

Statutes of the Faculty

Of the

College of the Holy Cross

Worcester, Massachusetts

Adopted October 1968

The Dean's Office continues to work on detailed documentation of historical changes to the Statutes. References to Statute changes are now noted as endnotes.

From: The Board of Trustees, College of the Holy Cross

To: The Faculty, College of the Holy Cross

1. In order to provide for the orderly pursuit of the objectives of the College of the Holy Cross as a Catholic institution of higher learning and to provide for effective Faculty participation

## CHAPTER I: THE STRUCTURE OF THE FACULTY

- A. Definition of the Faculty
- B. The Finance and Planning Council
- C. The Student Life Council
- D. The Academic Governance Council
- E. The Faculty Assembly

## CHAPTER II: FACULTY RANKS, APPOINTMENTS, TENURE AND PROMOTION

- A. Faculty

2. Committee on the Curriculum
3. Committee on Academic Programs
4. Committee on Faculty Scholarship

C.

G. Leaves: Other Considerations

## CHAPTER V: FACULTY BENEFITS AND PRIVILEGES

A. Faculty Benefits

1. Tuition Benefits

## CHAPTER VI: RETIREMENT OF FACULTY

A. Retirement for Age

B. Retirement for Disability

## CHAPTER VII: DISMISSAL OF MEMBERS OF THE TEACHING FACULTY FOR CAUSE

## CHAPTER VIII: ACADEMIC FREEDOM

A. Principles Regarding Academic Freedom

B. Policy on Speakers



Every member of the faculty, as defined above has the right to vote at all meetings of the Faculty Assembly and in mail or electronic balloting of the faculty. Members of the ordinary ranks of the teaching faculty with concurrent part-

- a. Advises the President on long-term financial planning needs and on general budget policy for each fiscal year.
- b. Discusses priorities, makes recommendations, and hears explanations of budget and planning decisions made by the President.
- c. Receives recommendations from the Provost and Dean of the College and from the Senior Vice President for Student Development and Mission on behalf of the Academic Governance and Student Life Councils; and reports decisions to these councils promptly and regularly.

Meets with the Faculty Compensation Committee during the Spring semester and receives recommendations to be considered when salary and benefits figures are being set during the next budget planning cycle.

- e. Can create ad hoc committees. These may be constituted from its own membership, or any other member of the College community.
- f. Determines its own rules of order or conducts its meetings according to *Robert's Rules of Order, Newly Revised*. The Finance and Planning Council meets at least once a month during the academic year. Additional meetings may be called by the Chair or by a majority vote of the members of the Finance and Planning Council.

The Finance and Planning Council is composed of the President (Chair), the Provost and Dean of the College, the Senior Vice President for Strategic Initiatives and Chief of Staff, the Senior Vice President fo2.6 (t)-2 (a)10P2.6e



- a. Two teaching faculty shall be elected as Elected Teaching Faculty FPC Members by the teaching faculty from a slate proposed by the Committee on Nominations and Elections.
- b. The administrative faculty shall determine their own election procedures.
- c. The students shall be selected in a manner determined by the Student Government Association.

- a. The term for the Finance and Planning Council Members appointed by the Academic Governance Council shall be designated by the Academic Governance Council.

- b. The terms for the Elected Teaching Faculty FPC Members shall be two years. The terms of the Elected Teaching Faculty FPC Members shall be staggered.

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- a. Advises the Senior Vice President for Student Development and Mission on all areas of his or her responsibility including housing and residence life, student activities, counseling and health services.
- b. Discusses and makes recommendations on issues concerning student life to the Senior Vice President for Student Development and Mission and/or the Finance and Planning Council.
- c. Distributes notices of decisions made or pending to the Academic Governance and Finance and Planning Councils, the Student Government Association, the Office of College Chaplains, and student affairs professionals subordinate to the *ex officio* members of the Council.
- d. Can create *ad hoc* committees. These may be constituted from its own membership, or any other member of the College community.
- e. Determines its own rules of order or conducts its meetings according to *Robert's Rules of Order, Newly Revised*. It meets at least once a month during the academic year. Additional meetings may be called by the Chair or a majority vote of the members of the Student Life Council.

This council is composed of the Senior Vice President for Student Development and Mission (Chair), the Associate Vice President for student Development and Dean of Students, the Director, Student Inclusion and Belonging, the Director of Counseling and Psychological Services, the Director of the Office of the College Chaplains, one of the Class Deans, appointed by the Dean of the College or her or his designee, one teaching faculty member elected at large (“Elected Teaching Faculty SLC Member”), one faculty member appointed by the Academic Governance Council from the sitting members of the Academic Governance Council, the Associate Vice President for Intercollegiate Athletics, Athletics Director and four students selected by the Student Government Association.

Teaching faculty members are eligible for election as the Elected Teaching Faculty Member to the Student Life Council, provided that they are instructors or assistant professors who have been at the College of the Holy Cross at least two years, or

- b. The students shall be selected in a manner determined by the Student Government Association.
  
- a. The terms for teaching faculty members appointed by the Academic Governance Council shall be

The academic governance council (“Academic Governance Council”):

- a. Represents faculty interests regarding all issues of an academic nature at the College;
- b. Serves as a primary resource for addressing faculty concerns about any matter affecting the academic life of the College. Faculty members may approach the Academic Governance Council at any time with such concerns and requests for action. The Academic Governance Council may request information relevant to the academic governance of the College and consult with any individual or group at the College.
- c. Serves as the primary body representing the faculty in all matters relating to the College administration and areas outside Academic Affairs.
- d. Advises the Provost and Dean of the College on the administration of Academic Affairs, is responsible for approving non-statutory academic policy changes related to the academic calendar and curricular programs, and works together with the Provost and Dean of the College to establish academic policies and initiatives.
- e. Is responsible for reviewing and recommending changes in policies on all issues of teaching faculty status including hiring, tenure, promotion, professional standards, academic freedom and other policy matters that relate to the professional responsibilities and performance of the teaching faculty. The Committee on Tenure and Promotion reports to this committee when its deliberations raise questions that may require changes of policy concerning tenure and promotion. The Committee on Faculty Affairs reports to this committee when its deliberations raise questions that may require changes of policy concerning grievances or dismissal. The Provost and Dean of the College shall consult with the Academic Governance Council regarding any academic policies affecting the faculty or the academic experience of students.
- f. Informs academic departments and the faculty about governance activities, and its members communicate the views and concerns of the departments and of individual faculty members to deliberations of the Academic Governance Council. It encourages and facilitates communication within the College among students, administrators, and teaching faculty, and maintains regular communication with the Finance and Planning Council and the Student Life Council.
- g. Sets the agenda for discussion and voting for all meetings of the Faculty Assembly except those called by petition of members of the faculty, or special meetings called by the Speaker of the Faculty. All statutory changes must be presented to the Academic Governance Council prior to being presented to the Faculty Assembly. Upon recommendation of the Curriculum Committee, the Academic Governance Council shall transfer proposals for curricular changes that are not within the mandate of the



- m. All elected academic committees of the faculty report to the Academic Governance

Council and through it to the Faculty Assembly. These committees are the Committee

From the list from the Committee on Nominations and Elections, each faculty member in such department may nominate one eligible tenured teaching faculty member in their department. The eligible teaching faculty member with the highest nomination total from each department shall be nominated to be listed on the election ballot; provided, that in the event of a tie, the Speaker of the Faculty shall select the nominee. In the event that the service by a department member on the Academic Governance Council would pose an undue burden on the department, the department chair may request an exemption from nominating a candidate from the Provost and Dean of the College, the Speaker of the Faculty, and the vice-chair of the Academic Governance Council and such exemption must be approved by all of them.

- (2) Election of AGC Division Members. The Committee on Nominations and Elections shall prepare a ballot on which appear the names of the nominees from the departments grouped by division. The Committee on Nominations and Elections shall send this ballot to each voting member of the teaching faculty. Each voting member of the teaching faculty may vote for one nominee from each division. The nominee from each division receiving the highest number of votes shall serve for a two year term. In the event of a tie in any division, the Speaker of the Faculty shall select the AGC Division Member for that division. No more than two members of any single department may serve as AGC Division Members at any time. The Committee on Nominations and Elections shall report the elected AGC Division Members to all faculty.
- b. Two AGC At-Large Members. Two tenure-track faculty members of the teaching faculty shall serve on the Academic Governance Council for staggered two year terms (“AGC At-Large Members”).
- (1) Nomination Procedure. No teaching faculty member shall be eligible for election as an AGC At-Large Member if such teaching faculty member is in the same department as another continuing AGC At-Large Member. Each academic year, as soon as possible after the beginning of the Spring semester and following the election of the Speaker of the Faculty, and the Committee on Tenure and Promotion, the Committee on Nominations and Elections shall call for nominations of two tenure-track teaching faculty members as at-large members of the Academic Governance Council (“AGC At-Large Members”) by sending to each faculty member a list of the tenure-track teaching faculty members who are eligible for election and soliciting nominations. Each faculty member may nominate two eligible tenure-track teaching faculty members.
  - (2) Election of AGC At-Large Members. The Committee on Nominations and Elections shall prepare a ballot on which appear the names of those eligible tenure-track faculty members who received the three highest nomination totals. Each voting member of the faculty may vote for one nominee. The nominee receiving the highest number of votes shall serve for a two year term. In







## b. Eligibility for Election

Teaching faculty are eligible for this position provided they are tenured faculty members are not serving concurrently on the Committee on Tenure and Promotion, and have not served more than one term as Speaker of the Faculty. If a member of the Committee on Faculty Affairs, the Faculty Compensation Committee the Academic Governance Council, the Finance and Planning Council, or the Student Life Council is elected Speaker of the Faculty, that person shall vacate the seat on that committee or council.

## Election Procedures

In a preliminary nomination ballot by mail conducted by the Committee on Nominations and Elections, each voting member of the Faculty Assembly shall nominate up to five members of the tenured teaching faculty. The three eligible faculty members who receive the highest number of nominations and who agree to serve if elected shall be listed on the final election ballot in alphabetical order. Each faculty member listed on the final election ballot shall make readily available to each member of the Faculty Assembly a document explaining their interest in and preparation for the position of Speaker of the Faculty. Each voting member of the Faculty Assembly shall vote for no more than one of the nominees. This election shall take place in the fall semester and prior to the election for the Committee on Tenure and Promotion. The newly elected Speaker of the Faculty shall be seated at the beginning of the next academic year.

## d. Term of Office

The Speaker of the Faculty shall serve for a period of three years. In the event of an unexpected vacancy, the Provost and Dean of the College shall preside as acting Chair of the Faculty Assembly until the Committee on Nominations and Elections conducts a special election.

The Speaker of the Faculty shall receive a reduction of two courses each academic year during the period of his or her term.

## a. Meetings

The Faculty Assembly normally meets four times per year but at least once each semester. These meetings shall be scheduled by the Academic Governance Council for any Tuesday afternoon within the academic semester. The Speaker of the Faculty shall convene and chair all Faculty Assembly meetings, including special meetings called by the Speaker of the Faculty upon his or her own initiative, upon the request of a majority of the Academic Governance Council, or upon receipt of a written petition to the Speaker of the Faculty, stating the topic for discussion, signed by at least ten voting members of the Faculty Assembly.

Meetings shall be chaired by the Speaker of the Faculty, or, in his or her absence, by the Provost and Dean of the College. The presiding officer may vote on all motions, but shall relinquish the chair to speak to a motion.

Meetings shall be conducted according to *Robert's Rules of Order, Newly Revised*, except as shall be modified by these statutes.

Questions of procedure and interpretation and points of order shall be resolved by a parliamentarian appointed annually by the Speaker of the Faculty for this purpose.

The presence of one third of the voting members shall constitute a quorum for the transaction of business at meetings. All members of the Faculty Assembly are expected to attend each meeting, but attendance, other than a quorum count, shall not be recorded. All new proposals calling for the adoption of any amendment to a portion of these statutes must be presented to the Academic Governance Council so they can be included in the Call to Meeting prior to discussion at the Faculty Assembly. Motions calling for the adoption of additions, deletions, or amendments to these statutes shall require the approval of a two-thirds majority of those members of the faculty who vote in a mail or electronic ballot, provided that at least one half of the members eligible to vote cast valid ballots within two weeks of the meeting at which the motion passed. However, student members are not eligible to vote on amendments pertaining to matters in Chapter I, Section A; Chapter II; Chapter III, Sections A.1, A.2, A.3, and B.4; Chapters IV, V, VI, VII; Chapter VIII, Section A. These matters are considered strictly faculty concerns. Therefore, students shall not vote in the meeting or in a mail ballot on any of these issues. On all non-statute matters, a simple majority of those present and voting shall suffice; these votes may be by voice, show of hands, or written ballot.

Each year the Office of the Provost and Dean of the College shall submit to the Faculty Assembly a report on the activities of the Office of the Provost and Dean of the College for the preceding year. (S) I.E. / ( ) TjEMC / P BDC 3 ( th)-8

the topic for which the meeting was petitioned. Items not on the agenda may be proposed by any voting member, discussed and voted upon at any meeting; the consent, however, of two thirds of the members present and voting shall be necessary for immediate consideration of such topics; failing this, such topics shall be added to the list of unfinished business.

d. Order of Business

- (1) Call to order and quorum call.
- (2) Scripture reading by one of the chaplains.  
Approval of minutes of the last meeting
- (4) Conducting of elections.
- (5) Reports from the Academic Governance Council, the Finance and Planning Council, the Student Life Council, and the representatives of the Student Government Association. All of these reports are subject to a time-controlled question-and-answer period determined by the Speaker of the Faculty.
- (6) Unfinished business.
- (7) Agenda of proposals submitted by the Academic Governance Council.
- (8) New business, including invited addresses.
- (9) Adjournment.

Meeting in times of extenuating circumstance

In times of extenuating circumstance, the Faculty Assembly may meet using remote communication technology. The Academic Governance Council must pass a motion declaring the extenuating circumstance. Ordinarily, the agenda for a Faculty Assembly Meeting in extenuating circumstance is prepared by the Academic Governance Council. The Faculty Assembly Meeting will conduct business using standard statutory procedures, modified as necessary for available technology, at the discretion of the Speaker. The Assembly may vote to object and over-rule the Speaker's procedure modifications by majority vote of those assembled using the remote communication technology.

The following rules may not be modified by the Speaker in times of extenuating circumstance:

The standard quorum of 1/3 of the membership of the Faculty Assembly shall apply to conduct transactional business in extenuating circumstances. Amendments to the Statutes must be approved by electronic ballot as in standard procedures. The Assembly Meeting convened during an extenuating circumstance refers amendments to the Statutes to electronic ballot by 2/3 vote of those present on the communications platform



## Section B: Norms for Appointment, Tenure, and Promotion

A candidate for tenure and promotion must provide evidence of achievement in each of the following areas: teaching, scholarship, and service.

The primary responsibility of the College of the Holy Cross as an undergraduate liberal arts institution is to provide excellent teaching for its students; therefore, in decisions regarding tenure and promotion teaching excellence is a principal criterion. At the same time the College recognizes that its faculty is part of a wider academic community to which both the individual faculty member and the College have responsibilities involving the advancement of knowledge. These are usually met through scholarship and participation in the affairs of learned societies. The College, too, is a cooperative society which functions well and effectively only when each member does his or her part. Therefore, achievement in scholarship and service is required for tenure and promotion.

In judging an individual for appointment, promotion, or tenure, consideration shall be given the evidence in the following areas: teaching, scholarship, and service.

Effectiveness in communicating the content of the discipline and in stimulating attitudes of intellectual curiosity and disciplined inquiry.

Direction and evaluation of students, in and out of the classroom.

Development and implementation of new methods, approaches and courses.

Research and development in his or her discipline or across disciplines.

Presentation of research in scholarly lectures, in digital formats, and/or at meetings.

Presentation of the results of research through publication, exhibition, performance, digital media, or as publicly engaged scholarship.

Effective contribution to the operation and development of his or her academic department.

Effective contribution to the College through committee work and other service.

Effective contribution to the academic community through work in professional societies.

Section C: Qualifications for Appointment to Ordinary  
Ranks of the Teaching Faculty





Section E: Principles Covering Tenure for Teaching Faculty

Section E: Principles Covering Tenure for Teaching Faculty

4. To achieve tenure a faculty member shall show clear evidence of continuing academic achievement as described in Chapter II.B. He or she shall also give evidence of a positive and responsible contribution to the department and to the College community.

## Section F: Procedures for Initial Appointments

1. Dossiers of applicants for appointments to the ordinary ranks of the faculty, whether to fill vacancies or newly approved positions, are ordinarily assembled by the Chair of the department concerned. In evaluating and ranking applicants the Chair ordinarily has the advice and assistance, particularly of the tenured members, of the department. Candidates to whom the department seriously considers making an offer are ordinarily brought to campus for interviews with the department and with the Dean of the Faculty. D0.01 Tc 10 (sc 0 Tw [2fw 0.07 0 Td[(F)2 -10(l)-6 (t)-16 (y

Section G: Procedures for Reappointments and Promotion

The Office of the Provost and Dean of the College shall establish and maintain custody of a faculty file for each

## Section G: Procedures for Reappointments and Promotion

College, whether or not the individual is to be reappointed with tenure or issued a terminal contract.

In all cases the Chair shall solicit the written opinions of all tenure-track members of the department who have been members of the department for at least one year, as well as any tenured members of the department who are on leave and have elected not to participate in the review.

During their deliberations the tenured members shall choose a tenured faculty member of the department as a representative to the Committee on Tenure and Promotion. This representative shall not be an elected member of the committee and shall serve solely as a resource person to the committee. In the case where a department has more than one candidate for tenure and/or promotion the department may choose a separate representative to the committee for each candidate.

The originals of these reports shall be in the hands of the Provost and Dean of the College no later than 1 November. An unsigned copy of these reports shall be communicated by the Chair to the faculty member under consideration. The Provost and Dean of the College shall deliver a signed copy of these reports to each elected faculty member of the Committee on Tenure and Promotion.

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Since faculty bear primary responsibility for assessing their peers in cases of tenure and promotion, all available evidence bearing on a case should be included in a candidate's file before the Committee on Tenure and Promotion completes its deliberations. For each candidate under consideration for tenure, the Committee on Tenure and Promotion shall summarize its findings in a written report (Report to the Trustees), including signed majority and minority opinions, no later than 1 February.

The signed copy of the Report to the Trustees shall be submitted to the Board of Trustees and sent to the candidate's faculty file in the office of the Provost and Dean of the College and an unsigned copy to his or her departmental file. By 1 February each candidate shall receive from the Provost and Dean of the College an unsigned copy of the written report(s). The actual number of the committee's votes in both the majority and minority shall be disclosed to the candidate and, under bonds of confidentiality, to the tenured members of the candidate's department.

Once all cases have been heard and a drafter assigned to each report, the members of the Committee on Tenure and Promotion shall elect from among their number a CTP resource person.

The President shall meet with the Committee on Tenure and Promotion after having reviewed the signed reports to clarify any questions before the Trustees meet to consider the cases.

## Section G: Procedures for Reappointments and Promotion

The President shall present each report to the Board of Trustees for final ratification. The CTP resource person shall serve, alongside the Dean, as a resource for the Executive Committee of the Board of Trustees during its deliberations. The President shall notify each candidate of the final result in writing, in a summary statement delivered to the candidate no later than 1 March, with copies to the Provost and Dean of the College and to the department Chair.

For all cases, copies of all materials which may have been added to the faculty file subsequent to the department's review, including any response by the candidate him- ofr





## Section G: Procedures for Reappointments and Promotion

promotion, all available evidence bearing on a case should be included in a candidate's file before the Committee on Tenure and Promotion completes its deliberations. For each candidate with tenure under consideration for promotion, the Committee on Tenure and Promotion shall summarize its findings in a written report (Report to the Trustees), including signed majority and minority opinions, no later than 15 May.

The signed copy of the Report to the Trustees shall be submitted to the Board of Trustees and sent to the candidate's faculty file in the office of the Provost and Dean of the College and an unsigned copy to his or her departmental file. By 15 May each candidate shall receive from the Provost and Dean of the College an unsigned copy of the written report(s). The actual number of the committee's votes in both the majority and minority shall be disclosed to the candidate and, under bonds of confidentiality, to the tenured members of the candidate's department.

Once all cases have been heard and a drafter assigned to each report, the members of the Committee on Tenure and Promotion shall elect from among their number a CTP resource person.

The President shall meet with the Committee on Tenure and Promotion after having reviewed the signed reports to clarify any questions before the Trustees meet to consider the cases.

The President shall present each report to the Board of Trustees for final ratification. The CTP resource person shall serve, alongside the Dean, as a resource for the Executive Committee of the Board of Trustees during its deliberations. The President shall notify each candidate of the f2 90 448.8 jEMC( B)7 (e 52ds)8.8 j-2 (o t6.i)-2 ( s)-1 (ha)4 74 -0 0425.1 (ha7 (0 8.04 3790

Section H: Grievance Procedures Regarding Reappointment, Tenure and Promotions

When a member of the teaching faculty has received notice that he or she has not been granted tenure, has not had the contract renewed, has been issued a terminal contract, or has not been promoted, and believes that he or she has not been accorded statutory due process as specified in Chapter II.F and G. of *The Statutes of the Faculty*, or that considerations which violate academic freedom, as defined in Chapter VIII, have contributed to the decision, the individual may write to the Chair of the subcommittee on appeals of the Committee on Faculty Affairs requesting its assistance. In the letter the faculty member shall specify as precisely as possible the reasons for this request and shall include whatever documentation he or she may have.

Any member(s) of the subcommittee on appeals who may have been involved in the decision, either as the candidate or as a member of the candidate's department or of the Committee on Tenure and Promotion, shall not sit with the subcommittee on appeals during the proceedings. Should this result in having fewer than three members of the committee available for the proceedings, then the tenured teaching faculty member(s) who last left the Committee on Faculty Affairs and who have not been involved in the decision shall take part in the committee's proceedings. For no case shall fewer than three teaching faculty members take part in the committee's proceedings.

The faculty member, accompanied if so desired by a member of the faculty who may serve as an advisor, shall have the right to appear before the subcommittee on appeals. In deciding whether to proceed beyond this point, the subcommittee shall keep in mind that it is incumbent on the faculty member to present reasonable evidence that his or her rights have been violated. Once a year the subcommittee on appeals shall report to the Faculty Assembly on the number of requests it receives for assistance as well as the fact and nature of its decision. In each case in which the subcommittee decides not to proceed, the person who has brought the grievance shall be so notified.

If the subcommittee determines to proceed, it shall then convey in writing to the President a



Section H: Grievance Procedures Regarding Reappointment, Tenure and Promotions

If, at any point, the complainant should institute legal proceedings, the procedure is thereby aborted and the subcommittee on appeals shall cease to function in the case.

Section I: Faculty Duties

On 1 March of each year t0.86 7ovob

Through participation on committees, faculty contribute to the formulation and execution of the academic policies of the College, an essential aspect of shared governance. This chapter describes the elected and appointed committees of the faculty. They include the following:

b. Election Procedures

Faculty nominations and elections shall be conducted by the Committee on Nominations and Elections of the Academic Governance Council (see I.D.1.i.) The sequence of the nominations and elections for the various committees is designed to ensure broad faculty participation in governance.

Except as specified for each committee, in the event of a tie in an election, the winner shall be chosen by lot drawn by the Chair of the Committee on Nominations and Elections.

Except as specified for each committee, committees choose their own chairs from their elected members.

c. Length of Term

Except as specified for each committee, the term of office of teaching faculty elected to committees is two years; terms shall be staggered. Student members shall serve one year. The term of membership on appointed committees is determined by the appointing officer.

d. Vacancies

When a teaching faculty vacancy occurs in an elective position, that eligible faculty member with the next highest number of votes on the final ballot in the election that resulted in the seating of the outgoing member shall occupy the vacant seat for the period of the vacancy. Vacancies in appointive positions shall be filled by the appointing officer.

The Committee on Tenure and Promotion reports to the Board of Trustees.

a. Scope and Function

The scope and function of this committee are defined in Chapter II.G.6. of these statutes.

Membership

This committee is composed of the Provost and Dean of the College (Chair), and eight elected tenured faculty members.

The President shall attend the first meeting of the committee to explain the responsibilities of its members.

Each of the divisions of the faculty shall be represented on the Committee on Tenure and Promotion by two elected tenured faculty members from that division, but there shall be no more than one elected tenured faculty from any one department and no member shall serve concurrently as the Speaker of the Faculty.

Eligibility for Election





a. Scope and Function

This committee shall prepare an annual report on issues related to compensation (including benefits) of the teaching faculty and make recommendations to the Finance and Planning Coue anLnd theAoaemivearacee Coue anL

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d. Election Procedures

Each academic year, four new members, two tenured and two tenure-track, of the Committee on Faculty Affairs shall be elected. One of the tenure-track faculty members will be seated for a one-year term, all other new members will be seated for a two-year term.

Nomination of Tenured Representatives: As soon as possible after the beginning of the Spring semester, and following the elections of the Speaker of the Faculty, the Committee on Tenure and Promotion, the Academic Governance Council, and the Faculty Compensation Committee, the Committee on Nominations and Elections shall send to each voting member of the teaching faculty in those divisions in which a vacancy will occur a list of the eligible tenured faculty members in that division. From this list, each faculty member shall nominate two tenured faculty members.

Nomination of Tenure-Track Representatives: As soon as possible after the beginning of the Spring semester, and following the elections of the Speaker of the Faculty, the Committee on Tenure and Promotion, Governance Council, and the Faculty Compensation Committee, the Committee on Nominations and Elections shall send to each voting member of the teaching faculty in those divisions in which there is not a continuing tenure-track faculty member on the Committee a list of all eligible tenure-track faculty members in that division. From this list, each faculty member shall nominate two tenure-track faculty members.

Election Procedures: The Committee on Nominations and Elections shall prepare a ballot on which appear the names of those tenured faculty members in each division who receive the three highest nomination totals and the names of the tenure-track faculty members in each division who received the two highest nomination totals.

This ballot shall be sent to each voting member of the teaching faculty, who shall vote for one tenured faculty member nominee in each of the divisions in which a vacancy will occur and two tenure-track faculty members from the list of all tenure-track nominees. The tenured faculty member nominee who receives the highest number of votes in each division shall be seated for a two-year term. The tenure-track faculty member who receives the highest number of votes overall shall be seated for a two-year term. The tenure-track faculty member with the next highest vote total who is not from the same division will be seated for a one-year term.

In the event of a tie in the divisional or at-large election, the Committee on Nominations and Elections shall choose the winner by lot.

e. Length of Term

Tenured members of this committee shall serve for two years, tenure-track faculty members with the highest vote total in a year shall serve for two years the remaining tenure track faculty member shall serve a one-year term. The two-year terms shall be staggered.





Section C: Committees of the faculty appointed by the Provost and Dean of the College

a. Scope and Function

The Committee on Study Abroad advises the Director of the Study Abroad Program on major policy issues relevant to its role in promoting engaged learning and living in different cultures through participation in one or more of the College's immersive study abroad experiences. The Committee also serves as a conduit of communication with the administration, faculty, and students regarding policies, procedures, and opportunities for students and faculty.

The committee shall accomplish a variety of tasks including: review new and existing study abroad programs; review proposed study tours and May semester courses; advise on assessment strategies for Study Abroad; and advise on proposed policy changes that might impact student participation in Study Abroad.

b.

Section C: Committees of the faculty appointed by the Provost and Dean of the College

a. Scope and Function

The Scholarly Misconduct Inquiry Committee conducts the inquiry stage of the Scholarly Misconduct Policy according to Chapter II. A. 15., of the Faculty Handbook.

b. Membership

This committee is composed of three appointed members of the tenured teaching faculty.

c. Length of Membership

The members of the Scholarly Misconduct Inquiry Committee shall be appointed to conduct a specific inquiry into scholarly misconduct. The committee is disbanded upon completion of the inquiry.

a. Scope and Function

The Scholarly Misconduct Investigation Committee conducts the investigation stage of the Scholarly Misconduct Policy according to Chapter II. A. 15., of the Faculty Handbook.

b. Membership



Section D: College committees appointed by the Provost  
and Dean of the College, the Vice President  
for Student Development and Mission, and the Student Government  
Association

a. Scope and Function

Members of the Community Standards Board are eligible to serve on a hearing panel assigned by the Director of the Office of Student Integrity and Community Standards to hear violations of community standards. If sufficient members of the Community Standards Board are not available to create a hearing panel, the Vice President for Student Development and Mission may appoint interim members to the Community Standards Board for the purpose of serving on a designated hearing panel.

b. Membership

The Community Standards Board is composed of at least twenty-nine members of the College community, including the Vice President for Student Development and Mission and the Director of the Office of Student Integrity and Community Standards. Nine of the members shall be members of the faculty appointed by the Provost and Dean of the College. Six of the members shall be administrators appointed by the Vice President for Student Development and Mission. Twelve of the members shall be students appointed by the Vice President for Student Development and Mission. The Vice President for Student Development and Mission shall request additional members be appointed as the need arises.

c. Length of Term

The faculty members of the Community Standards Board shall serve staggered three-year terms (three new members appointed each year). The administrative members of the Community Standards Board shall serve staggered three-year terms. The student members of the Community Standards Board shall serve for a maximum term of three years which expires upon graduation from the College. At least one student and one faculty member who have been elected to the Student Life Council shall be appointed to serve on the Community Standards Board.

a. Scope and Function

The board directs the affairs of the General Alumni Association of the College of the Holy Cross.

b. Membership

This board is composed of one faculty member elected by the teaching faculty, one member of the teaching faculty or administrator of the college appointed by the President, and thirty-three other members elected or appointed from among the alumni of the College in the manner determined by the by-laws of the General Alumni Association of the College.

c. Length of Term

The term of the faculty member elected by the teaching faculty shall be one year, coinciding with the academic year of the College.

a. Scope and Function

The purpose of this council is to establish and promote the general policies and interests of athletics in keeping with the balanced overall educational objectives of the College of the Holy Cross as determined by its Board of Trustees.

b. Membership

This council is composed of the Associate Vice President for Intercollegiate Athletics, Athletics Director, the Provost and Dean of the College, the Senior Vice President for Administration and Finance, three faculty members elected by the teaching faculty, three alumni (at least one of whom shall be a member of the Holy Cross Varsity Club) selected by procedures established by the Board of Directors of the General Alumni Association, and three elected students. One student shall be an active participant in a major intercollegiate sport at the College. One student shall be an active participant in the minor sports program at the College but shall not be an active participant in the major sports program. One student shall not be an active participant in either the major or the minor sports program.

c. Length of Term

Each teaching faculty member whose term expires shall be succeeded by a member of the teaching faculty elected to a three-year term. Each of the three students shall be selected each year for the term of one year. A student may succeed him or herself and serve for a total of three years.

a. Scope and Function

This council advises the Director of the Hogan Center on the appropriate application of policy regarding building usage by internal and external organizations and programming initiatives by College organizations and departments.

b. Membership

This council is composed of the Vice President for Student Development and Mission (chair), the Senior Vice President for Administration and Finance, the Director of Conference Services and the Hogan Center, two appointed members of the teaching faculty, two alumni, the Chair of the Campus Activities Board, and two other students.

***Ad Hoc***

A current list of ad hoc committees shall be maintained by the Office of the Provost and Dean of the College.

General Considerations for Elective and Appointive Faculty and College Committees.

The following provisions shall apply to all committees in this Chapter except as specified for each committee.

*Ad hoc* committees to study, make recommendations on, or oversee specific topics that may arise may be appointed by the Board of Trustees, the President, the Provost and Dean of the College, the Academic Governance Council, the Finance and Planning Council, the Student Life Council or, with the approval of the Faculty Assembly, the Speaker of the Faculty.

Their scope and function and membership shall be determined in accordance with the purpose of their establishment.

Sabbatical leave is available to those members of the faculty who at the beginning of their proposed leave will have completed six years of actual service to the College since their initial employment or their last sabbatical leave and who hold the rank of assistant professor or above at the time of their application for leave. Any leave of two or more consecutive semesters interrupts cll( ac)-12 (r)5 ( )JTJ64isinit(it(itJ0.002 12 (r)5 7 (ea)4 (eTw 0.985 -0.567ao,1)-6 (ce t)hn

request for such postponement must be made in writing to the Chair of the department concerned by 15 October in the academic year preceding the year in which the leave would otherwise have been taken. The Chair then consults with the Dean of the Faculty, who brings his or her recommendation and that of the Chair to the Provost. Candidates shall be notified by 1 February whether their requests for postponement have been approved. Candidates under consideration for tenure shall be notified shortly after their tenure decision has been made.

Research leaves for tenure-track faculty are salaried leaves of absence which are granted to assistant professors, with the exception of assistant professors who have chosen to count three years of prior experience, their third year at the College. Tenure-track faculty who claim one or two years of full-time teaching experience prior to their tenure-track appointments may request the research leave in the second or third year of their tenure-track appointments.

For two semesters, the recipient shall receive eighty percent of salary if there are no grants from outside sources or if grants from outside sources do not exceed twenty percent of salary. If there are grants from outside sources exceeding twenty percent of salary and if there are no extraordinary expenses associated with the proposed research, the recipient shall receive the difference between full salary and the grants from outside sources. If there are grants from outside sources exceeding twenty percent of salary and if there are extraordinary expenses associated with the proposed research, the recipient may request the Dean of the Faculty to have the sum of the stipend received from the College and grants from outside sources exceed salary. In no case, however, shall the stipend from the College exceed eighty percent of salary.

Faculty members on tenure-track research leave may not accept gainful employment without the express written consent of the Provost and Dean of the College. Eligible faculty members, after consultation with the Department Chair, submit a statement of purpose and a declaration of their requested leave schedule (e.g. one semester or academic year) to the department Chair and the Office of the Provost and Dean of the College no later than 1 February of the year preceding the research leave. The Chair then consults with the Dean of the Faculty, who brings his or her recommendation and that of the Chair to the Provost. Normally this procedure results in granting of leave. Candidates shall be notified no later than March 1 whether their leaves have been approved.

The faculty member will deliver a report on the outcomes of the research leave to the Office of the Provost and Dean of the College no later than 15 September in the year following the leave. The faculty member shall, at the same time, deliver a copy of the report to the





A report on the faculty fellowship shall be delivered to the Office of the Provost and Dean of the College no later than 1 October following the expiration of the fellowship. The individual shall, at the same time, give copies of the report to the department Chair to be placed in the individual's department file and to the Chair of the Committee on Faculty Scholarship.

The College permits half-time leaves in cases where such leave is to the mutual benefit of the College, the faculty member's department and the faculty member in meeting his or her personal or professional needs.

Half-time leaves are not made with great frequency and in normal circumstances shall not exceed four years. The presumption is that a faculty member on half-time leave will teach part-time and fulfill institutional responsibilities and other professional requirements throughout the year, rather than alternating full-time one semester with leave of absence in the next.

Half-time leave counts 2 to 1 in tenure and sabbatical time-tables. For example, the maximum of four years part-time is the equivalent of two years full-time. One year half-time leave counts as one semester of service but does not alter the timing of the tenure decision, or the timing of the sabbatical leave.

Application for half-time leave is normally made in writing by 15 October to the Chair of the department concerned. This proposal shall include a specification of half-time teaching responsibilities and appropriate service commitments to the department and the College. The Chair then consults with the Dean of the Faculty, who brings the applicant's recommendation and that of the Chair to the Provost. The candidate shall be notified by 1 February if the leave is approved for the following year; and by 15 November if the leave is approved for the second semester of the same year.

Faculty on half-time leave have their principal employment at the College of the Holy Cross.

Salaries and pension contributions are calculated *pro rata*; all other benefits described in Chapter V. of the Statutes of the Faculty are maintained.



The College maintains one or more child bonding, parental, family, and medical leave policies in compliance with applicable law. Faculty members who qualify for such leaves have a right to the leave benefits provided by applicable law and are eligible for the applicable faculty leave benefits set forth in leave policies published by the College. All College-provided leaves run concurrently with leave periods provided by law to the maximum extent permissible by law.

A request for this course load reduction accompanied by a declaration of responsibility is made in writing by the faculty member to the dean of the faculty with a copy to the chair of the department concerned in order to facilitate course scheduling.

The benefits set forth in this Subsection 2 apply to child bonding leaves for a child or children who join the family on or after January 1, 2021.

Faculty members are eligible for family and medical leave as described in published College policies applicable to faculty members. Faculty members who are eligible for such leaves during a semester are encouraged to notify the chair of the department and dean of the faculty as soon as practicable in order to ensure appropriate coverage of teaching responsibilities. Faculty members may also be required to submit appropriate leave-related paperwork required by the College or its leave administrator



For the duration of any approved leave which results in complete cessation of teaching responsibilities, the faculty member shall vacate all positions held on councils, general, standing, and appointed committees of the faculty, and *ad hoc* committees as described in the *Statutes of the Faculty*, Chapter III.

If the leave does not result in complete cessation of teaching responsibilities, the faculty member may elect to retain or relinquish their place(s) on some or all committees as listed above.

A faculty member on paid leave retains rights to other faculty and employee benefits, including retirement plan contributions, as well as the responsibility for employee benefit contributions which will continue to be deducted from the faculty member's compensation. A faculty member on unpaid leave retains rights to faculty and employee benefits (other than a benefit which is legally required to be based upon deferral of taxable paid compensation), as well as the responsibility for employee benefit contributions, which will go into arrears during such unpaid leave and normally will be deducted from compensation when the faculty member returns to paid status .





A. Retirement for Age

In accordance with federal regulations, as of January 1994, the College has no mandatory retirement age policy.

A full-time member of the faculty who has served as such for a total period of not less than fifteen years, and who, before reaching retirement age, becomes incapable of substantially performing his or her duties by reason of health may, upon written application to the President, or upon the written request to the President by the Provost and Dean of the College, be retired by the President. Upon retirement, such member shall receive compensation in accordance with and under the terms of such program for disability compensation as shall be established by the College and shall be in force at the time of such retirement and disability.

If the request for retirement for disability is made by the Provost and Dean of the College, he or she shall furnish to the member whose retirement is recommended a copy of this request. Within ten days after the receipt of such copy, the member may, in writing to the President, request a hearing on the question of the disability before the subcommittee on appeals. Such request for a hearing will be granted. After a hearing, the subcommittee on appeals shall transmit to the President its written findings and recommendations. The decision of the President on the matter of retirement for disability shall not be subject to appeal.

A tenured member of the faculty may be dismissed for serious neglect of academic duties, for serious violation of the College's policies on scholarly misconduct or harassment or for such

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As an institution of higher learning, dedicated to the pursuit of truth wherever it may be found, the College encourages free access to ideas, as a matter of policy. Accordingly, the College shall extend its hospitality to any speaker invited by a recognized campus organization or department.





[July 27, 2004](#)

[July 26, 2012](#)

[November 26, 2007](#)

April 8, 2003

[August 4, 2009](#) (Comprehensive Review of the

