

PART I -- MISSION, GOVERNANCE AND BYLAWS

1.0 Mission, Governance and Bylaws

Part I of the *Faculty Handbook* contains mission statements unique to each undergraduate institution and the School of Theology-Seminary. Mission statements are prepared by the respective Boards of the college and university. An overview of the organization and institutional structure for the college and university is provided, as well as documentation of the history of the governance and bylaws of each institution. The role and responsibilities of academic administrators are also described.

1.1 Mission and Values

1.1.1 Mission of the College of Saint Benedict

The mission of the College of Saint Benedict is to provide for women the best undergraduate residential liberal arts education along with select graduate programs, in the Catholic and Benedictine traditions. The college fosters integrated learning, exceptional leadership for change and wisdom for a lifetime.

1.1.2 Mission of Saint John's University

Saint John's University fosters the vitality of community through learning and the pursuit of wisdom.

Grounded in Catholic and Benedictine values and traditions, the College of Arts and Sciences provides young men a distinctive residential liberal arts education, preparing them to reach their full potential and instilling in them the values and aspiration to lead lives of significance and principled achievement.

(Approved by the Board of Trustees, May 14, 2018)

1.1.2.1 Mission of the School of Theology-Seminary

Saint John's School of Theology and Seminary educates men and women in the Catholic and Benedictine tradition for ordained and lay ministry, providing them academic, spiritual, pastoral, and professional formation to serve the Church and society and to use their diverse gifts for the transformation of the world.

(Approved by the Board of Trustees, May 14, 2018)

As an academic community relying on the wisdom of the same Holy Spirit, we root ourselves in the Christian tradition, and interpret that legacy in light of the Roman Catholic and Benedictine heritage passed on to us by Saint John's Abbey with its rich theological, liturgical and ecumenical history. We commit ourselves to academic, spiritual, pastoral, and professional formation so we might serve the Church in lay and ordained ministry and thus use our diverse gifts for the transformation of our world. We dedicate ourselves to a lifelong pursuit of wisdom, so we might progress in Christian faith and "run on the paths of God's commandments, our hearts expanding with the inexpressible delight of love" (Prologue, RB).

(Approved by OSB Board of Regents, May 3, 2001; reaffirmed by Saint John's Board of Trustees, May 2012)

1.1.3 Academic Commitments to the Missions

The Academic Commitments respond to the missions of the College of Saint Benedict and Saint John's University. The Academic Commitments to the Missions include:

- A coherent liberal arts curriculum which focuses on questions important to the human condition, demands clear thinking and communicating, and calls forth new knowledge for the betterment of humankind. The colleges will excel in the study of the intersection of global cultures and community sustainability, leavened by the commitments of the Catholic intellectual life;
- An integrative environment for learning which stresses intellectual challenge, open inquiry, collaborative scholarship and artistic creativity. The colleges will excel as learning communities promoting the integration of professional and personal lives through opportunities for experiential learning;
- An emphasis on the personal growth of women and men which incorporates new knowledge about the significance of gender into opportunities for leadership and service on each campus and across both campuses. The colleges will excel, individually and coordinately, in cultivation and reflection on the social, spiritual and physical development of men and women;
- An experience of Benedictine values which fosters awareness of the meaning of one's existence and the formation of community built on respect for individual persons. The colleges will excel in fostering the understanding and cultivation of the individual and communal vocation of all, informed by the Catholic intellectual tradition, Benedictine values, ecumenism and respect for diverse cultures;
- Cultivation of the habit of promoting the common good which is formed by knowledge, faith and an open-hearted response to the needs of others. The colleges will excel in fostering understanding of Catholic social teachings and leadership for change to improve the well-being of the underserved, enhance overall community life, and protect the environment.

1.1.4 Undergraduate Learning Goals and Objectives

Drawn from our missions and our Catholic and Benedictine values and traditions, our Institutional Learning Goals establish clear expectations and outcomes for the curricular and co-curricular experience at the College of Saint Benedict and Saint John's University.

Think Deeply

Think critically, creatively, and with complexity when addressing significant questions.

Our students will demonstrate critical thinking and manage cognitive complexity. These skills include approaching problems in integrative ways from multiple perspectives, as well as to ethically acquire, evaluate and apply information and communicate in multiple formats. The CSB/SJU learning experience will provide students with opportunities for reflective learning, analytic inquiry, investigation, application, problem solving, creativity and communication.

Embrace Difference

Observe life from multiple perspectives.

Our students will demonstrate identity awareness, including power and privilege, and practice inclusivity and cultural agility. These skills include an ability to learn from, respect, and work with people whose identity and perspective are different from their own. Students will engage the world through the lens of gender, with an appreciation of human differences.

The CSB/SJU learning experience will provide students with opportunities to reflect on their own cultural identity, engage diverse points of view and learn to respect cultures/values different from their own.

Engage Globally

Embark on a journey of discovery and take part in the world.

Our students will commit to global engagement, civic engagement and citizenship. These skills include an understanding of justice and the common good, awareness of social responsibility and knowledge of world systems and their points of intersection/divergence. The CSB/SJU learning experience will provide students with opportunities to reflect on their place in the world, experience different cultures, and practice social responsibility and leadership both locally and globally.

Serve Graciously

Discover a meaningful life purpose through service and leadership.

Our students will commit to personal reflection, personal development, honesty, service and leadership. Grounded in our Benedictine heritage, these skills include an understanding of spirituality as an important aspect of identity, a commitment to community and principled leadership, and the ability to live a purposeful professional and personal life. The CSB/SJU learning experience will provide opportunities to reflect spiritually, and develop ethical/moral principles for guiding one's actions. Their experiences will integrate professional development, personal development and community engagement.

Live Courageously

Embody the skills and attributes of personal and professional success.

Our students will refine and articulate their educational, career and life goals. These skills include appropriate use of campus resources, resilience in the face of challenges and opportunities, and development of habits for personal success. The CSB/SJU learning experience will provide students with opportunities and resources to make informed academic, personal and professional choices for the future.

1.2 Institutional Structure

1.2.1 The College of Saint Benedict Organization and Institutional Structure

The College of Saint Benedict was founded in 1913 by the Sisters of the Order of Saint Benedict, Saint Joseph, Minnesota, and operates under a charter granted in 1887. From the time the college was founded until 1961, the college was part of the religious community corporation. In 1961, the college was separately incorporated as a charitable, nonprofit corporation. The Articles of Incorporation provide for the college to be governed by corporate members and a Board of Trustees. No distinct functions were stated for the corporate members, however, since the incorporators chose to have members of the Board of Trustees also serve as the corporate members.

In October 1976, the Articles were amended to provide that the corporate members be distinct from the Board members, with separate functions. The corporate membership consists of the five officers of the religious community corporation, the sponsoring body. The Board of Trustees shall have and exercise those corporate powers prescribed by law. Its ultimate authority is affirmed through its policy-making functions and its responsibility for the Corporation's financial health and welfare.

1.2.2 Saint John's University Corporate and Institutional Structure

Saint John's University comprises a College of Arts and Sciences and a School of Theology Seminary. On March 6, 1857, the Benedictine monks, who had settled in the Territory of Minnesota the previous year, secured from the Territorial Legislature a charter incorporating their small community as the "Order of Saint Benedict" . . . "for scientific, educational and ecclesiastical purposes" and authorizing them "to establish and erect an institution, or seminary, in Stearns County . . . to be known by the name and style of Saint John's Seminary." Though this was its legal title, the school was known from its first years as Saint John's College. On March 5, 1869, Saint John's was authorized to confer academic degrees, and 14 years later, on February 17, 1883, the legal title was changed to Saint John's University. The text of the charter, or Articles of Incorporation, and its amendments are included in the Governance Documents of the University.

The "Order of Saint Benedict, Collegeville, Minnesota," includes the religious superiors and members of Saint John's Abbey as the successors of the original incorporators. This corporation functions under bylaws last adopted in 2001. Intended for the governance of the religious community, the bylaws of the corporation specifically include the Code of Canon Law (1983) and the Rule of Saint Benedict (sixth century) with its formally approved modifications.

In order to have one corporate entity focused fully on the operations and educational mission of Saint John's University, in 2012 the Order of Saint Benedict transferred the assets for operating the university to a newly formed Saint John's University non-profit corporation. Under the Saint John's University by-laws, the university operates under the guidance and control of the Board of Trustees.

1.3 Governance and Bylaws

1.3.1 The College of Saint Benedict General Governance from Bylaws

The College of Saint Benedict is an independent, nonprofit corporation sponsored by the Sisters of the Order of Saint Benedict, Saint Joseph, Minnesota. Governance and management of the College of Saint Benedict is delineated in the bylaws as amended in 2017.

While the Board of Trustees retains responsibility for the operational aspects of the college, the corporate members have ultimate responsibility for the authority over certain restricted matters. Specifically, governance decisions of the corporate members are restricted to those that help to ensure that the Catholic purpose and Benedictine identity of the college is preserved. The corporate members are responsible for:

1. appointing those persons who serve as voting members of the Board of Trustees;
2. approving any merger, acquisition, or dissolution of the Corporation;
3. approving the sale of encumbrance of all or substantially all of the assets of the Corporation;
4. amending the Articles of Incorporation; and
5. making and amending the Bylaws of the Corporation.

The Board of Trustees is composed of not fewer than twenty-five (25), nor more than forty (40) persons, some of whom shall be members of the Sisters of the Order of Saint Benedict, Saint Joseph, Minnesota. Members

serve a three-year term and may be reelected to a second and third three-year term for a consecutive tenure of not more than nine years.

The Board of Trustees is the policy-making body of the College of Saint Benedict. Implementation of its policies is the responsibility of the president, whom the Board of Trustees has the responsibility to select. The Board shall have at least three regular meetings annually on such dates and at such places as it shall determine. The annual meeting, for the purpose of electing officers, shall be the spring meeting each year. The work of the Board of Trustees in preparation for policy decisions is achieved through its committee structure.

1.3.2 Saint John's University General Governance from University Bylaws

Saint John's University is an independent Minnesota non-profit corporation operated, as authorized, as an apostolate of Saint John's Abbey, a Benedictine monastery and public juridic person of the Roman Catholic Church. Governance and management of the Saint John's University is delineated in the Bylaws as amended in 2017.

The Bylaws establish two classes of corporate members of the University: Class A Members consist of five monks of Saint John's Abbey, including the Abbot and the canonical Treasurer. Class B Members consist of the finally professed members of Saint John's Abbey in good standing. Together, the Class A and Class B Members have the authority to appoint five members of the University Board of Trustees. Although authority for the management and direction of the University is vested in the Board of Trustees, the Class A Members retain certain reserved powers over particular matters. In addition to the power to elect Trustees, the Class A Members retain the right to approve the appointment of the President of the University, the sale, lease, or encumbrance of the University's real property, and other matters detailed in Sections 2.05 and 2.06 of the Bylaws. Taken as a whole, these reserved powers give the corporate Members authority to ensure that the Catholic purpose and Benedictine identity of the University is preserved.

The Bylaws establish the Board of Trustees as the governing body of the University. The Board is composed of between 24 and 44 persons, at least five of whom are finally professed members of Saint John's Abbey. Trustees, except the Trustees nominated by the alumni association serve three-year terms and may serve up to three consecutive three-year terms. The alumni association nominates one person for election by the Board of Trustees to serve as a voting member of the Board; these trustees serve two-year terms and may serve up to three consecutive two-year terms. Elections are held at the annual Board meeting in the spring of each year.

The Bylaws provide for a President of the University to serve as its chief executive officer. The President is appointed by the Board of Trustees, with the approval of the Class A Members, and serves a specified term of up to six years.

The Abbot of Saint John's Abbey, in the exercise of his canonical responsibilities as Ordinary of the Abbey, gives canonical approval for pastoral positions, including University Chaplain, Director of Campus Ministry, and Faculty Residents.

1.3.3 Faculty Representation to the Board of Trustees of the College of Saint Benedict

Faculty senate leadership, as determined by faculty, attend and participate in Board of Trustee meetings, exclusive of executive session, as non-voting faculty representatives. Faculty senate leadership will

have access to the board materials and opportunities to engage in board conversation.

1.3.4 Faculty Representation to the Board of Trustees of Saint John's University

Faculty senate leadership as determined by faculty attend and participate in the SJU Board of Trustee meetings, exclusive of executive session, as non-voting faculty representatives. Faculty senate leadership will have access to the board materials and opportunities to engage in board conversation.

1.3.5 Faculty Representation on CSB and Joint/Coordinate Committees of the Boards

Article XIII, Section 4 of the College of Saint Benedict Bylaws states:

Governing boards accomplish much of their work in and through committees, and constituent group voices should be sought there. Faculty and students will serve as voting members on certain board committees where their experience and knowledge appropriately contribute to shaping recommendations for governing board consideration. The elected leader of the Faculty Senate and a student representative will serve on the Academic Affairs and Enrollment and Marketing Committees, with voting privileges. A student and a faculty member will also serve on the Student Development and Building and Grounds Committees, with voting privileges.

Ad hoc members (voting and nonvoting) may be appointed to all committees, with the exception of the Trusteeship Committee, Executive, Audit, and Joint Presidential Advisory Committees.

In practice, a faculty representative serves as a non-voting member of the CSB Finance Committee, as well as the Coordinate Finance Committee, in a three-year term position. This representative is selected by the CSB Board's Trusteeship Committee from a list of two or three candidates selected by the Senate Executive Committee. Upon agreement with the committee chair and committee VP staff, faculty may be invited to attend meetings of the other committees on an ad hoc basis, excluding the committees noted above where ad hoc members are not permitted.

The appointment of the faculty member to the Enrollment and Marketing Committee is coordinated between CSB and SJU.

1.3.6 Faculty Representation on SJU and Joint/Coordinate Committee of the Boards

Section 9.02 of the Saint John's University Bylaws states:

The Chair shall appoint a faculty member and a student per committee, from nominations received from the Faculty Senate and the Student Senate, to serve as young members on certain board committees, as the Chair determines, but including the Academic Affairs, Enrollment and Marketing, Student Development, and Buildings and Grounds Committees. The Chair shall appoint a faculty member to serve as a non-voting member of the (SJU) Finance Committee.

In practice, the faculty member appointed to the SJU Finance Committee also serves as a non-voting member of the Coordinate Finance Committee, and the elected leader of the Faculty Senate serves on the Academic Affairs Committee. The appointment of the faculty member to the Enrollment and marketing Committee is coordinated between SJU and CSB.

1.4 Faculty Role in Governance

1.4.1 Faculty Role in the Governance of the College of Saint Benedict

To further its educational mission and goals, the College of Saint Benedict is committed to cooperation among the Board of Trustees, the administration, the faculty, the students, Saint Benedict's Monastery, and Saint John's University. The broadest possible exchange of information and opinion is necessary for effective planning and implementation of the educational objectives of the College.

Each constituency of the academic community has different initiating and decision-making responsibilities. The primary role of the faculty in governance is the implementation of the educational goals held separately and in common by the College of Saint Benedict and Saint John's University. In this capacity the faculty is primarily responsible for curriculum planning, policy, and review, and curricular requirements including but not limited to: admissions and graduation requirements; the general curriculum; additions and deletions of majors, minors, or programs.

Although changes in educational policy may be proposed by any faculty individual or group, the provost, president or Board of Trustees, any major changes require consultation with the faculty prior to final action by the provost, president, or Board of Trustees as is appropriate, unless there is formal agreement to do otherwise. That consultation would take place through any mutually agreed upon procedure which provides a means for the faculty (as a whole or through authorized representatives) to present its judgment in the form of a recommendation, vote or other expression sufficiently explicit to record the position or positions taken by the faculty.

The faculty is also responsible for the setting and maintaining of faculty standards, including, but not limited to, recommendations regarding tenure, promotion, sabbaticals, and the use of faculty development funds.

Finally, the faculty in collaboration with the Provost is responsible for recommendations regarding the procedures used to determine faculty salary increases and the creation and implementation of faculty salary schedules. The faculty, through its representatives on the Joint Benefits Committee, consults with other employee groups in order to formulate recommendations regarding working conditions and joint employee benefits.

The faculty participates in institutional governance through the Joint Faculty Assembly, and through its representatives on standing committees or *ad hoc* committees of the Joint Faculty Assembly. Faculty members have additional responsibilities to exchange information with and serve as consultants to constituencies of the College. These responsibilities may be fulfilled by participation in committees of the Board of Trustees or the Administration, divisional and/or departmental governance, or *ad hoc* committees.

The faculty is subject to the reserve power of control by the Board of Trustees in their initiation, review and recommendation 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. In particular, no exercise of the powers herein conferred on the faculty that, in the judgment of the President of the College, involves a major issue in the educational policy of the College shall take effect without the concurrence of the President of the College and the approval of the Board of Trustees. The power of review or final decision in these areas is lodged in the Board of Trustees or delegated by

it to the President. Only in exceptional circumstances, however, is non-concurrence exercised, and the reasons for the action are communicated to the faculty by the President.

1.4.2 Faculty Role in the Governance of Saint John's University

To further its educational mission and goals, Saint John's University is committed to cooperation among the Board of Trustees, the administration, the faculty, the students, the monastic community of Saint John's Abbey, and the College of Saint Benedict. The broadest possible exchange of information and opinion is necessary for effective planning and implementation of the University's educational objectives.

Each constituency of the academic community has different initiating and decision-making responsibilities. The primary role of the faculty in governance is the implementation of the educational goals held separately and in common by Saint John's University and the College of Saint Benedict. In this capacity the faculty is primarily responsible for curriculum planning, policy, and review, and curricular requirements including but not limited to: admissions and graduation requirements; the general curriculum; additions and deletions of majors, minors, or programs.

Although changes in educational policy may be proposed by any faculty individual or group, the provost, President or Board of Trustees, any major changes require consultation with the faculty prior to final action by the provost, president, or Board of Trustees as is appropriate, unless there is formal agreement to do otherwise. That consultation would take place through any mutually agreed upon procedure which provides a means for the faculty (as a whole or through authorized representatives) to present its judgment in the form of a recommendation, vote or other expression sufficiently explicit to record the position or positions taken by the faculty.

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of the University, involves a major issue in the educational policy of the University shall take effect without the concurrence of the President of the University and the approval of the Board of Trustees. The power of review or final decision in these areas is lodged in the Board of Trustees or delegated by it to the President. Only in exceptional circumstances, however, is non-concurrence exercised, and the reasons for the action are communicated to the faculty by the President.

1.5 Administration

The administration comprises all persons who have responsibilities for matters of college/university operations apart from instruction of students. The internal organization and reporting structure of administrators and administrative staff are detailed in the appendix to Part I (available from the Human Resources Office). The *Faculty Handbook* includes a brief description of the authority and responsibilities of those administrators who have responsibilities to the academic program.

1.5.1 The Presidents

The president of the College of Saint Benedict is the chief executive officer of the college and reports directly to the Board of Trustees on all matters of college operation. The president of Saint John's University is the chief executive officer of the university and reports directly to the Board of Trustees on all matters of university operation.

The presidents work together to strengthen the coordinate relationship between the college/university while preserving the separate identity of each institution.

1.5.2 The Provost

The provost is the chief academic officer and is accountable to both presidents for oversight of all academic and academically related programs and services in the coordinate curriculum of the college/university. The provost empowers deans, department chairs and other academic administrators to fulfill their responsibilities effectively and efficiently by hiring and retaining a faculty capable of sustaining the coordinate curriculum. The provost also directs the coordinate academic planning process and oversees administration on all academic budgets and the use of academic facilities.

1.5.3 The Dean of the Faculty

The dean of the faculty reports to the provost and represents Academic Affairs in work with the other divisions of the University. The responsibilities of the dean of the faculty include oversight of faculty hiring, faculty development, matters of rank and tenure, the faculty handbook, academic centers and endowed chairs, and campus planning.

1.5.4 The Academic Dean

The academic dean reports to the provost and serves as the key administrator engaged in curricular matters and works with departments and programs on assessment of student learning initiatives. The academic dean's responsibilities include scheduling and evaluation and matters of student and faculty interpretation of educational policies. The academic dean is the final authority on student academic issues. The academic dean is accountable to the provost for the orderly administration of academic programs.

1.5.5 The Dean of the School of Theology

The dean of the School of Theology is the chief administrative officer of the School of Theology, and reports to the president of Saint John's University. The dean holds a faculty appointment at Saint John's University and is a member of the president's staff and coordinate

cabinet. The dean of the School of Theology, in conjunction with the rector, is responsible for informing and seeking advice of the chancellor, the ordinary of the diocese of Saint Cloud and the School of Theology Board of Overseers concerning the professional and religious functions of the school as they may be guided by canonical norms.

1.5.6 Department Chairs

The chair of a department of instruction represents the faculty of that department and has administrative responsibilities within that department. As an administrator, the chair is responsible for the proper functioning of the department; governance, faculty, students and facilities.

Department chairs are tenured/tenure-track faculty members. They report to the academic dean on curricular matters and to the dean of the faculty on faculty matters.