

Faculty

1. Definition of the faculty

The faculty of St. Mary's College of Maryland shall consist of:

- a. all persons occupying full-time teaching positions;
- b. the professional librarians;
- c. the provost;
- d. the president.
- e. the associate provosts who are appointed from the faculty

All persons who do not occupy full-time teaching positions but teach a credit-carrying course at the College are considered to be part-time faculty members.

2. Academic Decision-Making

To exercise its responsibility, the faculty formulates recommendations through the academic decision-making procedures specified in these by-laws.

When the faculty recommendation has been formulated, the provost will either act upon the recommendation or recommend a course of action to the president. The president, in turn, may either act upon the provost's recommendation or recommend a course of action to the Board of Trustees. Actions or recommendations of the provost which are adverse to the faculty's recommendation may be appealed by the faculty senate to the president; actions or recommendations of the president which are adverse to the faculty's recommendation may be appealed to the Board of Trustees.

3. Responsibility of the faculty

The faculty has primary responsibility for recommendations on the academic affairs of the College through the delegated functions of formulating policy proposals and recommending courses of action to the provost who will recommend a course of action to the president of St. Mary's College of Maryland. This responsibility shall include, but not be limited to:

- a. The academic objectives of the College;
- b. The curriculum, including the subject matter and methods of instruction;
- c. The standards and policies governing admission to the College, graduation from the College, and continuing matriculation at the College;
- d. The recruitment, evaluation, and development of the faculty;
- e. The long-range academic development of the College;
- f. The allocation of educational resources; and
- g. Those aspects of student life that are related to the educational process.

The Board of Trustees retains final authority on all matters. However, on matters that are the primary responsibility of the faculty, the power of review or final decision lodged in the Board of Trustees or delegated by it to the president of the College shall be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty.

4. Academic Responsibility of Individual Faculty Members

All faculty members must maintain their professional competence and their ability to display it in their lectures, performances, publications and exhibitions. Faculty members are citizens, members of a learned profession, and officers of St. Mary's College of Maryland. When they speak or write as citizens, while free from institutional censorship, they must remember that their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and

their institution by their public utterances. They should therefore strive to be accurate, to exercise appropriate restraint, and to show respect for the views of others. In their public utterances they should not claim to speak for the institution unless they have specific authorization from the president of the College.

5. Faculty appointment procedures

a. General

- 1.) When a vacancy occurs or a new faculty position becomes available, the provost will consult with the appropriate department chair and the Academic Planning Subcommittee of the Strategic Planning Committee and determine the type of appointment that is to be made. When the College advertises to recruit for the expected vacancy, the type of the available position will be specified.
- 2.) Each person appointed as a full-time faculty member at St. Mary's College of Maryland will serve in one of the four ranks: professor, associate professor, assistant professor, instructor. It is expected that most faculty members will be either on tenured or on tenure-track appointments with contracts appropriate to their rank.
- 3.) Appointment of full-time faculty members shall be made by the Board of Trustees upon the recommendation of the president. No faculty member shall commence his or her employment at the College until the board has formally voted on the appointment.
- 4.) Special appointments of faculty members may be made between meetings by mail ballot or by specific authorization to the president to fill a particular vacancy.
- 5.) As outlined above, this policy does not apply to appointment of temporary faculty members, those appointed by the president for a year or less, usually to carry a teaching load.
- 6.) Faculty contract. A standard form of agreement, the faculty contract, setting forth the conditions of employment, shall be used to formalize the engagement of faculty members.

b. Search and hiring procedures for full-time teaching faculty

- 1.) When a vacancy occurs, the instructional line shall remain assigned to the area of expertise unless the Academic Planning subcommittee of the Strategic Planning Committee recommends a change to the faculty senate. The senate shall consider the recommendation of the Academic Planning Committee and make its own recommendation concerning rank, area of expertise, and salary range to the provost. If the provost rejects the senate recommendation, the faculty senate shall make another recommendation. The provost, then, shall announce the final decision to the College community.
- 2.) Following this, a search committee shall be formed, composed of the department chair, one or two faculty members elected by the department faculty, and one faculty member appointed by the provost. The Search committee consults with the affirmative action/ equal employment opportunity officer for guidance on conducting a search.
- 3.) The search committee advertises the position and screens the applications, and then consults with all faculty in the area of expertise for advice in the selection of candidates for interviews. The committee recommends interview procedures to the provost. All interviews are announced to the College community and all interested persons are given an opportunity to meet candidates.
- 4.) The department chair, reflecting the advice of the Search Committee and after consultation with departmental faculty, recommends an appointment to the provost who, in turn, makes a recommendation to the president.
- 5.) Contracts to the faculty are offered by the president and approved by the Board of Trustees on the basis of recommendations by the department chair and the provost.
- 6.) Each appointment of a faculty member is validated by a formal written contract between the appointee and the College.

7.) The contract will state the rank, salary, length of agreement, and other considerations of appointment. A copy of the contract, along with a copy of the *Faculty Handbook*, is presented to each prospective faculty member prior to acceptance of the offered appointment.

8.) The contract will be in the possession of both the College and the appointee before the appointment is consummated.

9.) The signed acceptance of the offered contract constitutes an obligation of the appointee to be bound by all terms of the contract. The signature of the president of the College will signify the institution's commitment to the contract. In the event that the provost or the president does not concur with the recommendation of the search committee, the search committee will meet with the provost or the president and then make another recommendation.

10.) The Board of Trustees makes the appointment and announces it to the College community.

c. Appointment Types

Appointments may be temporary, tenure-track, or tenured.

1.) Temporary appointments of individuals include the following titles, visiting, term, and adjunct. The rank of temporary faculty members will be determined using the same criteria (see section IV.C) for appointing tenured or tenure-track faculty to a rank, with the exception of criteria for service to the College.

a.) Visiting

Visiting appointments are made to replace a faculty member on leave or when the College has been unable to fill a tenure-track or a tenured position. Normally, a faculty member will serve in a visiting capacity for one or two years.

b.) Term

Term appointments are one- or two-year appointments that may be renewed for a total stay at the College normally not to exceed four years. Term appointments are made for positions that are not suited for a tenure-track appointment or where it is undesirable to make a tenure-track appointment due to current staffing patterns or expected enrollment or program changes.

c.) Adjunct

Some adjunct faculty are full-time, some are part-time, and some move from full- to part-time status and vice versa from semester to semester. Others hold full-time administrative appointments and also regularly teach for the College. An appointment to an adjunct position may originate with a department or with the provost. If initiated by a department, the department chair will forward a recommendation of approval of the appointment to the provost following formal consultation with departmental faculty. An appointment may originate with the provost, in which case it will be referred to the relevant departments for a consultation and approval process comparable to that described above. A contract for appointment as adjunct faculty should be for one year. If appropriate, at the end of the appointment term, the adjunct faculty member may be reviewed for renewal following the process already outlined.

d.) Eminent Scholars

Distinguished persons may be appointed to the faculty as Eminent Scholars upon the recommendation of the president but only with the concurrence of the provost and the faculty senate. Eminent Scholar appointments are for a specified period of time and do not lead to tenure.

2.) Tenure-track and tenured Appointments

a.) Tenure Track

A person appointed to a tenure-track position receives probationary employment that may lead to tenure, subject to the procedures, guidelines, and standards described in this document.

b.) Tenured

Persons who have been granted tenure may expect continuous employment at St. Mary's College of Maryland subject to the conditions outlined below (in section IV.D).

4.) Distinguished persons

Distinguished persons may be appointed by the board upon recommendation of the president, but only with the concurrence of the provost of the College and a majority of the entire faculty. Such appointments shall be for a specific period of time and will not be on the tenure track.

5.) Emeritus and Emerita Rank

a.) Conferring Emeritus status on retired tenured faculty members

The rank of Professor Emeritus or Professor Emerita is a distinct honor that may be conferred only upon those faculty members who retire from the College, after having distinguished themselves through sustained high quality of teaching and service to students, scholarly achievement, and service to the College. The rank exists to recognize outstanding accomplishment and loyalty to the College and to provide the opportunity for continuing institutional affiliation after formal retirement.

b.) The following guidelines shall be appropriate qualifying criteria for these ranks:

i. He or she shall have at least ten years of service as a full-time faculty member at St. Mary's College.

ii. He or she shall have submitted his or her retirement request.

iii. He or she shall hold the rank of Professor at the time of the retirement request.

iv. The Board of Trustees may waive these criteria to permit the awarding of Emeritus or Emerita rank to faculty members of distinguished achievement.

v. The following procedures shall be followed in awarding the Emeritus or Emerita rank to faculty members of distinguished achievement:

vi. A candidate for emerita or emeritus status must be recommended by a majority of the faculty members of the department. The recommendation is forwarded, in writing and with supporting reasons, to the provost.

vii. The provost makes a recommendation to the president who, in turn, makes a recommendation to the Board of Trustees.

viii. The Board of Trustees makes the appointment.

c.) The following privileges shall accrue to holders of the rank of Professor Emeritus or Professor Emerita:

i. They, their spouses and dependents shall have full access to the physical facilities of the College, consistent with the privileges of a full-time faculty member.

ii. Whenever possible, they shall be provided with office space.

iii. They shall be entitled to a mailbox in an appropriate office and the same mailing privileges for professional correspondence as a full-time faculty member.

iv. They shall have access to secretarial services on a time-available basis, as determined by the provost.

v. They, their spouses and dependents shall receive the same discount for all College events and productions as received by full-time faculty members.

vi. They shall be entitled to use the name of the College as an institutional affiliation on grant proposals, fellowship applications, publications, exhibits, etc., subject to the same restrictions and regulations as for full-time faculty members.

vii. They may be invited to serve in an advisory capacity on College committees, at the discretion of the provost or the president.

More details concerning faculty appointment, criteria for rank, etc can be found in section IV. by-laws for appointments and evaluations

