. The Budget

Applicants must itemize all expenses on either the Estimated Expenditures Form or at the end of the grant proposal narrative. Funds may be requested for the following:

- a. Research assistants
- b. Computer operation
- c. Library fees related to research
- d. Duplicating
- e. Postage
- f. Telephone
- g. Travel by air
- h. Travel by railroad or bus
- i. Travel by automobile
- j. Overnight hotel accommodations
- k. Food
- l. Miscellaneous expenses

All equipment or software purchased under a grant award will become the property of St. Francis College.

I. Submission of Proposal

Applicants must email the proposal, together with either a full resume or an abbreviated resume to the chair of the Faculty Research Committee by the announced due date. The abbreviated resume should include an up-to-date list of presentations and publications. Applications submitted after the deadline will be considered only if funds remain in the budget.

15. STATUTES

- I. Routine and constant review of the Statutes entails largely stylistic and format changes. Such matters are usually dealt with by the Committee in its periodic meetings. Suggestions from outside the Committee are, of course, welcomed in this regard.
- II. Substantive changes in the Statutes are effected in the following manner:
 - A. Suggestions and Proposals are received from any faculty member or committee.
 - B. Upon reception, the proposals are initially research and formalized. Subsequent discussions may include any interested party, though, in its deliberations only Statutes Committee members are present.
 - C. If appropriate, the finds of the Committee are brought to the Faculty Assembly in the form of a motion to amend the Statutes.
 - D. In some cases, proposals for changes are returned to the initiating faculty member or committee for revision or clarification.
 - E. If the Faculty Assembly rejects a motion initiated by a Standing Faculty Committee, it is returned to that committee for re-submission to the Statutes Committee.
 - F. If the initiating faculty member or Committee is not satisfied with the Statutes Committee's decision not to present the proposal to the Faculty Assembly, that member or Committee may bring the proposal to the Faculty Assembly, that member or Committee may bring the proposal to the Faculty Assembly independently, for its consideration.
 - G. If the Faculty Assembly accepts the motion of the Statutes Committee, the proposed amendment is forwarded by the Statutes Committee Chairperson to the Board of Trustees for their decision.
- III. Requests for interpretation or clarification may be submitted by any faculty member or Committee. In such cases, the findings of the Committee are reported to the member or Committee involved and are binding.
- IV. All changes approved by the Board of Trustees are forwarded to the Chairperson of the Committee, who notes them in the Faculty Manual. This information is also noted in a copy of the Faculty Manual in the President's office.
- V. The Faculty Manual is periodically updated and published by the President's office.

17. STUDENT ACTIVITIES

I. Organization

The Committee shall be composed of four full-time faculty members, together with the President of Student Government and the Director of Student Activities/International Student Advisor, who shall serve for a term of three years. They shall elect a chair who shall serve for a term not to exceed three years.

II. Duties

- A. To establish policies for the regulation and improvement of the clubs, fraternities and sororities as they affect the welfare of the College as a whole.
- B. To supervise the policies determined by the Student Government.
- C. To give final approval to the distribution of awards other than academic or athletic (i.e. Who's Who, Franciscan Spirit, JFK and Dean Clifford awards).
- D. The Faculty members and the Director of Student Activities/International Student Advisor will serve on the Student Activity Violation Appeals Committee. See: Student handbook "the Cord".
- E. To assist in the preparation of workshops which will enhance leadership capabilities in student government and other roles.

18. STUDENT BEHAVIOR