

# PART V -- FACULTY GOVERNANCE

## 5.0 Faculty Governance

The faculty of the college and university are organized with a Joint Faculty Assembly, College of St. Benedict and St. John's University-specific assemblies, a Joint Faculty Senate, standing committees, and ad hoc committees which carry out faculty responsibilities for shared governance. Part V of the *Faculty Handbook* describes the structure and functions of faculty governance. Revisions to Part V are made in accordance with the procedures described in Section 2.16.

### 5.0.1 Faculty Role in Governance

The primary role of the faculty in governance is the implementation of the educational goals of the College of Saint Benedict and St. John's University. In this capacity the faculty is responsible for curricular requirements including but not limited to: admissions and graduation requirements, the general education curriculum, additions and deletions of majors, minors, or programs. The faculty is also responsible for issues relating to faculty welfare including but not limited to: appointments, reappointments, non-reappointments, tenure, promotion, sabbaticals, compensation, working conditions, and faculty development.

The faculty participates in college governance through the Joint Faculty Assembly, the Joint Faculty Senate, and through its representatives on standing committees or ad hoc committees of the College of St. Benedict and St. John's University.

Generally, the initiation of educational policy is the responsibility of the faculty. Whether changes in educational policy are initiated by the faculty, the academic administrators, the presidents or the Common Boards of Trustees, changes of a major nature in educational policy require consultation among the faculty, the provost, the presidents, and the Common Boards, unless there is agreement to do otherwise.

Faculty members have additional responsibilities to exchange information with and serve as consultants to constituencies of the college [university]. These responsibilities may be fulfilled by participation in the Common boards of Trustees committees of the Common Boards or the administration, divisional and/or departmental governance, or ad hoc committees.

The faculty are subject to the reserve power of control by the Common Boards of Trustees in their prescription and determination of requirements for admission, the curriculum requirements for graduation, the nature and number of degrees to be conferred, and regulations for the conduct of the educational work of the college [university]. No exercise of the powers herein conferred on the faculty which, in the judgement of the president of the college [university] involves a major issue in the educational policy of the university, shall take effect without the concurrence of the president of the college [university] and the approval of the Common Boards. The power of the review or final decision in these areas is lodged in the Common Boards or delegated by it to the presidents. Only in exceptional circumstances, however, is non-concurrence exercised, and the reasons for the action are communicated to the faculty.

## 5.1 The Joint Faculty Assembly

The Joint Faculty Assembly is the body in which the faculty of the College of Saint Benedict and Saint John's University conduct their collective business.

### 5.1.1 Composition

The voting members of the Joint Faculty Assembly are those faculty members of the College of Saint Benedict and Saint John's University who are:

- full-time tenured/tenure-track faculty (see Section 2.1.2.1),
- reduced-load tenured/tenure-track faculty (see Section 2.1.2.2), or
- full-time, term-appointment faculty (see Section 2.1.4.2).

The president of the college, the president of the university, the provost, and all other full-time, academic administrative staff are nonvoting, ex-officio members. Other administrators and staff, other faculty members, and students may attend meetings and participate in discussions but do not enjoy voting rights, are not counted in the quorum, and may not introduce business.

### 5.1.2 Responsibilities

The duties and responsibilities of the Joint Faculty Assembly are to:

- deliberate and act on behalf of the whole faculty on all matters relating to Part II of the *Faculty Handbook*;
- deliberate and act on behalf of the whole faculty on undergraduate curricular matters (including but not limited to admission and graduation requirements, the general curriculum, and additions and deletions of majors, minors, and programs);
- deliberate and act on behalf of the whole faculty on faculty welfare (including but not limited to issues of tenure, promotion, sabbaticals, faculty development, compensation, and working conditions);
- deliberate and act on behalf of the whole faculty on any other matters which are the concern or responsibility of the joint faculty; and
- create its own structure, procedures, and rules.

The Joint Faculty Assembly delegates to the Joint Faculty Senate, which delegates to the standing committees the responsibilities which are detailed in the committee descriptions in Section 5.3.

### 5.1.3 Procedures

The following procedures apply to Joint Faculty Assembly meetings:

- Joint Faculty Assembly members, administrators and staff, and other faculty members are to be notified of the schedule of the Joint Faculty Assembly meetings at the beginning of each academic year. For official action to occur e-mail notice of the time, place, and date of the meeting and its agenda must be sent to the members at least 48 hours before the meeting is scheduled to begin.
- Prior to each regular meeting, Joint Faculty Assembly members are to receive the minutes and any corresponding reports or information from the previous meeting. Joint Faculty Assembly documents are also stored electronically on a shared site which is accessible to all Joint Faculty Assembly members.
- The agenda for meetings of the Joint Faculty Assembly is set by the Executive Committee of the Senate which may receive requests for agenda items from the academic officers of the college and university, from the Faculty Senate, standing committees of the Joint Faculty Assembly, from *ad hoc* committees, and from voting members of the Assembly. An issue is automatically placed on the agenda

- by signed petition of 10 percent of the voting members of the Joint Faculty Assembly.
- d. New agenda items may also be proposed at any Joint Faculty Assembly meeting by any member. If at least 10 percent of those present and voting support placing the item on the Assembly agenda, it will be added to the agenda for the next Assembly meeting. An item may be added to the agenda of the current meeting by a vote of two-thirds of those present and voting.
  - e. Special meetings of the Joint Faculty Assembly may be called by the chair or in the chair's absence by the vice-chair, or by the Joint Faculty Senate by the petition of at least 20 percent of the voting members of the Joint Faculty Assembly.
  - f. Emergency meetings of the Joint Faculty Assembly may be called by the chair or vice-chair. Should an emergency occur that, in the view of the chair and vice-chair, necessitates immediate attention by the Joint Faculty Assembly, the requirements for 48-hour notice may be waived. The chair and vice-chair must make every reasonable attempt to notify all members of the Assembly of the time, place, and date of the emergency meeting. A quorum is still required to conduct official business.
  - g. One-fourth of the voting members of the Joint Faculty Assembly constitute a quorum for the purpose of conducting official business.
  - h. Electronic Voting:
    - a. Votes on motions before the Joint Faculty Assembly will normally occur at Assembly meetings. However, the Joint Faculty Assembly may, by a vote of two-thirds of those present and voting, either by a separate motion or an incidental motion, approve electronic voting in accord with the procedures described in 5.1.3.i.
    - b. Votes on motions before the Joint Faculty Senate will normally occur at Senate meetings. However, the Senate, by a vote of two-thirds of those present and voting, may approve either a separate motion or an incidental motion to put the matter to a vote of the entire JFA. In doing so, the JFS may also choose to employ electronic voting by the JFA as described in 5.1.3.i. Electronic voting on a motion will be conducted and supervised by the Senate Executive Committee as described in 5.1.3.i.
    - c. The procedures for electronic voting are as follows:
      - i. The Chair of the Joint Faculty Assembly will send a message electronically to the voting membership of the JFA
        - a. Presenting the motion and rationale for the motion and
        - b. Initiating an electronic discussion of the motion
      - ii. Voting members of the JFA will have a minimum of 5 working days to hold an electronic discussion of the motion before the Assembly Chair sends out the electronic ballot.
      - iii. Voting members of the JFA will have five working days to cast their electronic ballot, with confidentiality of ballots ensured by the Senate Executive Committee.
  - i. The American Institute of Parliamentarians *Standard Code of Parliamentary Procedures* (2012 or most recent edition) is the parliamentary authority of the Joint Faculty Assembly, subject to any rules and procedures specified in Part V.
  - j. Except as otherwise provided in Part II, any action taken by the Joint Faculty Assembly is reported to the provost, who is responsible for both securing any necessary approvals and reporting back to the Joint Faculty Senate.
  - k. Separate votes by the faculty of the college and by the faculty of the university at meetings of the Joint Faculty Assembly ordinarily occur only when required by contract. For purposes of such a vote, one-

fourth of the voting members of the Joint Faculty Assembly under contract to the college or university, whichever pertains, constitute a quorum.

- l. The JFA retains authority to reverse a Joint Faculty Senate decision according to the procedures described in section 5.4.2.2.e.
- m. The JFA retains authority to amend or abolish the Faculty Senate constitution according to the procedures described in section 5.4.2.2.f.

### 5.1.4 Assemblies of the College and the University

The faculties of the college and the university retain the right to form and meet in separate assemblies to conduct business which is peculiar to that faculty. Unless otherwise provided for by the separate assembly, the chair and vice-chair of the Joint Faculty Assembly are ex-officio also chair and vice chair for meetings of the separate assemblies.

Unless otherwise provided for by the separate assembly, the secretary and parliamentarian of the Joint Faculty Assembly are ex-officio secretary and parliamentarian for meetings of the separate assemblies.

The secretary of the Joint Faculty Assembly is selected by Joint Faculty Senate Executive Committee. If the secretary is not a member of the faculty, then the secretary has no voting privileges. The responsibilities of the secretary are to take minutes at meetings of the Joint Faculty Assembly.

In the absence of the secretary from an assembly meeting, the presiding officer appoints a member of the assembly to serve as secretary for the duration of the meeting.

## 5.2 Elected Officers and Parliamentarian of the Joint Faculty Assembly

The elected officers of the Joint Faculty Assembly are the chair and the vice-chair. These same individuals serve as chair and vice-chair of the Joint Faculty Senate. The Parliamentarian is appointed, as directed in section 5.2.3.

### 5.2.1 Chair of the Joint Faculty Assembly

The chair of the Faculty Senate also presides over the Joint Faculty Assembly. The chair's duties as chair of the Senate are outlined in 5.4.5.2. The responsibilities of the chair to the Joint Faculty Assembly are to:

- a. convene and preside over the separate assemblies of the College of Saint Benedict and Saint John's University faculty which occur within meetings of the Joint Faculty Assembly.

### 5.2.2 Vice-chair of the Joint Faculty Assembly

The responsibilities of the vice-chair to the Joint Faculty Assembly are to:

- a. convene and preside over meetings of the Joint Faculty Assembly when the chair is absent and
- b. serve as the Chair of the Committee for the Coordination of Academic Policies and Standards.

The vice-chair's duties as vice-chair of the Senate are outlined in Section 5.4.5.3.

### 5.2.3 Parliamentarian

The Parliamentarian, appointed by the Executive Committee of the Senate, advises the presiding officer and all members of the Joint Faculty Assembly and serves as a consultant to the Executive Committee of

the Senate regarding parliamentary procedure and will render a ruling in cases of parliamentary challenges. Rulings of the parliamentarian will be based upon, and may be challenged in accord with, the parliamentary authority specified in Section 5.1.3.

In the absence of the parliamentarian from an assembly meeting, the presiding officer appoints a member of the assembly to serve as parliamentarian for the duration of the meeting.

### 5.2.4 Vacancies

Should the office of chair of the Joint Faculty Assembly become vacant during the fall semester, the vice-chair of the Joint Faculty Assembly assumes the office of chair for the remainder of the outgoing chair's term. Should the office of chair of the Joint Faculty Assembly become vacant after the fall semester, the vice-chair of the Joint Faculty Assembly assumes the office of chair for the remainder of the outgoing chair's term and an additional one-year term. A special election, arranged by a committee of the Joint Faculty Senate, must occur to identify a new vice-chair from the appropriate faculty.

Should the office of vice-chair of the Joint Faculty Assembly become vacant during the fall semester, a special election, arranged by a committee of the Joint Faculty Senate, must occur to identify a new vice-chair from the appropriate faculty.

## 5.3 Standing Committees of the Joint Faculty Assembly

The standing faculty committees of the college and university actively participate in the governance of the college and university. The standing committees report to the Joint Faculty Senate, except that campus-specific standing committees report to the appropriate assembly for that campus. The standing faculty committees are:

- Coordinating Committee for Academic Policies and Standards (CCAPS) (Section 5.3.1)
  - Program Assessment Committee (PAC) (Section 5.3.2)
  - The General Education Curriculum Committee (GECC) (Section 5.3.3)
  - The Academic Curriculum Committee (ACC) (Section 5.3.4)
  - Academic Planning and Budget Committee (APBC) (Section 5.3.5)
  - Faculty Development and Research Committee (FDRC) (Section 5.3.6)
  - Rank and Tenure Committee (Section 5.3.7)
  - Faculty Handbook Committee (FHC) (Section 5.3.8)
  - Faculty Compensation and Benefits Committee (FCBC) (Section 5.3.9)
  - Graduate Theological Studies Committee (GTSC) (Section 5.3.10)
- a. General Procedures for Standing Committees
- a. Faculty service on a standing faculty committee or as an officer of the faculty is an integral part of a faculty member's responsibility.
  - b. Standing committee representatives are elected by:
    - i. All members of the Joint Faculty Assembly for at-large standing committee representatives;
    - ii. All members of the respective division of the Joint Faculty Assembly for divisional representatives;
    - iii. All members of the College of Saint Benedict Faculty Assembly for CSB Rank and Tenure representatives;
    - iv. All members of the Saint John's University Faculty Assembly for SJU Rank and Tenure representatives;
  - v. All members of the School of Theology for the graduate Theological Studies Committee.
- c. School of Theology
- i. When there is a designated School of Theology representative on a committee, School of Theology faculty members vote only for the School of Theology representative.
  - ii. When there is no designated School of Theology representative on a committee, faculty members of the School of Theology will vote with the Humanities Division, except for faculty of the School of Theology who hold a joint appointment in a department outside the Humanities Division.
- d. Faculty in More than One Division
- i. Faculty members holding a joint appointment in two divisions (or in the School of Theology ad some division other than Humanities) will vote in the division of their administrative home department as identified in their memorandum of understanding.
- For the purpose of elections to standing committees, departments will be associated with divisions as follows:
- **Fine Arts Division** – Art, Music, Theater;
  - **Humanities Division** – Communication, English, Hispanic Studies, History, Languages & Cultures, Philosophy, Theology;
  - **Natural Science Division** – Biology, Chemistry, Computer Science, Environmental Studies, Mathematics, Nursing, Nutrition, Physics;
  - **Social Science Division** – Accounting and Finance, Economics, Education, Exercise Science and Sport Studies, Global Business Leadership, Military Science, Peace Studies, Political Science, Psychology, and Sociology.
- e. The Senate Committee on Elections or a designated Subcommittee of the Joint Faculty Assembly supervises the elections of faculty members to standing committees and to faculty offices. Elections shall be conducted by electronic ballot, with confidentiality of ballots ensured by the committee. In the case of election ties, the committee may, at its discretion, rerun the election or toss a coin to determine the winner.
- f. Should a vacancy occur among the elected members of a committee, the Senate Executive Committee appoints a new member to serve the remainder of the academic year. Election to complete the remainder of the term will take place at the next scheduled election. Terms of office start during the last committee meeting of the spring semester but not earlier than four weeks before the last day of final examinations.
- g. If the elected members of a committee are to serve multiple-year terms, the terms are staggered to ensure continuity.
- h. An ex-officio member of a committee is one who becomes a member by virtue of an office held. Consultant members, including student representatives, are appointed to assist the deliberations of the committee and to facilitate communication o appropriate offices, administrative areas and student governments. Such members have the same rights and responsibilities as do other members of the committee with the exception of voting rights, which are stipulated below.
- i. Only elected, appointed or ex-officio faculty members of standing committees vote on matters before the committee. Ex-officio

administrative members and consultants are not voting members of standing faculty committees or subcommittees.

- j. Each newly constituted standing committee and subcommittee meets in the spring to elect its chair and begin its work for the coming year. Unless otherwise noted, the chair of the committee is to be chosen from the tenured faculty members of the committee. Subcommittees may be chaired by non-tenured faculty members.
  - k. All faculty members, administrative officers, and students of the college and university are welcome to attend standing committee meetings, except portions of meetings designated by the committee as executive session. Any business pertaining to institutional policies and procedures is considered to be non-confidential and may not be discussed in executive session; any business which reviews, evaluates, or proposes action pertaining to a particular faculty member, student, group of individual faculty members, or group of individual students is considered confidential and must be discussed in executive session.
- b. Committee Chairs

Each standing committee has a chair. The responsibilities of the chair are to:

- a. report proposals and requests of the committee to the proper channels;
- b. respond to proposals and requests on behalf of the committee;
- c. establish the agenda for committee meetings and notify faculty and administration of the times of meetings;
- d. oversee the maintenance of minutes and records, report non-confidential portions of the minutes as specified by the Faculty Senate, and make them available to the faculty, the dean of the faculty, the academic dean, the provost, and presidents of the College/University.
- e. submit an annual report to the Faculty Senate;
- f. communicate regularly with other chairs when there are matters of shared concern before the committee;
- g. transmit recommendations on changes in policy and procedure to the Faculty Senate; and
- h. periodically summarize the committee's non-confidential activities for the appropriate assembly.

### 5.3.1 Coordinating Committee for Academic Policies and Standards (CCAPS)

The members for the Coordination of Academic Policies and Standards reviews and makes recommendations regarding new academic policies and standards or changes in existing academic policies and standards. In addition, the work of the Academic Curriculum Committee, Common Curriculum Committee, Academic Budget and Planning Committee, and Program Assessment Committee with regard to proposed new academic programs.

#### 5.3.1.1 Composition

The members of the Committee for the Coordination of Academic Policies and Standards are: One representative from each of the following committees: Academic Curriculum Committee, General Education Curriculum Committee, Academic Budget and Planning Committee, and Program Assessment Committee, and the Vice Chair of the Joint Faculty Assembly. The chair of the committee is the Vice Chair of the

Joint Faculty Assembly. At least three members of the committee must be tenured.

Ex-officio members are: the provost or delegate appointed by the provost.

#### 5.3.1.2 Responsibilities

The duties and responsibilities of the committee are to:

- a. Review, when requested by the faculty Senate, the relationship among curricular, co-curricular, and extra-curricular learning in order to maintain excellence in academic programming;
- b. Monitor academic policies that relate to the work of the office of Academic Affairs, including that of the registrar, library, media, calendar committee and the office of Academic Advising. Refer recommended changes to the JFS for action.
- c. Identify needs for any new academic policies and report these needs to the JFS for action.
- d. Address policies on other academic matters not specifically assigned to other committees;
- e. In cooperation with the Offices of Admissions and Academic Advising periodically review academic standards for admission, academic probation and dismissal, and graduation and report recommended changes to the JFS for action.
- f. participate in the process leading to the reduction, impactation, merger or closure of academic programs, as detailed in sections 2.14.3 and 2.14.4
- g. coordinate the work of PAC, APBC, and ACC as needed to ensure the timely processing of proposals for the addition of an academic program (see section 4.4)
- h. communicate with the appropriate faculty committee as deemed necessary, and
- i. initiate whatever action is necessary to fulfill its duties and responsibilities.

### 5.3.2 Program Assessment Committee (PAC)

The Program Assessment Committee promotes continuous improvement of student learning and teaching effectiveness through assessment and evaluations processes that foster integrity and excellence in academic programs.

#### 5.3.2.1 Composition

The members of the Program Assessment Committee are:

- a. five faculty members elected to three-year terms – one from each of the four academic divisions and one at large. At least three of the faculty members must be tenured.

Ex-Officio members are:

- b. the Academic Dean;
- c. the Director of Assessment; and
- d. the Assistant Director of Assessment

Consultants are:

- e. the Registrar;
- f. the Director of Academic Advising;
- g. the Director of the Libraries;
- h. a representative from information Technology Services; and

- i. two students, one from each college, appointed by their respective student governments

### 5.3.2.2 Responsibilities

The duties and responsibilities of the Program Assessment Committee are to:

- a. review and recommend any needed revisions to the institutional learning goals of the colleges;
- b. propose and review institutional academic assessment initiatives;
- c. evaluate program reviews and annual reports for adherence to quality program review and assessment standards;
- d. with respect to departments and programs, evaluate departmental and program mission statements, goals, student learning outcomes, curriculum maps, and assessment plans for consistency with institutional missions and adherence to quality assessment standards;
- e. evaluate plans for the assessment of student learning and program effectiveness in proposals for the addition of an academic program, as described in section 4.4;
- f. coordinate assessment planning and activities across other standing committees including the Academic Curriculum Committee and the General Education Curriculum Committee;
- g. with respect to the general education curriculum, evaluate common curriculum goals, student learning outcomes, curriculum maps, and assessment plans for consistency with institutional missions and adherence to quality assessment standards;
- h. create and revise policies regarding the collection of long term data concerning the General Education Curriculum and student learning within the general education curriculum;
- i. report annually to the Faculty Senate on the aggregate findings of program assessment and review, and when appropriate, recommends action.
- j. provide consultation to institutional accreditation self-study teams.
- k. Communicate with the appropriate faculty committees as deemed necessary; and
- l. Initiate whatever action is necessary to fulfill its duties and responsibilities.

## 5.3.3 The General Education Curriculum Committee (GECC)

The General Education Curriculum Committee oversees the quality and functioning of the General Education Curriculum.

### 5.3.3.1 Composition

The members of the General Education Curriculum Committee are:

- a. seven faculty elected to three-year terms—one elected from each of the four academic divisions and three elected at large. At least three of the faculty members must be tenured.

Ex-officio members are:

- b. the Academic Dean;
- c. the Registrar, the Director of Academic Advising, the Director of the Libraries;
- d. two students, one from Saint John's University and one from the College of Saint Benedict, appointed by their respective student governments, and
- e. the Academic Advising Assistant Dean.

- f. In addition, when deemed appropriate by the General Education Curriculum Committee Chair, other faculty members who are charged with administration of the General Education Curriculum may serve as consultants.

### 5.3.3.2 Responsibilities

The duties and responsibilities of the General Education Curriculum Committee are to:

- a. oversee the ongoing development of the general education curriculum;
- b. create, review, and revise policies relating to the general education curriculum;
- c. review and act on proposals for general education curriculum designations;
- d. review and act on proposals for new courses that are also applying for general education curriculum;
- e. propose revisions in the general education curriculum to the Joint Faculty Senate;
- f. communicate with the appropriate faculty committees as deemed necessary; and
- g. initiate whatever action is necessary to fulfill its duties and responsibilities.

## 5.3.4 The Academic Curriculum Committee (ACC)

The Academic Curriculum Committee oversees the quality and functioning of the academic curricula of majors, minors, and programs, and any other credit bearing opportunities other than areas relating to the general education curriculum.

### 5.3.4.1 Composition

The members of the Academic Curriculum Committee are:

Five faculty, elected to three-year terms—one elected from each of the four academic divisions and one elected at large. At least three of the faculty members must be tenured.

Ex-officio members are:

- a. the Dean of Curriculum and Assessment,
- b. the Registrar, the Director of Academic Advising, a representative for the Libraries, and
- c. two students, one from Saint John's University and one from the College of Saint Benedict, appointed by their respective student governments.
- d. In addition, when deemed appropriate by the Committee Chair, other faculty members who are charged with administration of programs and curriculum may serve as consultants.

### 5.3.4.2 Responsibilities

The duties and responsibilities of the Academic Curriculum Committee are to:

- a. oversee the quality and ongoing development of the academic curriculum;
- b. create, review, and revise policies relating to the academic curriculum;
- c. review and act on proposals for new courses (except those that would carry a general education curriculum designation);
- d. review and act on proposals for revisions in majors, minors, and programs;

- e. evaluate the academic merit of formal proposals for the addition of new academic programs; as described in section 4.4;
- f. recommend to the Faculty Senate the addition or deletion of majors, minors, and programs;
- g. communicate with the appropriate faculty committees as deemed necessary; and
- h. initiate whatever action is necessary to fulfill its duties and responsibilities.

### 5.3.5 Academic Planning and Budget Committee (APBC)

The Academic Planning and Budget Committee represents the faculty in the joint institutional strategic planning process and advises the provost on matters of budgeting and long-range programmatic, fiscal, and personnel planning for the academic areas. Although the committee regularly considers those matters referred to it by the provost, it may also respond to charges given it by the Faculty Senate and may initiate its own studies. The committee is charged with seeing that curricular planning meets the institutional missions and visions of the College and University.

#### 5.3.5.1 Composition

The members of the Academic Planning and Budget Committee are:

five faculty members, elected to three-year terms—one faculty member from each of the four academic divisions, and one faculty member elected at-large. At least two of the faculty members must be tenured.

Ex-officio members are:

- a. the provost or a delegate appointed by the provost, and
- b. the chair of the Joint Faculty Assembly

Consultants are:

- c. the Dean of the School of Theology,
- d. the Academic Dean,
- e. the Dean of the Faculty
- f. the Director of Financial Planning and Analysis or delegate appointed by the director, and
- g. Vice President of Admissions and Financial Aid or a delegate appointed by the VP

#### 5.3.5.2 Responsibilities

The duties and responsibilities of the Academic Planning and Budget Committee are to:

- a. advise the provost on policies and priorities concerning college and university revenue and expenditures;
- b. assist the provost in the yearly ranking of academic priorities;
- c. advise the provost concerning budgetary adjustments;
- d. assist in the preparation of long-range fiscal plans for the academic area;
- e. communicate with the appropriate faculty committees as deemed necessary;
- f. participate in all phases of the development and execution of the institutional strategic planning process
- g. review and assess proposals for new academic programs for budgetary, resource and space implications as described in section 4.4, and consult with the provost concerning budget and wider issues of new majors, minors and programs;

- h. consult with the provost concerning budget and wider issues of new majors, minors and programs;
- i. consult with the provost concerning the need for academic program reduction, impaction, merger, and closure, according to Section 2.14.4.1;
- j. recommend Faculty Senate action on provost recommendations for academic program reduction, impaction, merger, and closure, according to Section 2.14.4.3.

### 5.3.6 Faculty Development and Research Committee (FDRC)

The Faculty Development and Research Committee develops guidelines and implements policies, procedures, and programs which will enhance the personal, professional, and instructional development of the faculty, and it recommends institutional changes and improvements necessary to accomplish these goals.

#### 5.3.6.1 Composition

The members of the Faculty Development and Research Committee are:

- a. six faculty members, elected to three-year terms – one elected from each of the four academic divisions, one elected from the School of Theology, and one elected at large. At least three faculty members must be tenured.

Ex-officio members are:

- b. either the provost, a delegate appointed by the provost or the dean of the faculty.

#### 5.3.6.2 Responsibilities

The duties and responsibilities of the Faculty Development and Research Committee are to:

- a. administer faculty development funding by:
  - a. establishing criteria for funding
  - b. receiving funding requests from individual faculty members and departments for professional development projects,
  - c. making recommendations to the provost regarding distributing funds to individuals and departments,
  - d. receiving copies of project reports funded through the committee and forwarding evaluations to the provost, and
  - e. maintaining records on projects funded through the committee;
- b. oversee general professional development for faculty by:
  - a. reviewing and ranking sabbatical leave proposals,
  - b. reviewing requests for leaves and reduced teaching load associated with professional development and activities along with the recommendations of the chair of the department or head of the program in question, and
  - c. soliciting nominations for annual teaching awards and overseeing the selection of the recipients;
- c. recommend institutional changes and improvements necessary to accomplish these goals;
- d. recommend institutional changes and improvements necessary to support faculty research and development;
- e. communicate with the appropriate faculty committees as deemed necessary; and
- f. initiate whatever action is necessary to fulfill its duties and responsibilities.

The Chair of the Committee will meet with the Institutional Advancement Offices at least once a year to talk about funding needs of faculty and to discuss long-range planning for faculty development. The Chair also serves as liaison with the provost to help meet institutional needs through professional development projects.

### 5.3.7 Rank and Tenure Committee

According to the schedule and guidelines in Sections 2.1, 2.5, 2.6 and 2.7, the Rank and Tenure Committee regularly reviews the progress of the faculty with regard to their professional growth and their fulfillment of the obligations of faculty appointments. The committee makes recommendations to the provost concerning advancement to tenure and promotion in rank as set forth in Section 2.7, "Promotion Policies and Procedures."

#### 5.3.7.1 Composition

The members of the Rank and Tenure Committee are:

- a. twelve faculty members, elected to three-year terms – two from the Fine Arts Division, two from the Humanities Division, two from the Natural Science Division, two from the Social Science Division, and four elected at large.
- b. dean of the faculty as ex-officio administrative member.

The faculty members must be tenured, with not more than two from any one department. Department chairs do not serve on the committee during a year when a member of their department is to be reviewed.

The committee is subdivided into two subcommittees, who review the files of candidates for third-year review, tenure and promotion not related to third year review or an application for tenure. One subcommittee reviews all candidates of one type of review, and the other subcommittee review all candidates for the other types of review. The Rank and Tenure Committee will use the number of candidates under review in each tier to determine the distribution of rank and tenure committee members between the two subcommittees.

Each subcommittee has five to seven members, including one member elected by each of the four divisions. The faculty members must be tenured faculty, with not more than two from any one department. Members from the same department as an applicant under review may serve on the committee but do not participate in deliberations and voting on that file, unless their participation is necessary in order to have divisional representation on the subcommittee to which they are assigned. Faculty members shall not serve as a member of the committee in the academic year in which they apply for promotion or tenure.

#### 5.3.7.2 Responsibilities

The duties and responsibilities of the Rank and Tenure Committee are to:

- a. receive data related to questions of rank, promotion, and tenure in order to assist the provost, in consultation with the dean of the faculty and the appropriate department chair, in determining when faculty members are eligible to apply for third-year review, tenure review, and promotion (see Sections 2.6.1, 2.6.3 and 2.7.1)
- b. carry out all reviews according to the process and procedures described in Sections 2.5, 2.6, and 2.7;
- c. review and recommend changes in the criteria for evaluating both the professional performance and the institutional needs governing reviews, tenure, and promotion to the Faculty Handbook Committee;
- d. develop and follow a process of faculty review that is humane and practical and which promotes faculty development and growth;

- e. advise the President on cases of suspension of faculty in accordance with procedures in Section 2.13.6.5;
- f. communicate with the appropriate faculty committees as deemed necessary; and
- g. initiate whatever action is necessary to fulfill its duties and responsibilities.

### 5.3.8 Faculty Handbook Committee (FHC)

The Faculty Handbook Committee acts as a resource to faculty members concerning Faculty Handbook policies and coordinates faculty deliberations concerning amendments to the Faculty Handbook.

#### 5.3.8.1 Composition

The members of the Faculty Handbook Committee are:

- a. five faculty members elected at large. At least three of the faculty members must be tenured.

Ex-officio members are:

- b. the dean of the faculty or a delegate appointed by the provost.

#### 5.3.8.2 Responsibilities

The duties and responsibilities of the Faculty Handbook Committee are to:

- a. initiate or receive proposals for amending or revising the Faculty Handbook as described in Section 2.16;
- b. process proposed Faculty Handbook changes through the Faculty Senate and the provost, who will notify the Presidents of the College/University and secure acceptance, rejection, or proposed amendments to the proposals in accordance with the procedures described in Section 2.16.3;
- c. petition for emergency changes in the Faculty Handbook by following procedures in Section 2.16.4;
- d. assist in the interpretation of particular passages in the *Faculty Handbook*;
- e. initiate or receive charges of Faculty Handbook violations, and when necessary, implement procedures for action, including filing a grievance according to procedures in Section 4.1. When the Faculty Handbook Committee initiates a grievance, the Senate Executive Committee shall perform all of the functions normally assigned to the Faculty Handbook Committee under the grievance procedure, including ruling on whether the alleged violation is grievable and appointing the ad hoc grievance committee.
- f. oversee the preliminary steps of each grievance as described in Section 4.1.5 (except when the Faculty Handbook Committee is a party to the grievance) and report annually to the Faculty Senate about all faculty grievances filed, as described in Section 4.1.10 11.2;
- g. act as an oversight committee for Faculty Handbook issues;
- h. communicate with the appropriate faculty committees as deemed necessary; and
- i. initiate whatever action is necessary to fulfill its duties and responsibilities.

### 5.3.9 Faculty Compensation and Benefits Committee

The Faculty Compensation and Benefits Committee formulates recommendations on compensation issues. The committee serves in an advisory capacity to the provost in the budgeting process as it relates to compensation.

### 5.3.9.1 Composition

The members of the Faculty Compensation and Benefits Committee are:

- a. five faculty members elected at large. At least four of the faculty members must be tenured.

Ex-officio members are:

- b. the provost or a delegate appointed by the provost.
- c. Vice chair of the Joint Faculty Assembly.

Consultants are:

- d. the senior budget analyst.
- e. an academic administrator appointed by the provost.

### 5.3.9.2 Responsibilities

The duties and responsibilities of the Faculty Compensation and Benefits Committee are to:

- a. elicit feedback from the faculty regarding salary and fringe benefit concerns;
- b. collect and analyze faculty compensation data and make a proposal for faculty compensation;
- c. negotiate with the appropriate administrative officers and committees regarding faculty compensation;
- d. appoint representatives to serve on the Joint Benefits Committee; further description of the Joint Benefits Committee can be found on the Human Resources website at <https://livecsbsju.sharepoint.com/sites/humanresources/Shared%20Documents/JBC%20overview%20for%20HR%20site.pdf?web=1>
- e. review the fringe benefit package annually and recommend changes in fringe benefits to the Joint Faculty Assembly and the appropriate administrative officers and committees;
- f. share proposal for faculty compensation annually with the Joint Faculty Assembly and the administrator;
- g. recommend a method for distribution of the compensation package to the Faculty Senate each year;
- h. review and recommend policies regarding early or partial retirement programs, in consultation with the Academic Planning and Budget Committee;
- i. communicate with the appropriate faculty committees as deemed necessary; and
- j. Initiate whatever action is necessary to fulfill its duties and responsibilities.

## 5.3.10 Graduate Theological Studies Committee

The Graduate Theological Studies Committee, in collaboration with the faculty of the School of Theology, reports to the Dean of the School of Theology, who receives from them recommendations on academic matters for the School of Theology and, in turn, reports to the president of Saint John's University.

### 5.3.10.1 Composition

The members of the Graduate Theological Studies Committee are five or six voting members: three faculty members from the School of Theology elected to three-year terms, the Dean of the School of Theology and/or a delegate appointed by the Dean, and a student elected by the School of Theology student government.

### 5.3.10.2 Responsibilities

The duties and responsibilities of the Graduate Theological Studies Committee are to:

- a. review educational aims, objectives, and programs of the School of Theology-Seminary, propose changes to the School of Theology faculty and submit those changes to the provost;
- b. develop academic priorities in light of the educational aims and objectives of the School of Theology-Seminary;
- c. review and establish guidelines and procedures for granting academic credit for courses and submit them to the provost;
- d. review and act on proposals for new courses in the School of Theology curriculum;
- e. review and recommend to the School of Theology faculty all proposed changes in degree requirements;
- f. review and make recommendations on policies regarding student academic standards, admissions, attrition, retention, academic probation, and dismissal;
- g. formulate policies regarding grade changes and waivers;
- h. hear appeals on charges of student plagiarism, academic probation, and dismissal;
- i. review policies and procedures and make recommendations concerning student academic advising;
- j. review policies and procedures and make recommendations concerning library services;
- k. review and evaluate policies and procedures for transcript evaluation, credit by examination, and credit for experiential learning;
- l. recommend means of improving the study atmosphere and learning environment of the School of Theology-Seminary;
- m. review forms and procedures of student evaluation of courses and recommend changes to the School of Theology faculty;
- n. act as a faculty advisory committee to the Dean of the School of Theology;
- o. communicate with the appropriate faculty committees as deemed necessary; and
- p. initiate whatever action is necessary to fulfill its duties and responsibilities.

## 5.4 Constitution of the Joint Faculty Senate (JFS)

### 5.4.1 Preamble

Augmentation of the **Joint Faculty Assembly** with a **Joint Faculty Senate** is guided by principles that a legitimate faculty governance structure must promote and protect. These principles are:

- a. The faculty governance structure must be compatible with the protection of individual faculty rights.
- b. The faculty governance structure should enhance the collective voice of the faculty in decisions related to academic policy and practice.
- c. The faculty governance structure should contribute to collective faculty decision-making that is timely, effective, and well informed.
- d. The faculty governance structure should represent the entire faculty fairly.

## 5.4.2 Joint Faculty Senate Mission and Joint Faculty Assembly Authority

### 5.4.2.1 Joint Faculty Senate Mission and Authority

The Joint Faculty Assembly delegates to the JFS responsibility to represent the collective faculty of the College of Saint Benedict and Saint John's University. The JFS is charged to deliberate and make decisions on matters related to the academic policies and programs, faculty rights and responsibilities, and the general academic environment of the institutions. The JFS communicates and consults with faculty, administration staff, and the Boards in formulating, developing, and implementing the CSB/SJU educational mission.

### 5.4.2.2 Joint Faculty Assembly (JFA)

Pursuant to the *CSB/SJU Faculty Handbook*, Section 5.1, "The Joint Faculty Assembly is the body in which the faculty of the College of Saint Benedict and Saint John's University conduct their collective business." The JFA is not replaced by the JFS. By means of JFA approval of this JFS Constitution, the JFA membership delegates authority to the JFS to make decisions in accordance with provisions contained herein and in the *Handbook*.

- a. The JFA elects representatives to the JFS according to the procedures specified in Section 5.4.3 below. Eligibility of faculty to vote is described in Section 5.1.1 of the *CSB/SJU Faculty Handbook*. Faculty members holding a dual appointment in both the Department of Theology and the School of Theology are entitled to vote for both the Humanities & DOT Division Senator and the School of Theology Senator.
- b. The JFA elects the Chair and Vice-Chair according to procedures specified in Section 5.4.5 below. The Chair and Vice Chair of the JFA also serve as the Chair and Vice Chair of the JFS, respectively.
- c. The JFA elects membership to standing committees, pursuant to the *CSB/SJU Faculty Handbook*, Section 5.3. The current structure and duties of the other standing committees are unchanged in this document, except that committees shall report and make recommendations to the JFS Executive Committee (see Section 5.4.6 below).
- d. The JFA retains authority to call an official meeting of the full JFA according to the following procedure:
  - a. A **petition** is submitted to the JFS Executive Committee. The petition must specify the agenda and be signed by 20% of the faculty members eligible to vote
  - b. In response to receipt of a valid petition, and no later than 15 business days following the petition, the JFS Executive Committee calls an **official meeting** of the JFA with the agenda specified in the petition.
- e. The JFA retains authority to reverse a JFS decision according to the following procedure:
  - a. A **petition** specifying the JFS decision to be reconsidered is signed by 20% of the faculty members eligible to vote and submitted to the JFS Executive Committee to call an official meeting of the JFA. The petition must be submitted to the JFS Executive Committee no later than 60 days following announcement of the decision to be reconsidered.
  - b. At an **official meeting of the JFA** to reconsider the issue, motions may be made to reverse the JFS decision and/or to alter the JFS decision by means of a substitute motion. Both types of motions are subject to debate at the JFA meeting. A motion to alter a JFS decision may be itself amended at the JFA meeting.

- c. Final vote on motions to reverse, and on motions to alter by means of a substitute motion, must be taken in electronic ballot of the entire faculty. A majority of those voting in an electronic ballot is required to reverse or alter a JFS decision.
- f. The JFA retains authority to amend or abolish the provisions of this JFS Constitution.
  - a. **Proposal**. An amendment may be proposed by either a majority vote of the JFS or by a petition signed by one-fourth of the faculty.
  - b. **Ratification**. Amendments are submitted to the JFA for electronic voting and ratified by a simple majority of the faculty voting.
- g. The faculties of the college and the university, through the JFA, retain authority under Faculty Handbook Sections 2.16 and 5.4.2.2.e for any revisions to be made to Section 2 of the Faculty Handbook. The JFS will deliberate and make recommendations on such matters. When the JFS considers the proposal, it will take one of the following actions:
  - i. Recommend the proposal to the JFA
  - ii. Forward the proposal to the JFA without recommendation
  - iii. Return the proposal to the FHC with comments, amendments, and/or instructions for further work.
  - iv. Reject the proposal, subject to the appeals process described in 5.4.2.2.e.

## 5.4.3 Joint Faculty Senate Representation and Election

### 5.4.3.1 Election of Senators

- a. Eligibility of faculty to vote is described in Section 5.1.1 of the *CSB/SJU Faculty Handbook* and shall apply to JFS elections.
- b. All tenured/tenure-track faculty (see *Handbook*, Section 5.1.1) are eligible for election to the JFS.
- c. Full-time administrators with faculty status may not vote in JFS elections and are not eligible for election to the JFS during their terms as administrators.
- d. The election of Senators is managed by the JFS Committee on Elections in a two-stage election process. The two stages are described below in items (5) and (6).
  - a. Nominations from the faculty are solicited by the committee, and the procedures described in the *CSB/SJU Faculty Handbook*, Section 5.3.0.1.d are followed, adapted as necessary to fit the provisions in this section.
  - b. For each stage of the elections, nominations are announced by the committee electronically to the members of the JFA one week in advance of the election to permit additional nominations to be submitted to the committee, confirmed with nominees, and included in the election ballot.
- e. It is the responsibility of the JFS to ensure that elections are contested and, to the extent possible, to ensure that the slate is constructed so that some balance of rank and campus is assured.
- d. To the extent possible, terms of service are staggered such that one third of Senators are elected in each academic year.
- e. The **first stage** is the election of Senators by division, conducted electronically, and apportioned as described below in Section 5.4.3.4. The first stage also includes election of the Vice-Chair according to provisions in Section 5.4.5.1 below by the voting membership of the entire JFA.
- f. During the **second stage**, the JFS, is charged with presenting a slate for at-large members, balanced as they see fit by rank and

campus of appointment and submitted for electronic vote by the membership of the entire JFA.

#### 5.4.3.2 Non-voting Representatives

- a. The president of the college, the president of the university, the provost, the dean of the faculty, the academic dean and a representative from the Library are non-voting ex-officio members of the JFS.
- b. Only elected JFS members have voting rights in the JFS.

#### 5.4.3.3 Size of Joint Faculty Senate

The JFS consists of 23 voting members, including the chair and vice-chair. The Faculty Trustee on the Common Boards of Trustees, elected by the Joint Faculty Senate per 5.5.1.1, shall as an ex-officio, non-voting member of the JFS.

#### 5.4.3.4 Representation Distribution

- a. **Divisions:** Eleven Senators are elected by division. In 2018 the allocation of Senators by division was:
  - Humanities excluding SOT (91): 3
  - Natural Sciences (80): 3
  - Social Sciences (77): 3
  - Fine Arts (26): 1
  - School of Theology (11): 1

[The apportionment of the eleven divisional Senators is determined by the ratio of the number of faculty per division to the total JFA membership, multiplied by eleven. Each division is guaranteed representation by a minimum of one senator. Based on this formula, apportionment of seats to each division will be reexamined at least every ten years.]

Note: The School of Theology representative will not be eligible to vote on matters related to the undergraduate curriculum. Faculty with contracts in both the School of Theology and an undergraduate division will be eligible to vote for senators representing both the School of Theology and the undergraduate division.

- a. **At-large:** Twelve senators, including the chair and vice-chair, are elected at large by a vote of the joint faculty.

#### 5.4.3.5 Length of Term

- a. Senators serve a term of three years.
- b. The Vice-Chair serves for one year, followed by service as Chair for one year.
- c. Senators must resign from office in case of extended absence.

#### 5.4.3.6 Removal from Office

A Senator who misses any three meetings for reasons other than conflict of a scheduled class in an academic year, shall have his/her JFS membership reviewed by the Senate Executive Committee, which may remove the Senator either temporarily or for the remainder of their term and fill the seat in accordance with the vacancies procedure in 5.4.3.7.

#### 5.4.3.7 Vacancies

- a. A vacancy on the JFS for no more than one year will be filled by appointment by the Senate Executive Committee or election from the appropriate constituency within 60 calendar days of the vacancy, at the discretion of the Senate Executive Committee. A vacancy in the vice chair position shall be filled by special election from the JFA within 60 calendar days on the vacancy. [Refer to Section 5.4.3.4 above defining "Representation Distributions."]

- b. A Senator elected to fill a vacant position shall serve for the remainder of the term. A Senator appointed to fill a vacant position shall serve until the senator vacating the position can rejoin the Senate or for the remainder of the academic year, whichever is shorter.

### 5.4.4 Joint Faculty Senate Duties, Responsibilities

#### 5.4.4.1 Duties, Responsibilities of Joint Faculty Senate

- a. Deliberate and act on behalf of the collective faculty on undergraduate and post-baccalaureate programs (excluding the School of Theology). This may include but is not limited to admission and graduation requirements; the general education curriculum; additions and deletions of majors, minors, and programs; and other academic policies, except for the School of Theology representative, who will not be eligible to vote on matters related exclusively to the undergraduate curriculum.
- b. Deliberate and act on behalf of the collective faculty on faculty welfare policies, including but not limited to issues of tenure, promotion, sabbaticals, faculty development, compensation, and working conditions.
- c. Deliberate and act on behalf of the collective faculty on any other matters that are the concern or responsibility of the joint faculty.
- d. Hold at least three all-campus forums per academic year to which all faculty members are invited, and at which the JFS reports on JFS business.
- e. Call an official meeting of the JFA when necessary.

#### 5.4.4.2 Duties of Senators

- a. Begin serving JFS terms at the last meeting of the spring semester in which elected – a meeting held not earlier than four weeks before the last day of final examinations.
- b. Attend all JFS meetings and attend to the business of the JFS throughout the terms of office.
- c. Meet following completion of elections to the JFS and prior to the end of spring semester for the purposes of electing JFS members to the Executive Committee assigning ex-officio representation to standing committees and orienting new Senators to JFS business.
- d. Elect from JFS voting membership three Senators to serve one-year terms on the Executive Committee.
- e. Concerning issues before the JFS, and especially prior to any action, communicate and consult with all appropriate College and University constituencies affected by the action, including, but not limited to, those not directly represented in the JFS.
- f. Serve on at least one subcommittee, task force, or ad hoc committee established by the JFS each academic year. A Senator is exempt from this obligation if, in addition to his or her duties as a Senator, she or he also serves on a standing faculty committee as described in section 5.3 or serves as JFA chair or vice chair. The executive committee has the authority to waive this requirement if there are insufficient JFS committees, or to grant additional exemptions at its discretion.

### 5.4.5 Officers of the Joint Faculty Senate

The officers of the JFS are the Chair and the Vice-Chair. Election, duties, considerations, and responsibilities of Senate officers are described below.

#### 5.4.5.1 Election of Joint Faculty Senate Officers

- a. Nomination and election of the vice-chair is managed by the JFS Committee, according to provisions in Section 5.4.3.1.d above.

- b. The vice-chair assumes the office of the chair for the academic year following an academic year of service as vice-chair.

#### 5.4.5.2 Duties and Considerations of the Chair

- a. Call and preside at all regular and special meetings of the JFS.
- b. Chair meetings of the Executive Committee.
- c. Regularly communicate with the provost and, as needed, with the presidents.
- d. Appoint ad hoc committees of the JFS as needed (committee members need not be members of the JFS).
- e. Represent the JFS on administrative committees when invited to do so.
- f. Serve as one of two faculty representatives on the Common Board of Trustees committee on Student Experience (or its successors).
- g. In order to carry out his/her duties, the chair will receive two-sixths release time.

#### 5.4.5.3 Duties and Considerations of the Vice-Chair

- a. Call and preside at all regular and special meetings of the JFS in the absence of the Chair.
- b. Chair meetings of the Executive Committee in the absence of the Chair.
- c. Oversee the maintenance and distribution of agendas, minutes, and voting records and other public documents of the JFS, and of the standing committees of JFA, including the annual reports of the standing committees.
- d. Represent the JFS on administrative committees when invited to do so.
- e. Serve as one of two faculty representatives on the Common Board of Trustees committee on Student Experience (or its successors).
- f. In order to carry out his/her duties, the Vice-Chair will receive two-sixths release time.

#### 5.4.6 Executive Committee of the Joint Faculty Senate

The Executive Committee shall consist of three Senators and the Parliamentarian elected by JFS members according to provisions in Section 5.4.4.2.d above, in addition to the Chair and the Vice-Chair. The parliamentarian, appointed in 5.4.6.1.d below, shall serve as an ex-officio, non-voting advisor to the Chair, Executive Committee and the JFS. The Faculty Trustee on the common Boards of Trustees, elected by the Joint Faculty Senate per 5.5.1.1, shall serve as an ex-officio, non-voting member.

##### 5.4.6.1 Duties of Executive Committee

- a. Prepare the agendas and supporting information for deliberation and decision at JFS meetings.
- b. Receive and schedule for JFS deliberation all business and recommendations from standing committees and petitions received from the JFA membership.
- c. In the case of a standing committee or JFS vacancy, appoint a new member to serve the remainder of the academic year. Election to complete the remainder of the term will take place at the next regularly scheduled JFA election. At its discretion, the Executive Committee may choose to fill the vacancy by special election rather than by appointment. [See also 5.4.3.7]
- d. Appoint from among the voting membership of the JFA a Parliamentarian for a one-year term; the Parliamentarian may or may not be an elected Senator.
- e. Posting and preserving minutes of the JFA.

- f. Amending and certifying minutes of the JFA.
- g. Coordinate the work of the joint faculty committees by:
  - a. maintaining a manual of the policies and procedures of the JFA and its committees,
  - b. resolving jurisdictional issues among committees of the assemblies,
  - c. monitoring the effectiveness of the committee structure and recommending adjustments or changes when necessary,
  - d. at least once a year, arranging for reports to the JFS, from each standing committee of the JFA, and
  - e. monitoring the proper functioning of faculty committees as defined in section 5.3 of the Faculty Handbook and taking necessary action, including in unusual circumstances the removal and replacement of committee chairs and members, to ensure effective committee work. In the event the executive committee removes someone from a committee, it must report this action to the JFS at its next meeting. Actions by the executive committee to remove elected members of faculty committees must be confirmed by a vote of two-thirds by the JFS.
- h. Formulate, prepare and distribute:
  - a. an annual calendar of meetings of the JFA and JFS each August for the following academic year; and
  - b. the agenda for each meeting of the JFA and JFS;
- i. Oversee the grievance process, according to Handbook 4.1.1, when the Faculty Handbook Committee files a grievance;
- j. Coordinate faculty participation in all phases of the development and execution of the institutional strategic planning process;
- k. Conduct elections in the Joint Faculty Senate to determine the Faculty Trustee on the Common Boards of Trustees;
- l. Appoint faculty members to serve as faculty representatives on committees of the Common Boards of Trustees (as necessary per 5.5.2);
- m. Appoint members from the faculty to serve on JFS subcommittees, task forces, and ad hoc committees as directed by the membership requirements of each subcommittee;
- n. Coordinate faculty participation in any review of the academic administration;
- o. Communicate with the appropriate faculty committees as deemed necessary;
- p. And initiate whatever action is necessary to fulfill its duties and responsibilities.

##### 5.4.6.2 Joint Faculty Senate Committee on Elections

The JFS Committee on Elections will coordinate, oversee and administer faculty elections.

###### 5.4.6.2.1 Composition

The JFS Executive Committee shall annually appoint members of the Committee on Elections, which shall be comprised of at least four Senators, at least one Faculty non-Senator, and be chaired by a tenured Senator.

###### 5.4.6.2.2 Responsibilities

The duties and responsibilities of the JFS Committee on Elections are to establish faculty committee membership of standing and ad hoc committees by:

- a. maintaining an up-to-date record of committee membership;
- b. surveying faculty to learn on which committees individual members prefer to serve;

- c. scheduling and supervising faculty elections;
- d. providing information on faculty members eligible for appointment by the JFS Executive Committee as faculty representatives to the designated committees of the Common Boards of Trustees;
- e. consulting with the administration on the appointment of faculty members to administrative committees.

### 5.4.6.3 Joint Faculty Senate Committee on Family-Friendly Policies and Practices

The JFS Committee on Family-Friendly Policies and Practices provides advice to the Joint Faculty Senate and campus community members on family-friendly policies and their implementation in practice, including work/life matters beyond the scope of parenting. The Committee is to give voice to concerns of the community members, including faculty, staff and student parents, to help ensure that their work/life needs are being met.

#### 5.4.6.3.1 Composition

The members of the JFS Committee on Family-Friendly Policies and Practices are:

- a. four faculty members, appointed by the Executive Committee of the Senate for two-year terms – two Senators and two non-Senator faculty members;
- b. one support staff member and one administrative staff member, appointed by the Executive Committee of the Senate for two-year terms;
- c. in addition, CSB and SJU students who are parents of dependent children will be invited to serve on the committee with a maximum of one student-parent for each campus. Volunteers will be solicited through the CSB and SJU Student Senates.

Ex-officio members are:

- d. a representative from the Joint Benefits Committee;

Consultants are:

- e. a representative from Human Resources

#### 5.4.6.3.2 Responsibilities

The duties and responsibilities of the JFS Committee on Family-Friendly Policies and Practices are to:

- a. serve as a starting point, advocate, and resource for our campus communities in matters relating to Family-Friendly Policies and Practices;
- b. conduct an ongoing assessment of employee and student needs as they relate to work/life balance, family-friendly policies, and childcare every three years through a survey mechanism, and report findings to the Senate.
- c. collaborate with and advise Human Resources regarding resources to post to the family-friendly SharePoint site;
- d. collaborate with the relevant committees (such as the Faculty Handbook Committee and the Joint Benefits Committee) and with Human Resources to promote and promulgate family-friendly language and institutional practices.

### 5.4.6.4 Joint Faculty Senate Committee on Inclusion, Equity, and Justice

The JFS Committee on Inclusion, Equity, and Justice studies best practices for promoting inclusion, equity, and justice in higher education.

It provides advice and recommendations through the JFS to the JFA, and members of Academic Affairs concerning policies, practices, and procedures that may promote or inhibit inclusion, equity, and justice.

#### 5.4.6.4.1 Composition

The members of the JFS Committee on Inclusion, Equity, and Justice are:

- a. five faculty members, appointed by the executive Committee of the senate for two-year terms, staggered when possible. Two members must be senators, and a quorum of three must include at least one senator.

Ex-officio non-voting members:

- b. Dean of the faculty or another representative from Academic Affairs

Consultants:

- c. at Committee's discretion or as recommended by the Executive Committee of the Joint Faculty Senate.

#### 5.4.6.4.2 Responsibilities

The duties and responsibilities of the JFS Committee on Inclusion, Equity, and Justice are to:

- a. Undertake ongoing studies of policies, procedures, and practices that relate to equity, inclusion, and justice, and recommend changes to policies, procedures, and practices through the JFS to appropriate JFA standing committees and Academic Affairs.
- b. Communicate and collaborate with other relevant committees and councils concerned with issues of equity, justice, and inclusion.
- c. Present a report to the JFS each year by October 31, identifying actionable priorities and report to the JFS each year by April 15, on progress made on those priorities.

## 5.4.7 Joint Faculty Senate Meetings and Procedures

### 5.4.7.1 Joint Faculty Senate Meetings

- a. **Regular meetings.** The JFS holds regular meetings, at least four times in the fall and four times in the spring, with the first fall meeting held no later than three weeks following the beginning of the fall semester. The notice of each meeting shall include the agenda, together with any supporting documentation, and is distributed to the entire faculty at least five working days before the meeting. (See section 4.1.3 for the definition of the term "working day".)
- b. **Special meetings.** Special JFS meetings are held on the call of the Chair of the JFS or on written request of 15% or more of the membership of the JFS. The purpose of such meetings shall be explicitly stated in the notice of the meeting, and the meetings shall be limited to the stated purpose(s). Should an emergency occur that, in the view of the JFS Executive Committee, necessitates immediate attention, the requirements for five-day notice may be waived. The Chair and Vice-Chair must make every reasonable attempt to notify all Senators of the time, place, and date of the emergency meeting. A quorum is still required to conduct official business. The notice of each special meeting shall include the agenda, together with any supporting documentation.
- c. **Quorum.** Three-fourths of the JFS voting membership constitutes a quorum.
- d. **Rules.** The American Institute of Parliamentarians Standard Code of Parliamentary Procedure (2012, or most recent edition) determines procedure in all cases in which the JFS does not decide otherwise.

- e. **Transparency.** Unless the JFS is in executive session, all faculty members and members of the monastic communities, staff, and student bodies may attend JFS meetings. (See also other sections concerning timely public distribution of agendas, minutes, and other reports.)
- f. **Speaking privileges** for persons in attendance who are not Senators are at the discretion of the JFS Chair.

#### 5.4.7.2 Joint Faculty Senate Agendas, Minutes

- a. The Executive Committee serves as an agenda committee for the deliberations of the JFS and may make recommendations to the JFS. (See also Section 5.4.6.1 above for description of Executive Committee duties and responsibilities.)
- b. The agenda for JFS meetings shall be publicly distributed at least five working days in advance.
- c. The Vice Chair of the JFS will distribute approved minutes on the JFA distribution list within seven working days following each JFS meeting. The secretary will provide a draft of the minutes to the Chair and the Vice Chair of the JFS within two working days of the meeting. The Chair and the Vice Chair will review the draft minutes and make corrections as needed, forwarding a revised version to the JFS within two working days of receipt of the draft from the secretary. The JFS members will review the revised draft within two working days of receipt. All stages of review may be done electronically. Upon approval by the JFS Executive Committee, the Vice Chair of the JFS will distribute approved minutes to the JFA distribution list.
- d. All non-procedural votes are recorded and posted in the minutes. A member of the JFS may request a roll call either prior to or after a vote.
- e. Upon receipt of a petition signed by 10 percent of the voting members of the JFA, the Executive Committee of the JFS shall place on the agenda of the full JFS the item described in the petition at the next JFS meeting.

## 5.5 Faculty Representation to the Common Boards of Trustees and Their Committees

Faculty serve on the Common Boards of Trustees and designated committees of the Common Boards.

### 5.5.1 Faculty Trustee on the Common Boards of Trustees

The Faculty Trustee on the Common Boards of Trustees represents the faculty as a non-voting member of that body and communicates as necessary among the faculty, the Common Boards, faculty representatives on the committees of the Common Boards, and the President.

#### 5.5.1.1 Election and Recommendation to the Common Boards of Trustees

The Faculty Trustee on the Common Boards of Trustees is elected by the Joint Faculty Senate to a three-year term coinciding with the terms of other board members, i.e., July 1 of year 1 through June 30 of year 3. The election is conducted by the Senate Executive Committee per 5.4.6.1.k. The Faculty Trustee is recommended for final election by the Common Boards and corporate members.

#### 5.5.1.2 Responsibilities

The responsibilities of the Faculty Trustee on the Common Boards of Trustees are to:

- a. Serve as an ex-officio, non-voting member of the Joint Faculty Senate and the Senate Executive Committee;
- b. Represent the faculty at the meetings and related business of the Common Boards of Trustees;
- c. Serve as the faculty representative on the Strategic Growth and Mission committee of the Common Boards of Trustees;
- d. Coordinate and communicate with the faculty representatives on the committees of the Common Boards of Trustees and the Chair and Vice Chair of the Joint Faculty Assembly;
- e. Report to the Chair and Vice Chair of the Joint Faculty Assembly after each board meeting;
- f. Report to the Joint Faculty Assembly appropriate matters from the Common Boards of Trustees and their committees.

### 5.5.2 Faculty Representatives on Committees of the Common Boards of Trustees

Faculty service on committees of Common Boards of Trustees includes:

- a. **Student Experience:** the Chair and Vice Chair of the JFA, serving staggered, two-year terms; other faculty members, if necessary, are appointed by the Senate Executive Committee to serve on subcommittees;
- b. **Strategic Growth and Mission:** the Faculty Trustee on the Common Boards of Trustees, serving a three-year term coinciding with the terms of other members of the Common Boards; other faculty members, if necessary, are appointed by the Senate Executive Committee to serve on subcommittees;
- c. **External Engagement:** one faculty member appointed by the Senate Executive Committee, serving a three-year term coinciding with the terms of other members of the Common Boards; other faculty members, if necessary, are appointed by the Senate Executive Committee to serve on subcommittees;
- d. **Strategic Resources:** one faculty member appointed by the Senate Executive Committee, serving a three-year term coinciding with the terms of other members of the Common Boards; other faculty members, if necessary, are appointed by the Senate Executive Committee to serve on subcommittees;
- e. In the case of a vacancy or a request from the Common Boards for further faculty representatives on committees or subcommittees of the Common Boards the Senate Executive Committee will make appointments or conduct an election as appropriate except in the case of a vacancy in the position of JFA Chair or Vice Chair which is determined by 5.2.4.