



Faculty Statutes

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I. Institutional Governance

I.A. Board of Trustees

I.A.1. The property, affairs, business, and concerns of the College will be managed by its Board of Trustees, acting in accordance with its bylaws, the charter of the College and Article 5 of the Education Law of the State of New York. The Board of Trustees will promulgate the Faculty Statutes of St. John Fisher College and such other rules and orders, not inconsistent with law or with the regulations of the University of the State of New York, as to them will seem necessary and appropriate for the management of the College.

I.A.2. The Board of Trustees will:

- a. Have the ultimate responsibility for the determination of all policies of the College;
- b. Delegate the interpretation and application of those policies to the regularly constituted College officers, retaining, however, responsibility for the proper exercise of all delegated powers;
- c. Grant degrees to those students recommended by the faculty;
- d. Confer honorary degrees;
- e. Elect the President;
- f. Approve the appointment of other major officers of the College upon the recommendation of the President;
- g. Confirm initial appointments to the faculty, promotion of and the granting of tenure to faculty members, and appointment of department heads;
- h. Approve policies and programs for the faculty, administration, and staff concerning conditions of service, faculty rank, tenure, promotion, remuneration, retirement, and similar matters;
- i. Approve the form of contracts between the College and members of its faculty and administrative staff;
- j. Approve tuition and fees;
- k. Approve the investment of endowments and other resources;
- l. Adopt the budget;
- m. Exercise financial control over the College;
- n. Approve plans for the physical development and expansion of the College;
- o. Adopt by-laws for the conduct of its business; and
- p. Approve the Faculty Statutes, by-laws, rules or other standards adopted by groups and organizations within the College.

I.B. President

The President is the chief executive officer of the College and an officer of the Corporation. They are accountable to, and executive agent of, the Board of Trustees. The President will be an ex-officio trustee, with voting privilege and will be counted as part of any quorum requirement cited in these Bylaws. At their discretion, the President may participate as a non-voting committee member in the meetings of any committee, except the Audit Committee.

In event of the President's prolonged absence or inability to perform their authority and duties, the Board of Trustees will appoint a qualified individual to perform the duties of that office for a period it will determine. In the event of a permanent vacancy in the office of the President, the Board will appoint a special Presidential Search Committee as soon as is practical to conduct a search process. The Committee will submit one or more nominee(s) to the Board of Trustees in accordance with its previously determined presidential search policies and procedures.

As the College's educational and administrative leader, the President will exercise managerial authority and superintendence over all College affairs and promptly bring to the Board's attention all matters of importance that bear directly and indirectly on its responsibilities. The President, as a College officer, will have authority to execute all appropriate legally binding documents on behalf of the College and Board of Trustees subject to any Board-approved policies.

I.C. Provost

As described in the St. John Fisher Board of Trustees Bylaws (Dec. 5, 2016), "[t]he Provost will be the College's chief academic officer and serve as Vice President for Academic Affairs."

I.D. Schools

St. John Fisher College is a regional comprehensive institution of higher learning. It offers undergraduate and graduate programs through five Schools: The School of Arts and Sciences (which is made up of three divisions: Humanities, Social Sciences, and Math and Natural Sciences), The School of Business, The Ralph C. Wilson, Jr. School of Education, The Wegmans School of Nursing, and The Wegmans School of Pharmacy.

The Dean of each School reports to the Provost. Each School may have its own governing documents and accreditation requirements, which shall align to the Faculty Statutes. When there is a perceived discrepancy, the Provost, in consultation with Faculty Council, will make a final determination and share this with the Assembly in writing.

I.E. Departments

The Schools are organized around related curricula or professional certifications, which are formally structured in departments. Each School is divided into departments that represent various related disciplines at the undergraduate or graduate level. Each School has a Dean to administer the programs within the departments of the School and faculty who, collectively, have expertise in the discipline. Each department has a Chair to administer its daily operations.

Each department will be responsible for the development of policy concerning its own educational affairs, and will have the fullest measure of autonomy consistent with the Faculty Statutes and the educational mission of the School and the College.

II. Academic Administration

All who hold faculty appointments in these positions serve “at-will” in their capacity as administrators. They may return to the faculty by choice or be returned to the faculty by recommendation of the Provost and President and approval by the Board of Trustees.

II.A. Provost

The Provost serves as the chief academic officer of the College who (a) provides oversight, development, and delivery of the educational policies; (b) acts on faculty appointments and oversees tenure and promotion processes; (c) directs allocation of resources to the Schools, the Library, and academic support units; and (d) supports faculty development and student success.

II.B. Assistant/Associate Provost

The Assistant/Associate Provost(s) serves in a senior administrative role and as a direct support to the Provost. The person(s) in the position will also serve in place of the Provost in certain designated situations. The Assistant/Associate Provost(s) will have faculty rank, but will not have voting privileges in Faculty Assembly.

II.C. School Deans

The School Dean is the academic leader and chief administrative officer of the School and reports directly to the Provost for all aspects of the operation of the School, including its conduct and development as an instructional, research, and service unit. In carrying out responsibilities, the School Dean may consult advisory bodies within the School and outside the School, and College. The Dean is the senior administrative representative of the School working with officers of the College and is responsible for communicating information concerning programs and departments between officers of the College and Chairs within the School. The School Dean is expected to:

1. Oversee the administrative aspects of the School, including but not limited to scheduling, course assignments, budget, and personnel, and lead by taking action and achieving desired results consistent with the goals of the School, the mission of the College, and established policies and procedures.
2. Oversee accreditation and/or program review processes and other accountability measures. Where evidence exists that student learning is insufficient as determined by the assessment plan, the School Dean will identify areas for improvement.
3. Report at required intervals to the Provost and the School’s Chairs, Academic Program Directors, faculty, and staff, engaging in and facilitating honest, civil, and open communication.
4. Develop and maintain responsive, cooperative, and mutually beneficial relationships with persons within and outside the School in order to strengthen collaborations to other Schools and College departments as well as organizations in the community.
5. Support the recruitment and retention of diverse faculty, staff, and students and motivate others to peak performance, promoting the success of all.

6. Evaluate faculty and staff yearly to document performance, provide feedback, and support the goals of the School and College.
7. Evaluate administrative faculty, such as Department Chairs and Academic Program Directors according to the School's evaluation criteria and processes.
8. Manage funds and other assets in a manner that is considered productive and in the best interests of the College, the School, and the students we serve.
9. Adjust to changing circumstances, and think creatively to overcome obstacles.
10. Implement the College and School's strategic plans.
11. Uphold College policies and processes articulated in the Catalog, and supervise faculty in their efforts to do the same.
12. Consult faculty and staff when hiring someone to take on a role that has implications over all department or program operations.

II.D. Associate/Assistant Deans

The Associate Dean is an administrator with faculty rank within a School who reports directly to the School Dean. The Associate Dean does not hold voting privileges at the School or Faculty Assembly while in the position.

The Assistant Dean is an administrator, who may or may not have faculty rank within a School, who reports directly to the School Dean. The Assistant Dean does not hold voting privileges at the School or Faculty Assembly while in the position.

Neither the Associate nor the Assistant Dean has a governance role in instructional and educational policy. Additionally, only those with faculty rank may participate in faculty evaluations.

Both the Associate Dean and Assistant Deans' duties and responsibilities can vary by School, but will involve a role in maintaining and advancing the following:

1. Instructional activities of the School's faculty, staff, and programs
2. Scholarly activities of the School's faculty, staff, and programs
3. Service activities of the School's faculty, staff, and programs
4. Advising activities of the School's faculty, staff, and programs
5. College policies and processes articulated in the Catalog, and supporting Faculty in their efforts to do the same
6. Assessment activities of the School's programs

The position description for each Assistant and Associate Dean, including all duties, responsibilities, and the designation of faculty rank, will remain on file in the respective School Dean's office. When changes to the position description occur, faculty will be consulted and given the opportunity to provide feedback. When amended, the School Dean will circulate the updated position description to the faculty of the School. The position description will remain on file and will be available, upon request, to all faculty.

Assistant Deans may request faculty status and rank. The process should include review by the relevant department, School Dean, Rank and Tenure Committee, and Provost with recommendations to the President. In no instance should someone be granted tenure or rank

in a department without review by the department, School Dean, Provost, and President. Faculty status and rank in these cases will follow guidelines and timetables consistent with all tenure and promotion applications.

II.E. Department Chairs

Department Chair, at the undergraduate or graduate level, is the executive officer of their instructional department and is responsible for carrying out general supervision and policies of the department, and will report to the School Dean. The Department Chair is responsible for overseeing the following:

1. Administrative work of the department including: correspondences and records, submitting capital requests, submitting new program or programmatic changes, approving independent studies, approving requirements or waivers within the major, etc.;
2. Academic schedule of classes in consultation with faculty, the School Dean, and other affected departments;
3. Assignment of courses to members of the department;
4. Academic advisement of students in the major;
5. Hiring and orienting part-time faculty and department staff in conjunction with the School Dean, when necessary;
6. Searches for candidates for full-time faculty positions (see VI.G.);
7. Evaluation of full-time and part-time faculty, and other department staff who report to the Department Chair;
8. Departmental mentorship of faculty;
9. Assessment of the curriculum and new program development in the department;
10. Policies and actions concerning department affairs, subject to the conditions imposed by VI.D. and the Faculty Statutes;
11. Department meetings;
12. Department representation at required events including recruitment events;
13. Communication of department issues and initiatives, concerns, and personnel issues to the School Dean, as well as communicating regularly with department and School faculty and staff;
14. Preparation, management, and submission to School Dean of budget requests for the department;
15. Accreditation or program review processes and responsibilities for the department;
16. Assessment of student learning by analyzing faculty self-evaluations;
17. Maintenance of program and department websites and catalogs; and
18. School policies and processes articulated in the Catalog, and supervising faculty in their efforts to do the same.

II.F. Other Academic Administration

II.F.1. Academic Program Director

The Academic Program Director is a faculty member who oversees an academic program. Academic Program Directors fulfill many of the same duties as Department Chairs, including scheduling courses, holding advisory board meetings, handling

correspondences, and working with students. The Academic Program Director advises the School Dean and relevant Department Chairs on all aspects of the program.

II.F.2. Site Director

The Site Director oversees the day-to-day activities of an extension site of an existing program in an area off campus. They work closely with the Department Chair and may assist them with administrative duties at the site, but ultimate responsibility for faculty evaluation, scheduling, budgeting, and hiring for the program is the duty of the Department Chair.

II.F.3. Special Cases

In some cases, a School may have a specialized organizational structure necessitating position titles required by that School's accrediting body or for other discipline-specific reasons. In these cases, the Dean of that School may deviate from this proposed structure in order to meet those accrediting guidelines, but only after a recommendation from Faculty Council and approval by the Provost.

III. Faculty Governance

III.A. Faculty Statutes

The purpose of the Faculty Statutes is to articulate the idea of shared governance, as well as define and clarify the structures and processes through which Faculty contributes to the Mission of the College. It delineates guidelines for the intersections between, and among, the Faculty, Departments, Schools, Administration, and the Board.

III.B. Faculty Assembly

III.B.1. Definition

The general forum for the expression of faculty views at St. John Fisher College is the Faculty Assembly. The Faculty Assembly ensures open discussion of academic and professional matters by the faculty. Members of the faculty may initiate consideration of particular academic and contractual issues by moving and then getting them approved for consideration by the full Assembly, or by requesting they be placed on the agenda of the Faculty Council or one of the other Faculty Committees. Faculty may introduce proposals under "Old or New Business." Faculty Assembly has primary responsibility to recommend educational policies and procedures, changes or additions to the curriculum, and personnel actions (through the Rank and Tenure Committee) to the Board of Trustees through the offices of the Provost and President and the Academic and Faculty Affairs Committee of the Board of Trustees. All approved motions and approved reports of committees that include changes to policies, procedures, and curriculum must be submitted from Faculty Assembly to the offices of the President and the Provost for review.

III.B.2. Membership

To facilitate the discussion of academic and professional matters, membership of the Faculty Assembly at St. John Fisher College includes:

- a. Full-time teaching faculty, part-time faculty teaching credit courses, who have completed at least six semesters of service at St. John Fisher College in the previous four years, and emeritus faculty, as certified by the Faculty Council and the Provost.
- b. The President, the Provost, School Deans, Associate and Assistant Deans, and staff who concurrently hold faculty appointments are members of Faculty Assembly without voting privileges. Librarians and the SGA President (or Vice President) are considered voting members of the Faculty Assembly.
- c. Other administrative officers whose expertise is frequently pertinent to the discussions of the Faculty Assembly have Honorary, non-voting membership in the Faculty Assembly: the Registrar, the Director of Higher Education Opportunity Program, the Vice President for Student Affairs and Diversity Initiatives, the Vice President for Enrollment, the Vice President for Institutional Advancement, the Vice President for Financial Affairs, the Director of Institutional Research, and Assistant Deans who hold staff appointments.

III.C. Officers of Faculty Assembly

- III.C.1. The President of the College will be the Honorary Chair of the Faculty Assembly, but the duties and powers of this position will regularly be exercised by the Chair. If the Chair is unable to assume the chair, the position will go to the Vice Chair. If the Vice Chair is also unable, the position will go to the Chair of the Faculty Council.
- III.C.2. The Chair of the Faculty Assembly will be elected from the full-time teaching faculty by the Faculty Assembly for a term of two academic years. This election will be held at the annual elections meeting of the Faculty Assembly (see VII.A) in the second year of the current Chair's term. The new term will begin on the next September 1 or at the beginning of the next academic year, whichever comes first. The Chair may be re-elected. A vacancy during the Chair's term of office will be filled by an election at the next meeting of the Faculty Assembly, and the Chair so elected will serve for the remainder of that the original term of office.
- III.C.3. The Vice Chair of Faculty Assembly will be nominated from the faculty and elected at the last faculty meeting of the year and will serve for a term of two academic years, in parallel with the Chair. The Vice Chair may be re-elected. The Vice Chair serves as the parliamentarian at Faculty Assembly meetings. As such, the Vice Chair is to be a resource to the Chair and assist in the conduct of the meeting. The Vice Chair will sit adjacent to the Chair and unobtrusively gives the Chair help, guidance and support during the meetings. The Chair can and should consult with the Vice Chair when not certain on how to rule on a question or proceed in the circumstances.
- III.C.4. The Secretary (or Secretaries) will be nominated from the faculty and elected by the faculty at the last faculty meeting of the year and will serve for the next academic year. The Secretary (or Secretaries) may be re-elected. The Secretary (or Secretaries) will circulate the agenda as specified in VI.E.5., will be responsible for recording the minutes of each meeting of the Faculty Assembly, and will distribute the minutes no later than one month following each meeting.

III.D. Delegates of Faculty Assembly

III.D.1. Definition

Delegates to the Faculty Assembly will represent departments, or graduate or undergraduate programs that have at least one full-time faculty member devoted exclusively to them. Final certification of whether a body qualifies for delegate representation will be made by the Faculty Council.

III.D.2. Selection

At the beginning of each academic year the secretary of the Faculty Assembly will compile a roster of departments and graduate or undergraduate programs eligible for delegate representation that will be used for determining quorums for that year's meetings of the Faculty Assembly. Each eligible body will select one primary delegate and one alternate delegate and provide their names to the secretary of the Faculty Assembly. Each delegate or alternate can represent only one department or undergraduate or graduate program.

III.D.3. Duties

The Faculty Assembly delegates are to attend all Faculty Assembly meetings; a schedule will be published at the beginning of each semester. Delegates who cannot attend a given meeting will inform their alternates, who should attend in their stead.

At the meetings, delegates (or alternates) should sign in with the Faculty Secretary, so that a count of delegates present can be easily taken. Since the delegates (or alternates) have agreed to serve in this capacity, their attendance will be part of the Faculty Assembly record.

In cases where the Delegate and Alternate are absent, the Department/Program Chair can serve as an ex officio Delegate.

III.E. Committees of Faculty Assembly

III.E.1. The business of the Faculty Assembly is delegated to the various Faculty Committees. These Faculty Committees are either standing or ad hoc. Their members may be elected (as specified in VII.C. and VII.D.) or appointed in accordance with the Faculty Statutes. Ad hoc committees, whether elected or appointed by the faculty, may draw their membership from within or outside the faculty. Committees of the Faculty Assembly will have such particular duties as are specifically assigned to them and will act in an advisory capacity; in no case will committees of the Faculty Assembly have the power or authority to bind the Board or the College.

III.E.2. Standing Committees Mentioned Elsewhere in the Faculty Statutes

The roles and responsibilities of certain committees of the Faculty Assembly affect multiple sections of the Faculty Statutes. Modifications to these committees require careful review of the entire statutes to ensure continuity and to prevent undesired effects. These include Faculty Council, Curriculum and Instruction, Graduate Program Council, Rank and Tenure, and the Grievance Committee.

III.E.3. Other Standing Committees

The Faculty Assembly may appoint additional standing committees. Such committees will be chaired by a Faculty Member and consist of such additional members (including faculty members, Emeritus faculty, students, and staff) with skills and experience needed on particular committees.

III.E.4. Committee Charters

The name, minimum membership requirement, voting privileges, and charge of each standing committee will be in writing, approved, and maintained in section VII of these Faculty Statutes. Each committee will have a Chair (who will be a faculty member) and may have either a Vice Chair or a co-Chair. The membership of each committee should include broad faculty representation.

III.E.5. Committee Meetings

All committees will meet as often as their members deem necessary to meet their responsibilities – at least once per session of the Faculty Assembly. Minutes will be reported to Faculty Assembly at least once per session of the Faculty Assembly.

III.E.6. Committees of the Board of Trustees with Faculty Representation

According to the Trustee By-Laws, the Chairperson, the President, or the Board of Trustees may appoint committees of the Corporation, chaired by a member of the Board and consisting of such additional members (which may include persons who are not on the Board of Trustees) as may be appointed. Committees of the Corporation will have such particular duties as are specifically assigned to them and will act in an advisory capacity; in no case will Committees of the Corporation have the power or authority to bind the Board or the College.

Faculty Representatives who serve on Trustee Committees will either be elected by the Faculty Assembly for two years on a staggered basis, or will serve by virtue of their official role in Faculty governance, or will be selected according to the by-laws of the Board of Trustees.

III.F. Faculty Council

The Faculty Council will serve as the executive committee of Faculty Assembly.

IV. Faculty Rights

IV.A. Academic Freedom

IV.A.1. College or university teachers are citizens, members of a learned profession, and officers of an education institution. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. When teachers speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special

obligations. As individuals of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

- IV.A.2. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- IV.A.3. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

IV.B. Tenure and Rank

- IV.B.1. Academic tenure means that a faculty member is explicitly guaranteed the continuance of full-time appointment according to the provisions stipulated in VI.G.4. until retirement or resignation as described in VI.L. or due to dismissal for cause according to those provisions stipulated in VI.I.
- IV.B.2. Policies affecting faculty positions are a significant faculty responsibility; this area includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. Faculty is responsible for such matters because they contribute directly to the College's general education. Furthermore, faculty members are scholars in particular fields and disciplines who have the chief expertise for judging the work of their colleagues. Determinations in these matters should first be by faculty action through established procedures, reviewed by the Department Chair, the School Dean, the Provost, and President with final determination and approval by the Board of Trustees. In their recommendations to the Academic and Faculty Affairs Committee and the full Board, the Provost and the President should give serious attention and consideration to faculty recommendations and heed faculty counsel to the fullest appropriate extent.
- IV.B.3. Academic tenure is a means to certain ends, specifically:
 - a. Freedom of teaching and research and of extra-mural activities; and
 - b. A sufficient degree of economic security to make the profession attractive. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.
 - c. Tenure protects faculty members from untoward pressures from inside or outside the academic community; it also ensures academic freedom, which is essential to the search for and free exposition of truth.

IV.B.4. Exceptions to Tenure

While the merits, intellectual contributions, and scholarly accomplishments of the individual faculty members are of crucial importance in all matters pertaining to faculty rank and privileges, other factors may also play a role and may induce the principal academic officers and/or the Board of Trustees to differ from faculty recommendations. These other factors include, but are not limited to, the following:

- a. The professional make-up and academic balance of the department or School, where applicable;
- b. The balance of tenured and non-tenured faculty in the department or School, where applicable, and the College as a whole;
- c. Curricular trends in both the department or School, where applicable, and the College as a whole;
- d. Enrollment trends in the department or School, where applicable, or the College as a whole;
- e. The financial status of the College; and
- f. Contractual understandings and conditions established in writing between the College and the individual.

IV.B.5. As an institution of higher learning, St. John Fisher College continually seeks to enhance its academic stature. This goal is best achieved by maintaining and improving the quality of the faculty. Promotion in academic rank is a means by which the College encourages, recognizes, and rewards faculty members for excellence in the performance of their duties.

IV.B.6. Faculty rank is extended to full-time and to part-time members of the faculty according to their contracts. Faculty rank may be extended by contract to administrative officers who have qualifications for an academic appointment in an existing department of the College.

IV.B.7. Faculty rank is specified by the instructional level of instructor, assistant professor, associate professor, professor, and, upon retirement, emeritus or emerita with any professorial rank (see VI.H.1. and VI.H.3).

Full-time faculty on non-tenure track lines may apply for promotion. Appointees to part-time positions with faculty rank will be designated as special lecturers or with the prefix "adjunct" used with the specified academic ranks (see VI.H.2.).

IV.B.8. The Department Chair, though considered an administrative appointment, maintains the rights of a faculty member.

IV.C. Grievances

IV.C.1. Intent

To support and promote principles of equity and fairness, the College has established grievance procedures (see VI.I.). Grievances may be voiced without fear of reprisal and heard without prejudice. The College encourages the prompt settlement of grievances

by informal exchange, direct or mediated, between the principals involved. It also recognizes the need, where such negotiations do not suffice, to provide formal procedures that can resolve the disagreement through equitable consideration of the matter in dispute.

IV.D. Academic Due Process

Faculty has the right to academic due process and to not be dismissed without cause (see VI.I.).

IV.E. Sabbaticals

The College recognizes the need to assist full-time teaching faculty members in their professional growth and development as scholars and teachers through new or renewed research, study, writing, or travel. Eligibility for sabbatical is discussed in VI.K.2.

- IV.E.1. There are two kinds of sabbatical leaves:
- a. For a full academic year at one-half salary; and
 - b. For one semester at full salary.

In either case, the College will continue to cover the faculty member with its full benefit program during the sabbatical leave.

IV.F. Medical Leaves

By law, the College offers medical leaves of absence for faculty members whose illness or injury prevents them from teaching or performing the other essential duties of their position. See the Employee Handbook for more information.

V. Faculty Responsibilities

V.A. Attendance at Meetings

Full-time faculty members are expected to attend governance meetings, including: (a) Faculty Assembly, (b) department meetings as scheduled by the Chair, (c) School meetings as scheduled by the Dean, and (d) meetings of those committees on which they hold membership.

V.B. Participation in Commencement

Participation by full-time faculty in the Commencement ceremony is required unless excused by the Provost or the President. Participation in social, cultural, and educational College functions, including Faculty Development Day, is expected.

V.C. Distribution of Syllabi and Retention of Student Work

At the beginning of each term, faculty members will inform students about course requirements including, but not limited to: learning objectives, grading policies, due

dates for some assignments, required texts, faculty contact information and office hours, College policy on students with disabilities, College policy on academic honesty, and other pertinent details. Faculty will submit copies of syllabi to Department Chairs and School Deans. Faculty will retain records and student materials submitted as summative assessments for one year in order that students be able to retrieve their work and to understand the basis for their grades. They will make student work and analysis of student learning available to the department and the School for one year, unless otherwise stipulated by the Department Chair or Dean.

V.D. Accessibility to Students

Faculty members are expected to make themselves available to students seeking advice and help. The Department Chair will assign advisees to faculty members. Each faculty member must post a schedule of office hours on their office door. Faculty members are expected to be present during the posted hours. Although the College does not require that each member of the faculty be present on campus for a fixed number of hours each day, it should be understood that all faculty members should be reasonably available to students.

V.E. Notification for Absences

When it is necessary (for health, personal, professional, or other reasons) for faculty members to be absent from class, they will inform the Department Chair in writing.

V.F. Service to the College

Faculty members are expected to engage in service to the College. Service includes serving on committees of academic departments, Schools, and the College, both elected and ad hoc. This work is part of one's professional responsibility.

V.G. Evaluation

St. John Fisher College is committed to hiring, retaining, and promoting the best possible faculty. A faculty evaluation process that establishes objective criteria for reappointment demonstrates this commitment. Such an evaluation process assists faculty by providing constructive and balanced information which will promote their professional development. This process is also a means by which individual departments and the College can make evaluative judgments concerning reappointment of non-tenured faculty and promotion in rank, and merit increases in salary for tenured as well as non-tenured faculty.

V.H. Workload

V.H.1. Full-time tenured and tenure-track faculty workload

Faculty will undertake activities in the following four areas: teaching, scholarship, service, and advising/mentoring of students (see VI.H.4.d.). Tenure-track faculty will be supported by their Department Chair and School Dean to adequately develop these four areas.

The major commitment of faculty at St. John Fisher College is excellence in teaching, with an emphasis on close interaction with students. Teaching load varies by School and is summarized in the table below.

School	Length of Teaching Obligation	Fall Contact Hours	Spring Contact Hours
Ralph C. Wilson School of Education	9 month	9	9
School of Business	9 month	9	9
School of Arts and Sciences - Natural Science	9 month	12	12
School of Arts and Sciences - Others	9 month	9	9
Wegmans School of Nursing	9 month	12	12
Wegmans School of Nursing - MHC	10 month	9	9
Wegmans School of Pharmacy	12 month	An annual range of 18-30	

The chart above offers the general expectations guiding scheduling and course responsibility. Other factors influencing workload include accreditation standards and principles of equity. Variations to the course schedule responsibilities must be agreed to by the faculty member, the Chair, the Dean, and the Provost. Faculty concerns regarding individual workload variations should be addressed to the Faculty Welfare committee.

V.H.2. Full-time Non-tenure Track Workload

The major commitment of non-tenure track Professors at St. John Fisher College is excellence in teaching, with an emphasis on close interaction with students. Teaching load varies by School and is summarized in the table below. Non-tenure track professors are expected to engage primarily in teaching activities.

School	Contact hours per semester
Ralph C. Wilson School of Education	Specified by individual contract
School of Business	12
School of Arts and Sciences - Natural Science	15
School of Arts and Sciences - Others	12
Wegmans School of Nursing	12
Wegmans School of Nursing - MHC	9
Wegmans School of Pharmacy	N/A

V.H.3. St. John Fisher College-wide Expectations Beyond Teaching

To be effective in the classroom and to serve as models of academic excellence, faculty must be actively engaged in scholarship throughout their careers. Scholarship is broadly defined at St. John Fisher College. For examples of appropriate scholarship, see VI.G.4.d.v.

Faculty is expected to advise students. Student advisees should be equitably distributed among faculty within a department or program.

Service to the department, College, profession, and community are all examples of appropriate service activities (see VI.H.4.d.iv.-viii. for further details on service opportunities).

VI. Policies and Procedures

VI.A. Procedures: Provost

VI.A.1. Selection of Provost

In the spirit of shared governance, faculty representatives chosen by the Faculty Assembly will be active participants in the College's selection of any interim or permanently appointed Provost.

VI.B. Procedures: School Deans

VI.B.1. Search Process

When a vacancy occurs, a meeting of School faculty will be held, called by the Department Chair with the most years of service at St. John Fisher College. At the initial meeting, a Chair for the search process will be elected. Faculty members who are voting eligible per the Faculty Statutes will be permitted to vote for the Chair. Full- and part-time faculty members are eligible to attend and participate in such meeting(s), to consider School needs, issues and future activities, and to identify the characteristics desirable in the next Dean, in consultation with the Provost, who will attend the meeting(s). At any meeting, the School, through the Chair of the meeting(s), might invite any other persons whose participation would be valuable. A substantive account of such meeting(s) will be sent by the Chair of the meeting to the President with a copy to the Provost.

After the President has given permission for a search for a School Dean, the Provost and Department Chairs will create a structure for the search committee. School faculty with voting privileges will select faculty members of the committee. Members of the committee coming from outside the School faculty will be selected by their constituencies or appointed by the Provost. Upon formulation, the committee will work with the Provost regarding criteria, process, and expectations. This committee will articulate a search process for candidates, who may be internal or external to the College. All committee members must disclose to the search committee any relationship with the candidate(s) that may pose a conflict of interest.

The search committee will select finalists to visit campus. After each candidate visit, the members of the College community (faculty and staff from throughout the College)

who participate in a candidate's interview will have the opportunity to complete a feedback survey. The survey will include the opportunity for qualitative feedback and will ask respondents to judge each candidate acceptable or unacceptable.

The results of these surveys will be communicated to the Search Committee, the President, and the Provost.

At the conclusion of all candidate visits, the Election Committee, in consultation with the Search Committee, will oversee a School election. Faculty who are voting eligible per the Faculty Statutes will cast two types of votes:

- a. An acceptable vs. unacceptable "vote" on each individual candidate; and
- b. An overall ranking of all the candidates

These results will be formally communicated to the Search Committee, the President, and the Provost.

The Search Committee, informed by all the information available to them, will provide a slate of acceptable candidates to the President and Provost accompanied by a detailed narrative that explains the strengths and weaknesses of all finalists.

Following the offer and acceptance by a candidate, the Provost will be available to address the entire School regarding the decision of the administration, if requested.

VI.B.2. Evaluation

Deans will be evaluated every three years by a process established by the Provost, School Department Chairs, and Academic Program Directors in accordance with the general practice of performance review and collegial feedback. Results of the evaluation will be forwarded to the Provost and President. The evaluation of the Dean by the faculty of the School should be considered as part of the review of Deans by the Provost and President. In addition to the three-year review of the Deans, the Provost may meet with School faculty in a confidential meeting for the purpose of incorporating faculty input into the Deans' standard annual performance evaluations.

VI.C. Procedures: Assistant and Associate Deans

VI.C.1. Selection Process

When a position is open, the Dean circulates a job description to the School for review. The School Dean then calls for the formation of a search committee comprised of up to two Department Chairs or Academic Program Directors, three to four faculty, and one staff member in the School. The School Dean then invites nominations for the faculty, and Chair/coordinator positions on the search committee. A School-wide election is held to select these. The staff member is then appointed by the Dean. The committee will work with the Dean regarding criteria, process, and expectations. This committee will articulate a search process for candidates, who may be internal or external to the College. All committee members must disclose to the search committee any relationship with the candidate(s) that may pose a conflict of interest.

The search committee will select finalists to interview. After each interview, the

members of the School community (faculty and staff from throughout the School) who participate in a candidate's interview will have the opportunity to complete a feedback survey. The survey will include the opportunity for qualitative feedback and will ask respondents to judge each candidate acceptable or unacceptable. The results of these surveys will be communicated to the Search Committee, the School Dean, and the Provost.

At the conclusion of all candidate interviews, the Search Committee, informed by all the information available to them, will provide a slate of acceptable candidates to the School Dean accompanied by a detailed narrative that explains the strengths and weaknesses of all finalists. In the event that no one on the slate is offered the position or that none of those offered accepts the position, the Dean will address the School.

The School Dean will provide a written recommendation regarding the nominee to the Provost who will forward this information along with their recommendations to the President. The President and the Board of Trustees then make the appointment of Associate or Assistant Dean.

Upon receipt of the School Dean's recommendation, the Provost will consult with the President. Associate and Assistant Deans will be appointed by the Board of Trustees upon the recommendation of the President.

VI.C.2. Evaluation

Associate and Assistant Deans with faculty rank will be evaluated annually by the School Dean according to the faculty evaluation timeline. The School Dean may meet with School faculty in a confidential, end-of-year meeting for the purpose of incorporating faculty input into the Associate and Assistant Deans' annual performance evaluations.

In addition, Associate and Assistant Deans will be evaluated by a process established by the School Dean, School Department Chairs, and Academic Program Directors every three years in accordance with the general practice of performance review and collegial feedback. Results of the evaluation will be forwarded to the Provost and President. This evaluation of Associate and Assistant Deans by the faculty of the School should be considered as part of the review of Deans by the Provost and President.

VI.D. Procedures: Departments and Department Chairs

- VI.D.1. Departmental responsibility will extend to, but not be limited to, the content and frequency of course offerings, major and minor requirements, prerequisites, hiring and leadership recommendations, and other matters which may affect the level and quality of instruction. A department's decisions affecting its educational policies and practices should be guided by those of the School in which it resides. In the case where the Dean deems that departmental decisions are in conflict with the goals of the School, the Dean must communicate their position to the department. While School governance and administrative structures may vary, each will include mechanisms to ensure individual departments participate in determining the School's educational policies and practices.

- VI.D.2. At least twice per semester, the department will hold a meeting of all full-time faculty members of the department and those staff and part-time faculty members with voting rights, excluding emeritus faculty (see III.B.2.a.). Education, personnel, and budget policies will be made at these meetings by a simple majority vote of the voting members in attendance. Only tenured faculty votes in tenure and promotion decisions (see VI.H.5.f.).
- VI.D.3. Notice of each meeting must be given at least one week in advance and the minutes of each meeting will be distributed to department members by the Department Chair or designee. A copy of the minutes will be kept on file.
- VI.D.4. Selection and Appointment of Department Chair
The Department Chair will ordinarily be a tenured member of the faculty, appointed for a term of three years by the Board of Trustees upon recommendation of the faculty members of the department, the School Dean, the Provost, and the President. A Department Chair may be reappointed.

When a vacancy occurs or when a Department Chair's term of office is scheduled to expire, a department meeting will be held to determine departmental needs. At the start of each academic year, each appropriate Department Chair will determine the voting privileges for full-time faculty members who serve more than one department or program. There is no prohibition on a faculty member having voting privileges in more than one department or program. Full-time faculty members of the department, other full-time faculty members determined to have voting privileges, and the part-time faculty members of the department with voting rights (see III.B.2.a) may participate. A substantive account of the meeting will be sent to the School Dean with a copy to the Provost.

Shortly after, the department faculty with voting privileges in the department (see preceding paragraph) will meet and cast secret ballots for the office of Department Chair. Voting may be done on paper or electronically. A member of the Elections Committee will tabulate the results and communicate the complete results to the department members, and then transmit the complete results to the School Dean with copies to the Provost and the President. The department may request that a member of Faculty Council be present for the vote. If there is no majority candidate, the department will conduct a run-off election between the top two candidates. A member of the Elections Committee will then communicate the complete results to the department members and then to the School Dean with copies to the Provost and President. A record of the result of the vote will be kept in the file of the Elections Committee for a year.

After the run-off, if no candidate achieves a majority, the School Dean will call a meeting of the department to clarify concerns of the faculty and the needs of the department, and to help the members of the department recommend the next Chair.

If the department selects a candidate about whom the School Dean has concerns, the Dean will call a meeting of department faculty with voting privileges to discuss these concerns. After this meeting, the department faculty may opt to vote again. If, at this

time, the Dean's recommendation differs from that of the department, the Dean will provide a rationale in writing to the department.

The School Dean will make a recommendation to the Provost, who will forward this information to the President. The President and the Board of Trustees then make the appointment of Department Chair.

If the majority of the department, or the School Dean, determines that external candidates should be eligible for consideration as the next Department Chair, the department and the Dean will discuss the possibility of conducting an external search. The search process for an external Department Chair should follow the guidelines outlined in VI.F. for faculty appointments.

VI.E. Procedures: Faculty Assembly and Faculty Statutes

- VI.E.1 The Faculty Assembly may reject, modify, or refer back to its source any motion presented to it. All such motions, except for proposals to establish new programs, departments, or Schools (see VI.E.12), must be approved by the Faculty Assembly in the form of a resolution before they are forwarded to the President
- VI.E.2. Meetings of the Faculty Assembly will follow the most recently published version of *Robert's Rules of Order* as they have been qualified by the faculty for the conduct of its business. The procedural motions adopted by the Faculty Assembly are outlined in this section. The Vice Chair of Assembly, acting as the Parliamentarian, will interpret *Robert's Rules*, if needed. Any deviation from *Robert's Rules* during an Assembly meeting must be proposed, seconded, and approved by a majority.
- VI.E.3. The Faculty Assembly will convene at least twice each semester in two sessions of one or more meetings, the first Session to begin near the opening and the second near the middle of the semester. Standing committees (with the exception of Elections, Grievance, and Strategic Review) and designated ad hoc committees will meet and report to the Faculty Assembly at least once each session, and each session will continue in subsequent meetings, normally at two-week intervals, until its business is concluded. A special elections meeting will be held each year between the first and second sessions of the spring semester (see VII.A.). The Faculty Council will set the dates for regular sessions and meetings of the Faculty Assembly (see VII.C.2.a.).
- VI.E.4. The agenda for the meeting of the Faculty Assembly will be drawn up in the following way: The secretary will collect from the President of the College, the Chair of the Faculty Council, and from all standing committees, all items needing faculty consideration and approval. In addition, any member of the Faculty Assembly may request in writing to have items placed on the agenda under New Business. The President of the Student Government Association may submit to the Chair of the Faculty Assembly a written list of items pertinent to the student body, for consideration by the Faculty Assembly.
- VI.E.5. The Chair of the Faculty Assembly will draft the agenda. At least seven days before each regularly scheduled meeting, the Chair of each Faculty Assembly committee will

submit in writing a report of committee activities, with all motions and supporting documents to be brought before the Faculty Assembly. At least three days before the meeting, the Secretary will distribute the agenda, with these reports, motions, and supporting documents to all Faculty Assembly members.

In case an agenda is not published for any given meeting, the agenda will be considered as follows:

- a. Minutes
- b. Approval of Agenda
- c. Correspondence and Announcements
- d. Report from the Faculty Council
- e. Reports from Standing Committees
- f. Reports from Ad Hoc Committees
- g. Old Business
- h. New Business

- VI.E.6. Notice of proposals on educational policy will be circulated to the faculty at least three days prior to the scheduled meeting of the Faculty Assembly at which they are to be considered. The requirement of earlier notice may be waived by a simple majority of the full-time faculty (as defined in III.B.2.a.), or by a simple majority of the delegates in circumstances where a quorum was reached through delegate representation.

Recommendations of the Faculty Assembly will be embodied in the form of resolutions. All recommended changes to policy, procedure, or curriculum, whether they be individual resolutions or embedded in a committee report, must be submitted as resolutions to the Administration.

- VI.E.7. It will be the responsibility of the officer of the Faculty Assembly presiding when the resolution was passed, in cooperation with the Secretary, to be sure that copies of the resolution are transmitted to the President of the College and to the appropriate Vice President most concerned with the subject for consideration and action.

- VI.E.8. The President of the College, acting for themselves or for the appropriate administrative officer, will send determinations and, when applicable, plans for implementation to the Chair of Faculty Assembly and Faculty Council, as well as the offices charged with implementation within sixty days of receiving the resolution. When a decision has been made not to move resolutions forward to the Academic and Faculty Affairs Committee for consideration and approval, the President will explain the reasons to the Faculty Assembly as soon as the Faculty Assembly agenda will allow. Faculty Assembly reserves the right to request a written explanation.

- VI.E.9. Determination of the quorum
A quorum can be achieved in either of two ways:

- a. The quorum of the Faculty Assembly will be equal to a simple majority of the total number of full-time teaching faculty minus the number of those individuals who are on sabbatical or medical or unpaid leaves of absence formally granted by the College. Though not counted in determining the quorum number, individuals on

sabbatical or other leaves of absence are entitled to attend and participate fully in Faculty Assembly meetings.

- b. In the absence of a traditional quorum, the presence of two-thirds of the departmental and program delegates (as defined in III.D.) will constitute a quorum. In this case, all members in attendance retain their full privileges to speak and vote.

VI.E.10. The Faculty Assembly is a continuing body throughout the academic year, that is, from September 1 to August 31 of the following year.

VI.E.11. Eligible faculty members whose job responsibilities are such that they are required to be off campus during the time of the Faculty Assembly meeting may participate in Faculty Assembly remotely and are considered present if they do so. Ten days before the first Faculty Assembly meeting of the semester, the School Deans and the Provost will present a list of faculty eligible for this accommodation to the Secretary of the Faculty Assembly, who will work with OIT and the Chair of the Elections Committee to ensure participation by whatever technology is deemed most efficient. The Secretary of the Faculty Assembly will announce the list to Faculty Assembly for a point of information. All efforts will be made to offer the technology in a timely manner.

VI.E.12. All proposals to establish new programs, departments, or Schools must be submitted as motions to the Faculty Assembly before they are forwarded to the President. The President's prerogatives regarding motions approved by the Faculty Assembly are defined in VI.E.6. If a motion to establish a new program, department, or School is disapproved by the Faculty Assembly, the President may refer it back to the Faculty Assembly for further consideration. A motion disapproved by the Faculty Assembly may be presented to the Board of Trustees only after the President has provided detailed, compelling reasons for doing so, in writing, to the Faculty Assembly. Faculty Council ensures that established policies are duly implemented.

VI.E.13. Method of Amending the Faculty Statutes

- VI.E.13.a. Amendments to the Faculty Statutes may be introduced by any full-time member of the faculty or by any committee of the faculty at any meeting of the Faculty Assembly. Such amendments must be submitted in written form.
- VI.E.13.b. Amendments are introduced by committees of the faculty at the time the committee gives its report.
- VI.E.13.c. Amendments are introduced by individual faculty members under "New Business." Committees are free to introduce amendments at this time as well.
- VI.E.13.d. All motions to amend the Faculty Statutes will be placed on the Faculty Assembly's agenda for the next meeting under "Old Business" where they may then be debated and acted upon. To be approved, such motions need a simple majority of voting Faculty Assembly members present. (Voting rights in the Faculty Assembly are defined in III.B.2.a. and III.B.2.b.)

- VI.E.13.e. To be debated or acted upon at the same meeting of the Faculty Assembly in which it is introduced, a motion to amend the Faculty Statutes would require the approval of a simple majority of all voting Faculty Assembly members in the College (including both those present and non-present). (Voting rights in the Faculty Assembly are defined in III.B.2.a. and III.B.2.b.)

VI.F. Election Procedures and Manner of Voting

VI.F.1. Election Procedures

By February 1 of each academic year the Provost will prepare a list of eligible teaching faculty in each of the election categories.

The Chair of the Election Committee will establish a list of the present membership of the committees and a list of the positions to be filled by election that year.

By February 15 of each academic year, the Election Committee will provide the faculty with a master list, reporting, for each committee, the present membership, the positions to be filled, and the faculty members eligible to fill them.

For five class days after receipt of the elections master list, members of the faculty may submit written nominations to the Elections Committee. These nominations will include the names of the nominator and the seconder, and the name of the committee for which he or she is nominated. The nominee must accept the nomination verbally (if nomination put forth on the floor of the Faculty Assembly), via electronic mail (if nomination put forth electronically), or in writing.

By the end of the seventh class day following distribution of the elections master list, the Elections Committee will provide the faculty with a list of the nominees to each committee and the date of the elections meeting.

The annual elections meeting for committees of the Faculty Assembly will take place after the first session of the Faculty Assembly for the spring semester is completed and before the second session begins. Further nominations will be accepted at this meeting, but faculty members are urged to make their nominations in writing or electronically so that the voters will have several days to consider the candidates.

Whenever a vacancy develops on an elected standing committee after the regular elections meeting in the fall semester, the Elections Committee will conduct a special election, either by mail ballot, electronically or at a meeting of the Faculty Assembly, whichever will more expeditiously fill the vacancy. Such a procedure will also be followed whenever ad hoc committees of the Faculty Assembly are established.

VI.F.2 Manner of Voting

After the nomination period for a committee has ended, the names of the nominees will be released to the Faculty Assembly. At the next available Faculty Assembly meeting, the nominees will stand to introduce themselves to the body and present their rationale for running. Nominees not present may have a statement released to the body.

Within 24 hours of this meeting, an electronic vote will be released to all faculty eligible to vote. Within this platform, nominees are permitted to provide their rationale for running. The voting window will be open for 72 hours.

To be deemed elected, a nominee must receive the plurality of the votes and at least 30% of the ballots cast. If no candidate receives 30% of the ballots cast, the two individuals with the most votes will partake in a run-off election.

The number of elections for any given committee will equal the number of positions to be filled. There will be a separate election for each position.

VI.G. Procedures: Faculty Appointments

- VI.G.1. All members of the faculty receive their appointment to the College and their assignment to academic rank from the President of the College. Department Chairs will make recommendations for appointment to the School Dean.
- VI.G.2. The Department Chair will request approval from the School Dean and the Provost to fill an academic position; it is expected that sufficient data will be presented with a request to justify approval.
- VI.G.3. Recommending the rank to be offered a new faculty member, the Department Chair must be guided by the norms set forth in the current Faculty Statutes. Ordinarily the Department Chair will recommend a starting salary and academic rank to the School Dean, who will conduct negotiations with job candidates. If, in rare cases, it is necessary to make any additional arrangements concerning conditions of appointment with an individual faculty member, these must be made in writing by the Provost, and communicated back to the Department Chair. In all instances final approval for financial arrangements must be given by the President.
- VI.G.4. The Department Chair will request candidates to supply the following information as well as any information required by Human Resources:
 - a. A completed application form or letter of application, as determined by the department concerned.
 - b. Transcripts of the applicant's work in the colleges and universities at which they have earned degrees, and/or have worked toward a degree.
 - c. Letters of recommendation from appropriate sources are required for all finalists. In all instances a letter of recommendation must be received from the immediate past employer of the candidates. Candidates who have had previous teaching experience must also supply a letter of recommendation from the institution in which they held their last teaching appointment.
 - d. Candidates who have not had previous teaching experience will furnish appropriate recommendations from professors who have known them as students and who are competent to judge their fitness for the expected assignment.

VI.G.5. Department Chairs will coordinate the application screening and interviewing process of prospective candidates for the vacant position. The Department Chair may delegate responsibilities to a search committee, which will include full-time faculty members in that department. The Chair, in consultation with the School Dean, may invite faculty members from other departments and/or any other participants (including, but are not limited to: staff members, Associate or Assistant Deans, School Deans, etc.) to participate as ex officio, non-voting members of the search committee. If desired by the Department Chair and full-time faculty members of the department, the search committee may also invite those part-time faculty members of the department with voting rights (see III.B.2.a.) to participate on the search committee in the same manner as full-time faculty members of the department. The delegated responsibilities of a search committee may include, but are not limited to, screening applications to determine viable candidates, determining finalists among the viable candidates, conducting phone interviews of finalists, choosing which finalists to invite to campus for an on-campus interview, and meeting with finalists during an on-campus interview.

Department Chairs will submit to the School Dean and to the Provost a copy of the completed application, transcripts, and letters of recommendation for each of the proposed faculty members. Department Chairs will consult with the School Dean, and the Provost to secure their opinion concerning the prospective faculty member.

Either immediately following the interview of the last finalist or a few days thereafter, the full-time faculty members of the department and those part-time faculty members with voting rights, excluding emeritus faculty, (see III.B.2.a.) will meet and cast ballots for their preferred candidate for the vacant position. The Department Chair or a designee should tabulate the results of the nominations, and make them the complete results known to the meeting.

A Department Chair will then submit the complete results of the departmental vote along with their written recommendations to the School Dean and Provost. The Department Chair will also communicate their recommendation to the department. The School Dean will likewise submit their recommendations directly to the Provost and the President, who will make the final decision. Beginning salary and rank are defined by the President on the advice of the Department Chair, the School Dean and the Provost (see VI.G.1).

VI.H. Procedures: Rank, Evaluation, Tenure, and Promotion

VI.H.1. Full-time Teaching Ranks

VI.H.1.a. Instructor

Instructors will ordinarily have an earned doctorate or its professional equivalent. Exceptions will be made only by a written agreement of the Department Chair involved, the School Dean, where applicable, the Provost, and the President of the College.

If individuals accepting the appointment come to the College with no full-time

college teaching experience, the maximum time they might normally expect to remain in the rank of Instructor is five years. If individuals accepting the appointment come to the College having already completed two or more years of the probationary period toward tenure at another accredited institution, they should not normally expect to hold the rank of Instructor for more than three years.

Notification of renewal or non-renewal of an appointment as Instructor will be made according to the provisions of VI.H.5.d.

VI.H.1.b. Assistant Professor

The rank of Assistant Professor will ordinarily be extended to faculty members who hold an earned doctorate or its professional equivalent.

Upon the recommendation of the Department Chair, the School Dean, where applicable, the Rank and Tenure Committee, and the Provost, faculty members may be promoted to the rank of Associate Professor without completing the six years, which is ordinarily expected. Promotion in rank does not automatically confer tenure.

Notification of renewal or non-renewal of an appointment as Assistant Professor will be made according to the provisions of VI.H.5.d.

VI.H.1.c. Associate Professor

For promotion or appointment Associate Professor candidates must possess the qualifications for an Assistant Professor, and in addition, a record of significant achievement in their field or profession as a teacher or as an administrator. Evidence of scholarship, research, or creative activity may be manifested through scholarly publications in professionally recognized media, as well as through such subsidiary evidence as direction or significant participation in research projects and in the scholarly activities of learned societies.

Appointment or promotion to the rank of an Associate Professor does not automatically confer tenure.

Notification of renewal or non-renewal of an appointment as Associate Professor will be made according to the provisions of VI.H.5.d.

VI.H.1.d. Professor

For promotion or appointment as Professor, the candidate must possess the qualifications of an Associate Professor, and in addition, a record of distinguished intellectual, teaching, educational or artistic achievement. There will be evidence of continued growth and of general recognition among scholars and educators outside the immediate academic community.

Promotion to the rank of Professor will at the same time confer tenure.

Faculty initially appointed to this rank without being granted tenure at the time of their appointment will have their case for tenure reviewed by the Committee

on Rank and Tenure within not more than two years.

VI.H.1.e. Visiting Faculty

The prefix “visiting” may be used with any of the regular faculty ranks. Duration and other conditions of the appointment will be specified in writing at the time of the initial appointment.

VI.H.2. Part-time Teaching Faculty

Part-time classroom faculty will generally be hired at the rank of instructor or associate instructor. To be hired at the rank of associate instructor generally requires a Ph.D. or a terminal degree in the discipline.

Part-time faculty can apply for promotion from instructor to associate, or associate to senior instructor after three years of teaching at least two courses per academic year at St. John Fisher College. A part-time faculty member who earns a Ph.D. or terminal degree will automatically receive promotion to the rank of Associate. The process for applying for promotion is detailed in VI.H.6.

Part-time appointments are temporary in nature for specific periods not to exceed one academic year for each appointment. Part-time faculty members may be reappointed. All terms and conditions will be specified in writing at the time of the appointment or reappointment. The part-time appointment expires at the end of the specified period, and no notice of non-reappointment is required.

Service as a part-time faculty member will not count as part of the probationary period.

Voting rights are limited according to III.B.2.

VI.H.3. Emeritus Status

The Committee on Rank and Tenure may designate a faculty member “emeritus” or “emerita” at the last rank held upon retirement from the teaching faculty. The individual will continue to enjoy such privileges as use of the library, attendance at academic convocations and social events, use of dining facilities, etc.

VI.H.4. Faculty Evaluation

VI.H.4.a. Annual Evaluation

Each full-time faculty member for whom continuing appointment is anticipated undergoes a departmental evaluation. This evaluation covers the previous summer, fall, and spring semesters. This evaluation provides the Department Chair, the School Dean, and the Provost with necessary information on the status of all faculty members, and it supports recommendations for advancement in rank and for merit increases in salary. In addition, the evaluation should help all faculty to fulfill their academic responsibilities by encouraging professional development and by pointing out any deficiencies.

The annual evaluation is conducted by the Department Chair in consultation with the individual faculty member and, where appropriate, with other members of the department. Prior to the evaluation, the Department Chair asks the faculty member to submit an updated curriculum vitae and a self-evaluation. This self-evaluation should comment on the faculty member's performance in all the areas listed in Criteria for Evaluation (VI.H.4.d.) in which they have been active for the year in question.

When the Department Chair has received the faculty member's curriculum vitae and self-evaluation, the evaluation can begin. The faculty member may submit and the Department Chair may request documentation, in addition to the self-evaluation, of the faculty member's activities in each area to be evaluated. In every case, the faculty member and the Department Chair will review the results of the student survey form, and the faculty member will provide copies of any published research or creative work. Other methods of demonstrating effectiveness are listed under each of the Criteria for Evaluation in VI.H.4.d.

Having collected and reviewed the appropriate documentation, the Department Chair meets with the faculty member to discuss their case. Any dissatisfaction on the part of the Department Chair with the faculty member's performance should be voiced in this meeting and the faculty member invited to respond. If the Department Chair continues to have reservations about the faculty member's performance, these should be reflected in the letter of evaluation the Department Chair writes to every faculty member after their evaluation interview. This letter of evaluation, which is part of every annual review, should summarize the faculty member's accomplishments and should comment on the faculty member's performance in all areas listed in Criteria for Evaluation (Section VI.H.4.d.) and make constructive suggestions about any areas of deficiency. The letter should also invite the faculty member to respond to the Department Chair in writing within two weeks.

The Department Chair's letter of evaluation, a summary analysis of student opinion, and any response from the faculty member become part of the individual's confidential personnel file, which is managed by the Dean's office.

Annual evaluation of the Department Chair is conducted by the School Dean, or by the full-time faculty member in the department with the most seniority at the College, who also writes the required letter of evaluation.

The annual evaluation for every faculty member should be completed no later than May 15, and responses from individual faculty members should be received by the Department Chair no later than June 1.

VI.H.4.b. Mid-Probationary Evaluation

In order to initiate the mid-probationary evaluation, the School Dean writes to the Department Chair and the Provost by September 2, indicating that a

thorough evaluation of the faculty member should be undertaken by the department. The purpose of these evaluations is to provide information for faculty to aid them in pursuing their careers in expectation of tenured appointments. The procedure is the same as for the annual evaluation, except that 1) at least two tenured faculty other than the Department Chair must assist in the evaluation; 2) these additional evaluators are chosen by the Department Chair, from within the department whenever possible; 3) if the department does not include two tenured members other than the Department Chair, the Department Chair asks tenured faculty in another department to assist in the evaluation; 4) each evaluator must observe the faculty member in the classroom at a time or times agreed to by the member and must assess their scholarship, research, and/or creative work; 5) all evaluators must submit letters of evaluation to the Department Chair; and 6) The Department Chair writes a summative report to which the faculty member may respond. The faculty member's response, if any, will be submitted into the full report before it proceeds to the School Dean.

The mid-probationary review replaces the annual evaluation for the year in which it takes place, and appropriate documentation of the review is included in the faculty member's personnel file (see VI.H.4.a.). This documentation includes, but is not necessarily limited to, letters from the evaluators, responses from the faculty member, and a summary analysis of student opinion written by the Department Chair. Since the mid-probationary review is intended to prepare faculty for later tenure review, the School Dean writes to the faculty member with a copy to the School Dean, where applicable, and to the Department Chair indicating their assessment of the results. This assessment is also included in the personnel file. The faculty member is entitled to respond to the School Dean's assessment in a written statement to the Provost.

The mid-probationary evaluation takes place in the third year of service for faculty with no credit for prior teaching. Faculty whose probationary period has been reduced in recognition of prior full-time teaching will have a mid-probationary evaluation according to the following timetable: those who have received one year's credit at the time of their initial appointment will be evaluated in their third year of service; those who have received two years of credit will be evaluated in their second year of service; and those who have received three years of credit will be evaluated in their first year of service.

In the unusual circumstance in which a Department Chair is subject to mid-probationary evaluation, the School Dean conducts the review.

VI.H.4.c. Evaluation of Part-Time Faculty

In addition to evaluating full-time faculty, the Department Chair, assisted where appropriate by other members of the department, should evaluate part-time faculty who are likely to be considered for reappointment. The chief aim of such evaluation is to insure integration of part-time faculty into

the department and to assist them in their professional and pedagogical development.

VI.H.4.d. Criteria for Evaluation, Tenure, and Promotion

“The major commitment of the faculty of St. John Fisher College is excellence in teaching, with an emphasis on close interaction with students. To be effective in the classroom and to serve as models of academic excellence, faculty must also remain actively engaged in scholarship.” [Excerpted from the St. John Fisher College Mission Statement]

Further, every faculty member has a service obligation to the College as a member of the collegium. Service to the profession and to the community complements this obligation.

No faculty member is expected to be equally active in scholarship and service, but excellence in one or more categories is not compensatory for the absence of effective professional performance in either teaching, scholarship, or service to the College.

VI.H.4.d.i. Demonstrating Teaching Effectiveness

The attributes and qualifications by which a faculty member may demonstrate teaching effectiveness include, but are not necessarily limited to:

- a. Command of and currency in an academic discipline;
- b. Clear, logical, and imaginative organization and presentation of subject matter in the classroom;
- c. Ability to provoke and broaden student interest in the subject matter;
- d. Fairness, open-mindedness, integrity, and objectivity in teaching;
- e. Effective use of teaching methods appropriate to the subject matter;
- f. Development of new courses or programs and/or adjustments to existing courses;
- g. Directing independent study, honors projects, student research, and internships;
- h. Receptivity to, and implementation of, constructive evaluation; and
- i. Involvement in activities designed to improve teaching and/or to enhance command of the subject, such as attending workshops and conferences, taking specialized courses, team-teaching, or teaching an honors course.

VI.H.4.d.ii. Documenting Teaching Effectiveness

Documentation of teaching effectiveness may include, but is not necessarily limited to:

- a. Self-evaluation;
- b. Evaluation by Department Chair, and School Dean, where applicable, and/or Provost;
- c. Peer evaluation;
- d. Systematic gathering of student opinion; and
- e. Review of course syllabi, reading lists, exams and other relevant documents, such as independent study, honors, and internship projects.

VI.H.4.d.iii. Academic Advising

The faculty member's responsibilities as an academic advisor may include, but are not necessarily limited to:

- a. An academic advising and/or tutoring of one's own students, designated advisees, and other students when appropriate; and
- b. Participation in academic enrichment activities, including advising student groups.

VI.H.4.d.iv. Documentation of Effective Advising

Documentation of effective advising may include, but is not necessarily limited to:

- a. Self-evaluation;
- b. Evaluation by Department Chair, the School Dean, where applicable, and/or Provost;
- c. Peer evaluations; and
- d. Systematic gathering of student opinion.

VI.H.4.d.v. Scholarship and Creative Work.

Effective teaching necessitates active involvement in the intellectual and scholarly developments in a discipline. Scholarship is defined as a concrete demonstration or evidence of authority or expertise in one's academic field or discipline as adjudged through peer review.

Scholarship is an intellectual and/or creative contribution that is widely available and subject to peer or expert review in the areas of discovery, integration, application or teaching. Scholarship and scholarly or creative activities are necessary and desirable means through which faculty members remain current in their academic disciplines and teaching areas.

These also supplement and strengthen the College's commitment to the highest possible quality of teaching and are essential to the fulfillment of St. John Fisher College's mission. Scholarship takes many forms at St. John Fisher College where faculty members are employed in an array of programs of study and disciplines. Scholarship can be understood at St. John Fisher College in the context of the rich intellectual discussions and literature coming out of Ernest Boyer's redefinition of the categories of scholarship in *Scholarship Reconsidered: Priorities of the Professoriate* (Boyer, 1990). These categories emerged from a perception that the diversity of American higher education requires differing types of scholarly activity from faculty members in different academic disciplines. No faculty member would be expected to attain accomplishments in all four areas.

Each faculty member's scholarship and professional development would be expected to be in accord with the goals, needs, mission, and vision of the academic discipline, the Department, the School, and the College; would be expected to be sustained; and would be expected to show an expansion of capacity over time. In all categories, scholarship is characterized by creativity, honest and rigorous inquiry, reflection on processes and goals, and public presentation. In all cases, scholarship must be widely available and subject to peer or expert review.

The scholarship of discovery: This category reflects the traditional understanding of scholarship as research, though the term "discovery" emphasizes the original character of this kind of scholarship. This scholarship pursues knowledge for its own sake and reflects rigorous inquiry and, most often, disciplinary paradigms. The scholarship of discovery also includes creative acts in the arts—literary, visual, and performing arts. These, too, are original acts of discovery and expand the ways human beings know the world.

The scholarship of integration: This category complements the scholarship of discovery but does so by moving out of disciplinary pathways. The scholarship of integration is often, but not exclusively, collaborative, and its goal is the synthesis or connection-making between discoveries in various disciplines. A faculty member pursuing the scholarship of integration may be stepping outside their academic discipline to consider the implications of that discipline within a broader framework. Some activities, such as writing or editing a textbook, are by their nature synthetic and integrative.

The scholarship of application: This category proposes scholarship as an act of engagement. The goal of the scholarship of application is the use of knowledge or theory to strengthen practice and/or solve (or at least address) problems. The scholarship of application may frequently be carried out in settings with non-specialists, and in forms including consultations, seminars or workshops for non-College audiences, development or design of community-based projects, or analysis or exploration of community problems or issues. The scholarship of application is most often characterized by the engagement of the academic specialist with problems

and issues in a community beyond the academy.

The scholarship of teaching: This category includes all public scholarly activities focused on teaching, either generically or within a discipline. The scholarship of teaching and learning investigates teaching as an intellectual problem, and topics or problems in the scholarship of teaching may range from quantitative studies of student learning, to ongoing testing and evaluation of pedagogical strategies, to qualitative and quantitative investigations of course designs. The category of the Scholarship of Teaching proposes that the transmission of knowledge via the frameworks offered by the academy is as significant and worthy a subject of inquiry as any “pure” research project.

Because what is considered appropriate research may vary from discipline to discipline, research, performance or creative work should be evaluated in terms of its quality, as evidenced by:

- a. Publications (e.g., books, book chapters, articles, and reviews published in refereed journals or academic presses; relevant professional publications), successful grants, entries in compendiums, professional papers and speeches, projects, productions in the mass media, patents and/or inventions, performances, artistic exhibitions, and the results of acting as a professional consultant; and
- b. Involvement in professional activities such as receipt of fellowships or grants, membership in professional organizations, and attendance or presenting at professional conventions, conferences or institutes.

A peer reviewed demonstration of excellence in scholarship may include, but is not necessarily limited to:

- a. Juried and/or peer reviewed publications, and other noteworthy publications;
- b. Recognized achievement in the creative arts, mass media, or business/industrial community;
- c. Evaluation or statements by professional peers;
- d. Documented report of activities;
- e. Reviews and citation of research in other works; and
- f. Professional honors and awards for completed projects and grants for prospective ones.

VI.H.4.d.vi. Service to the College

St. John Fisher College relies upon the involvement of the faculty to fulfill the College’s mission and purpose in the education of students. Service is defined

as those activities necessary to the faculty role in shared governance of the department, School, and College, and those activities that advance public support of the institution and benefit the community at large.

Service aspires to a form of institutional citizenship, through which faculty members sustain an involvement in enacting the institutional vision and mission. Effective service is evident when the products of such work become a part of some aspect of the College's programs or policies, when new or enhanced opportunities for student learning are achieved, when public recognition or support of the College is enhanced, and when the quality of life in the College community is enriched. The following list indicates the range of activities included in service. It is not a checklist, nor is it a complete list of possibilities for service to the College. No faculty member is expected to complete all these forms of service; rather, each faculty member is expected to contribute to the ongoing work of the College at the department, School, and College levels in areas where the faculty member's strengths meet the College's needs:

- a. Participating in faculty governance, including attendance at College, School, and department meetings;
- b. Working on departmental/School/College tasks, projects, committee responsibilities;
- c. Holding a College assigned leadership or administrative position;
- d. Working with student activities outside of the classroom including student organizations and convocation;
- e. Mentoring and advising roles with new and adjunct faculty;
- f. Participating in the ongoing campus conversation and in programs to enhance teaching and learning, student life, and the College community;
- g. Participating in the recruitment of students and the development of friends and supporters of the College; and
- h. Linking the College to the local or global community through networking, building connections, and fostering community partnerships for the sake of advancing College programs.

Engaged St. John Fisher College faculty share their abilities with the larger community. Service to the community includes participation in both civic and church communities, and participation in local, national, and international initiatives not directly tied to employment at St. John Fisher College.

In order to merit promotion to a higher rank, faculty will be expected not only to have sustained positive performance in service, but also to demonstrate further development as a citizen of the College over time.

Productive service to the College may include, but is not necessarily limited to:

- i. Performance of department or program responsibilities, and initiative in the work of the department or program;

- j. Service on faculty committees and attendance at faculty meetings;
- k. Willingness to accept administrative assignments, including service on institutional committees and as Department Chair;
- l. Participation in academic fairs and other recruitment activities;
- m. Involvement in special College programs such as institutes, symposia, faculty colloquia, or public lectures; and
- n. Service as advisor for, or other participation in, student activities; career or personal counseling of students when appropriate.

Demonstration of service activities may include, but is not necessarily limited to:

- a. Individual report of activities;
- b. Evaluation by Department Chair, the School Dean, where applicable, and/or Provost;
- c. Statements from a committee or committee Chair or from the office sponsoring a particular activity (Enrollment Management, Student Academic Services, Student Life, Development, etc.); and
- d. Report from outside sources.

VI.H.4.d.vii. Service to Your Profession

Service to your profession may include, but is not necessarily limited to:

- a. Serving on an editorial board;
- b. Anonymous reviewing of scholarship;
- c. Participation in a peer review;
- d. Serving on the board or as an officer of a professional organization;
- e. Organizing a professional conference;
- f. Chairing a session or panel at a professional conference;
- g. Performing administrative work in a professional organization;
- h. Being an active member of a professional organization; and
- i. Acting as a professional consultant.

Demonstration of professional service activities may include, but is not necessarily limited to:

- a. Individual report of activities;
- b. Evaluation by Department Chair, the School Dean, where applicable, and/or Provost;
- c. Statements from a committee or committee Chair or from the office sponsoring a particular activity (Enrollment Management, Student Academic Services, Student Life, Development, etc.);
- d. Report from outside sources; and
- e. Letters of invitation to review scholarly work.

VI.H.4.d.viii. Service to the Community

A faculty member may provide service to the community by working with people and/or organizations outside their professional field. Such service may include, but is not necessarily limited to:

- a. Service to community groups in a professional capacity;
- b. Lectures to non-professional, community groups; and
- c. Participation and leadership in non-profit organizations designed to serve the general public.

Sources of documentation may include, but are not necessarily limited to:

- a. Individual report of activities, adequately documented and indicating, where not self-evident, amount of time spent;
- b. Community service awards; and
- c. Testimony by leaders of community groups.

VI.H.5. Policies on Tenure and Promotion

VI.H.5.a. Eligibility for Tenure

Tenure may be granted only to full-time faculty members, at the rank of Assistant Professor or above, who show promise of remaining productive members of the academic community and of the College, and who are judged to have expertise which the College deems pertinent to the advancement of its educational goals.

A faculty member beginning a full-time appointment at the rank of Instructor or higher applies for tenure at the beginning of the sixth year. The decision of whether or not to grant tenure must be made at the end of the sixth year.

The faculty member's tenure contract, should tenure be granted, becomes effective in the eighth year of service.

Up to three years of full-time teaching at another institution of recognized standing may be counted toward the probationary period, but the precise terms of any such credit toward the probationary period must be set forth in the faculty member's initial letter of appointment (see VI.H.5.c. and VI.H.5.d.). Any subsequent extension to the tenure timeline must be approved by the Department Chair or Academic Program Director, School Dean, Committee on Rank and Tenure, Provost, and President.

Time spent on sabbatical leave is counted toward the probationary period, unless the faculty member and the College agree in writing to the contrary at the time the sabbatical is granted. A leave of absence for less than an academic year will count toward the probationary period unless the faculty member and the College agree in writing to the contrary at the time the leave is granted or extended. A leave of absence for one academic year or more will not count toward the probationary period unless the faculty member and the College agree in writing to the contrary at the time the leave is granted or extended.

In rare instances where early tenure is granted, there is a one-year hiatus before the tenure contract becomes effective. Such an application for early tenure may only be granted when the faculty member shows extraordinary merit in teaching, scholarship and research, and institutional service.

It is also possible in unusual circumstances for tenure to be granted at the time of initial appointment. Such tenure ordinarily presumes tenure at another institution of recognized standing, a distinguished record of teaching, scholarship and research, and institutional service, plus the recommendation by majority vote of the department/program in which the faculty member is to be tenured.

VI.H.5.b. Eligibility for Promotion

Faculty members are promoted on the basis of their qualifications discussed in VI.H.1. and in VI.H.4. Applications for promotion should be made when the faculty member perceives that they meet the requirements for rank outlined in VI.G.1.

VI.H.5.c. Procedures for Decisions on Tenure and Promotion

By September 1 of each year, the Provost advises individual faculty members who are entering the sixth year of their probationary period that they must be evaluated for tenure if they wish to be considered for reappointment on a tenure contract at the end of their probationary period. Copies of this letter are sent to the School Dean, the Department Chair, and to the Chair of the Committee on Rank and Tenure. Also by September 1, the Provost writes to all full-time faculty informing them that applications for promotion must be submitted to Department Chairs by October 15.

The Provost, in consultation with the appropriate School Dean, will determine in which Department or Program the candidate will be evaluated for tenure and/or promotion; a candidate who has taught both undergraduate and graduate courses will normally submit the dossier to the Department Chair in which the majority of the candidate's teaching has occurred. The Office of the Provost will then send the list of tenured faculty required by the Faculty Statutes to participate in the tenure/promotion review process to the Chair overseeing the tenure review, as outlined in VI.H.5.f. Faculty members are instructed to submit complete dossiers in support of their tenure/promotion to the Department Chair or by October 15. If the candidate is applying for promotion at the same time, the promotion and tenure cases are considered together, and the deadlines for tenure review apply in both cases (see VI.H.5.i.). The Chair then informs tenured members of the department of the pending case and arranges for them to examine the candidate's dossier.

In the unusual case of a proposed appointment with tenure, the Provost, in agreement with the Department Chair, asks the Committee on Rank and Tenure to review the case. Documents submitted for review will include, at a minimum, a detailed curriculum vitae for the candidate, letters of recommendation from the search, a letter of support from the Chair explaining the majority vote decision of the department or program, and a letter of support from the appropriate senior administrator. The Committee on Rank and Tenure will review the case, vote, and recommend for or against tenure. If a majority of the Committee opposes the appointment with tenure, it may be pursued only in accordance with the procedures outlined in VI.H.5.g.

VI.H.5.d. Additional Information

Upon recommendation of the Department Chair and the School Dean, where applicable, and with the approval of the Committee on Rank and Tenure, the Provost, and the President, a multi-year contract which does not imply tenure extending beyond the end of the probationary period may be offered to the faculty member;

All reasons and conditions of any such contract must be indicated and agreed to in writing by the individual and the School Dean, where applicable, and the Provost with a copy to the Committee on Rank and Tenure;

The total number of these special contracts will not exceed 20 percent of the full-time faculty;

The holding of such a multi-year contract does not necessarily assure an individual of first choice for a tenured position, should one become available; and

Any faculty member holding such a contract will be considered among the non-tenured faculty.

For the purpose of this section, full-time teaching or a full-time teaching appointment will ordinarily include a minimum of nine hours per week in which students are taught as a group in a formal setting as in lectures or seminars. Unless the faculty member will obtain written approval of the Provost in consultation with the School Dean, where applicable, and if not, the Department Chair, the faculty member teaching fewer than nine hours will not be deemed to hold a full-time teaching appointment. Should a question arise regarding the full-time status of any particular teaching assignment, a ruling will be made before the completion of the semester by the Provost. The ruling will be made after consultation with the individual concerned and the Department Chair, and after consideration of the provisions of the faculty member's contract.

The "probationary period" means that period of full-time teaching prior to the acquisition of tenure. In order to enter upon this probationary period, the faculty member will hold the required academic qualifications, i.e., the Ph.D. degree or its professional equivalent. Exceptions will be made only by a written agreement of the Department Chair involved, the School Dean, where applicable, the Provost, and the President of the College.

The terms and conditions of every appointment to the faculty will be stated or confirmed in writing and signed by both parties, and a copy of the document will be supplied to the faculty member. In order to be valid, any subsequent extensions or modifications of an appointment, and any special understandings, or any notices incumbent upon either party to provide, will be stated or confirmed in writing and signed by both parties. Each party will receive a copy of the agreement and any modifications.

With the exception of special appointments clearly limited to a brief association with the College, and reappointments of retired faculty members on special conditions, all full-time teaching appointments to the rank of instructor or higher are of three kinds: (1) probationary appointments which may be for one year, or for other stated periods, subject to renewal; (2) appointments with continuous tenure; and (3) special multi-year appointments not implying tenure extending beyond the end of the probationary period as outlined in the opening paragraph of VI.H.5.d. Except for faculty members who have tenure, individuals with a full-time teaching appointment of any kind will be informed each year in writing of their appointment and of matters relative to their eligibility for the acquisition of tenure.

The probationary period will not exceed seven years of full-time teaching at the College. Those faculty members with previous full-time teaching experience performed after the receipt of the Ph.D. or its professional equivalent and at the rank of instructor or higher in other accredited institutions of higher education may receive credit for up to three years of experience against the probationary period of the College. When a question arises as to the equivalency of teaching experience at other accredited institutions of higher education, such questions will be decided by the

President after consultation with the individual concerned, the Department Chair, and the School Dean, where applicable, and the Provost. If a shorter probationary period is agreed to at the time of appointment of a faculty member, to be valid the conditions of such agreement will be stated in writing and a copy placed in the candidate's professional file. These conditions will be communicated to the Committee on Rank and Tenure.

Previous service at the College of those faculty members who return to the College after a permanent separation will be treated as full-time service at another institution of higher education. Time spent on sabbatical leave is counted toward the probationary period, unless the faculty member and the College agree in writing to waive this provision at the time the sabbatical is granted. A leave of absence with pay for less than an academic year will count toward the probationary period. A leave of absence without pay for one academic year or more will not count toward the probationary period unless the faculty member and the College agree in writing to the contrary at the time the leave is granted.

Regardless of the stated term or other provisions of any appointments,¹ written notice that a probationary appointment or a post-probationary non-tenured appointment is not to be renewed will be given to faculty members in advance of the expiration of their appointment as follows: (1) not later than February 1 of the first academic year of service within the probationary period, if the appointment expires at the end of that academic year or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; (2) not later than December 15 of the second academic year of service within the probationary period if the appointment expires at the end of the academic year or, if the appointment terminates during an academic year, at least six months in advance of its termination; (3) at least two semesters before the expiration of the third year of service within the probationary period; and (4) at least twelve months before expiration of an appointment after two full calendar years or more of service within the probationary period and/or after it, in case of special, non-tenured post-probationary appointments.

VI.H.5.e. Dossier for Tenure and Promotion

The candidate is responsible for providing an organized dossier of materials on which the tenure recommendation is based. This consists of 1) an updated curriculum vitae; 2) a detailed and reflective letter of application from the candidate that establishes a compelling case for tenure based on the Criteria for Evaluation (VI.H.4.d.) while providing an articulate narrative and rationale for all documentation included in the dossier; 3) appropriate documentation, organized to support the letter of application and demonstrate the candidate's performance in all areas of Criteria for Evaluation (VI.H.4.d.); and 4) a list of any recommendations solicited from outside the department or from outside the College. Such letters should be

¹The periods of service referred to in this section apply only to service at this College and not to the total number of years of probationary service, which may have been credited for prior experience.

sent directly to the Department Chair and must include at least one from an outside academic expert in the candidate's field who can comment on the faculty member's professional work. It is the Department Chair's responsibility to solicit letters and ensure that they are included in the dossier.

A dossier that is complete, aside from these letters, must be received by the Department Chair no later than October 15. The Office of the Provost will add systematic, uniform gatherings of student opinion (student course evaluations) by October 20. The dossier may not be changed after this date; however, the candidate may, by January 15, submit a one-page update to the Department Chair, the School Dean, and the Committee on Rank and Tenure that is limited to changes in the status of items previously described in the letter of application. The candidate may also request that the Office of the Provost add to the dossier the student opinion (student course evaluations) gathered in the fall semester.

VI.H.5.f. Tenure and Promotion Review by Department and School

As the time for tenure review is approaching, the Department Chair confers with the tenured members of the department or program to arrange a schedule of classroom observations at times agreed to by the candidate. If the Department Chair is not tenured, the senior tenured faculty member in the department or program will complete this task and oversee the review by fulfilling all other roles attributed to the Department Chair. If there are no tenured members in the department/program, the tasks attributed to the Department Chair will be completed by a tenured member of another department or School mutually agreed upon by the candidate and the Provost. In the event that there are fewer than three tenured members in the department or program, the Department Chair convenes a committee of three tenured faculty, mutually agreed upon by the faculty member under review and by the Department Chair. At least three tenured members involved in the review process must observe at least one class taught by the candidate. The candidate may request additional observers for classroom teaching.

When the classroom visits are complete, and when all tenured members have had access to the dossier, the Department Chair calls a meeting of the tenured faculty in which the tenure case is discussed. After the discussion, the tenured members (including the Department Chair) vote by signed ballot on the tenure case (and on promotion, if applicable) indicating either support, non-support, or conditional support. There should be two separate votes: one for tenure and one for promotion (if applicable). The Department Chair then tallies the votes and announces the result to those voting, without indicating how any particular faculty member voted. Whatever the outcome of the vote, each tenured member writes to the Department Chair explaining their decision. If fewer than a majority of the department members have approved a promotion case, the Department Chair informs the candidate, who may choose to withdraw the application for promotion. If the candidate does not withdraw the application, those voting proceed as above, writing

individually to the Department Chair explaining their decision. The Department Chair is obliged to respect the confidentiality of these proceedings and should instruct department members to do the same.

By November 1, the Department Chair forwards the dossier and all signed ballots and letters regarding the case to the School Dean and writes a detailed cover letter supporting or not supporting the case for tenure. The School Dean also writes a letter supporting or not supporting the case for tenure. If the Department Chair's or School Dean's decision in the case does not reflect the majority view in the department or program, the cover letter should clearly state reasons for dissent.

The letters written by the Department Chair and the School Dean will be shared with the candidate. The candidate has the right to respond to these letters in their updated document submitted by January 15. To maintain confidentiality, any quotations from external and internal letters of support should be included without attribution.

In order to ensure the confidentiality of department members' recommendations in the case, no copies of their letters are retained in the department files. Originals are kept in the Provost's Office and are available only to the Committee on Rank and Tenure, the School Dean, the Provost, and the President. By November 15, the School Dean forwards the candidate's dossier along with the Dean's recommendation to the Provost.

- VI.H.5.g. Tenure and Promotion Review by the Committee on Rank and Tenure
- The Provost forwards all tenure and promotion cases, along with supporting dossiers and letters, to the Committee on Rank and Tenure by December 1. All Committee members will review each case. Although it is not a common practice, the Committee on Rank and Tenure may request the School Dean, the Department Chair or Academic Program Director, or other members of the candidate's department or program who voted on the case to appear before it to present further information concerning the tenure review. The Committee may also seek additional information from the candidate's references and from any sources of information detailed in VI.H.4. The Committee votes on each case and sends its recommendation, along with any necessary supporting documents, to the candidate, Department Chair School Dean, Provost, and President by May 15. If the committee does not recommend either tenure or promotion, they will provide a written explanation for this decision to the candidate and Department Chair. The Provost will also send his or her recommendation to the candidate, Department Chair, School Dean, Rank and Tenure Committee, and President no later than May 20. After this date, and upon request of the candidate, the Provost will inform the candidate of the disposition of each level of review.

Apart from its recommendation, all other communications and deliberations of the Committee, written and oral, will be considered confidential. Rank and Tenure Committee members will abstain from formal deliberations and abstain from voting for candidates when they are also serving as that

candidate’s Department Chair or Academic Program Director. The Committee on Rank and Tenure will take note of the Department Chair or Academic Program Director’s decision in the cover letter for that candidate.

VI.H.5.h. Actions on Recommendations for Tenure and Promotion

Upon receipt of written recommendations on tenure from the Committee on Rank and Tenure, from the School Dean, and from the Provost, the President prepares a recommendation to the Board of Trustees. If the President is inclined to recommend contrary to the Committee on Rank and Tenure, they meet with the Committee prior to submitting a recommendation to the Board of Trustees. The Committee, in its discretion, may choose to discuss the reasons for its recommendation with the President in this meeting.

All grants of tenure and tenure decisions are made by the Board of Trustees, after it has been informed of the recommendations of the President, the Provost, the Committee on Rank and Tenure, the School Dean, and the individual department or program via the Department Chair or Academic Program Director.

When the Board of Trustees makes its decision on tenure, the President communicates the decision in writing to the candidate, Department Chair, School Dean, Provost, and Chair of the Committee on Rank and Tenure. This written communication should take place within one week of the June meeting of the Board of Trustees. The decision of the Board in all tenure cases is final. The Board may reconsider its original tenure decision if, as a result of a candidate’s tenure grievance, a grievance committee upholds the grievance or the President changes their original recommendation to the Board.

VI.H.5.i. Quick Reference Chart for Tenure and Promotion Deadlines

It is expected that these deadlines will be kept. Failure strictly to adhere to them, however, does not constitute a procedural violation on which an appeal for the reversal of a negative decision can be based.

Required Action	Date
Letter from Provost inviting applications	September 1
Candidate’s dossier to Department Chair or Academic Program Director	October 15
Provost’s Office updates candidate’s dossier	October 20
Candidate’s dossier and department/program recommendation to School Dean	November 1
Candidate’s dossier, department/program recommendation and School Dean’s recommendation to Provost	November 15
All tenure materials forwarded to Rank and Tenure Committee	December 1
Candidate may supply optional one-page update	January 15
Committee on Rank and Tenure’s	May 15

recommendation to the President	
Provost’s recommendation to the President	May 20
Candidate may request from the Provost the disposition of each level of Review	After May 20
President’s recommendation to the Board of Trustees	June meeting of the Board
Final decision by the Board of Trustees	June meeting of the Board
Candidate notified	Within one week of Board decision

VI.H.6. Promotion for Part-Time Faculty

Part-time faculty who has taught at St. John Fisher College for at least two courses per academic year for at least three consecutive years may apply for promotion. By September 1 the Provost will write to all part-time faculty letting them know of this opportunity.

Those who want to be considered for promotion will submit to the Department Chair or Academic Program director a CV and narrative describing accomplishments while teaching at St. John Fisher College. This narrative can focus exclusively on teaching, but those who also engage in research and/or service should also include that information. Tenure and tenure-track faculty of the applicant’s home department or program will vote on the application for promotion.

If the department votes in favor of the promotion, the Department Chair or Academic Program Director submits by November 1 to the Rank and Tenure Committee the individual’s CV and narrative, as well as a letter that includes the results of the department or program vote, reasons for supporting promotion, and any endorsements from faculty or administrators.

VI.I. Procedures: Academic Due Process and Dismissal for Cause

VI.I.1. Preliminary Proceedings Concerning the Behavior of a Faculty Member

When the behavior of a tenured faculty member, or a faculty member whose term appointment has not expired, warrants scrutiny (see Section VI.I.3), the appropriate administrative officers should discuss the matter with the faculty member in a confidential conference. If an informal resolution is not achieved, the administrative officer refers the matter to Human Resources to determine if there is an imminent threat. At this point, Human Resources may determine that the faculty member should be suspended with pay. Regardless of the need for temporary suspension, the administrative officer will notify the Chair of Faculty Council.

Faculty Council should informally inquire into the situation to determine whether formal proceedings should be instituted. If a member of the Faculty Council is involved as one of the principals in a case, that person will not participate in the investigation. Formal proceedings should begin if recommended by Faculty Council or determined by the President of the College.

VI.I.2. Commencement of Formal Academic Due Process

The Formal Proceedings should be commenced by a communication addressed to the faculty member by the President of the College, informing the faculty member that, if they so request, a hearing to determine whether removal from the faculty position on the grounds stated will be conducted by a faculty committee at a specified time and place. In setting the date of the hearing, sufficient time should be allowed the faculty member to prepare a defense. The faculty member should be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded. The faculty member should state in reply whether a hearing is requested and, if so, should answer in writing, not less than one week before the date set for the hearing, the statements in the President's letter.

VI.I.3. Dismissal for Cause

Dismissal for cause may occur and will terminate the continuous appointment of a tenured faculty member in one or more of the following instances:

- a. Financial exigency of the College which will be demonstrably bona fide. In this case, the College will follow the guidelines for 'Financial Exigency, Academic Governance and Related Matters' as provided in AAUP's Recommended Institutional Regulations on Academic Freedom and Tenure (2014);
- b. When a specific program area or department is closed by the College, in which case the College will follow the guidelines for 'Discontinuance of Program or Department for Educational Reasons' as provided in AAUP's Recommended Institutional Regulations on Academic Freedom and Tenure (2014). In such cases, the College will provide at least one year's notice to the faculty member(s) affected and will offer reappointment to those faculty members affected if the program or department is reinstated within two years from the time it is closed;
- c. Professional incompetence or job abandonment;
- d. Protracted failure to discharge a significant portion of the primary responsibilities of a faculty member in regards to teaching and research;
- e. Abusive treatment of students, other faculty, staff or administrators, as prohibited by law or university policy;
- f. Moral turpitude, as described by AAUP's statement on Termination and Discipline (2004)

VI.I.4. Hearing Committee

This Committee will be an ad hoc committee called into being by the Faculty Council Committee after its preliminary investigation has determined there is cause for a formal hearing. The membership of this Committee will be constituted of five tenured faculty members – one chosen by the defendant, one chosen by the President of the College, two elected by the tenured faculty, and one chosen by the preceding four members, who will then elect a Chair from among themselves.

VI.I.5. Committee Proceeding

The Committee should proceed by considering the statement of grounds for dismissal already formulated, and the faculty member's response written before the time of the hearing. If the faculty member has not requested a hearing, the Committee should consider the case on the basis of the obtainable information and decide whether they should be removed; otherwise the hearing should go forward. The Committee, in

consultation with the President and the faculty member, should exercise its judgment as to whether the hearing should be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the President's letter to the faculty member should be received.

The President should have the option of attendance during the hearing. They may designate an appropriate representative to assist in developing the case; but the Committee should determine the order of proof, should normally conduct the questioning of witnesses, and, if necessary, should secure the presentation of evidence important to the case.

The faculty member should have the option of assistance by counsel, whose functions should be similar to those of the representative chosen by the President. The faculty member should have the additional procedural rights set forth in the 1940 Statement of Principles on Academic Freedom and Tenure (AAUP), and should have the aid of the Committee, when needed, in securing the attendance of witnesses. The faculty member or their counsel and the representative designated by the President should have the right, within reasonable limits, to question all witnesses who testify orally.

The faculty member should have the opportunity to be confronted by all witnesses adverse to them. Where unusual and urgent reasons move the Hearing Committee to withhold this right, or where witnesses cannot appear, the identity of witnesses, as well as their statements, should nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence should be duly recorded. Unless special circumstances warrant, it should not be necessary to follow formal rules of court procedure.

VI.I.6. Consideration by Hearing Committee

The Committee should reach its decision in conference, on the basis of the hearing. Before doing so, it should give opportunity to the faculty member or their counsel and the representative designated by the President to argue orally before it. If written briefs would be helpful, the Committee may request them. The Committee may proceed to decision promptly, without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It should make explicit findings with respect to each of the grounds of removal presented, and a reasoned opinion may be desirable. Publicity concerning the Committee's decision may properly be withheld until consideration has been given to the case by the Board of Trustees of the College. The President and the faculty member should be notified of the decision in writing and should be given a copy of the record of the hearing. Any release to the public should be made through the President's Office.

VI.I.7. Consideration by Board of Trustees

The President should transmit to the Board of Trustees the full report of the Hearing Committee, stating its action. On the assumption that the Board of Trustees has accepted the principle of the faculty Hearing Committee, acceptance of the Committee's decision would normally be expected. If the Board of Trustees chooses to review the case, its review should be based on the record of the previous hearing,

accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The decision of the Hearing Committee should either be sustained or the proceeding be returned to the Committee with objections specified. In such a case, the Committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the Committee's reconsideration should the Board of Trustees make a final decision overruling the Committee.

VI.I.8. Publicity

Except for such announcements as may be required, covering the time of the hearing and similar matters, public statements about the case either by the faculty member or administrative officers should be avoided so far as possible until the proceedings have been completed. Announcements of the final decision should include a statement of the Hearing Committee's original action, if this has not previously been made known.

VI.J. Procedures: Faculty Grievance

VI.J.1. Definition

For purposes of these procedures, a "grievance" is defined as a claim by a member of the teaching faculty (hereinafter, the "grievant") that a decision or action taken by the College or one of its representatives violated duly established procedures or policies or that the individual was not accorded fair and impartial treatment.

Provisions for grievances involving promotion and tenure decisions are contained in VI.J.5.

Grievances solely alleging violations of the College's equal employment opportunity or unlawful harassment policies will be addressed through the College's Discrimination/Harassment Complaint Procedure set out in Policy D1.1. through D1.3.2. of the St. John Fisher College Employee Handbook.

VI.J.2. Informal Procedures

Faculty members who perceive themselves as subject to a grievable offence, should first make a good faith effort to resolve the matter with the appropriate party or parties, enlisting the aid of mediating persons as appropriate. If this is unsuccessful, the grievant should discuss the situation with the School Dean. If the grievance is directed at the School Dean, the grievant should discuss the situation with the Provost. If the grievance is directed at the Provost, the grievant should discuss the situation with the President.

In cases of conflicts between and among individuals, faculty members should again make good faith efforts to resolve the matter, seeking the assistance of mediators when appropriate.

VI.J.3. The Grievance Committee

If the informal procedures of VI.J.2. have been exhausted but do not resolve the grievance, the grievant who wishes to pursue the matter further will present the Chair

of the Grievance Committee and the President with a written statement of the grievance, which reviews the pertinent facts surrounding the situation and includes any pertinent evidence and documentation. Parties wishing to bring a formal grievance must notify the President and the Chair of the Grievance Committee within one month of the conclusion of any informal procedures.

Members of the Grievance Committee who participated in the decision or action which is the subject of the grievance must recuse themselves from service on the Committee for purposes of the pending grievance. A Grievance Committee member who believes they may have any other conflict of interest with respect to the grievance must reveal such information to the parties and to the Chair as soon as possible. A party may also bring any perceived conflict of interest of a Committee member to the attention of the other party and the Chair. The Chair will determine if a conflict of interest or the appearance of a conflict of interest exists. The member who is determined to have the conflict of interest or appearance of a conflict of interest will be excused from service on the Committee for purposes of the pending grievance. If the Chair is the Committee member who may have the conflict of interest, the Committee member with the most years of service to the College will determine the issue.

The Grievance Committee is not authorized to hear grievances against the President or members of the Board of Trustees.

The grievant bringing a grievance agrees that they will hold no member of the Grievance Committee, nor the President, liable to legal action for their duly constituted work on the grievance.

VI.J.4. Grievance Committee Procedures

As defined in IV.C., a grievance is a decision or action taken by the College or one of its representatives that violated duly established procedures or policies or that the individual was not accorded fair and impartial treatment.

The Grievance Committee will consider: the grievant's written statement of the grievance along with any supporting evidence and documentation; and the testimony of the parties to the grievance and of any witnesses or other persons that the Committee considers appropriate. The Committee may request written statements from any of these parties or witnesses. The Committee, however, does not have the ability to compel the production of any witnesses or statements or other documentation. In most instances, all parties to the grievance will have full access to the testimony of all other parties and all witnesses, and have the opportunity, upon request, to question all other parties and all witnesses in the presence of the Committee.

The Grievance Committee will keep minutes of its meetings. These minutes will include the dates of the meetings, the committee members present, a list of those who presented testimony, and the topics discussed.

All such communications and deliberations of the Committee, written and oral, will be considered confidential by all Committee members during the course of the proceedings and after, except when required by law or when disclosed in connection

with potential or pending administrative or legal proceedings. The Committee may consult legal counsel if questions arise.

The Committee will strive to establish the pertinent facts and to recommend an equitable and fair disposition of the grievance in accordance with the policies and procedures set forth in the Faculty Statutes. For all Committee decisions, whether about witnesses to be heard, written statements to be requested, or any other matter of procedure allowed by these grievance procedures, including its final recommendation regarding the grievance, the agreement of a majority of Committee members is sufficient.

As soon as is reasonably possible, normally no more than 10 business days after deliberations have been completed, the Committee will forward its recommendation in writing to the President, together with all supporting evidence and minutes of its meetings, and will notify the parties that a recommendation has been made. The Committee will also forward the written recommendation, without related documentation, to the parties in the grievance. If the complaint is disallowed, the case is dismissed. If the complaint is found to be valid, the Grievance Committee will recommend an equitable and appropriate resolution of the grievance.

Before taking action on the grievance, the President will offer each party the opportunity to respond to the Committee's recommendation. If the President wishes to render a decision contrary to this recommendation, they will so inform the Committee within 10 business days so as to provide it with the opportunity to give further consideration to the matter. If the President and the Committee do not reach a consensus, the President will inform the Committee in writing at the time the decision is announced of reasons for issuing a decision contrary to its recommendation. This written statement will be communicated to all parties in the grievance. In all cases, the decision of the President is final and not subject to appeal. A subsequent grievance may not be filed to challenge the manner in which a prior grievance was determined.

The Committee will report annually to the Faculty Assembly and may report on general principles arising from its work when institutional improvements may occur.

At the conclusion of the grievance process, all files and documentation compiled by the Grievance Committee during its deliberations will be forwarded to the chief executive of the Human Resources department, who will arrange for the archiving of these records.

VI.J.5. Provisions for Tenure and Promotion Grievances

For purposes of these procedures, a "tenure grievance" or "promotion grievance" is defined as a claim by a grievant that there has been an alleged breach, misinterpretation, or misapplication of the tenure or promotion procedures set out in the Faculty Statutes; or that conflict of interest materially tainted the decision.

A faculty member who has been denied tenure or promotion may file a grievance by following the procedures set out in VI.J.4. Although the College encourages informal exchange between parties, the informal grievance procedures set out in VI.J.2. do not apply to tenure and promotion grievances and need not be exhausted for tenure or

promotion grievances.

In cases regarding promotion or tenure recommendations and decisions, a grievance cannot be brought to reconsider the merits of a tenure or promotion recommendation or decision. The Grievance Committee may not substitute its judgment on the merits for the judgment of the Committee on Rank and Tenure or the other participants in the tenure review process.

When considering a tenure or promotion grievance, the Grievance Committee may not demand testimony or documentation of the confidential deliberations or votes of the Committee on Rank and Tenure, the grievant's department, or the School Dean, Provost, or President. To the extent that such testimony or documentation is revealed in the course of the grievance proceedings, such information must be maintained as confidential by the Grievance Committee and used only for purposes of determining the grievance.

If, as a result of a grievant's tenure or promotion grievance, the Grievance Committee upholds the grievance or the President changes their original recommendation to the Board of Trustees, the Board may reconsider its original tenure or promotion decision for the grievant.

VI.K. Procedures: Sabbaticals

VI.K.1. Process for Sabbatical Leave Requests

- VI.K.1.a. Faculty members requesting a sabbatical, whether for a fall semester, a spring semester, or an entire academic year, must submit their request and study proposal to their Department Chair no later than November 1 of the preceding academic year. The study proposal must include: 1) a detailed description of the planned project with a delineation of outcomes, timeline, and feasibility; 2) a clear statement of how the proposed sabbatical will contribute to the faculty member's professional development; and 3) the relevance of the proposal to departmental mission, goals, and teaching responsibilities.
- VI.K.1.b. On or before December 1, the Department Chair will forward the sabbatical request and study proposal, along with a positive or negative recommendation and its rationale, to the School Dean. The Department Chair, in consultation with the School Dean, will identify in writing the plan for covering courses during the proposed sabbatical time. All of this information, along with a positive or negative recommendation and its rationale by the School Dean, must be forwarded to the Provost on or before January 10.
- VI.K.1.c. On the basis of these recommendations and their own awareness of College priorities, needs, and financial resources, the number and academic areas of other sabbatical requests, the apparent soundness of the proposal, and any other factors listed in VI.K.2.d., the Provost will make a recommendation for

or against approval to the President. All grants of sabbatical leave and sabbatical decisions are made by the Board of Trustees, after it has been informed of the recommendations of the President, the Provost, the School Dean, and the Department Chair or Academic Program Director. When the Board of Trustees makes its decision on sabbatical leaves, the President communicates the decision in writing to the faculty member, Department Chair or Academic Program Director, School Dean, and Provost.

VI.K.2. Eligibility

- VI.K.2.a. A sabbatical leave is not earned automatically through length of service at the College.
- VI.K.2.b. A faculty member becomes eligible for a sabbatical leave upon completing at least six years of full-time service at the College. Faculty members who have already received a sabbatical leave may re-apply for such leave after an additional six years of full-time service. Exceptions will be made only by a written agreement of the Department Chair or Academic Program Director involved, the School Dean, the Provost, and the President of the College.
- VI.K.2.c. A request for a sabbatical leave will include a specific study proposal in writing outlining how the leave is to be used and a listing of expected professional benefits to the faculty member, the College, and academic life in general.
- VI.K.2.d. The College may deny requests for sabbatical leaves for reasons which include but are not limited to:
 - i. The financial state of the College; and
 - ii. Requests from other faculty members in the same or related areas.
- VI.K.2.e. Full-time, paid employment (such as teaching at another college) while holding a paid sabbatical leave is incompatible with the purposes of sabbatical leaves and is prohibited unless the College and the faculty member agree in writing before the sabbatical begins. If a faculty member holding a paid sabbatical leave is gainfully employed by another employer (in contrast to holding a study or research grant), the College reserves the right to reduce the amount of the College's sabbatical pay and benefits accordingly.

VI.K.3. Post-sabbatical Leave Policies

- VI.K.3.a. The faculty member accepts the obligation to return to the College for at least one semester directly after the sabbatical unless this understanding is waived in writing by the President.
- VI.K.3.b. The faculty member will submit a written report on the sabbatical for the information of the Department Chair or Academic Program Director, the School Dean, the Provost, and the President no later than midway through the first semester back at the College even if the entire project is not yet

complete. A subsequent report, if needed, covering the completed project may be submitted later.

- VI.K.3.c. The submission of such a report will be one factor in determining whether or not future sabbatical requests will be honored.

VI.L. Procedures: Resignations and Other Leaves of Absence

- VI.L.1. Recognizing the professional, personal, and medical needs of the faculty, the College provides several types of leaves of absence.

Paid leaves of absence are available only to full-time teaching faculty members of the College.

Time spent on sabbatical leave is counted toward the probationary period, unless the faculty member and the College agree in writing to waive this provision at the time the sabbatical is granted. A non-sabbatical leave of absence for less than an academic year will count toward the probationary period unless the faculty member and the College agree in writing to the contrary at the time the leave is granted. A non-sabbatical leave of absence for one academic year or more will not count toward the probationary period unless the faculty member and the College agree in writing to the contrary at the time the leave is granted.

In addition to the leaves described in this section, the College makes other types of leave available to faculty as required by law. These include jury duty leave, leave for blood donation or bone marrow donation, and military or military spouse leave. Details of these leaves may be found in the College's Employee Handbook or by consulting Human Resources.

- VI.L.2. Resignation of Faculty Members

When faculty members decide to resign they should notify the Department Chair and School Dean, where applicable, as soon as possible.

A faculty member who decides not to accept a contract should notify the President in writing and return the unsigned contract as soon as possible. The contract must be returned 30 calendar days from its date of reception by the faculty member. Failure to return the contract within this time will be understood as the resignation of the faculty member, unless an extension is granted in writing by the President of the College.

Pre-emptory resignation at a very late date inflicts a real hardship on the institution and is considered by the profession to be an ethically questionable practice.

Since it is understandably difficult to secure competent faculty replacements on short notice, common courtesy and professional ethics suggest that adequate notice of termination be given the College.

- VI.L.3. Family and Medical Leave Act (FMLA) leaves: faculty is covered under FMLA and those requesting a family or medical leave should consult the Employee Handbook for

guidance.

VI.L.4. Other Leaves Without Pay (collectively “Personal Leaves Without Pay”)

- VI.L.4.a. The College recognizes that there may be academic, personal, or community needs which arise outside the framework of the leaves of absence discussed above. When possible, the College will seek to honor such leave requests from faculty members.
- VI.L.4.b. Personal leaves without pay are usually for one semester or, at the most, for one academic year. Exceptions may be made only with the specific written request from the faculty member to the President of the College, through the Department Chair or Academic Program Director, the School Dean, and the Provost. A leave of more than one year is ordinarily not approved unless the extension is essential to the needs of the faculty member and is also suitable to the needs of the College.
- VI.L.4.c. During personal leaves without pay, the faculty member is not paid their salary nor are they covered by the College’s benefit programs unless required by law (e.g. COBRA) or an exception is granted in writing by the President before the leave begins. Any requests for special arrangements involving the College’s benefit programs will be included in the faculty member’s application for a personal leave without pay.
- VI.L.4.d. Written application for a personal leave without pay should be made at least one semester before the leave is to begin. The application is made to the Department Chair, unless the Department Chair is the applicant, in which case the application shall be submitted to the School Dean. The Department Chair or Dean will promptly forward their positive or negative recommendation, including its rationale, to the Provost. After consultation with the School Dean and the Department Chair (and, if necessary, the individual faculty member), the Provost will forward the request with full documentation, including their own positive or negative recommendation and its rationale to the President for their decision. The President will communicate their decision to the faculty member, with copies of their response to the Provost, the School Dean, and the Department Chair.

VII. Committee Charters

VII.A. Election Procedures and Manner of Voting

VII.A.1. Election Procedures

By February 1 of each academic year, the Provost will prepare a list of eligible teaching faculty in each of the election categories.

The Chair of the Election Committee will establish a list of the present membership of the committees and a list of the positions to be filled by election that year.

By February 15 of each academic year, the Election Committee will provide the faculty with a master list, reporting, for each committee, the present membership, the positions to be filled, and the faculty members eligible to fill them.

For five class days after receipt of the elections master list, members of the faculty may submit written nominations to the Elections Committee. These nominations will include the names of the nominator and the seconder, and the name of the committee for which they are nominated. The nominee must accept the nomination verbally (if nomination put forth on the floor of the Faculty Assembly), via electronic mail (if nomination put forth electronically), or in writing.

By the end of the seventh class day following distribution of the elections master list, the Elections Committee will provide the faculty with a list of the nominees to each committee and the date of the elections meeting.

The annual elections meeting for committees of the Faculty Assembly will take place after the first session of the Faculty Assembly for the spring semester is completed and before the second session begins. Further nominations will be accepted at this meeting, but faculty members are urged to make their nominations in writing or electronically so that the voters will have several days to consider the candidates.

Whenever a vacancy develops on an elected standing committee after the regular elections meeting in the fall semester, the Elections Committee will conduct a special election, either by mail ballot, electronically, or at a meeting of the Faculty Assembly, whichever will more expeditiously fill the vacancy. Such a procedure will also be followed whenever ad hoc committees of the Faculty Assembly are established.

VII.A.2. Manner of Voting

After the nomination period for a committee has ended, the names of the nominees will be released to the Faculty Assembly. At the annual election meeting the nominees may stand to introduce themselves to the body and present their rationale for running. Nominees not present may have a statement released to the body. An electronic vote for each committee will then occur.

To be deemed elected, a nominee must receive the plurality of the votes and at least 30 percent of the ballots cast. If no candidate receives 30 percent of the ballots cast, the two individuals with the most votes will partake in a run-off election.

The number of elections for any given committee will equal the number of positions to be filled. There will be a separate election for each position.

VII.B. General Regulations Affecting Elected Standing Committees

The right to elect and the right to be elected to Faculty Assembly Standing Committee belong to the full-time teaching members and part-time faculty with voting privileges, except where otherwise stated.

No faculty member may serve as Chair of more than one elected standing committee.

No faculty member may serve on more than two standing committees.

Except where specifically stated otherwise, elections to the standing committees are to be held annually after the first session of the Faculty Assembly for the spring semester is completed and before the second session commences. The terms of service for all committee members (except Grievance), elected in the spring begin on September 1. All terms are for a number of full years, including summers; terms which begin on September 1 would not expire until the end of August of the final year of the term. All committees will hold an organizational meeting of new and continuing members before the end of the spring semester to elect a Chair. All continuing members of the committee and all members whose terms of service begin on September 1 are entitled to vote for the committee Chair for the upcoming year.

A quorum of each committee will be a majority of the voting members.

Vacancies: In case of an elected member's death, resignation, sick leave, or removal, an election to fill the vacancy will be conducted by the Elections Committee, such election to take place as soon as possible after the vacancy occurs, either by mail ballot or at the next meeting of the Faculty Assembly, whichever is the more expeditious procedure. The person elected to fill the vacancy will serve only for the remainder of the un-expired term. A faculty member on sabbatical leave or on leave of absence from the College for more than one semester is considered ipso facto to have resigned their membership on elected standing committees. In the event of any temporary vacancy of one semester or less due to sabbatical or other leave of absence, a member is permitted to retain their committee seat(s); if a member chooses to temporarily vacate their seat(s), Faculty Assembly will elect a replacement.

Recall: An elected member may be recalled by means of a petition signed by one-third of the members of the full-time teaching faculty and a three-fifths majority vote of the full-time teaching faculty taken by secret ballot.

Elected members may be re-elected when their term expires. Co-opted members may stand for election.

Faculty members may attend meetings of any elected standing committee by the invitation of, or with the consent of, the committee. The Chair will act as a spokesperson for the committee.

In order to expedite the business of the Faculty Assembly, the committees are required to circulate to the faculty a report of the motions they intend to present at the next meeting. Whenever possible, such reports should be distributed one week before the Faculty Assembly meets.

No student may serve on more than one elected standing committee at one time.

VII.C. Standing Committees Mentioned Elsewhere in the Faculty Statutes

The following committees are essential to the role of the faculty in the shared governance of the College. In addition to their charges below, each of these is involved in statutory areas described in other areas.

VII.C.1. Curriculum and Instruction

- VII.C.1.a. **Duties and Responsibilities:** The committee will review, by exploring structure, content, and balance, proposals for adding, expanding, deleting, or modifying undergraduate programs, or the delivery of programs, that impact degree completion. In addition, the committee will review and recommend academic policies pertaining to undergraduate education. The level of review undertaken (exempt, expedited, or full) is based on whether a proposal affects/modifies the requirements of a single department or more than one department or the College as a whole. Curriculum-related bodies (including, but not limited to: the Honors program, Core, Service-Learning, Study Abroad, and the Hybrid and Online Advisory Board) will provide a written summary of their activities for the past academic year to Curriculum and Instruction by September 30. This information will be summarized and reported to Faculty Assembly as a point of information at the next meeting of Faculty Assembly. The committee's recommendations will be subject to the approval of the Faculty Assembly with new programs being subject to a vote by Faculty Assembly.
- VII.C.1.b. **Number of Members:** Fifteen.
- VII.C.1.c. **Composition:** One faculty member from each of the Professional Schools, four from the School of Arts and Sciences (one from each of the divisions and one at-large), and two tenured, at-large faculty. Additional members: the Provost (or designee), the Library Director (or designee), the Registrar (or designee), and the Associate Registrar.
- VII.C.1.d. **Voting Privileges:** Elected faculty.
- VII.C.1.e. **Qualifications:** Elected members must be full-time or qualified part-time teaching faculty (see III.B.2.a.).
- VII.C.1.f. **Chair and Vice/Co-Chair:** To be elected by and from the faculty members of the committee for a term of one year. The Chair and Vice/co-Chair may be re-elected.
- VII.C.1.g. **Term of Service:** Faculty, staggered three-year terms with the possibility of re-election.
- VII.C.1.h. **Election:** Each elected faculty member will be elected by secret ballot and by a simple majority vote of each division or School, as appropriate, at the regular spring elections meeting of each year. Each at-large faculty member will be elected by Faculty Assembly as a whole.

VII.C.1.i Levels of Review

Exempt review: Does not have any implications for, and does not modify the programs of more than one department or of the College as a whole. (A point of information that may not need Curriculum and Instruction discussion or approval. Curriculum and Instruction Chair will determine if the change is simply a point of information in Committee Report to Faculty Assembly, or whether it needs to go before Curriculum and Instruction for approval.)

Expedited review: Has implications for more than one department or program, but does not modify more than one department or program. (Chair of Curriculum and Instruction will consult with co-Chair of Curriculum and Instruction to determine if the change is simply a point of information in Committee Report to Faculty Assembly, or whether it needs to go before Faculty Assembly as a motion for approval.)

Full review: Modifies the programs of more than one department or program, or of the College as a whole. (Needs Curriculum and Instruction Committee approval and the approval of the Faculty Assembly as an independent motion).

VII.C.2. Faculty Council

VII.C.2.a. Procedural Outline

At each meeting of the Faculty Assembly, the Faculty Council will submit for approval by the Faculty Assembly all actions taken since the previous Faculty meeting. This report will be given first among the reports of faculty committees.

The Faculty Council will set, as early as practicable, the dates for regular meetings of the Faculty Assembly.

The Faculty Council or the President of the College may convene additional meetings of the faculty whenever the need will arise. The faculty may request that the Faculty Council convene a Faculty Assembly meeting by submitting a written petition signed by at least one-fourth of the full-time faculty. Upon receipt of this petition, the Chair of the Council, acting for the Council, will convene a meeting of the Faculty Assembly.

Meetings of the Faculty Council will be open to all members of the faculty of the College, except for those meetings that the Council will judge by a two-thirds majority vote of its members to involve matters too personal or too private to be openly considered. When necessary, Council will request the standing committee Chairs to be present at meetings, pertinent to their charge.

Except for the closed meetings as defined above, members of the Faculty Assembly will be furnished with three days' notice of the date, time, and place of each meeting of the Faculty Council together with an agenda for that

meeting. The two last sentences will not apply to special meetings called to consider emergency situations arising from emergency conditions.

Persons other than the faculty may attend the meetings of the Faculty Council with prior notice given to the Chair, and with the consent of the Council's members.

- VII.C.2.b. Duties and Responsibilities: The Faculty Council will be the executive body of the faculty of St. John Fisher College for statutory review. It will act in its name and on its behalf.

Faculty Council will be responsible for addressing issues for which there is not a current policy, or an alleged deviation from the Faculty Statutes has occurred. In instances where the deviation is at a Department or School level, the decision of Council will be a binding resolution. In instances where the deviation is at a College level, the Council will make a recommendation to the Provost and President.

Faculty Council will coordinate with the Provost and the President to find solutions when disagreements over Faculty Statutes arise and work to amend statutory language as needed.

Faculty Council will regularly meet with College leadership to discuss issues relevant to the life of the College.

The Chair of Faculty Council is expected to communicate and collaborate with the Chair of Faculty Assembly as well as Chairs of other standing committees one time per semester.

See Section VI.I.1 for responsibilities of Faculty Council related to academic due process.

The Chair of Faculty Council may be invited to Board of Trustee meetings.

- VII.C.2.c. Number of Members: Eleven.

- VII.C.2.d. Composition: There may not be more than one representative per department/UG program. All faculty members are eligible for election to the Faculty Council without regard to the number of elected standing committees they are serving on, but they may not serve on more than one standing committee in addition to Faculty Council.

Group 1: Five elected faculty members (one from each School)

Group 2: Two elected members from tenure track faculty

Group 3: Two elected tenured faculty

Group 4: The President of the College (or representative)

Group 5: One appointee of the President

- VII.C.2.e. Voting Privilege: All members.

- VII.C.2.f. Qualifications: See section VII.C.2.d.
- VII.C.2.g. Chair and Vice/Co-Chair: The Chair and Vice/co-Chair will be elected by secret ballot of the Council for a term of one year, and may be re-elected for no more than one successive term.
- VII.C.2.h. Term of Service: Elected members will have a term of three years. Election of members in Groups 2 and 3 must be staggered, so that both members of one group are not elected in the same year. Members may be re-elected.
- VII.C.2.i. Election: By secret ballot of the faculty members of the Faculty Assembly during the regular elections meeting in the spring of each semester of each academic year.
- VII.C.3. Graduate Program Council
- VII.C.3.a. Duties and Responsibilities: The Graduate Program Council will meet regularly to oversee all graduate programs and support services. The Council will establish and review curriculum and degree requirements, admission and academic standards, and academic policy, including grading practices and procedures, for graduate programs. The Council must approve all new programs and all changes in these requirements and policies. The level of review undertaken either exempt, expedited, or full, is based on whether a proposal impacts/modifies the requirements of a single department or more than one department or the College as a whole. All proposals having broad academic impact on the College must be submitted as motions to the Faculty Assembly.
- VII.C.3.b. Number of Members: Variable.
- VII.C.3.c. Composition: The Provost or designee; the Deans of the various Schools (or their designees); the Chair (or designee) from each graduate program or department, a representative of the Curriculum and Instruction Committee; one representative elected at-large from the Faculty Assembly who will have taught at least one graduate course in four semesters during the previous two years (summer semesters included); VP of Enrollment Management (or designee), the Registrar (or designee), Library Director, and Director of OIT (or their designees); and at the Council's discretion, up to three students.
- VII.C.3.d. Voting Privileges: Faculty members of the committee.
- VII.C.3.e. Qualifications: See section VII.C.3.c.
- VII.C.3.f. Chair: To be elected by and from the faculty members of the committee for a term of one year. The Chair may be re-elected one time only.
- VII.C.3.g. Term of Service: For elected faculty, three-year term with the possibility of re-election.

VII.C.3.h. Election: By secret ballot of faculty members of the Faculty Assembly at the regular Elections Meeting.

VII.C.3.i. Levels of Review

Exempt review: Does not have any implications for, and does not modify the programs of more than one department or of the College as a whole. A point of information that may not need Graduate Program Council discussion or approval. Graduate Program Council Chair will determine if the change is simply a point of information in Committee Report to Faculty Assembly, or whether it needs to go before Graduate Program Council for approval.

Expedited review: Has implications for more than one department or program, but does not modify more than one department or program. The Chair of Graduate Program Council will consult with members of Graduate Program Council to determine if the change is simply a point of information in Committee Report to Faculty Assembly, or whether it needs to go before Faculty Assembly as a motion for approval.

Full review: Modifies the programs of more than one department or program, or of the College as a whole. A full review needs Graduate Program Council approval and the approval of the Faculty Assembly as an independent motion.

VII.C.4. Grievance

VII.C.4.a. Duties and Responsibilities: This Committee will review faculty grievances and make recommendations following the procedures listed in VI.J.

VII.C.4.b. Number of Members: Five.

VII.C.4.c. Composition: One member elected from each of the five Schools.

VII.C.4.d. Voting Privileges: All elected faculty members.

VII.C.4.e. Qualifications: All full-time faculty with tenure eligible for election to a standing committee.

VII.C.4.f. Chair or Vice/Co-Chairs: To be elected from the committee for a term or one year with the possibility of re-election.

VII.C.4.g. Term of Service: Staggered five-year terms with the possibility of re-election.

VII.C.4.h. Election: Faculty members will be elected by secret ballot at the regular spring elections meeting of each year.

VII.C.5. Rank and Tenure

VII.C.5.a. Duties and Responsibilities: The committee will regularly evaluate candidates for promotion and/or for the granting of tenure or for the

awarding of special non-tenured, post-probationary multi-year appointments through the application of the criteria that govern eligibility for promotion and tenure. It will make the appropriate recommendations to the President, with copies to the Provost, the School Dean, where applicable, the Chair of the candidate's department, and the candidate. In evaluating the candidates, the committee will compile written information from the Chair of the department, the School Dean, where applicable, and the Provost (see VI.H.5.).

When it is deemed necessary, it will seek additional information from any sources mentioned in VI.H.4.; from an ad hoc committee chosen from among students or former students of the faculty member; from interviews with the faculty member in question; and from professional colleagues outside the College, including colleagues proposed by the candidate.

In addition, this committee will monitor the due observance of provisions governing academic freedom, academic due process, rank and tenure, and will initiate appropriate proceedings where such provisions appear not to have been followed. These include:

- i. Categories of faculty rank, status, and privileges (VI.H.1.);
- ii. Rights of faculty to grievance hearings, appeals, the right to legal counsel, etc. (IV.C. and IV.D.);
- iii. Method of notification to individual faculty members concerning changes in rank and/or tenure status, salary or dismissal (VI.H.4.g. and VI.I.);
- iv. Observance of policy governing the equivalency of teaching experience at other institutions of higher learning (VI.H.5.d.), and observance of policy in determining full-time or part-time status at the College (VI.H.2.); and
- v. Practice of faculty members regarding notice of intention to leave College service (VI.K.); the committee may seek legal counsel and the advice of the American Association of University Professors in determining its recommendations.

VII.C.5.b. Number of Members: Eight.

VII.C.5.c. Composition: The Provost and seven elected tenured faculty members; five Schools will be represented, with no two members coming from the same department. One of the at-large positions must hold the rank of full professor.

VII.C.5.d. Voting Privilege: All members except the Provost.

VII.C.5.e. Qualifications: Elected members must be full-time teaching faculty members who have tenure.

VII.C.5.f. Chair: To be elected by and from its elected membership for a term of one year. The Chair may be re-elected.

- VII.C.5.g. Term of Service: For elected members, four years on a staggered basis. Members may serve a second consecutive term.
- VII.C.5.h. Election: By secret ballot of all faculty. Election of this committee will take place during regular spring elections meeting of each academic year

VII.D. Other Standing Committees of Faculty Assembly

VII.D.1. Academic Resources

- VII.D.1.a. Duties and Responsibilities: The Academic Resources Committee (ARC) will serve as the main interface between the faculty and administration regarding matters of personnel, enrollment, and budget. Working from agreed upon principles, guidelines and data points, the committee will review information and plans and make both short-term and long-term recommendations regarding priorities for academic resources, including faculty lines (tenure track, conversion, and term), academic support staff, instructional facilities, and instructional technology. Recommendations will be guided by the values embodied in our institutional mission and the goals of the strategic plan and will be informed by relevant data. The Committee will meet regularly on its own and as members of the Long-Range Planning and Budgeting Committee (LRP&BC). The ARC and LRP&BC will collaborate to create a yearly calendar guiding topics for discussion and information sharing. The ARC will make recommendations to the Provost and CFO through the LRP&BC and regularly report on its activities to the Faculty Assembly.
- VII.D.1.b. Number of Members: Seven.
- VII.D.1.c. Composition: Elected faculty members, one each from the Schools of Business, Education, Nursing, and Pharmacy, and three from the School of Arts and Sciences (one from each of the three School of Arts and Sciences divisions).
- VII.D.1.d. Voting Privileges: All elected faculty members.
- VII.D.1.e. Qualifications: Any member of the teaching faculty.
- VII.D.1.f. Chair or Vice/Co-Chairs: To be elected from the committee for a term of one year with the possibility of re-election.
- VII.D.1.g. Term of Service: Staggered three-year terms.
- VII.D.1.h. Election: Faculty members will be elected by secret ballot at the regular spring elections meeting of each year.

VII.D.2. Academic Standing

- VII.D.2.a. Duties and Responsibilities: This Committee will: (1) review the academic standing of undergraduate students at the end of each fall and spring semester; (2) hear student appeals regarding registration activity and deadlines, exemptions from academic policies, and re-admittance after academic dismissal; (3) actively review College policy for academic standing, academic honors, graduation, grading and other academic policies, and bring forth recommended changes to Faculty Assembly when appropriate; (4) oversee policies and processes related to the evaluation of transfer credits; and (5) provide a report to Faculty Assembly once a semester with quantitative data pertaining to appeals, academic standing, and academic honors. Recommendations regarding student standing will be sent to the Provost's office to implement. The Provost will report back to the committee regarding the implementation.
- VII.D.2.b. Number of Members: Eleven.
- VII.D.2.c. Composition: Seven elected faculty members: one each from the School of Business, Education, Nursing, Pharmacy, and three faculty members from Arts and Sciences (one from each of the three School divisions). Additional members include: the Provost (or designee), the Registrar (or designee), and two counselors of the Center for Academic Advising and Support.
- VII.D.2.d. Voting Privilege: Ten members.
All elected faculty members (7), the Provost or Provost's designee (1), the Registrar (or designee) (1), and the senior or present member of the Center for Academic Advising and Support Services (1).
- VII.D.2.e. Qualifications: Elected members must be full-time or qualified part-time undergraduate teaching faculty (see III.B.2.a.).
- VII.D.2.f. Chair: To be elected by and from the faculty members of the Committee for a term of one year. The Chair may be re-elected.
- VII.D.2.g. Terms of Service: Staggered three-year terms with the possibility of re-election.
- VII.D.2.h. Election: Each elected member will be elected by a secret ballot and by a simple majority vote of each division or School, as appropriate, at the regular spring elections meeting of each year.
- VII.D.3. Elections
- VII.D.3.a. Duties and Responsibilities: To prepare, supervise, and conduct all faculty elections according to the procedures outlined above in Section VII.A.1. and VII.A.2.
- VII.D.3.b. Number of Members: Four.

- VII.D.3.c. Composition: Members will be elected from the faculty at large.
- VII.D.3.d. Voting Privileges: All members of the committee.
- VII.D.3.e. Qualifications: Members will not be subject to the restriction of membership and Chairmanship on the other elected standing committees of the faculty.
- VII.D.3.f. Chair: The members of the committee will elect their own Chair from among themselves. The Chair may be re-elected.
- VII.D.3.g. Term of Service: Three years on a staggered basis. Members may be re-elected.
- VII.D.3.h. Election: Faculty members will be elected by secret ballot at the regular spring elections meeting of each year.

VII.D.4. Faculty Welfare

- VII.D.4.a. Duties and Responsibilities: The committee will review and investigate concerns, and make recommendations relevant to the working conditions and compensation of full-time and part-time faculty, and benefits to retired faculty. The duties of this committee include: Drafting the annual faculty raise recommendation based on industry standards, reviewing compensation guidelines to evaluate St. John Fisher College compensation practices and addressing faculty concerns regarding the working environment of the College.
- VII.D.4.b. Number of Members: Fourteen.
- VII.D.4.c. Composition: Ten elected faculty members: one each from Business, Education, Nursing, and Pharmacy, four from Arts and Sciences (one from each division and one at-large), one faculty member in retirement or on the Bridge to Retirement, and one part-time member of the faculty. Additional members: the Provost (or designee), the Vice President for Financial Affairs, the Director of Human Resources, and a representative from Staff Council.
- VII.D.4.d. Voting Privilege: All elected members.
- VII.D.4.e. Qualifications: Elected members must be full-time or qualified part-time teaching faculty; a retired faculty member must have emeritus status.
- VII.D.4.f. Chair: The committee will elect a Chair from among its voting members for a term of one year. The Chair may be re-elected.
- VII.D.4.g. Terms of Service: Elected faculty members will serve staggered three-year terms with the possibility of re-election.
- VII.D.4.h. Election: Each elected faculty member will be elected by a secret ballot and by a simple majority vote of each division or School, as appropriate, at the

regular spring elections meeting of each year; the faculty member in retirement or on the Bridge to Retirement and the part-time faculty member will be elected by the Faculty Assembly as a whole.

VII.D.5. Library

- VII.D.5.a. Duties and Responsibilities: This committee will work with the Director of the Library and designated staff members to help in formulating general policy related to the Library, advocate for the Library, and communicate library issues to their Schools. The Library Committee will also manage the application process for the Szarejko Information Literacy Award. The committee will also support faculty and staff scholarship on campus by planning and coordinating the annual Fisher Scholarship Celebration.
- VII.D.5.b. Number of Members: Eight.
- VII.D.5.c. Composition: Five elected faculty members: one each from School. Additional members: one graduate student; one undergraduate student, and the Director of the Library.
- VII.D.4.d. Voting Privilege: All members of the committee.
- VII.D.4.e. Qualifications: See section VII.D.5.c.
- VII.D.4.f. Chair: A faculty member, to be elected by all members of the committee. The Chair may be re-elected.
- VII.D.4.g. Terms of Service: Three years, on a staggered basis. Members may be re-elected.
- VII.D.4.h. Election: All faculty.

VII.D.6. Travel and Grants

- VII.D.6.a. Duties and Responsibilities: The committee will work to support faculty scholarship through the stewardship of the Faculty Development Fund. The committee will solicit and evaluate proposals for annual Faculty Development Grants and execute regular calls for Supplemental Travel Requests to support individual faculty (and librarian) scholarship through travel to scholarly meetings, ideally to present faculty (and librarian) scholarly works. Through that process, the committee will generate recommendations to the Provost for the funding of these scholarly endeavors. The committee will also solicit and review information on the outcomes of the Faculty Development Grants.
- VII.D.6.b. Number of Members: Seven.
- VII.D.6.c. Composition: Seven elected faculty members, one each from Business, Education, Nursing, Pharmacy, and three from Arts and Sciences (one from

each of the divisions).

- VII.D.6.d. Voting Privilege: All members.
- VII.D.6.e. Qualifications: See section VII.D.6.c.
- VII.D.6.f. Chair: To be elected by and from the faculty members of the committee for a term of one year. The Chair may be re-elected.
- VII.D.6.g. Terms of Service: Staggered three-year terms with the possibility of re-election.
- VII.D.6.h. Election: By secret ballot of the faculty members of the Faculty Assembly (as defined in III.B.2.) during the regular elections meeting in the spring semester of each academic year.