

PROPOSED *FACULTY MANUAL* AMENDMENTS

- Presented to the Faculty Senate on February 26, 2008
- Reflects changes recommended during Senate discussion
- To be voted on by the Faculty Senate on April 29, 2008

[Text to be added appears in **bold**; deletions appear in ~~red~~ with strikethrough. Explanations appear in [blue](#).]

ITEM #1

II.C.2.a. Academic Administration – Colleges, Schools, and Departments – Dean (pages 5-6) → Amendment to first full paragraph on page 6

The Dean is also responsible for recommending the appointments and renewal of appointments of Associate and Assistant Deans, Department Chairpersons or comparable administrators, and other administrative personnel of the College or School. **When hiring for these positions, the Dean will consult with the affected faculty to the extent appropriate to the position.**

[EXPLANATION: Faculty consultation unnecessary for every appointment made by Deans, but new text better ensures that faculty have voice in appropriate appointments \(e.g., Associate Dean with academic duties\).](#)

ITEM #2

II.C.2.c. Department Chairperson (pages 7-8) → Amendment to paragraph 1 on page 7

The Department Chairperson or comparable administrator is appointed by the Provost on recommendation of the Dean of the College or School **or comparable administrator**, who will have consulted with all faculty members of the Department.

[EXPLANATION: Editorial change to address omission.](#)

ITEM #3

II.C.d. ~~University Librarian~~ Assistant Provost for University Libraries (page 8) → Amendment to TOC + page 8 heading and in-paragraph references

The ~~University Librarian~~ Assistant Provost for University Libraries is appointed by...

The procedures for the evaluation of the ~~University Librarian~~ Assistant Provost for University Libraries are established by...

The ~~University Librarian~~ Assistant Provost for University Libraries is responsible to...

[EXPLANATION: Editorial changes to reflect changed title.](#)

ITEM #4

III.H.7. Participation in the Selection and Evaluation of Administrators (page 30)

→ Amendment to Paragraph 1

A search committee is established to help the Board of Trustees or the appropriate administrator locate and interview suitable candidates for senior-level administrative positions (e.g., President, Provost, Vice Presidents, Deans, School Directors, ~~University Librarian~~ **Assistant Provost for University Libraries**, CEO of the UMG). When vacancies occur in the positions of other key administrators whose work ...

EXPLANATION: Editorial change to reflect changed title.

ITEM #5

III.H.12.d. Sabbatical Leaves (page 33-35) → Amendment to paragraph 1 on page 35

Full-time, tenured faculty members, including Department Chairpersons or comparable administrators, are eligible to apply for a sabbatical leave of one semester at full salary or one academic year at half salary as long as there have been at least twelve semesters of full-time service **completed at Saint Louis University** since their initial appointments or since they completed their last sabbatical leaves. The purpose of a sabbatical leave is professional development and renewal.

EXPLANATION: Makes clear that eligibility criteria refer to time at SLU, which was intent.

ITEM #6

III.H.12.e. Developmental Leaves (page 35) → Amendment to paragraph 1

Full-time untenured and non-tenure-track faculty members may be offered a paid developmental leave according to written guidelines and procedures established in advance by the appropriate Dean or comparable administrator and Faculty Assembly or equivalent group of a College, School, or Library with the approval of the Provost. **Faculty members are encouraged to apply for fellowships and personal development grants to help offset the cost of such leaves.**

EXPLANATION: Self-explanatory.

ITEM #7

III.I.4. Contract Rules – Nonrenewal of Contracts (pages 38-41) → Amendment to third full paragraph on page 39

Panelists will receive appropriate training through workshops given by the University’s legal counsel and a representative of the AAUP subsequent to their appointment so that they will be prepared to serve as committee members when called upon. **This training will be conducted every five years. In the interim, the University’s legal counsel, together with a representative appointed by the Faculty Senate Executive Committee, will provide pertinent training on an as-needed basis.** The chairperson of the ad hoc Judicial Committee will be chosen by ...

EXPLANATION: While the newly revised *Manual* stated that this training would occur, it did not specify the frequency. Further, since the members of the standing panel serve staggered terms ranging from one to five years, it was thought prudent to address training during years when full-scale training by a national AAUP representative is not provided.

ITEM #8

III.I.6. Procedures for Termination (pages 41-44) → Amendment to Paragraph 1 at bottom of page 41 and top of page 42

When reason arises to question the fitness of a tenured faculty member, an untenured faculty member on the tenure-track, or a non-tenure-track faculty member whose contract or letter of appointment has not expired, for any of the reasons in Sec. III.I.5 except financial exigency or academic reallocation, the Department Chairperson or comparable administrator and the appropriate Dean or comparable administrator should ordinarily discuss the matter with the faculty member in a private conference. The matter may be resolved by mutual consent at this point, or the faculty member may request mediation from the Professional Relations Committee of the Faculty Senate according to the procedures in Sec. III.I.9. If no resolution is reached, the President of the University shall inform the faculty member and the Faculty Senate President in writing of the University administration's intent to dismiss the faculty member, stating the grounds for the proposed dismissal with particularity sufficient to put the faculty member on notice of all charges and indicating that dismissal will occur on a particular date unless the faculty member requests a hearing to contest the dismissal. Such a request must be made in writing to the President within ten (10) working days of receipt of the communication, with a copy being given to the Faculty Senate President. **At any time, the University administration may amend the grounds for dismissal provided the faculty member is allowed at least fifteen (15) working days to prepare and file an answer to the new charge.**

EXPLANATION: The new language allows the Administration to amend existing grounds for dismissal if needed and ensures that, should additional dismissal charges be made, the faculty member has time to address these new charges as well as the original charges.

ITEM #9

III.I.8.a. Sanctions Short of Termination (pages 44-45)

For serious sanctions short of termination: If the administration believes that ~~the conduct of~~ a faculty member **has engaged in serious misconduct that is sufficient**, ~~although not constituting adequate cause for termination, is sufficiently grave~~ to justify imposition of a severe sanction, such as suspension from service for a stated period, with or without pay, the administration will notify the faculty member of the basis of the proposed sanction and provide the faculty member with the opportunity to persuade the administration not to impose the sanction. If the administration proceeds to impose the sanction, the faculty member may petition the Professional Relations Committee for possible referral to an *ad hoc* Judicial Committee. If the Professional Relations Committee determines that the faculty member has raised a substantial doubt as to whether the sanction is warranted, it shall refer the appeal to an *ad hoc* Judicial Committee for review under the procedures and standards set forth in Sec. III.I.6 above, and the imposition of the sanction shall be suspended pending completion of the review, except in those cases where a suspension of sanction would constitute a breach of legal obligation. **Serious misconduct in the performance of any University obligation of a faculty member (e.g., conduct that creates a substantial risk of serious physical injury to a student, patient, or staff member or conduct that constitutes a major violation of the University's *Policy on Harassment*) may warrant the imposition of a serious sanction short of termination. The administrative official who imposes a serious sanction short of termination will specify the sanction in writing and will indicate the time period during which the sanction is in effect.**

EXPLANATION: Rewording of initial sentence (“If the administration...”), especially deletion of clause “although not constituting adequate cause for termination,” along with proposed new text at end of paragraph, provides procedural clarity. Further, the new text at end of paragraph provides examples of behavior that may result in the imposition of serious sanctions short of termination.

ITEM #10

III.I.9.a.3. Contract Rules – Grievances and Appeals – Professional Relations Committee (page 45)

The Committee **normally** consists of a faculty member from each of the Colleges and freestanding Schools, and the Libraries of the University, having representation on the Faculty Senate.

EXPLANATION: Proposed change provides for flexibility in cases of academic reorganization.