

**Saint Mary's University of Minnesota**  
**Winona, Minnesota**

**BOARD OF TRUSTEES**

**Meeting of**  
**October 7, 2011**

- 1. General Summary**
- 2. Official Resolutions  
(General Session)**

Minutes of the October meeting of the Saint Mary's University of Minnesota Board of Trustees, October 7, 2011.

## 1. General Summary

The meeting was called to order by Mr. Michael Gostomski, Chair of the Board of Trustees.

1. The meeting began with an opening prayer.
2. The roll call was taken by Ms. Mary Becker, Executive Assistant to the President. A quorum was declared.

Present: Brother Gustavo Ramirez Barba, FSC, Mary Burrichter, Brother William Clarey, FSC, Brother Michael Collins, FSC, Mr. James Coogan, Mr. Lyle Delwiche (Trustee Emeritus), Mr. Michael Dougherty, Mr. Thomas Dyer, Dr. Marilyn Frost, Mr. Michael Gostomski, Mr. William Herzog, Brother William Mann, FSC, Brother Michael McKenery, FSC, Mr. Paul Meyer, Brother Fred Mueller, FSC, Ms. Kaye O'Leary, Mr. Sal Polizzotto, Brother David Poos, FSC, Mr. Hamid Quraishi, Mr. Richard Reedy, Ms. Mary Ann Remick, Mr. Joseph Ross, Mr. Terrance Russell, Mr. Patrick Salvi, Brother Larry Schatz, FSC, Brother Robert Schieler, FSC, Mr. Loras Sieve (Trustee Emeritus), Ms. Sandi Simon, Mr. Michael Slaggie, Dr. John Smarrelli, Ms. Celeste Suchocki, Mr. David Thies (Trustee Emeritus), Mr. Bernie Wagnild (Trustee Emeritus)

Absent and Excused: Ms. Karen George, Mr. Mark Jacobs, Ms. Linda Kuczma, Mr. Walter Smithe

Resource Persons and Guests: Dr. Donna Aronson, Ms. Mary Becker, Mr. James Bedtke, Ms. Gena Bilden, Constance Jean Budin, Dr. Marcel Dumestre, Ms. Genelle Groh Beck, Kevin Halpin, Ms. Linka Holey, Brother Lawrence Humphrey, FSC, Mr. Chris Kendall, Mr. Dominic Lawrence, Dr. Melissa Luedtke, Ms. Cynthia Marek, Ms. Ann Merchlewitz, Ms. Meg Richtman, Sr. Judith Schaefer, Dr. Elizabeth Seebach, Mr. Nate Semsch, Dr. Steven Titus, Ms. Lisa Truax

3. Mr. Michael Gostomski, Chair, called for comments from the public. There were none.
4. The minutes of the meeting of the Saint Mary's University of Minnesota Board of Trustees were approved as submitted. (Official Resolutions 2.1)
5. Mr. Michael Gostomski called for the committee reports:
  - 5.1 **EXECUTIVE COMMITTEE** – reported by Brother William Mann, FSC

The committee spent the majority of their time discussing the principal activities, programs and university data given to the trustees in the President's report. Two motions were discussed in committee and brought forth for board approval. (Official Resolutions 2.2 and 2.3)

5.2 **UNIVERSITY MISSION AND TRUSTEES COMMITTEE** – reported by Mr. Sal Polizzotto

The committee discussed the draft statement of Board Member Commitment and Responsibilities. In May of 2011, the board was asked to review the draft statement and make recommendations and edits and submit them to the committee. A motion was brought forth requesting adoption of the Statement of Board Member Commitment and Responsibilities. (Official Resolutions 2.4) The committee has begun to examine some inconsistencies that exist between the Conflict of Interest Policy and some statements found in our bylaws. This item will be brought before the board at the February meeting for further discussion and approval. The committee discussed continuation of the Board self-assessment process. Board members will receive an email and hard copy of a survey to be filled out and returned. The results will be reported out at the February meeting. Board members were encouraged to attend any board workshops for further professional development.

5.3 **UNIVERSITY ADVANCEMENT COMMITTEE** – reported by Mr. William Herzog

Three primary areas were the focus of the committee meeting: enhancement of the development program/year-to-date performance, Centennial planning, and FY 2012 University Advancement initiatives. The development program has put forth new dashboards and set some ambitious and measurable targets. The department is now fully staffed with the addition of two senior development directors, Audrey Kintzi and Mark Neville. The Saint Mary's Fund is being overhauled in significant ways with technological improvements resulting in an increase of pledges, YTD dollars (up \$12,000 from a year ago), YTD participation, YTD call attempts and contacts. Overall development performance is ahead of plan in proposals with income and pledges totaling \$3.85 million. Centennial planning is in full gear. In addition to the celebration committee, twelve workgroups have been established to involve university stakeholders in the planning and execution of the Centennial. The committee also discussed significant movement in the alumni relations area. The alumni board is very active and a new parents' council is being set up. Lastly, the committee had a chance to view a promotional video for the First Generation Initiative and hear from a student currently enrolled in the program, which everyone found very inspiring.

5.4 **UNIVERSITY STUDENTS AND ADMISSION COMMITTEE** – reported by Brother Michael McKenery, FSC

It was reported that the final freshman count was at 373 and new student total of 427, a 7.5 % increase over the Fall of 2010. At the official start date of the academic year, there were 1155 beds full in the residence halls, up 100 beds from the start of last year. Plans for the new residence hall were discussed in detail with the committee. Three brothers were welcomed to the Campus Ministry staff: Brother Fredy Boniface, Brother Cristy Croos, and Brother Diego Rico. The committee was pleased to hear about the positive progress and results of the Early Alert program to assist in retaining students and strengthen the graduation rate. A positive athletic update with personnel changes was shared with the committee. Student enrollment on the SGPP campus has risen, and there is confidence that a goal of 1200 new students will be reached shortly. The military and veteran initiative continues to attract military men and veterans returning from deployment cycles.

**5.5 UNIVERSITY FINANCE AND FACILITIES AND UNIVERSITY INVESTMENT SUB-COMMITTEE – reported by Mr. Joe Ross**

The committee reviewed the finances from fiscal year 2010-11 and everything came in slightly above budget allowing some monies to be put into the plant fund. The final budget for fiscal year 2011-12 was examined and determined to be a strong budget due to an increase in freshman and residents on campus. An important part of this year's budget is to make sure we address the needs of the plant and also that this budget does not include a draw on the endowment. A resolution was brought forth for approval regarding compensation increases. (Official Resolutions 2.5) A second resolution was brought forth concerning the acceptance of the current year budget. (Official Resolutions 2.6) The committee discussed the university borrowing from the endowment fund to finance the construction of a new residence hall and the following resolution was brought forth to the board for approval. (Official Resolutions 2.7) The endowment fund was reviewed and the committee is considering an additional manager for the fund with the goal of improving our portfolios performance. This matter will be brought back for discussion at the February meeting. The last resolution brought forth from the committee for approval concerned an increase in the tuition, room, board and fee schedule for the undergraduate college for the 2012-13 fiscal year. (Official Resolutions. 2.8)

**5.7 UNIVERSITY AUDIT COMMITTEE – reported by Mr. James Coogan**

A telephonic meeting was held on September 6, 2011, which included a representative from our audit firm, Baker Tilly. The audit went very well this year and it was reported that we have an excellent relationship with our audit firm. As a result of this meeting a resolution was brought forth requesting approval of the audit report. (Official Resolutions 2.9) Baker Tilly is still in the process of reviewing our 990 and this will be reported on at the February meeting.

**5.6 UNIVERSITY FACULTIES AND ACADEMIC COMMITTEE – reported by Ms. Mary Ann Remick**

It was reported that the Doctor of Business Administration is back online again, has been approved by the curriculum committee, and should be offered in June of 2012. Faculty and administrators at CTIE are working with the Graduate Dean of Education and others in SGPP to create a Master of Education in Educational Leadership and Administration degree. Our Deltak partnership is moving forward and we hope to have all required documentation in hand by mid-October. The committee discussed at length changes in the Faculty handbook dealing with governance and organization of the faculty. A resolution was brought forth concerning these changes. (Official Resolutions 2.10) There was discussion about the first-year experience on the undergraduate campus and making it more valuable and meaningful for students. Use of campus over the summer months was also discussed along with our (C2C) Countdown to College program and the First Generation Initiative.

6. **OLD BUSINESS** – none

7. **NEW BUSINESS:**

An announcement was made that Brother Fred Mueller, FSC would be receiving the Brother John Johnston award at the upcoming Huether Workshop in Washington, D.C.

8. Meeting adjourned

## **2. Official Resolutions Approved (General Session)**

1. **Be it resolved** that the minutes from the May 12-13, 2011 Board of Trustees meeting be approved as previously submitted.
2. **Be it resolved** that, upon the recommendation of the Brother William Mann, FSC, President, after his receipt and acceptance of a positive recommendation from the faculty and the Vice President for Academic Affairs, the Board of Trustees appoints Marilyn Frost, Ph.D., Professor Emerita.
3. **Be it resolved** that the Board of Trustees, per requirements from the Federal Trade Commission, adopts the attached Identity Theft Prevention Policy.
4. **Be it resolved** that the Board of Trustees adopts the following Statement of Board Member Commitment and Responsibilities:

### **Statement of Board Member Commitment and Responsibilities**

For nearly one hundred years, Saint Mary's University of Minnesota has benefited from the devotion, service, and contributions of its many alumni and friends. From this broad constituency, a small group of individuals has been asked to assume the special responsibilities and honor of serving as trustees. The performance and dedication of those invited to serve the university in this capacity is directly related to the university's continued vitality and strength. Thus, it is essential that individuals who are invited to serve as trustees understand the responsibilities they are agreeing to fulfill.

Members of the board of trustees of Saint Mary's University of Minnesota serve as ultimate fiduciaries in their oversight of university affairs in accord with the university's articles of incorporation, bylaws, mission and vision, and strategic plan. In serving in this critical capacity collectively as a governing board, the trustees hereby clarify for themselves and for future trustees what is expected of its individual members. All individual trustees are expected to:

1. Have a deep and abiding commitment to the university's values and traditions as an exceptional Catholic Lasallian institution.
2. Have an informed understanding and appreciation for contemporary higher education and the vision and energy to move the university forward in the 21<sup>st</sup> century.
3. Actively participate in Board formation opportunities to deepen their understanding of the Catholic and Lasallian tradition.
4. Enjoy broad respect with the community for their personal and professional accomplishments.

5. Accept the responsibility of providing financial support to the university through personal contributions to annual giving and special fundraising campaigns and through participation in the solicitation of other individuals and organizations. The Board expects 100% participation in annual giving from all trustees according to their means.
6. Use professional and social contracts to assist the university in achieving its priorities and serve as goodwill ambassadors of the university in the community among a broad range of constituencies.
7. Participate regularly in board meetings, demonstrate familiarity with the materials distributed in advance of board meetings, and contribute to the board's efforts to make informed and thoughtful decisions consistent with its fiduciary responsibilities and the university's mission.
8. Serve the university as a whole rather than represent the interests of individual constituencies while recognizing and appreciating the unique strengths of the College and the Schools of Graduate and Professional Programs.
9. Reflect the diversity of the constituencies that the university serves.
10. Think and act strategically, advise on the management of the university and support it when difficult decisions are made.
11. Maintain the confidentiality of the information conveyed in the board's executive sessions concerning personnel and other matters.
12. Be a good listener and bring a sense of humor to the deliberations of the board.
5. **Be it resolved** that the Board of Trustees authorizes the President to award compensation increases to employees that, in the aggregate, do not exceed 2.5% of the total compensation of employees immediately prior to the increases. So long as the foregoing aggregate limit is not exceeded, the compensation increase to be awarded to a single individual may be less than or exceed 2.5%. Each employee who was employed by the University as of June 1, 2011, and continues to be employed by the University on the effective date as of which compensation increases are awarded, is considered to be eligible for a compensation increase. Each employee who is awarded a compensation increase will receive a one-time cumulative adjustment equal to the incremental compensation that such employee would have received had the compensation increase become effective on June 1, 2011. Effective immediately and until such time as the Board of Trustees decides otherwise, the University has suspended the use of maximum compensation amounts (commonly referred to as "salary caps") in determining faculty members' compensation.
6. **Be it resolved** that the Board of Trustees approves the 201-2012 budget for current operations beginning June 1, 2011.

7. **Be it resolved** that the Board of Trustees approves internal debt financing not to exceed \$6.8 million from quasi endowment to finance the construction of a new 141 bed residence hall. The debt will be evidenced by a note dated as of November 1, 2011, shall have a term of ten (10) years, shall bear interest at the rate of 4% per annum, and principal shall be reduced on the basis of amortization over a period of 25 years commencing as of November 1, 2012 with the balance payable as of October 31, 2022. Principal may be prepaid without penalty at any time.
8. **Be it resolved** that the Board of Trustees approves the tuition, room, board and fee schedule for the undergrad college for the 2012-2013 fiscal year with an increase of 4% with the total package increasing from \$34,400 to \$35,760.
9. **Be it resolved** that the Board of Trustees, upon the recommendation of the Audit Committee, accepts the report of Baker Tilly regarding that firm's audit of the financial statements of the University as of and for the year ended May 31, 2011.
10. **Be it resolved** that the Board of Trustees approves the amendment of Sections 2.1 – 2.4 of the College Faculty Handbook as outlined in the attached document.



**Saint Mary's University of Minnesota**

**Board of Trustees**

**University Faculties and Academic Committee**

*Resolution for Board Action*

*October 6-7, 2011*

**Be it resolved** that the Board of Trustees approves the amendment of Sections 2.1 – 2.4 of the College Faculty Handbook as outlined below.

**Existing language**

**Recommended language (changes in blue)**

<p>Part II Faculty Governance</p> <p>2.1 Constitution of the Faculty of Saint Mary's University</p> <p>ARTICLE I Name The name of this organization shall be the Faculty of Saint Mary's University of Winona, Minnesota, sometimes herein referred to as the "Faculty."</p> <p>ARTICLE II Grant of Powers</p> <p><u>Definition of Faculty Powers</u> The affairs of Saint Mary's University are managed by the Board of Trustees. Subject to the Board of Trustees and the provisions of the University Articles of Incorporation and University Bylaws, the Faculty shall exercise the express powers set forth in these Faculty Bylaws. The Faculty shall have the right to recommend requirements for admission, courses of study, conditions for graduation, nature of degrees to be conferred, and</p>	<p>Part II Faculty Governance</p> <p>2.1 Constitution of the Faculty of <b>the College of Saint Mary's University of Minnesota</b>.</p> <p>ARTICLE I Name The name of this organization is the Faculty of <b>the College of Saint Mary's University of Minnesota</b>, sometimes herein referred to as the <i>Faculty</i>.</p> <p>ARTICLE II Grant of Powers</p> <p><u>Definition of Faculty Powers</u> The affairs of Saint Mary's University are managed by the Board of Trustees. Subject to the Board of Trustees and the provisions of the University Articles of Incorporation and University Bylaws, the Faculty will exercise the express powers set forth in these Faculty Bylaws. The Faculty shall have the right to recommend requirements for admission, courses of study, conditions for graduation, nature of degrees to be conferred, and</p>
--	--

regulations for the conduct of educational work of the university. It shall recommend bylaws for the governance of the faculty and shall insure the necessary organization for the conduct of student life and activities. Finally, it shall recommend to the Board of Trustees candidates for degrees in course and for honorary degrees.

Exercise of Faculty Powers

The exercise of the powers herein conferred on the Faculty which in the judgment of the President of the university involves a major issue in the educational policy or social functioning of the university shall require the explicit approval of the President of the university and of the Board of Trustees. In case of disagreement among the Faculty, the President, and the Board of Trustees on such a major issue, the Board of Trustees will consult with the Faculty and the President before making a final decision. Any such decision shall be within the sole discretion of the Board of Trustees.

ARTICLE III

Purpose

The purposes of this organization shall be:

1. to promote both the ethics and ideals, and the rights and duties, of the faculty of Saint Mary's University;
2. to facilitate the exercise of the members' rights and the performance of their duties as professional educators at Saint Mary's University;
3. to participate in the academic governance of Saint Mary's University;
4. to promote cooperation among faculty members and among all groups which comprise the Saint Mary's University community;
5. to advance the members' general welfare and their security in the profession as members of the faculty of Saint Mary's University; and
6. to act as the voice of the faculty when its

regulations for the conduct of educational work of the university. It will recommend bylaws for the governance of the Faculty and will insure the necessary organization for the conduct of those aspects of student life and activities affecting academic matters. Finally, it will recommend, as and when appropriate, to the Board of Trustees candidates for degrees from the College and candidates for honorary degrees.

Exercise of Faculty Powers

The exercise of the powers herein conferred on the Faculty, which in the judgment of the President of the university involves a major issue in the educational policy or social functioning of the university, requires the explicit approval of the President of the university and of the Board of Trustees. In case of disagreement among the Faculty, the President, and the Board of Trustees on such a major issue, the Board of Trustees will consult with the Faculty and the President before making a final decision. Any such decision shall be within the sole discretion of the Board of Trustees.

ARTICLE III

Purpose

The purposes of this organization shall be:

1. to promote both the ethics and ideals, and the rights and duties, of the Faculty;
2. to facilitate the exercise of the members' rights and the performance of their duties as professional educators at the College of Saint Mary's University;
3. to participate in the academic governance of the College of Saint Mary's University;
4. to promote cooperation among the Faculty and among all groups which comprise the Saint Mary's University community;
5. to advance the members' general welfare and their security in the profession as members of the Faculty of the College of Saint Mary's University; and
6. to act as the voice of the Faculty when its

<p>members wish to speak to matters of common concern.</p> <p><b>ARTICLE IV</b>  <b>Membership</b>  All academic administrative officers, full-time faculty, associate academic faculty, and academic administrative personnel, shall be members of the Faculty, and are expected to attend the meetings of the Faculty.</p> <p><b>ARTICLE V</b>  <b>Officers</b>  The officers of the Faculty shall be a Chair, a Vice-Chair and a Secretary.</p> <p><b>ARTICLE VI</b>  <b>Committees</b>  The Faculty of Saint Mary's University may name standing or ad hoc committees of the Faculty to conduct the business of the Faculty.</p>	<p>members wish to speak to matters of common concern.</p> <p><b>ARTICLE IV</b>  <b>Membership</b>  All academic administrative officers, full-time faculty, associate academic faculty, and academic administrative personnel, shall be members of the Faculty, and are expected to attend the meetings of the Faculty.</p> <p><b>ARTICLE V</b>  <b>Officers</b>  The officers of the Faculty shall be a Chair, a Vice-Chair and a Secretary.</p> <p><b>ARTICLE VI</b>  <b>Committees</b>  The Faculty may name standing or ad hoc committees of the Faculty to conduct the business of the Faculty.</p>
--	---

<p><b>ARTICLE VII</b></p> <p><b>Method of Amendment</b></p> <p>This constitution may be amended at any business meeting by a 1/2 majority vote of the voting members present, provided that the proposed amendment has been distributed in writing at the previous regular meeting. Such amendments shall become effective upon approval by the Board of Trustees of Saint Mary's University.</p>	<p><b>ARTICLE VII</b></p> <p><b>Method of Amendment</b></p> <p>This constitution may be amended at any business meeting by a 1/2 majority vote of the voting members present, provided that the proposed amendment has been distributed in writing at the previous regular meeting. Such amendments will become effective upon approval by the Board of Trustees of Saint Mary's University.</p>
---	--

2.2 Bylaws of the Faculty of Saint Mary's University

2.2.1 ARTICLE I Membership

A. Definitions

The following definitions of academic administrative officers, academic personnel, and academic administrative personnel determine eligibility for Faculty membership as provided in Article IV of the Faculty Constitution. In any Faculty governance document, reference to a Faculty group by using a phrase as underlined below shall be understood to mean that group as defined in this Article.

1. Academic Administrative Officers (see also Section 4.3 for a description of officers mentioned below.)

Academic administrative officers include the President of the university, the academic Vice President (Provost), the Vice President for Graduate and Special Programs (Associate Provost) and the Deans of the Schools, who are accountable to the academic Vice President. (Throughout this Handbook the academic Vice President is at times referred to as the Vice President of the College, indicating responsibility for management of the undergraduate campus, or as Provost or as the academic Vice President indicating overall responsibility for university-wide academic operations.)

2. Academic Personnel

2.2 Bylaws of the Faculty of Saint Mary's University

2.2.1 ARTICLE I Membership

A. Definitions

The following definitions of academic administrative officers, academic personnel, and academic administrative personnel determine eligibility for Faculty membership as provided in Article IV of the Faculty Constitution. In any Faculty governance document, reference to a Faculty group by using a phrase as *italicized* below shall be understood to mean that group as defined in this Article.

1. Academic Administrative Officers (see also Section 4.3-for a description of officers mentioned below.)

Academic administrative officers include the President of the university, the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, the Deans of the Schools, [the Vice President of the College, and, as appropriate, the Vice President for the Schools of Graduate and Professional Programs.](#)

<p>A. <u>Full-time Faculty</u> A full-time faculty member:</p> <p>a. ordinarily has full-time teaching duties or has teaching and other duties (e.g., research, academic administration, counseling duties) equivalent to a full-time teaching load as specified in his/her contract with the university (see Section 3.11.2). Tenured Librarians are also included in this category.</p> <p>b. fulfills the duties and responsibilities of a faculty member; and</p> <p>c. holds academic rank as described in Section 3.1.2.</p>	<p>2. Academic Personnel</p> <p>A. <i>Full-time Faculty</i> A full-time faculty member:</p> <p>a. ordinarily has full-time teaching duties or has teaching and other duties (e.g., research, academic administration, counseling duties) equivalent to a full-time teaching load as specified in his/her contract with the university (see Section 3.11.2). <del>Tenured Librarians are also included in this category.</del></p> <p>b. fulfills the duties and responsibilities of a faculty member; and</p> <p>c. holds academic rank as described in Section 3.1.2.</p>
<p><u>B. Associate Academic Faculty</u></p> <p>a. Part-time or Special Appointment Faculty as defined in Sections 3.1.3 and 3.1.4 of this <u>Handbook</u>.</p> <p>b. Per course or special appointment Saint Mary's University faculty engaged in instruction, research, academic advising, or a combination of these tasks. Their primary contract is signed by the academic Vice President and specifies a definite salary dependent on the number of hours</p>	<p><u>B. Associate Academic Faculty</u></p> <p>a. Part-time or Special Appointment Faculty as defined in Sections 3.1.3 and 3.1.4 of this <i>Handbook</i>.</p> <p>b. Per course or special appointment Faculty engaged in instruction, research, academic advising, or a combination of these tasks. Their primary contract is signed by the Vice President for Academic Affairs and specifies a definite salary dependent on the number of hours spent in</p>

<p>spent in professional duties. Emeritus faculty as special appointment are considered Associate Academic Faculty.</p> <p>3. Academic Administrative Personnel</p> <p>Other persons who are members of programs and services which report directly to the Academic Dean. These are limited to the following: Academic Advising; Academic Skills Center; Center for International Students; Library; Study Abroad Programs; Assessment; Internships and Career Services; Academic Records and Research; Writing Center; Student Achievement.</p> <p>B. <u>Exclusion</u></p> <p>Notwithstanding any other provision of this article, no full-time undergraduate student registered for credit at Saint Mary's University may be a member of the Faculty.</p>	<p>professional duties. Emeritus faculty as special appointment are considered Associate Academic Faculty.</p> <p>3. Academic Administrative Personnel</p> <p>Other persons whose responsibility is in the area of academic administration and who report to the Vice President for Academic Affairs, either directly or indirectly, through academic administrative supervisors.</p> <p>B. <u>Exclusion</u></p> <p>Notwithstanding any other provision of this article, no full-time undergraduate student registered for credit at Saint Mary's University may be a member of the Faculty.</p>
<p><u>C. Voting</u></p> <p>1. Academic administrative officers, full-time faculty members, and full-time academic administrative personnel shall have full voting privileges.</p> <p>2. Associate academic faculty and part-time academic administrative personnel shall have all rights and privileges of participation in discussions but shall not vote on matters before the Faculty.</p>	<p><u>C. Voting</u></p> <p>1. Academic administrative officers, full-time faculty members, and full-time academic administrative personnel will have full voting privileges.</p> <p>2. Associate academic faculty and part-time academic administrative personnel will have all rights and privileges of participation in discussions but will not vote on matters before the Faculty.</p>

<p>3. Emeritus faculty may request from the Chair full voting privileges with attendant obligations.</p> <p>D. <u>Institutional and Faculty Committee Membership</u></p> <p>Unless otherwise specified under committee membership, only full-time faculty and academic administration personnel can serve on Institutional and Faculty Committees.</p> <p>E. <u>Quorum</u></p> <p>A quorum shall consist of one-half of all voting members as defined above. See also Section 2.2.6 (B).</p>	<p>3. Emeritus faculty may request from the Chair full voting privileges with attendant obligations, <b>which would include, but not be limited to, teaching courses, serving on Faculty or university committees, etc.</b></p> <p>D. <u>Institutional and Faculty Committee Membership</u></p> <p>Unless otherwise specified under committee membership, only full-time faculty and <b>full-time academic administrative</b> personnel can serve on Institutional and Faculty Committees.</p> <p>E. <u>Quorum</u></p> <p>A quorum shall consist of <b>a majority</b> of all voting members as defined above. See also Section 2.2.6 (B).</p>
--	---

<p>2.2.2 ARTICLE II Involvement In Governance</p> <p>A. <u>Purpose</u></p> <p>Governance at Saint Mary's University is appropriately shared among the members of the institution. In any institution all authority (the</p>	<p>2.2.2 ARTICLE II Involvement In Governance</p> <p>Governance at Saint Mary's University is</p>
---	---

legitimate right to decide) is obtained by delegation from the highest authority. At Saint Mary's University this body is the Board of Trustees.

As a matter of philosophy, effective authority is obtained through the voluntary consent of those to be governed by the authority. Responsibility, the accepting of the consequences of decisions, must be closely linked to authority or the delegation of authority.

As part of the governance process, certain advisory relationships are established. Their purpose is to allow members of the institution who may be affected by a decision to communicate that information to the one(s) who exercise(s) the authority.

The faculty, as a body, through its committees, its chairpersons, and individually, participates in the governance process. In order to participate effectively, the faculty must understand and use the authority and advisory relationships which are defined.

appropriately shared among the members of the institution. In any institution, all authority (the legitimate right to decide) is obtained by delegation from the highest authority. At Saint Mary's University, this body is the Board of Trustees.

As a matter of philosophy, effective authority is obtained through the voluntary consent of those to be governed by the authority. Responsibility, the accepting of the consequences of decisions, must be closely linked to authority or the delegation of authority.

As part of the governance process, certain advisory relationships are established. Their purpose is to allow members of the institution who may be affected by a decision to communicate that information to the one(s) who exercise(s) the authority.

The faculty, as a body, through its committees, its chairpersons, and individually, participates in the governance process. In order to participate effectively, the faculty **operates within** the authority and advisory relationships that are defined.

**A. Purpose and Authority:**

- 1. The Faculty Council and all Faculty committees have as their ultimate purpose contributing to the common good of Saint Mary's University as articulated in the university's mission statement. Committee work will reflect the university's Lasallian Catholic identity. To this end, all committees will strive to actualize the principles of mutual respect, mutual trust, communication, and accountability.**



	<p>2. Committees charged with areas identified as <i>Immediate Authority</i> as defined in Article 2, Section B, of this Handbook are considered committees of the Faculty.</p> <p>3. To insure attention to the university's mission and common good, all committees of the Faculty will adopt procedures that include appropriate communication with affected faculty, deans, academic administrators, and university administrators. At a minimum, each committee will ordinarily make available its agenda, at least three days before its meetings, and its minutes, as soon as they are approved.</p>
<p><u>B. Definitions</u></p> <p>1. Immediate Authority – Decision effective immediately, not usually subject to higher review.</p> <p>2. Regular Authority – Decision effective immediately, normally reviewed by higher authority and may be rescinded.</p> <p>3. Limited Authority – Decision not effective until approved by higher authority.</p> <p>4. Shared Authority – Decision not effective until all sharing the authority have decided.</p> <p>5. Regular Advisory – A defined ongoing relationship.</p> <p>6. Requested Advisory – A relationship which exists only for the life of a single decision (or</p>	<p><u>B. Definitions</u></p> <p>1. Immediate Authority – Decision effective immediately, not usually subject to higher review.</p> <p>2. Regular Authority – Decision effective immediately, normally reviewed by higher authority and may be rescinded.</p> <p>3. Limited Authority – Decision not effective until approved by higher authority.</p> <p>4. Shared Authority – Decision not effective until all sharing the authority have decided.</p> <p>5. Regular Advisory – A defined ongoing relationship</p> <p>6. Requested Advisory – A relationship that exists only for the life of a single decision (or related</p>

<p>related family of decisions).</p> <p>7. Voluntary Advisory – An undefined relationship.</p>	<p>family of decisions).</p> <p>7. Voluntary Advisory – An undefined relationship.</p>
<p><u>C. The Areas of Authority and Advice</u></p> <p>1. Authority</p> <p>In all matters appearing in this section, it must be noted that authority extends only to those decisions made within the constraints established by university policy.</p> <p>a. Immediate Authority</p> <p>Immediate authority is that authority exercised by the highest levels and is not normally subject to review. Faculty members exercise immediate authority in matters related to the administration of a class. This includes, but is not limited to: evaluation of student work, selection of teaching method(s), selection of material to be presented within the guidelines set by departments, and the maintenance of a class atmosphere conducive to the learning process.</p> <p>The Faculty has immediate authority regarding the conduct of its own business meetings. This authority does not extend to substantive constitutional or bylaw changes.</p>	<p><u>C. The Areas of Authority and Advice</u></p> <p>1. Authority</p> <p>In all matters appearing in this section, it must be noted that authority extends only to those decisions made within the constraints established by university policy.</p> <p>a. Immediate Authority</p> <p>Immediate authority is that authority exercised by the highest levels and is not normally subject to review. Faculty members exercise immediate authority in matters related to the administration of a class. This includes, but is not limited to: evaluation of student work, selection of teaching method(s), selection of material to be presented within the guidelines set by departments, and the maintenance of a class atmosphere conducive to the learning process.</p> <p>The Faculty has immediate authority regarding the conduct of its own business meetings. This authority does not extend to substantive</p>

<p>b. Regular Authority</p> <p>Regular authority is that authority delegated to one who can best make the decision. It has immediate effect but is subject to administrative and/or board review.</p> <p>The faculty, as a body, through departments, schools, and its committees, has regular authority regarding the establishment, termination, or change in undergraduate academic programs and the establishment, termination, or modification of courses which support those programs. This authority extends to the establishment and maintenance of academic standards.</p> <p>The faculty, through its departments, has the regular authority to manage funds, subject to dollar limitations, as defined by the approved university budget.</p> <p>The faculty, through established handbook procedures, has regular authority regarding appeals by dismissed tenured faculty.</p> <p>c. Limited Authority</p> <p>This authority concerns matters which require approval by a higher authority before they may take effect.</p>	<p>constitutional or bylaw changes.</p> <p>b. Regular Authority</p> <p>Regular authority is that authority delegated to one who can best make the decision. It has immediate effect but is subject to administrative and/or board review.</p> <p>The faculty, as a body, through departments, schools, and its committees, has regular authority regarding the establishment, termination, or change in undergraduate academic programs and the establishment, termination, or modification of courses that support those programs. This authority extends to the establishment and maintenance of academic standards.</p> <p>The faculty, through its departments, has the regular authority to manage funds, subject to dollar limitations, as defined by the approved university budget.</p> <p>The faculty, through established handbook procedures, has regular authority regarding appeals by dismissed tenured faculty.</p> <p>c. Limited Authority</p> <p>This authority concerns matters which require approval by a higher authority before they may take effect.</p>
--	---

<p>The faculty has limited authority to set its own by-laws.</p> <p>The faculty, through properly constituted search committees, has a limited authority in recommending faculty to fill teaching positions.</p> <p>d. Shared Authority</p> <p>Shared authority recognizes the appropriateness of a participatory management style in regard to some decision areas. It is stronger than a regular advisory relationship. It encompasses matters where the ultimate responsibility falls rather equally on two or more bodies. To be effective, in cases of impasse, the administration carries more authority than the others. However, the important concept is that a maximum effort is made by all parties to reach a mutually acceptable decision. The faculty, through its departments and schools, exercises shared authority in the process of selecting Department Chairs and Deans. The authority is shared with the academic Vice President. The mutuality emanates from the dual role of the Chair. The Chair represents the departmental faculty to the Dean and the Vice President, and the Chair must also represent the academic Vice President for Academic Affairs and Dean to the departmental faculty.</p>	<p>The faculty has limited authority to set its own by-laws.</p> <p>The faculty, through properly constituted search committees, has a limited authority in recommending faculty to fill teaching positions.</p> <p>d. Shared Authority</p> <p>Shared authority recognizes the appropriateness of a collaborative management style in regard to some decision areas. It is stronger than a regular advisory relationship. It encompasses matters where the ultimate responsibility falls equally on two or more bodies. To be effective, in cases of impasse, the administration carries more authority than the others. However, the important concept is that a maximum effort is made by all parties to reach a mutually acceptable decision. <del>The faculty, through its departments and schools, exercises shared authority in the process of selecting Department Chairs and Deans. The authority is shared with the academic Vice President. The mutuality emanates from the dual role of the Chair. The Chair represents the departmental faculty to the Dean and the Vice President, and the Chair must also represent the academic Vice President for Academic Affairs and Dean to the departmental faculty.</del></p>
<p>2. Advisory</p> <p>In many matters authority must be retained by the</p>	<p>2. Advisory</p> <p>In many matters, authority must be retained by the</p>

administration even while direct or indirect responsibility falls upon the faculty. In these matters advisory relationships are defined.

a. Regular Advisory

The Faculty, through its committees, maintains an ongoing advisory relationship with various administrative offices.

The Faculty, as a body through committee action, has a regular advisory role in determining those matters related to compensation, welfare and work environment. The regular advisory role also includes those matters relating to faculty retention, promotion, and tenure which are not covered by the section on authority.

The Faculty, through the Student Life Committee, has a regular advisory role in those matters where the Office of the Vice President of Student Development has authority.

b. Requested Advisory

In those matters which are not regular, recurring, or anticipated, the administration may request the formal advice of the Faculty. These circumstances are under the control of the proper authority but should be exercised when decisions will have a recognized impact on the faculty or academic life of the institution. When the administration requests formal advice from the Faculty, the Executive Committee of the Faculty should be

administration even while direct or indirect responsibility falls upon the faculty. In these matters, advisory relationships are defined.

a. Regular Advisory

The Faculty, through its committees, maintains an ongoing advisory relationship with various administrative offices.

The Faculty, as a body through committee action, has a regular advisory role in determining those matters related to compensation, welfare, and work environment. The regular advisory role also includes those matters relating to faculty retention, promotion, and tenure that are not covered by the section on authority.

The Faculty, through the Student Life Committee, has a regular advisory role in those matters where the Office of the Vice President of Student Life has authority.

b. Requested Advisory

In those matters which are not regular, recurring, or anticipated, the administration may request the formal advice of the Faculty. These circumstances are under the control of the proper authority but should be exercised when decisions will have a recognized **affect** on the faculty or academic life of the institution. When the administration requests

consulted as to who has the right to speak for the Faculty. Requesting advice from an individual Faculty member is not equivalent to requesting advice from the Faculty.

c. Voluntary Advisory

The Faculty has the right to speak to any matter affecting the university. The matters need not have direct or indirect impact on the academic life. The university is a community and the faculty are members of that community. Faculty must exercise this right with full respect for the authority which must make the decision.

D. Exceptions to the Policy

The effectiveness of this policy requires adherence to its guidelines under all but exceptional circumstances. If the designated authority cannot make a timely decision, then the higher authority may exercise the power after so informing the designated faculty body.

Other exceptional circumstances may occur under conditions of exigency. Exceptions, based upon exigency, will only occur after a proper exigency determination has been made. The declaration of exigency cannot occur until the Executive Committee of the Faculty has the opportunity to study the financial health of the university.

formal advice from the Faculty, the Faculty Council should be consulted as to who has the right to speak for the Faculty. Requesting advice from an individual Faculty member is not equivalent to requesting advice from the Faculty.

c. Voluntary Advisory

The Faculty has the right to speak to any matter affecting the university. The matters need not have direct or indirect **affect** on the academic life. The university is a community and the faculty are members of that community. Faculty must exercise this right with full respect for the authority that must make the decision.

D. Exceptions to the Policy

The effectiveness of this policy requires adherence to its guidelines under all but exceptional circumstances. If the designated authority cannot make a timely decision, then the higher authority may exercise the power after so informing the designated faculty body.

Other exceptional circumstances may occur under conditions of exigency. Exceptions, based upon exigency, will only occur after a proper exigency determination has been made. The declaration of exigency cannot occur until the Faculty Council has the opportunity to study the financial health of the

	university.
--	-------------

2.2.5 ARTICLE V Elections

A. With the exceptions of the Secretary of the Faculty and Parliamentarian (who may serve any number of consecutive terms), and elected members of the Nominations and Elections Subcommittee (who may not succeed themselves), the officers of the Faculty and members of standing committees may be elected or appointed to succeed themselves for at most one additional term of office, unless otherwise specified in this Handbook under Section 2.3.

B. Election of Nominations and Elections Subcommittee

At the second regular business meeting of the contract year, the presiding officer shall call for nominations from the floor for two positions on the Nominations and Elections Subcommittee. When nominations are closed, the election shall proceed immediately by secret ballot. The results of the election shall be certified to the Secretary of the Faculty by the outgoing Nominations and Elections Subcommittee no later than the first school day following the meeting. It is the responsibility of the officers of the parent committee, The Executive Committee, to ensure that the election of the Nominations and Election Subcommittee is held in accordance with the provisions stated herein.

2.2.5 ARTICLE V Election of Officers and the Nominations and Elections Subcommittee

A. Election of Officers and Parliamentarian

With the exceptions of the Secretary of the Faculty and Parliamentarian (who may serve any number of consecutive terms), and elected members of the Nominations and Elections Subcommittee (who may not succeed themselves), the officers of the Faculty and members of standing committees may be elected or appointed to succeed themselves for at most one additional term of office, unless otherwise specified in this *Handbook* under Section 2.3

B. [The Nominations and Elections Subcommittee](#)

[The Secretary of the Faculty is the Chair of the Nominations and Elections Subcommittee as outlined in Section 2.2.4, Article III, C12 and is responsible for all faculty election proceedings. The Secretary, at his or her discretion, may ask up to two members of the Faculty Council to serve on the Nominations and Elections Subcommittee. Nominees for any faculty governance position will come from the faculty voting list of the most recently approved faculty roster.](#)



Election of Faculty Officers and Members of Standing Committees

1. Before the April business meeting, the Nominations and Elections Subcommittee shall distribute to all members of the Faculty an eligibility list which indicates the academic rank and length of service of each member of the Faculty.
2. At the April business meeting, the Nominations and Elections Subcommittee shall present a slate of candidates for officers of the Faculty and call for nominations from the floor. When nominations are closed, the Faculty shall proceed immediately to a vote by secret ballot. An absolute majority of votes cast shall be required for election. If no candidate for an office has an absolute majority on the first ballot, the two candidates with the greatest number of votes on that ballot shall be the only nominees eligible for the office in subsequent ballots. Candidates tied for first or second greatest plurality on the first ballot shall be eligible for subsequent ballots, but whenever a tie is broken, the two candidates with the greatest number of votes on that ballot shall be the only nominees eligible for the office in succeeding ballots.
3. When the election of Faculty officers has been completed and the results announced to the Faculty, the Nominations and Elections Subcommittee shall present a slate of candidates for membership on standing committees other than their own committee and call for further nominations from the floor. When nominations are closed, the Faculty meeting may proceed to other business.

**Election and Terms of Committee Members:**

1. Elections to committees shall take place in February, March, or April of each year. Unless noted otherwise, an absolute majority of votes cast shall be required for election. If no candidate for an office has an absolute majority on the first ballot, the two candidates with the greatest number of votes on that ballot shall be the only nominees eligible for the office in subsequent ballots.
2. Newly elected committee members shall begin their term at the start of the next academic year.
3. A Faculty member may serve on only two standing committees and one *ad hoc* committee at a time, be it a Standing Committee of the Faculty or a Standing Committee of the University. This restriction does not apply to standing committees of schools or departments.
4. Committee members required to be elected from a particular school or department will be elected by that school or department through a process determined by the Faculty within that school or department. At-large positions are drawn from the full faculty. Nominations will be organized and overseen by the Nominations and Elections Subcommittee of the Faculty Council.
5. Elected committee members who are unable to serve during a portion of their term of service have the option, except in the special cases noted below, of taking a temporary leave or resigning from the committee. In making this decision, due

4. No later than one week after the April business meeting, the Nominations and Elections Subcommittee shall distribute to voting members of the Faculty a ballot for membership on Faculty standing committees, with instructions for completing and returning the ballot. A plurality of votes cast shall be sufficient for election. In case of ties, election shall be determined by lot.
5. No later than two weeks after the April business meeting, the Nominations and Elections Subcommittee shall submit to the Secretary of the Faculty a list of members elected to committees. A copy of this list shall be distributed by the Secretary to all members of the Faculty.

consideration should be given to the affect of a temporary absence on the integrity and continuity of the committee's work.

- a. The Faculty member's intent to take a temporary leave or resign from a committee shall be stated in writing to the Chair of the Faculty Council with a copy to the chair of the affected committee. This written statement shall describe the reason(s) for leaving and the effective date(s) of the absence. Such written notice should be submitted in a timely manner so that arrangements for a replacement (if necessary) can be made.
- b. The Faculty Council, in consultation with the chair of the affected committee, shall examine the need for replacement of a Faculty member who requests a leave or resigns from a committee. When this consultation dictates that a replacement is in order, the Faculty Council, through the nominations and elections subcommittee, shall, at the earliest reasonable date, arrange an election for a temporary (in cases of leave) or permanent (in cases of resignation) replacement. A person elected as a permanent replacement shall serve out the term that remains for the person who resigned.
- c. Faculty who stand for election to Faculty Committees should first consider whether they anticipate being on leave (e.g., due to sabbatical) during part of their term of service. If so, they should decline the nomination and thereby avoid the need for resignation and replacement. Should a member of a committees

become unable to serve for an extended period during his or her term (e.g., one semester), then a resignation shall be submitted.

- d. Unless this consultation suggests otherwise, a Faculty member who has served a majority of his or her elected term shall be considered as having completed a full term.
- e. Should any committee decide that a committee member or chair is not fulfilling his or her duties effectively, the committee will report this concern to the Faculty Council. The Faculty Council will investigate the complaint, and based on the outcome of the investigation, may ask such member or chair to resign his or her position. If he or she refuses, the Faculty Council will bring the matter to the full faculty and ask for a vote to remove the member or chair. If this occurs, a new election will take place immediately to fill the empty position.

**Election of Chair:**

1. At the end of each academic year, all Committees of the Faculty will elect from their membership a full-time faculty member to chair the committee for the next year. Current members of the committees at that time are eligible to vote for chair. The chair will be responsible for convening the committee and for orienting new members to the committee's responsibilities and procedures.
2. If a chair is unable to carry out his or her duties for a short period of time, the chair will appoint a current member of the committee as acting chair.
3. If a chair is unable to complete a term of office, a new chair will be nominated and

elected by current members of the committee.

**Election of Secretary:**

1. An election will be held in the fall to determine the secretary of each committee for the current year. All committee members are eligible for nomination as secretary.
2. If a secretary is unable to carry out his or her duties, the chair will appoint an acting secretary.

**Communication**

1. To ensure attention to the concept of collaborative leadership, all Committees of the Faculty will adopt procedures that include appropriate communication with all affected faculty, deans, and administrators. Within two weeks after a meeting, the minutes of each committee will be emailed to the Faculty Council Secretary who will post them on the Faculty governance web site.
2. All Committees of the Faculty will submit at least one report to the Secretary of the Faculty Council each year. This report will function as an annual report, summarizing policy initiatives under discussion and actions taken (with due consideration of confidentiality and privacy requirements where appropriate) during the academic year. This annual report will be self-evaluative, identifying aspects of the committee work that are going well and areas of responsibility that might call for adjustment. Annual reports will be submitted to the Secretary of the Faculty Council no later than one week before the final Faculty Council meeting of the academic year. Submitting these reports is the responsibility of each committee chair.

D. Special Elections

1. Vacancies which occur in the Nominations and Elections Subcommittee shall be filled at the next regular meeting of the Faculty by a special election held according to the procedure specified in Subsection C(2) of this Article.
  
2. Vacancies which occur in elected membership on committees other than the Nominations and Elections Subcommittee shall be reported to the latter committee. The Nominations and Elections Subcommittee shall solicit the candidacy of members of the Faculty eligible to complete the term of office and shall conduct an election to fill the vacancy. Ballots may be distributed by campus mail to all voting members of the Faculty immediately, without waiting for further nominations from the Faculty. A plurality of votes returned shall be sufficient for election. In case of ties, election shall be determined by lot. The result of such special elections shall be reported to the Secretary of the Faculty, who shall inform the committee in question and the faculty at large of the change in committee membership.
  
3. When a vacancy occurs in the office of Vice-Chair or Secretary of the Faculty, the Chair shall hold an election to fill the vacancy at the next regular meeting of the Faculty. Two weeks notice of this election shall be given in writing to all members of the Faculty. The election shall follow the procedures for election of officers specified in Subsection C(2) of this article.

D. Special Elections

1. Vacancies which occur in elected membership on committees shall be reported to the Faculty Secretary, as Chair of the Nominations and Elections subcommittee. The Nominations and Elections Subcommittee shall solicit the candidacy of members of the Faculty eligible to complete the term of office and shall conduct an election to fill the vacancy. Ballots may be distributed by campus mail to all voting members of the Faculty immediately, without waiting for further nominations from the Faculty. A plurality of votes returned shall be sufficient for election. In case of ties, election shall be determined by lot. The result of such special elections shall be reported by the Secretary of the Faculty to the faculty committee and the faculty at large.
  
2. When a vacancy occurs in the office of Vice-Chair or Secretary of the Faculty, the Chair shall hold an election to fill the vacancy at the next regular

<p>4. Special elections requested by the administration, the Faculty or a committee of the Faculty shall be held in accordance with the procedures established by the body which requests them.</p>	<p>meeting of the Faculty. Two weeks notice of this election shall be given in writing to all members of the Faculty. The election shall follow the procedures for election of officers specified in this article.</p> <p>3. Special elections requested by the administration, the Faculty, or a committee of the Faculty shall be held in accordance with the procedures established by the body which requests them.</p>
---	---

<p>2.2.6 ARTICLE VI Meetings</p> <p>There shall be no fewer than three business meetings of the Faculty each contract year.</p> <p>A. The rules contained in <u>Robert's Rules of Order Revised</u> shall govern the conduct of business in all cases in which they are not inconsistent with the bylaws or the special rules of order of the Faculty.</p> <p>B. One-half the voting membership, exclusive of members on leave or on sabbatical, shall constitute a quorum.</p> <p>C. Notwithstanding the number of previous business meetings during the contract year, there shall be at least one business meeting during the</p>	<p>2.2.6 ARTICLE VI Meetings</p> <p>There will be at least three business meetings of the Faculty each contract year, one of which will be during the month of April.</p> <p>A. A yearly schedule for faculty meetings will be established by the Faculty Council at the beginning of the contract year. Special meetings can be called by the Faculty Council, requested by academic administration or university administration, or called when a written request is submitted to the Secretary by 20 members of the Faculty. Notices of special meetings will be provided forty-eight hours in advance, except in cases of emergency.</p> <p>B. Meetings will be governed by <i>Robert's Rules of Order Revised</i> in all cases unless they are inconsistent with the bylaws or the special rules of order of the Faculty.</p>
--	--

month of April.

D. Notices of regular meetings shall be given in writing to all members of the Faculty and the President's Cabinet at least two weeks prior to the date of the meeting.

E. The meeting agenda and minutes of the previous meeting shall be distributed to all members one week prior to the day of the meeting. The minutes shall contain the names of those absent at a given meeting.

F. Regular meetings of the Faculty are held in accordance with a schedule established by the Executive Committee in the beginning of the contract year. Special meetings are called by the Executive Committee when it judges it necessary, upon request of the University administration or when written request for such a meeting has been submitted to the Secretary by 20 members of the Faculty. Notices of such special meetings shall be furnished to members of the Faculty forty-eight hours in advance, except in cases of emergency.

G. The Executive Committee prepares the agenda, but any member of the Faculty may present at any meeting (under new business) any matter within the jurisdiction of the Faculty. Discussion of any matter decided by the Executive Committee requires a simple majority vote of those present and voting to bring the matter before the Faculty. A simple majority of those present and voting is required when the Faculty acts upon an Executive Committee decision.

C. A quorum consists of a majority of the voting membership, not including members on leave or on sabbatical.

D. A schedule of regular meetings will be given in writing or electronically to all members of the Faculty, the Associate Vice President for Academic Affairs, the Vice President for Academic Affairs, the Vice President of the College, the President's Cabinet, and the President at least two weeks prior to the date of the meeting.

E. The meeting agenda and minutes of the previous meeting will be distributed to all members one week before the meeting whenever possible.

F. The Faculty Council prepares the agenda, but any member of the Faculty may bring up any matter within the jurisdiction of the Faculty under new business. When the Faculty acts upon a Faculty Council decision, a simple majority vote of those present is required.

G. The order of business at meetings will usually follow this order: Call to order, invocation, approval of the minutes of the previous meeting, communications, executive reports from committees (if any), old business, new business, adjournment.

H. Proxy voting will be allowed for faculty members who are absent from Faculty meetings

<p>H. The order of business at meetings shall be:</p> <ol style="list-style-type: none"> <li>1. Invocation</li> <li>2. Roll Call</li> <li>3. Approval of the minutes of the previous meeting</li> <li>4. Reception of communications from: <ol style="list-style-type: none"> <li>(a) The Board of Trustees</li> <li>(b) The University Administration</li> <li>(c) The Student Senate</li> <li>(d) Others</li> </ol> </li> <li>5. Executive Committee Program, which shall include: <ol style="list-style-type: none"> <li>(a) Special Orders</li> <li>(b) Reports of standing committees</li> <li>(c) Reports of <u>ad hoc</u> committees</li> <li>(d) Unfinished business and general orders</li> <li>(e) New business</li> </ol> </li> </ol>	<p>because of professional activity in service to the University as approved by the Vice President for Academic Affairs. A proxy voter must be named in writing and filed with the Secretary by the person whose vote the proxy represents prior to the start of the meeting at which the vote is to be recorded.</p> <p>I. Representatives of the student body, in limited number, and as approved by the Chair of the Faculty, may attend Faculty meetings as guests and observers. Such representatives will be certified to the Secretary by the President of the Student Senate.</p> <p>J. Guests and observers may be excluded from any Faculty discussion where their presence would create a conflict with the Faculty's professional obligation against improper disclosure. The vote to exclude regularly invited guests and observers requires a two-third vote of the voting members present and voting to carry. If passed, the vote will exclude all guests and observers without exception, except those guest observers asked to remain by the faculty, who may be the subject of discussion.</p>
--	---



<p>I. Proxy voting shall be allowed for faculty members who are absent from Faculty meetings because of professional activity in service to the University as approved by the Vice President for Academic Affairs. A proxy voter must be named in writing and filed with the Secretary by the person whose vote the proxy represents prior to the start of the session in which the vote is to be recorded.</p> <p>J. Representatives of the student body, in limited number, as approved by the Chair of the Faculty, may attend Faculty meetings as guests and observers. Such representatives shall be certified to the Secretary of the Faculty by the President of the Student Senate.</p> <p>K. Guests and observers may be excluded from any Faculty discussion where their presence would create a conflict with the Faculty's professional obligation against improper disclosure. The vote to exclude regularly invited guests and observers requires a two-thirds vote of the voting members present and voting to carry, and it will be understood to exclude all guests and observers without exception, unless the guest observers themselves are the subject of discussion.</p>	
<p>2.2.7 ARTICLE VII Amendment of Bylaws</p> <p>See Section 2.4.</p> <p>2.3 <u>Committees of Saint Mary's University</u></p>	<p>2.2.7 ARTICLE VII Amendment of Bylaws</p> <p>See Section 2.4.</p> <p>2.3 <u>Committees of Saint Mary's University</u></p>

### 2.3.1 Faculty Committee Protocols

The following protocols pertain to the ways in which the Faculty conducts its business through its committees.

1. Faculty committees are advisory to the Faculty unless they have been specifically empowered to act on behalf of the Faculty.
2. Motions to close or limit debate are in order at committee meetings.
3. Standing committees of the Faculty shall make their own procedures and assure that a digital version is accessible to all members of the faculty.
4. Standing committees shall meet at least once every two months during the academic year.
5. Standing committees shall report to the Executive Committee (see Section 2.3.3.1) after each meeting.
6. Standing committees shall report to the Faculty at least once each academic year.
7. Standing committees, if charged with

### 2.3.1 Faculty Committee Protocols

The following protocol directs the ways the Faculty conducts its business through committees.

1. Faculty committees are advisory to the Faculty unless they have been specifically empowered to act on behalf of the Faculty.
2. The Faculty conducts its business primarily through two types of standing committees: Institutional Committees and Faculty Committees.
3. Standing committees will elect their own officers.
4. Standing committees of the Faculty will make their own procedures and assure that these are accessible to all members of the faculty.
5. Standing committees will meet at least once every two months during the academic year.
6. Standing committees will determine if and when individual meetings are open to faculty, but periods of deliberation and voting are limited only to members of the committee and may not be observed by visitors.
7. Communication between standing committees and the Faculty Council (see Section 2.3.3.1) will take place through Faculty Council liaisons for each committee and by making minutes available to the Council. How this is done can be determined by the committee.

<p>maintaining standing subcommittees, may not dissolve such without prior approval of the Faculty.</p> <p>8. With the exception of <u>ex officio</u> members, student members of Faculty committees and standing subcommittees shall be selected by whatever process the Student Senate deems appropriate.</p> <p>9. Faculty members and students who are not members of a parent committee may be elected or appointed to a subcommittee.</p> <p>10. Standing committees are charged with electing their own officers.</p> <p>11. The Faculty conducts its business primarily through two types of standing committees: Institutional Committees and Faculty Committees.</p> <p>12. In accordance with Article V, no faculty member may serve more than two consecutive terms on the same committee.</p>	<p>8. Standing committees will report to the Faculty at least once each academic year.</p> <p>9. Standing committees, if charged with maintaining standing subcommittees, may not dissolve such subcommittees without prior approval of the Faculty.</p> <p>10. With the exception of <i>ex officio</i> members, student members of Faculty committees and standing subcommittees will be selected by whatever process the Student Senate deems appropriate.</p> <p>11. Faculty members and students who are not members of a committee may be elected or appointed to a subcommittee.</p> <p>12. Faculty committee members should disclose conflicts of interest as a part of any committee discussion.</p> <p>13. In accordance with Article V, no faculty member may serve more than two consecutive terms on the same committee.</p>
--	--

### 2.3.3 Faculty Committees

1. Faculty Committee memberships and terms are to be found in Part IV of this Handbook (Appendices) at 4.1.2.2 (Faculty Committees). Membership and terms for the Faculty Advancement and Tenure Review Committee (an Institutional Committee - FATRC) are to be found at 4.1.2.3. Faculty Committee and Faculty Advancement and Tenure Review Committee duties remain in the Handbook and are subject to the normal process of Handbook revision. Changes in memberships and terms of Faculty Committee and FATRC shall be accomplished according to the regular decisions of the Faculty Council and/or Faculty Body as spelled out in Section 2.3.3.1, below in the duties of the Faculty Council and Section 2.2.6 (G) of Part II of the Handbook, dealing with faculty meetings. Such changes require a majority vote of the Faculty Council or Faculty Body (Council or Body) must be consistent with the Constitution of the Faculty of Saint Mary's University as seen in Part II of the Faculty Handbook (Section 2.1) particularly Article II - Grant of Powers, Definition of Faculty Powers and Exercise of Faculty Powers.

#### 2.3.3.1 Faculty Council

In general, The Council shall adhere to, advocate, and report on its efforts to advance, the documented priorities of the faculty body. The Council is charged to collaborate with the academic administration and other constituencies in the collegial and pragmatic spirit of shared governance as articulated in the Bylaws of the Faculty, Article II.

Duties of the Faculty Council include the following:

- a. Facilitating the work of all standing committees of the Faculty through familiarity

### 2.3.3 Faculty Committees

~~1. Faculty Committee memberships and terms are to be found in Part IV of this Handbook (Appendices) at 4.1.2.2 (Faculty Committees). Membership and terms for the Faculty Advancement and Tenure Review Committee (an Institutional Committee - FATRC) are to be found at 4.1.2.3. Faculty Committee and Faculty Advancement and Tenure Review Committee duties remain in the Handbook and are subject to the normal process of Handbook revision. Changes in memberships and terms of Faculty Committee and FATRC shall be accomplished according to the regular decisions of the Faculty Council and/or Faculty Body as spelled out in Section 2.3.3.1, below in the duties of the Faculty Council and Section 2.2.6 (G) of Part II of the Handbook, dealing with faculty meetings. Such changes require a majority vote of the Faculty Council or Faculty Body (Council or Body) must be consistent with the Constitution of the Faculty of Saint Mary's University as seen in Part II of the Faculty Handbook (Section 2.1) particularly Article II - Grant of Powers, Definition of Faculty Powers and Exercise of Faculty Powers.~~

#### 2.3.3.1 Faculty Council

In general, The Council shall adhere to, advocate, and report on its efforts to advance, the documented priorities of the faculty body. The Council is charged to collaborate with the academic administration and other constituencies in the collegial and pragmatic spirit of shared governance as articulated in the Bylaws of the Faculty, Article II.

Duties of the Faculty Council include the following:

- a. Facilitating the work of all standing committees of the Faculty through familiarity

<p>with Committee minutes and regular consultation with committee chairs.</p> <p>b. Acting on all advisory decisions received from the standing committees of the Faculty.</p> <p>c. Initiating studies as it sees fit and directing the appropriate committee to carry out these studies.</p> <p>d. Reporting all of its decisions, actions and recommendations to the Faculty in a timely fashion. The decisions of the Faculty Council regarding recommendations to the administration shall become the Faculty's final recommendation 30 working days after they are reported to the Faculty. Decisions of the Council shall be reported to the faculty within 10 working days. The decisions of the council can be brought before the Faculty for reconsideration by one of the following:</p> <ol style="list-style-type: none"> <li>1. A simple majority vote of the Faculty.</li> <li>2. A 2/3 majority vote by the committee with primary responsibility for the issue.</li> <li>3. Upon the council's own request. A simple majority of those present and voting in the Faculty is required to override the Faculty Council except as specified in Section 2.4.</li> </ol> <p>e. Determining the agenda of all regular Faculty meetings of which there shall be at least three each semester. The Faculty Council shall receive communications requesting Faculty study, advice or action. All items so communicated to it shall be placed either on the agenda of the next regular Council or the next regular Faculty meeting. The Council shall establish and publish criteria by which it makes agenda placement decisions.</p> <p>f. Inviting non-members and guest speakers to the Faculty meetings when the council deems it appropriate.</p> <p>g. Calling the initial meeting of all Faculty standing committees, unless otherwise specified.</p> <p>h. Attending by invitation meetings of the Board of Trustees, with authority to speak on</p>	<p>with Committee minutes and regular consultation with committee chairs.</p> <p>b. Acting on all advisory decisions received from the standing committees of the Faculty.</p> <p>c. Initiating studies as it sees fit and directing the appropriate committee to carry out these studies.</p> <p>d. Reporting all of its decisions, actions and recommendations to the Faculty in a timely fashion. The decisions of the Faculty Council regarding recommendations to the administration shall become the Faculty's final recommendation 30 working days after they are reported to the Faculty. Decisions of the Council shall be reported to the faculty within 10 working days. The decisions of the council can be brought before the Faculty for reconsideration by one of the following:</p> <ol style="list-style-type: none"> <li>1. A simple majority vote of the Faculty.</li> <li>2. A 2/3 majority vote by the committee with primary responsibility for the issue.</li> <li>3. Upon the council's own request. A simple majority of those present and voting in the Faculty is required to override the Faculty Council except as specified in Section 2.4.</li> </ol> <p>e. Determining the agenda of all regular Faculty meetings of which there shall be at least three each semester. The Faculty Council shall receive communications requesting Faculty study, advice or action. All items so communicated to it shall be placed either on the agenda of the next regular Council or the next regular Faculty meeting. The Council shall establish and publish criteria by which it makes agenda placement decisions.</p> <p>f. Inviting non-members and guest speakers to the Faculty meetings when the council deems it appropriate.</p> <p>g. Calling the initial meeting of all Faculty standing committees, unless otherwise specified.</p> <p>h. Attending by invitation meetings of the Board of Trustees, with authority to speak on</p>
--	--

behalf of the Faculty if requested by the Board of Trustees.

i. Maintaining a Handbook Subcommittee, comprised of two members elected from and by the Council, and the Faculty Vice Chair, who shall serve as convener.

j. Maintaining a Nominations and Elections Subcommittee, comprised of one member elected from and by the Council, the Parliamentarian, and the Faculty Secretary, who shall serve as convener.

k. Exercising the authority of the faculty in regular consultations with other constituencies of the College, subject to review by the Faculty body. In particular, the Council will initiate and report to the Faculty body on standing monthly meetings with the college Vice President for Academic Affairs; twice yearly meetings with the President of the University; and an annual meeting with Board of Trustees representatives.

#### 2.3.3.6 Faculty Salary and Benefits Committee

The Faculty Salary and Benefits Committee shall exercise the regular advisory authority of the Faculty with a commitment to fostering a competitive salary scale and a high-quality benefits package that support the recruitment and retention of first-rate faculty and is consistent with the mission and identity of Saint Mary's University.

Duties of the Faculty Salary and Benefits Committee include the following:

- a. Review, evaluate, and make recommendations concerning faculty salary and benefits at Saint Mary's University.
- b. Initiate and pursue its own studies, recommendations, and proposals in all areas related to faculty salaries and benefits.

behalf of the Faculty if requested by the Board of Trustees.

i. Maintaining a Handbook Subcommittee, comprised of two members elected from and by the Council, and the Faculty Vice Chair, who shall serve as convener.

j. [Maintaining a Nominations and elections Subcommittee, comprised of the Faculty Secretary, who shall serve as chair and convener, and one to two members of the Faculty Council if requested by the Faculty Secretary.](#)

k. Exercising the authority of the faculty in regular consultations with other constituencies of the College, subject to review by the Faculty body. In particular, the Council will initiate and report to the Faculty body on standing monthly meetings with the college Vice President for Academic Affairs; twice yearly meetings with the President of the University; and an annual meeting with Board of Trustees representatives.

#### 2.3.3.6 Faculty Salary and Benefits Committee

The Faculty Salary and Benefits Committee shall exercise the regular advisory authority of the Faculty with a commitment to fostering a competitive salary scale and a high-quality benefits package that support the recruitment and retention of first-rate faculty and is consistent with the mission and identity of Saint Mary's University.

Duties of the Faculty Salary and Benefits Committee include the following:

- a. Review, evaluate, and make recommendations concerning faculty salary and benefits at Saint Mary's University.
- b. Initiate and pursue its own studies,

<p>c. Communicate proposals to the Faculty Council and, once approved by the Council, present the proposal to the faculty at large for vote and ratification.</p> <p>d. Hold a meeting each year following the Board of Trustees' Faculty Salary award for the upcoming contract year in order to review and respond to the award. This meeting should involve newly elected, continuing, and term ending faculty members of the committee.</p>	<p>recommendations, and proposals in all areas related to faculty salaries and benefits.</p> <p>c. Communicate proposals to the Faculty Council and, once approved by the Council, present the proposal to the faculty at large for vote and ratification.</p> <p>d. Hold a meeting each year following the Board of Trustees' Faculty Salary award to review and respond to the award. This meeting should involve newly elected, continuing, and term ending faculty members of the committee.</p>
---	--

<p><u>2.3.3.9 School Structures and Policies</u></p> <p>The faculty in each school, in conjunction with its Dean, shall develop appropriate structures and policies necessary to effectively advise the Dean. In no case shall these structures and/or policies conflict with principles set forth in this document.</p> <p><u>2.4 Faculty Handbook Revision</u></p> <p><u>2.4.1 Procedure for Revision of The Faculty Handbook</u></p> <p>The following procedure is adopted as an orderly process for the initiation and consideration of amendments to Parts II and III. The rest of the <u>Faculty Handbook</u> is not covered by this procedure, but can be changed only by the Board of Trustees and/or administrative update.</p> <p>The University and the Faculty commit their good faith efforts to the process of achieving agreement on policy issues affecting faculty governance and employment. That commitment</p>	<p><u>2.3.3.9 School Structures and Policies</u></p> <p>The faculty in each school, in conjunction with its Dean, shall develop appropriate structures and policies necessary to effectively advise the Dean. These structures and/or policies will follow the principle described in this document.</p> <p><u>2.4 Faculty Handbook Revision</u></p> <p><u>2.4.1 Procedure for Revision of The Faculty Handbook</u></p> <p>The following procedure is adopted as an orderly process for the initiation and consideration of amendments to Parts II and III. The rest of the <i>Faculty Handbook</i> is not covered by this procedure, but can be changed only by the Board of Trustees and/or administrative update.</p> <p>The University and the Faculty commit their good faith efforts to the process of achieving agreement on policy issues affecting faculty governance and</p>
--	--

shall not prejudice the responsibility and final authority of the Board of Trustees to exercise its prerogatives to govern and administer the University.

The procedure outlined below is based on three interconnected principles:

- a. First, it tries to satisfy the need for an orderly manner of allowing all segments of the institution to contribute, each in a proper capacity, to the formulation or alteration of policy statements.
- b. Second, it attempts to make the process of revision effective by introducing into it the principle of self-limitation, which prevents endless debate and allows particular issues to be brought to decisive action.
- c. Finally, it recognizes the fact that the final adoption of policy, however formulated or proposed, is among the powers reserved to the Board of Trustees.

#### 2.4.2 Proposed Amendments

Proposals for revising Part II and Part III of the Handbook can be made by the Board of Trustees, the President, the academic Vice President, the Faculty Handbook Committee or any person (i.e., committee, council) connected with the University

employment. That commitment shall not prejudice the responsibility and final authority of the Board of Trustees, which has the final authority to govern and administer the university, to exercise its prerogatives to govern and administer the University. The procedure outlined below is based on three interconnected principles:

- a. The first principle is to allow, in an orderly manner, all segments of the institution to contribute, each in a proper capacity, to the formulation or alteration of policy statements.
- b. The second principle is to attempt to complete work on particular issues in a timely manner by structuring, and possibly limiting, debate to allow for both complete discussion and efficiency.
- c. Third, the final adoption of policy, however formulated or proposed, is among the powers reserved to the Board of Trustees.

#### 2.4.2 Proposed Amendments

Proposals for revising Part II and Part III of the *Faculty Handbook* can be made by the Faculty, the Faculty Council, the Faculty Handbook Committee, any Faculty committee, the Associate Vice President for Academic Affairs, the Vice President for Academic Affairs, the Vice President of the College, the President, or the Board of Trustees.



<p>While the manner of making such proposals is a matter of individual style and custom, it is nevertheless recommended that:</p> <ul style="list-style-type: none"> <li>a. proposals be made in the form of texts intended to replace, in whole or in part, some current expressions of the <u>Handbook</u>;</li> <li>b. a particular proposal contain no more than one alteration of substance;</li> <li>c. a brief explanation of the reason(s) for proposing the revision accompany the proposal; and</li> <li>d. recognized governing bodies or committees pass upon such proposed amendments by their own procedures or by a simple majority vote of the voting membership of such a body or committee.</li> </ul>	<p>While the manner of making such proposals is a matter of individual style and custom, it is recommended that:</p> <ul style="list-style-type: none"> <li>a. proposals be made in the form of texts intended to replace, in whole or in part, some current expressions of the <i>Handbook</i>;</li> <li>b. a particular proposal contain no more than one alteration of substance;</li> <li>c. a brief explanation of the reason(s) for proposing the revision accompany the proposal; and</li> <li>d. <b>recognized committees approve suggested amendments by a majority vote and then pass them on to the Faculty Handbook Committee.</b></li> </ul>
<p><b>2.4.3 <u>Processing of Proposals</u></b></p> <p>Wherever proposals originate as described in 2.4.2, they will be considered by the Faculty Handbook Committee. Without prejudice to its procedures, this committee, upon receipt of a revision proposal, may choose one of the following courses of action:</p> <ul style="list-style-type: none"> <li>1. It may receive and transmit it to the President, the academic Vice President, and Faculty without change or comment.</li> <li>2. It may endorse it and attach its</li> </ul>	<p><b>2.4.3 <u>Processing of Proposals</u></b></p> <p>Wherever proposals originate as described in 2.4.2, they will be considered by the Faculty Handbook Committee. <del>Without prejudice to its procedures,</del> This committee, upon receipt of a revision proposal, may choose one of the following courses of action:</p> <ul style="list-style-type: none"> <li>1. It may receive and transmit it to the President, the Vice President for Academic Affairs, and Faculty without change or comment.</li> <li>2. It may endorse it, attach its endorsement to the original proposal, <b>and then transmit it to the President, the Vice President for Academic Affairs,</b></li> </ul>

<p>endorsement to the original proposal.</p> <p>3. With the consent of the submitter, it may either alter or amend a proposal before transmitting it to the President, the academic Vice President, and Faculty.</p> <p>4. If the submitter does not agree to such alterations or amendments, the Faculty Handbook Committee may object to the proposal and attach its objections or amendment before sending it to the President, the academic Vice President, and Faculty.</p> <p>The Faculty shall accept or reject the amendment(s), by a simple majority vote. The Faculty (Executive Committee and/or Body) may modify the proposal and accept the modification, or may return the proposal to the Faculty Handbook Committee for further work or modification.</p> <p>c. All amendments passed by the Faculty will be sent to the academic Vice President for review and comment before the Faculty submits them to the President.</p>	<p>and Faculty.</p> <p>3. With the consent of the submitter, it may either alter or amend a proposal before transmitting it to the President, <a href="#">the Vice President for Academic Affairs</a>, and Faculty.</p> <p>4. If the submitter does not agree to such alterations or amendments, the Faculty Handbook Committee may object to the proposal and attach its objections or amendment before sending it to President, the <a href="#">Vice President for Academic Affairs</a>, and Faculty.</p> <p>The Faculty <a href="#">will</a> accept or reject the amendment(s) by a simple majority vote. The Faculty Council and/or Faculty <a href="#">body</a> may modify the proposal and accept the modification, or may return the proposal to the Faculty Handbook Committee for further work or modification.</p> <p>All amendments passed by the Faculty will be sent to the <a href="#">Vice President for Academic Affairs</a> for review and comment before the Faculty submits them to the President.</p>
---	---

<p><u>2.4.4 Role of the President</u></p>	<p><u>2.4.4 Role of the President</u></p>
---	---

<p>a. The President may also accept, reject, amend, or remand the proposal in respect to the proposed amendment(s).</p> <p>b. Should the President disagree with the action of the Faculty, the President and the Executive Committee shall meet to discuss the next steps, which may include further study, modification, and/or resubmission of the proposal to the two bodies within the time frame for modification of the next year's <u>Faculty Handbook</u>. Such a timetable shall be set each year by the President, the academic Vice President, and the Chair of the Faculty.</p> <p>Normally action on amendments by the Faculty and the President will take place by the end of the first semester so that the Board of Trustees may consider the revised amendments at its winter meeting.</p> <p>c. Any proposed amendment not adopted by both the President and the Faculty by the deadline shall be considered rejected for that year. It shall be resubmitted for the next assigned period for Board review unless the Faculty revokes such action.</p>	<p>a. The President may also accept, reject, amend, or remand the proposal in respect to the proposed amendment(s).</p> <p>b. If the President disagrees with the action of the Faculty, the President and the Faculty Council will meet to discuss the next steps, which may include further study, modification, and/or resubmission of the proposal to the original submitter.</p> <p>Actions on amendments by the Faculty and the President will be considered by the Board of Trustees at any meeting of the Board, providing the Board of Trustees has given their approval to consider such amendments at that meeting.</p>
<p>2.4.5 <u>Board of Trustees Approval</u></p> <p>a. Proposals approved by the President and the Faculty in a timely manner shall be submitted by the President to the Board of Trustees thirty calendar days prior to the winter meeting of the Board of Trustees.</p>	<p>2.4.5 <u>Board of Trustees Approval</u></p> <p>a. Proposals approved by the President and the Faculty in a timely manner will be submitted by the President to the Board of Trustees normally thirty calendar days prior to the next meeting of the Board of Trustees.</p>

<p>b. The amendment process is concluded in accordance with the action of the Board of Trustees. This action is either an approval and promulgation or a rejection of the proposed amendment(s).</p> <p>c. Proposals under discussion by the Board of Trustees have no status whatsoever, not even a promissory one, until the above effective dates have been followed.</p> <p><u>2.4.6 Emergency Procedure</u></p> <p>When the President, the academic Vice President, and the Executive Committee, agree that in the best interests of the University, a modification in Part III of the <u>Faculty Handbook</u> is necessary, they may petition through the President and the Chair of the Board of Trustees for a special Board review of a specific change at the next regular or emergency meeting of the Board of Trustees. It shall be fully at the discretion of the Board of Trustees to accept or reject such a petition.</p>	<p>b. The amendment process is concluded in accordance with the action of the Board of Trustees. This action is either an approval and promulgation or a rejection of the proposed amendment(s).</p> <p>c. Proposals under discussion by the Board of Trustees have no status whatsoever, not even a promissory one, until <a href="#">approved by the Board of Trustees</a>.</p> <p><u>2.4.6 Emergency Procedure</u></p> <p>When the President, the Vice President for Academic Affairs, and the Faculty Council, agree that in the best interests of the University, a modification in Part III of the <i>Faculty Handbook</i> is necessary, they may petition through the President and the Chair of the Board of Trustees for a special Board review of a specific change at the next regular or emergency meeting of the Board of Trustees. It will be fully at the discretion of the Board of Trustees to accept or reject such a petition.</p>
<p><u>2.4.7 General Rules of Implementation</u></p> <p>a. Any amendments of the provisions of the <u>Faculty Handbook</u> contained in Part II and Part III will take effect and be a part of the next offer of employment extended to any faculty member by the University.</p> <p>b. For faculty on contract periods other than the academic year, the amendment shall be effective for and incorporated into any offer of employment</p>	<p><u>2.4.7 General Rules of Implementation</u></p> <p>a. Any amendments of the provisions of the <i>Faculty Handbook</i> contained in Part II and Part III will take effect <a href="#">immediately upon approval by the Board of Trustees</a>.</p> <p>b. <a href="#">All new members of the faculty shall receive a copy of the <i>Faculty Handbook</i> at the time of their initial appointment as a new faculty member.</a></p>

scheduled to commence after the beginning of the academic year next succeeding the academic year in which the amendment was adopted. Any grandfathering provision will be specific to a given policy and so noted in specific language. In other Parts or Sections not specifically addressed in 2.4 above, changes may be effected at once by the directive of the President and/or Board of Trustees as appropriate. Such changes, however, may not be in substance inconsistent with Parts II and III.

c. All new members of the faculty shall receive a copy of the Faculty Handbook at the time of their initial appointment as a new faculty member. Such copy must contain Part III in the form that will apply during the offered contract term. Continuing members of the faculty will receive copies of any approved amendments with their annual appointments in the spring.

d. A copy of the Faculty Handbook with current revisions will be available for inspection during regular hours at the Office of the academic Vice President (Provost) and the Library.

e. Proposals under discussion by the Board of Trustees have no status whatsoever, not even a promissory one, until final action by the Board has been taken and until the above effective dates have been followed.

Such copy must contain Part III in the form that will apply during the offered contract term recognizing said Part III may be modified during the contract term and any modifications will be effective immediately and binding upon the faculty member. Continuing members of the faculty will be notified of approved amendments. Said approved amendments will be added to the *Faculty Handbook* available online.

c. A copy of the *Faculty Handbook* with current revisions will be available for inspection during regular hours at the Office of the Vice President for Academic Affairs and the Library. A copy of the *Faculty Handbook* will also be available on the university's website.

