

CSB/SJU Faculty Handbook Committee

Annual report, academic year 2021-2022

Submitted by Phil Chu, Chair
21 June 2022

Membership 2021-2022

For the Faculty Handbook Committee (FHC) in academic year 2020-2021, voting members were:

Phil Chu	(BIOL, tenured)	2020-2023 (chair)
Alexa Evenson	(NUTR, tenure-track)	2019-2022
Jim Read	(POLS, tenured)	2021-2024
Terri Rodriguez	(EDUC, tenured)	2020-2023
Megan Sheehan	(SOCL, tenure-track)	2021-2024

The FHC also has one nonvoting member, Dean of the Faculty Pam Bacon.

Tasks completed 2021-2022

FHC responsibilities include processing proposed amendments to the Faculty Handbook, helping to interpret the handbook, and managing the initial stages of any grievances.

GRIEVANCES

In 2021-2022 there were no grievances.

HANDBOOK INTERPRETATION

In 2021-2022 the FHC was twice asked to help interpret the handbook

1. The Nursing Department was starting to develop a new track for its Doctor of Nursing Practice (DNP) program, and wanted to know if institutional approval for the new track should be sought using the protocol in handbook section 4.4.2 (“Addition of a Post-Baccalaureate Academic Program”). This question was pertinent because the new DNP track would not itself be a new program; at the same time, it would be more substantive than a track within an undergraduate major – the latter tend to be mere advising devices, whereas the former would have to be accredited separately from existing tracks in our DNP.

Neither the letter nor the spirit of 4.4.2 – understanding the spirit was greatly aided by Matt Harkins, chair of the ad hoc committee that had developed 4.4.2 – indicate that it should be applied to a new track within an existing graduate program. Therefore we told the Nursing Department that it did not need to follow 4.4.2, and that it should instead use the normal revision-to-a-program process overseen by the Academic Curriculum Committee.

However, the chair and vice-chair of the Joint Faculty Assembly (JFA) then argued that, because the new DNP track would be intermediate between a new graduate program and a new track in an undergraduate major, it would require a

new protocol for institutional approval. Given that drafting and approving a new protocol would require much or all of the 2021-2022 academic year, the chair and vice-chair eventually told Nursing that the quickest way forward would be to follow 4.4.2 (because 4.4.2 already exists – doesn't need to be drafted and approved – and because Nursing, having previously used 4.4.2 to gain approval for its DNP, would be able to easily adapt its previous 4.4.2 proposal for the new DNP track).

2. Handbook section 5.3.a.9 states that, "Only elected, appointed or ex-officio faculty members of standing committees vote on matters before the committee," and it also states that, "Ex-officio administrative members...are not voting members" – but there are some ex-officio committee members who have both faculty contracts and reassigned time for administrative work. The chair of the JFA wanted to know if such individuals should be treated as ex-officio faculty members (and so have voting rights) or ex-officio administrative members (without voting rights).

In response, we restated the obvious – that 5.3.a.9, as written, is unclear – and suggested that the situation could be resolved by submitting to us a proposal for clarifying changes to the language of 5.3.a.9. The JFA chair did then submit a proposal; see Appendix 4 below.

HANDBOOK CHANGES

Part II

Changes to part II to make it consistent with part-IV changes to the Post-Tenure Faculty Development program (see below): Appendix 1.

Part IV

Changes to the Post-Tenure Faculty Development program: Appendix 2.

Part V

1. Faculty representation on the future Common Boards of Trustees under the Strong Integration initiative: Appendix 3.
2. Clarification of voting rights on standing faculty committees: Appendix 4.

Editorial Revisions

1. Changing references to chair/vice-chair of the Joint Faculty Senate to chair/vice chair of the Joint Faculty Assembly: Appendix 5.
2. Changing to "ex-officio" all other forms of the phrase, and changing the phrase "ex-officio administrative" to "ex-officio": Appendix 6.

Membership 2022-2023

At the end of the 2021-2022 academic year, Alexa Evenson completed her three-year term on the FHC; to fill the vacancy left by Alexa's departure, the faculty elected Bernie Elhard to a three-year term. Thus for academic year 2022-2023 the FHC will have the following voting members.

Phil Chu	(BIOL, tenured)	2020-2023
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Bernie Elhard	(NUTR, tenured)	2022-2025
Jim Read	(POLS, tenured)	2021-2024
Terri Rodriguez	(EDUC, tenured)	2020-2023 (chair)
Megan Sheehan	(SOCL, tenure-track)	2021-2024

Appendix 1

Revisions to section 4.2 (see Appendix 2 below) necessitated changes to section 2.8, so that 2.8 would be consistent with the revised 4.2.

2.8 Post-Tenure Faculty Development Program

The Post-Tenure Faculty Development Program is proposed within the context of the tenure system and in no way jeopardizes a faculty member's tenured status. It provides a systematic opportunity for tenured faculty to reflect on teaching, scholarship and creative work, and/or service activities. The program assists the faculty in planning a course of professional development for the future in an atmosphere of collegial and institutional support. With the advice and assistance of a ~~post-tenure faculty development program~~ **the Post-Tenure Faculty Development Program** coordinator ~~for each campus~~, faculty design ~~their~~ professional development programs to fit their particular fields, activities, interests, and ~~life and career culture that fosters it~~ **goals**.

Procedures for the implementation of the Post-Tenure Faculty Development Program are found in Section 4.2.

Appendix 2

Rationale: The Faculty Handbook Committee has revised Section 4.2 of the Handbook in response to the motions passed by the Senate in its meeting on March 29, 2022 (minutes available [HERE](#).) The following two motions are pertinent to this revision.

Motion 1 [from JFS 2022-03-29]: The Joint Faculty Senate endorses the following recommendations made by the Ad Hoc Committee on Post-Tenure Development in its Report.

- 1) There should be one director and participants should be drawn from both campuses.
- 2) The director should aim to get a maximum of 10 members of the faculty involved in any given year.
- 3) The director needs formal training for the role. This training should be paid for by the institutions.
- 4) The process should be strictly formative and voluntary. There should be no review component.
- 5) Department chairs and academic affairs officers should not be involved in the process and should not have access to any of the written materials created as part of the process.
- 6) Only participants in the process and the director will have access to any written materials created as part of the process.
- 7) The director's training needs to include the legal, procedural and interpersonal aspects of maintaining confidentiality throughout such a collective process of reflection.
- 8) Institutional funds should be secured to provide financial support for personal or professional development projects emerging from the process. The acceptable scope for such projects should be wider than what is allowed for FDRC applications at this time (e.g. including things like continuing education, certification training, summer camps or retreats, projects that are not directly linked to teaching, research, or institutional service.)
- 9) Faculty should have the option to apply for such support funds at the completion of the process.
- 10) Such application will not be required – some participants may be satisfied just with the reflective process itself.
- 11) The FDRC will review these applications. These would be the only other institutional personnel given access to written materials created in the process.
- 12) The director will have the responsibility of following up with participants after two or three years to get evaluative feedback on the process.

Motion 2 [from JFS 2022-03-29]: The Senate endorses that the coordinator writes an annual report (sent to the Dean of the Faculty) on the activities of the program (which summarizes but does not identify specific faculty members or evaluations) and follows up via a conversation with program participants two to three years after the year of participation.

4.2 Further Procedures for Faculty Review

These procedures are the means by which the Post-Tenure Faculty Development Program is implemented.

4.2.1 The Post-Tenure Faculty Development Program Coordinator

The ~~post-tenure faculty development~~ Post-Tenure Faculty Development Program coordinator is a tenured faculty member elected to a three-year term by the faculty ~~at his or her respective campus~~. The ~~program~~ coordinator ~~notifies~~ recruits faculty ~~of his or her anticipated participation to participate~~ in the ~~program~~; program, based on eligibility as set out in Section 4.2.2 below. The coordinator meets ~~individually~~ with program participants ~~in the fall term~~ to discuss ~~goals~~ the post-tenure program, the process of reflection, and the ~~plan~~ development of personal goals for continued professional ~~development~~; coordinates development. In the spring semester, the ~~coordinator schedules and facilitates collegial interaction of among~~ program participants; ~~aids faculty in procuring appropriate resources; consults with department chairs, the director of the Learning Enhancement Services and the chair of the Faculty Development and Research Committee and with them serves as a resource person for program participants; and~~ participants to aid in further reflection and conversation about participants' chosen professional goals. Based on these goals, and if desired by the participant, the coordinator will provide feedback and support in developing a proposal to be submitted to the FDRS for post-tenure-development funds. At the end of the academic year, the coordinator writes an annual report (sent to the Dean of the Faculty) that summarizes ~~on~~ the activities of the program but maintains the anonymity of the participants. The coordinator also gathers evaluative feedback on the program from participants two to three years after the year of participation to improve the program.

4.2.2 Frequency of Participation

All tenured faculty whose most recent rank and tenure review ~~was 10 or more~~ occurred at least 5 years ~~ago~~ must prior to the year of potential participation are eligible to participate, ~~and participation will continue at 10-year intervals thereafter~~. Participants are eligible to participate again after at least 5 years have passed. The ~~Each~~ program coordinator will direct 4 to 10 participants per year. ~~The starting date~~ Priority for participation is ~~based upon the date of tenure, with~~ given to those having the longest ~~tenures the first participants~~ time since either rank and tenure review or previous participation.

4.2.3 Procedures for the Post-Tenure Faculty Development Program

The ~~Post-tenure~~ Post-Tenure Faculty Development Program includes the following ~~steps~~: steps.

- a. **Establishment of Goals:** At the beginning of the year of participation, each faculty member will assess ~~career~~ accomplishments and identify goals for further development ~~over the next three to five years~~ in ~~three~~ at least one of the

~~following~~ areas: teaching, scholarship and creative work, and/or service ~~activities~~. This process ~~of reflection~~ will include two components: an oral discussion with at least one other tenured faculty member from either inside or outside the participant's department and the preparation of a written ~~report summarizing the accomplishments and identifying goals, which will be given to the program coordinator and the faculty member's departmental chair~~ **summary** as detailed in Section 4.2.3.c.

b. **Identification of Strategies:** ~~Following this reflection and during the course of the year, each~~ **Each** participant will identify strategies to achieve ~~goals for his or her professional development~~ **goals** and ~~suggest ways the College of Saint Benedict/Saint John's University could provide resources to assist the plan of development that would support the achievement of those goals.~~ All ~~program~~ participants will ~~consult with their department chairs and~~ meet at least twice per semester with each other and the program coordinator to discuss their goals, ~~and strategies, and desired resources.~~ Each faculty member is encouraged to be creative in designing ~~his or her own~~ **their** program goals and strategies. ~~Sample Possible~~ components of program design might include (but are not limited to):

1. ~~Development of regular peer partnership activities~~ **Collaborating** with another faculty member or group of faculty members ~~who might to observe classes and discuss teaching, or to discuss one's~~ scholarly activity.
2. ~~Redesigning courses through intensive reading, reorientation of content, reconsideration of pedagogical technique, reflection on student feedback, new use of technology, experiments with team teaching, videotaping of classes, consulting with colleagues on other campuses, applying for release time for developing new courses, attending appropriate conferences, and so on~~ **Course redesign.**
3. **Learning, developing, and implementing new pedagogical techniques or technologies**
4. Planning a **new** program of scholarship and creative work: ~~assessing direction through consideration of disciplinary development and personal interest, intensive reading, networking with scholars of like interest, attending conferences, planning and taking research trips, writing research grants, applying for reassigned time for research, carrying out research, writing drafts of research and receiving feedback.~~
5. Planning **new** directions ~~of for~~ future service activities.

c. **Proposal Written Summary:** Each participant ~~will prepare a proposal which will be given to the department chair, program coordinator and the academic~~

~~dean. It will summarize the reflection; clarify the goals, in writing their goals and the strategies and resources needed for the development plan; and project strategies to be initiated during the following one to two to achieve those goals over the next three to five years. It will be due April 1. The chair and the academic dean will provide a written response by September 1. The summary will be shared with the program coordinator, and the coordinator will notify the participant's department chair that the participant has completed the program.~~

- d. **Report Proposal:** ~~Within two years, participants will report to their departments on the implementation of their development plan.~~ Participants may apply for a Post-Tenure Development (PTD) grant upon completion of the program. Eligibility extends for one fiscal year beyond the program's end. PTD grants are overseen by the FDRC and are intended to support goals articulated in a participant's written summary.

Appendix 3

Proposal for a new model of faculty representation to the Common Boards of Trustees under the new Strong Integration structure

DRAFT status: October 22, 2021

The JFA approved the following motion at its meeting of December 3, 2020:

The Joint Faculty Assembly charges the Senate Executive Committee to appoint an ad hoc committee for the purpose of drafting a proposal for a new model of faculty leadership and representation to the future common board of trustees under strong integration. The ad hoc committee shall make an initial report to the JFA in the spring semester 2021.

The Executive Committee appointed the following members to the ad hoc committee: Gregory Schroeder, Claire Haeg, Parker Wheatley, and Clark Cotton.

Proposal: The ad hoc committee proposes a set of revisions to FHB Part V to

- create a new position of Faculty Trustee on the Common Boards (proposed 5.5.1)
- specify faculty representation on the new committees of the Common Boards (proposed 5.5.2)
- revise the duties of the Chair and Vice Chair of the JFA and the Senate Executive Committee to reflect the above changes (5.2, 5.4.5, 5.4.6)
- revise the composition of the Joint Faculty Senate to add the Faculty Representative to the Common Boards of Trustees as an ex officio, non-voting member (5.4.3.3)

Rationales:

1) The new Common Boards of Trustees for CSB and SJU, per strong integration, will include one faculty member as a non-voting trustee. The committees of the CSB and SJU Boards have been reconfigured to create common committees for the Common Boards; faculty representation on the new committees will likewise be reconfigured. The common board is expected to convene in January 2022.

2) In the current representational model, the JFA Chair serves on one board, the JFA Vice Chair serves on the other board, and both serve together on the Joint Board. They serve staggered, two-year terms. That model of faculty representation will not work in the new Common Boards structure with one faculty representative. If we do not develop a new representational model, the JFA Chair would (presumably) serve as the faculty representative to the Common Boards, but only for the one year of service as Chair. The result would be a different faculty representative each year, which in turn would exacerbate a problem in the current model: shorter terms for the faculty representative to the Board would make it even more difficult to get up to speed, develop relationships, and function effectively before the term was over. Therefore, a new model must be developed and implemented.

3) The term for trustees is three years, and so it makes sense to have a Faculty Trustee on the Common Boards who will likewise serve a three-year term. Because of the two-year term of the Vice Chair/Chair and reasons articulated in rational 2 above, it makes sense to create a new, separate position of Faculty Trustee. It is furthermore necessary to determine the selection process; this proposal foresees election and recommendation by the Joint Faculty Senate.

4) The new Faculty Trustee will need to be integrated with faculty governance to re-create the present connection via the JFA Chair and Vice Chair, and so the proposal foresees making the Faculty Trustee an ex officio, non-voting member of the Joint Faculty Senate and the Senate Executive Committee.

5) Given the new committee structure for the Common Boards of Trustees, it is necessary to devise and specify a new structure of faculty representatives to those committees to:

- anchor the new Faculty Trustee in the committee structure (proposed: new Strategic Growth and Mission)
- keep the Chair and Vice Chair involved with the Boards via membership in the successor to the Joint Academic Affairs Committee (proposed: new Student Experience committee, which combines the former Joint Academic Affairs Committee and the separate Student Development committees)
- build upon the present responsibility of the Chair and Vice Chair of the JFA to appoint faculty representatives to committees of the CSB and SJU boards, but shift the appointment function to the entire Senate Executive Committee for faculty representatives to other committees of the Common Boards (proposed: External Engagement committee, Strategic Resources committee, and any potential subcommittee appointments)
- stabilize faculty representation by specifying three-year terms (except in the case of the Chair and Vice Chair, whose terms will remain at two years) and by specifying communication among the new Faculty Trustee, the Chair/Vice Chair, and faculty representatives to the committees of the Common Boards.

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 ~~of Trustees~~, 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 ~~of Trustees~~ 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 ~~of Trustees~~. The power of the review or final decision in these areas is lodged in the **Common** Boards ~~of Trustees~~ 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:

- a. full-time tenured/tenure-track faculty (see Section 2.1.2.1),
- b. reduced-load tenured/tenure-track faculty (see Section 2.1.2.2), or

- c. 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:

- a. deliberate and act on behalf of the whole faculty on all matters relating to Part II of the Faculty Handbook;
- b. 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);
- c. 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);
- d. deliberate and act on behalf of the whole faculty on any other matters which are the concern or responsibility of the joint faculty; and
- e. 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:

- a) 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.
- b) 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.
- c) 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:
 - 1. 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.
 - 2. 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.
 - 3. The procedures for electronic voting are as follows:
 - (i) The Chair of the Joint Faculty Senate 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 Senate 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 Senate 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;~~ ~~Assembly.~~
- b. ~~report to the Joint Faculty Assembly appropriate matters from the college's [university's] Board of Trustees.~~

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;~~ ~~absent.~~
- b. ~~report to the Joint Faculty Assembly appropriate matters from the college's [university's] Board of Trustees;~~

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

ALL OF 5.3 AND ITS SUBSECTIONS ARE UNCHANGED

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:
 1. 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
 2. 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:
 1. 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.
 2. 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.

3. 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.
1. **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.
 2. **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).
 1. 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.

2. 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.
3. 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.
4. To the extent possible, terms of service are staggered such that one third of Senators are elected in each academic year.
5. 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.
6. 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 serve 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.

- b. **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 the faculty representative to whichever Board of Trustees (CSB or SJU) on which the immediately preceding Chair did not serve.~~ **Serve as one of two faculty representatives on the Common Boards 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 the faculty representative to whichever Board of Trustees (CSB or SJU) on which the immediately preceding Vice-Chair did not serve.~~ **Serve as one of two faculty representatives on the Common Boards 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:
 - 1. maintaining a manual of the policies and procedures of the JFA and its committees,

2. resolving jurisdictional issues among committees of the assemblies,
 3. monitoring the effectiveness of the committee structure and recommending adjustments or changes when necessary,
 4. at least once a year, arranging for reports to the JFS, from each standing committee of the JFA, and
 5. 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:
1. an annual calendar of meetings of the JFA and JFS each August for the following academic year; and
 2. 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. ~~The Chair and Vice Chair of the Executive Committee appoint~~ **Appoint** faculty members to serve as ~~non-voting members~~ **faculty representatives** on **committees of the Common Boards of Trustees** ~~committees, as requested (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 ~~SJU Board of Trustees and the GSB Board of Trustees~~ **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; [NOTE: pending -- this item is presently under consultation with the Presidents and Boards. 10-22-2021]

- 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.

Appendix 4

Rationale:

The current faculty handbook has some ambiguity on voting rights on standing committees. Specifically, in section 5.3 a.9., the first sentence has and could lead to some confusion. While it might naturally seem that on individuals who represent faculty are voting members of these committees, there are administratively-appointed members who retain faculty status or who obtain faculty status (by virtue of teaching a single course). As such, an individual might construe the phrase “ex officio faculty members” as conveying a voting right on the committee despite their position being one of administrative appointment as opposed to faculty representation. In addition, the handbook has no positions designated as “ex-officio faculty members” for any staffing of standing committees. The only positions are (1) the faculty representatives, (2) administrative members, and (3) consultants. To clarify the language of the handbook, the following adjustment to 5.3 a.9. is proposed.

9. Only ~~elected~~, **elected or faculty**-appointed ~~or ex-officio faculty~~ members of standing committees **or subcommittees** vote on matters before the committee **or subcommittee**. **Consultant members and ex-officio** ~~Ex-officio administrative~~ members **and consultants** are not voting members of standing faculty committees or subcommittees.

Appendix 5

RATIONALE FOR EDITORIAL CHANGES

The chair and vice-chair of the Joint Faculty Assembly (JFA) are also chair and vice-chair of the Joint Faculty Senate (JFS), and currently the Faculty Handbook uses these titles interchangeably; however, the former titles (chair and vice-chair of the Joint Faculty Assembly) are the proper ones. The chair and vice-chair are elected as chair and vice-chair of the Assembly; once elected they are, by virtue of their respective offices, also chair and vice-chair of the Senate. But the titles they earned via election take priority over any other titles that might come with their offices. Thus, Kamala Harris was elected Vice-president of the United States, and by virtue of that office she also assumes the title of President of the Senate – but we refer to her as the Vice-president, i.e., we refer to her by her elected title, not her ex-officio title.

2.16.4.2 Amendments to Part IV or Part V

When the Faculty Handbook Committee, the President(s), the provost, and the chair of the Joint Faculty **Senate Assembly** agree that in the best interests of the college [university] an immediate modification in Part IV or Part V is necessary, they may call a special meeting of the Joint Faculty Assembly in accord with Assembly procedure for the purpose of voting on the proposed modifications.

5.1.3. Procedures

h) Electronic voting

3. The procedures for electronic voting are as follows:

- (i) The Chair of the Joint Faculty **Senate 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 **Senate 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.

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 **Senate 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.

5.3.1.1 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 senate~~ Faculty Assembly. At least three members of the committee must be tenured.

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

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 administrative members are:

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

5.3.9.1 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 administrative members are:

- b. the provost or a delegate appointed by the provost.
- c. Vice chair of the Joint Faculty [Senate Assembly](#).

Consultants are:

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

Appendix 6

RATIONALE FOR EDITORIAL CHANGES

The Latin phrase meaning “by virtue of an office or position held” appears in the Faculty Handbook as “ex officio,” “*ex officio*,” and “ex-officio.” The form used most frequently in the handbook is “ex-officio,” so the Faculty Handbook Committee changed every instance to “ex-officio” in the interest of uniformity.

In addition, the phrase “ex-officio administrative members” appears repeatedly in the Handbook. Its use was, perhaps, intended to distinguish ex-officio members who are administrators from ex-officio members who are faculty, because section 5.3.a.9 used to state explicitly that ex-officio *faculty* members of standing faculty committees could vote on matters before the committee, whereas ex-officio *administrative* members could not. However, this distinction was rendered moot in January 2022, when the Joint Faculty Senate (JFS) voted to change section 5.3.a.9 to simply state that ex-officio members cannot vote. See Appendix 4 above.

Given that there are now no distinctions among ex-officio committee members with regard to voting rights – now none of them can vote – the Faculty Handbook Committee replaced every instance of “ex-officio administrative members” with the simpler phrase “ex-officio members.”

(Incidentally, even as a mere descriptor the phrase “ex-officio administrative members” is not wholly satisfactory. See, e.g., the current versions of sections 5.3.3.1 and 5.3.4.1, which list *students* as ex-officio *administrative* members of standing faculty committees.)

2.6.5.4.1 Meeting with the Candidate

On completion of its review, the committee schedules a mandatory meeting among one of its members, the candidate, the dean of the faculty [the dean of the School of Theology as appropriate], and the department chair to clarify for the candidate its evaluation and, for those candidates endorsed for continuation toward tenure, the committee’s expectation prior to sixth-year review. If new or clarifying information is discussed during the meeting the candidate may submit a written response to the meeting regarding this new information. The candidate’s response will be reviewed and endorsed by the dean of the faculty acting as ~~ex-officio~~ **ex-officio** member of the committee. This endorsed response will be an addendum to the third-year review letter and included in the tenure file.

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:

- a. full-time tenured/tenure-track faculty (see Section 2.1.2.1),
- b. reduced-load tenured/tenure-track faculty (see Section 2.1.2.2), or

c. 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~~ **ex-officio** members.

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 Senate are ~~ex-officio~~ **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~~ **ex-officio** secretary and parliamentarian for meetings of the separate assemblies.

5.3 Standing Committees of the Joint Faculty Assembly

a. General Procedures for Standing Committees

8. An ~~ex-officio~~ **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 to 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.

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 senate. At least three members of the committee must be tenured.

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

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~~ Ex-officio ~~administrative~~ members are:

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

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 ~~administrative~~ 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.

5.3.4.1 Composition

The members of the Academic Curriculum Committee are:

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

Ex-officio ~~administrative~~ members are:

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

- 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.

5.3.5.1 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 [administrative](#) members are:

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

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 [administrative](#) members are:

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

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 [administrative](#) members are:

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

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 [administrative](#) members are:

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

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~~ **ex-officio**, non-voting advisor to the Chair, Executive Committee and the JFS.