Faculty Manual Revision Task Force Members:
Miriam E. Joseph, PhD, MLS – Chair; Faculty Senate Past President
Jane W. Turner, MD, PhD – Faculty Senate Past President
Douglas R. Williams, JD – Faculty Senate President
Nancy W. Brickhouse, PhD – Provost*
Michael A. Lewis, PhD – Associate Provost /Faculty Development*
Danielle T. Uy, JD – Senior Associate General Counsel*
*University Administration Representatives

- Discussed with Faculty Senate Executive Committee on February 5, 2016; revisions made
- Task Force chair reviewed with Provost Brickhouse on February 19, 2016; revisions made
- Presented to the Faculty Senate on February 23, 2016
- To be posted for University stakeholder feedback from February 29 – April 8, 2016
- Update presented to the Faculty Senate on March 22, 2016; revision made
- Open fora conducted on March 28, 2016, and April 7, 2016
- Final proposed amendments to be distributed to the Faculty Senate by April 14, 2016
- Approved unanimously by the Faculty Senate on April 19, 2016
- To be recommended for adoption by the Board of Trustees on May 6, 2016

[Text to be added appears in bold; deletions appear in red with strikethrough. Explanations appear in blue.]
ITEM #1

III.I.4. Nonrenewal of Contracts (pp.38-41)
III.I.5. Grounds for Termination of Contract or Letter of Appointment (pp.41-42)
III.I.6. Procedures for Termination (pp.42-44)
III.I.7. Suspension from Duties during Consideration of Termination (pp.44-45)
III.I.8. Sanctions Short of Termination
III.I.9. Grievances and Appeals (pp.45-48)

→ RESCISSION of these technical interpretations, posted on the Faculty Senate website at http://www.slu.edu/organizations/fs/fac_manual/Grievances_pp38-48_TRANSITIONAL-LANGUAGE.pdf

EXPLANATION: These Technical Interpretations, appearing as comments in the linked text, were made to bring the Manual language into conformity with the University’s administrative structure emergent from the 2009 elimination of the Provost position and subsequent reorganization of the SLU Executive Staff. These interpretations were applied only to the faculty grievance process, given the particular importance of clarity in that process, and consisted almost exclusively to identification of the appropriate substitution for the “Provost” references. An additional nominal revision emerged from the separation of Doisy College and the School of Nursing [Comment 22]. While the Senate approved these recommended transitional changes on November 30, 2010, and the President’s Coordinating Council did the same on December 16, 2010, these changes did not constitute formal Manual amendments. Since the title and responsibilities of Provost have been reinstated, the changes are unneeded; hence their rescission is recommended.

ITEM #2 – SEE REVISED PROPOSED TEXT BELOW

III.I.9.a.6. Grievances and Appeals (pp.46) → Amendment to sentence 1

The Professional Relations Committee is co-chaired by two faculty representatives appointed by the Faculty Senate Executive Committee one from the Health Sciences, Medicine, or Public Health. One co-chair is appointed from the College of Arts and Sciences, the John Cook School of Business, the School of Education, the School of Law, the University Libraries, Parks College of Engineering, Aviation and Technology, the School for Professional Studies, or the Center for Sustainability. The second co-chair is appointed from the Doisy College of Health Sciences, the School of Medicine, the School of Nursing, the College for Public Health and Social Justice, the Center for Advanced Dental Education, the Gnaegi Center for Healthcare Ethics, or the Center for Outcomes Research (SLUCOR).

EXPLANATION: To clarify that one co-chair is from one group of the Senate’s constituent units while the second co-chair is from another group of the Senate’s constituent units, the units are named. The groups reflect what are informally referenced as “North campus” and “South/Medical Center campus.”
ITEM #3
Title of the Faculty Manual → Amendment to Title Page + pertinent interior pages (e.g., ii)

EXPLANATION: Add subtitle “St. Louis Campus” for clarification. Madrid Campus faculty are developing their own manual. Substitute new SLU logo.

ITEM #4-A [“Contracts Revisions”]
III.I.1. Faculty - Contract Rules – Contractual Status (p.37)
→ Amendment to paragraph 2

Tenure involves a contractual recognition by the University of a faculty member's right to continuing employment. After earning tenure, faculty members will receive a new contract reflecting the change in their tenure status. In subsequent years, tenured faculty members will receive an annual notice of their salary. Contracts between the University and tenured faculty members are permanent in the sense that they may be terminated by the University only for situations involving medical or other extended leaves, and then only as provided for in Sec. III.H.12.b or pursuant to academic reallocation or financial exigency under Secs. III.I.11-12, or for cause, and then only on the grounds given in Sec. III.I.5, and only according to the procedures given in Sec. III.I.6 or III.I.13-14.
ITEM #4-B [“Contracts Revisions”]
III.I.1. Faculty - Contract Rules – Contractual Status (p.37) … TT faculty
→ Amendment to paragraph 3

The initial contracts between the University and untenured faculty members on the tenure track are normally for a one-year period, automatically renewable annually, unless a notice of nonrenewal is provided. Each year, untenured faculty members on the tenure track will receive an annual notice of their salary. Initial contracts expire at the end of the academic year in which the tenure decision is made.

Contracts between the University and untenured faculty members on the tenure track are normally for a period of one academic year. The University may terminate the contract of an untenured faculty member on the tenure track during the term of the contract only for situations involving medical or other extended leaves, and then only as provided for in Sec. III.H.12.b or pursuant to academic reallocation or financial exigency under Secs. III.I.11-12, or for cause, and then only on the grounds given in Sec. III.I.5, and only according to the procedures given in Sec. III.I.6 or III.I.13-14. The University may decline to renew the contract of an untenured faculty member on the tenure track, subject to the specifications in Sec. III.I.4, as long as adequate notice of nonrenewal has been provided. Reasons for nonrenewal of a tenure-track faculty member include that person’s failure to fully meet all performance expectations, including the expectation of making steady progress toward the awarding of tenure, and a diminution in the need for a particular position, typically due to weak enrollments or a change in programmatic emphasis.

EXPLANATION: Proposed changes reflect implementation of Provost’s request to move away from annual contracts such that tenure-track faculty receive one contract upon hiring and another upon receiving tenure, unless otherwise provided with notice of nonrenewal. Annual salary notification letters will be provided reflecting their academic rank.

ITEM #5-A [“Provost Sign-offs”]
III.B.1. Faculty – Appointments and Titles – Regular Appointments (p.11)
→ Amendment to full paragraph 1

The Provost or designee is the University official empowered to make a binding offer of employment to a faculty member. When the search committee and Department Chairperson or comparable administrator desire to make an offer to a candidate, their recommendation and a request for approval must be submitted to the appropriate Dean or comparable administrator, along with an up-to-date curriculum vitae. In most cases, the Dean or comparable administrator establishes mutually agreeable terms of employment with the prospective faculty member, makes the candidate a contingent offer, and transmits the agreed upon terms, in writing, to the Provost. If the Provost or designee accepts the proposed terms, s/he issues the candidate a letter of appointment on behalf of the University. The University requires that all conditions of employment must be in writing. Oral commitments not reflected in the individual’s official appointment papers are not binding. The type of faculty position and rank offered a new faculty member must be in accord with the descriptions in Secs. III.D and III.F. Copies of employment
offers and commitments affecting the terms of employment must be sent promptly to the University Committee on Academic Rank and Tenure. Comprehensive guidelines for faculty recruitment and hiring are available on the website of the Office of the Provost

ITEM #5-B [“Provost Sign-offs”]
III.B.1. Faculty – Appointments and Titles – Regular Appointments (p.11)
→ Amendment to full paragraph 1

Whereas the initial employment of a faculty member is by a letter of appointment or memorandum of agreement signed by the faculty member and the Provost or designee, continued employment is by letter of appointment or memorandum of agreement, normally tendered by May 1, indicating the rank and salary for the following academic year. Acceptance of the appointment or memorandum of agreement is deemed to include an agreement by both the faculty member and the University to comply with the terms embodied in that document and this Faculty Manual, as amended from time to time according to Sec. IV. Should a faculty member not sign his/her annual letter of appointment, the terms of that letter will apply.

ITEM #5-C [“Provost Sign-offs”]
III.B.2. Faculty – Appointments and Titles – Secondary and Joint Appointments (p.12)
→ Amendment to paragraph 1

A faculty member who possesses the skills and competencies to justify an appointment in another academic unit or program may be given either a secondary or a joint appointment, subject to the approval of the Provost or designee, upon recommendation of the Department Chairperson or comparable administrator of the primary academic unit and the appropriate Deans(s).

ITEM #5-D [“Provost Sign-offs”]
III.I.1. Faculty – Contract Rules – Contractual Status (pp.37-38) … NTT faculty
→ Amendment to paragraph spanning these pages

Contracts between the University and non-tenure-track faculty members are normally for a period of one academic year. The University may terminate the contract of such faculty members during the term of the contract only for situations involving medical or other extended leaves, and then only as provided for in Sec. III.H.12.b or pursuant to academic reallocation or financial exigency under Secs. III.I.11-12, or for cause, and then only on the grounds given in Sec. III.I.5, and only according to the procedures given in Sec. III.I.6 or III.I.13-14. The University may decline to renew the contract of such a faculty member, subject to the specifications in Sec. III.I.4, as long as adequate notice of nonrenewal has been provided. Official notice of nonrenewal for continuing, full-time non-tenure-track faculty must be given in writing by the Provost or designee no later than three months before the end of the appointment for a faculty member who has served fewer than two years, no later than six months before the end of the appointment for a faculty member who has served more than two years but fewer than four years, and no later than twelve months before the end of the appointment for a faculty member who has served four years or more.

EXPLANATION: Proposed streamlining of process at Provost’s request.
ITEM #6

III.B.4. Faculty – Appointments and Titles – The Graduate Faculty (p.13)

→ Amendment to paragraph 1

The graduate faculty, as an academic body, consists of all those faculty members of the various Colleges, and Schools, and other academic units who have been individually approved for the graduate faculty. Qualifications for appointment to the graduate faculty are established by the respective academic units the University Board of Graduate Studies, subject to the approval of the Graduate Dean and the Provost. Individuals may be nominated for the graduate faculty by a Department Chairperson or comparable administrator, with the approval of the appropriate Deans. Applicants’ credentials are reviewed by the Membership Committee of the graduate faculty, which forwards recommendations to the Dean of the Graduate School. The Provost is notified of individuals appointed to the graduate faculty. Applicants approved by the academic units Membership Committee and the Dean of the Graduate School are appointed for five years to the graduate faculty for teaching, advising, and examining graduate students, and for directing theses and dissertations. Such appointments may be renewed using the same procedure as for initial appointments, or following a program review. Some faculty members may be appointed for the purpose of graduate instruction only. Such temporary appointments require only recommendation by a Department Chairperson or comparable administrator and approval by the Dean of the Graduate School.

EXPLANATION: Proposed changes reflect current process and decentralization of graduate education. The term “academic unit” will be defined somewhere at the start of the Manual text, i.e., “A school, college, center, library or other organization under the leadership of a Dean, Director, or other administrator who reports directly to the Provost or to the Vice President for Medical Affairs.”

ITEM #7

III.H.12.d. Faculty – Rights, Powers, Privileges, and Immunities of Faculty Members – Vacations and Leaves – Sabbatical Leaves (pp.33-35)

→ Amendment…SUBSTITUTE a brief policy reference for the entire provision

The purpose of sabbatical leaves is professional development and renewal. Full time tenured faculty members may apply for sabbatical leaves of one semester at full salary or one academic year at half-salary. Twelve semesters of full time service since hiring or since completion of the previous sabbatical leave are required for eligibility. Eligibility does not entitle a faculty member to sabbatical leave. Sabbatical Leave Proposal Guidelines are available on the website of the Office of the Provost.


EXPLANATION: Full policies won’t appear in the Manual, and the inclusion of extensive text from a policy, etc., that is posted elsewhere in its entirety—as was the case for sabbatical leaves—creates confusion.
ITEM #8
I.D.1. Mission of the University (p.3)
→ Amendment…DELETE SUBHEADINGS “Statement” and “Specifications” and include under this section heading only the current Mission text that appears on SLU’s website (http://www.slu.edu/mission-statement), i.e.,

The Mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, health care and service to the community. It is dedicated to leadership in the continuing quest for understanding of God’s creation and for the discovery, dissemination and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Catholic, Jesuit university, this pursuit is motivated by the inspiration and values of the Judeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.

EXPLANATION: The Manual must reflect the official revised wording. The full Mission Statement includes both the explanation of the Mission (above) and what the current Manual calls “Specifications.” The Task Force needs to consult with the Assistant to the President for Mission and Identity re: concerns with the current specifications so opted not to include them in the Manual at this time.

ITEM #9 – THIS PROPOSED AMENDMENT HAS BEEN WITHDRAWN
IV. Periodic Review and Amendments (pp. 51-52)

This *Manual* is subject to full review and amendment on an ongoing basis every ten years, with the process beginning eight years after its adoption; however, it may be amended at any time. Amendments may be proposed by individual faculty, faculty assemblies or equivalent units, the Faculty Senate or any of its standing committees or task forces, the Provost, or the President of the University. The amendment process is detailed on the Faculty Senate website and is characterized by transparency, consultation, and consensus. A full review normally begins with the Faculty Senate, which solicits opinions from faculty members, Deans or comparable administrators, Vice Presidents, the Provost, and the President of the University. The Faculty Senate may submit any proposed changes to the Provost, who will consult with Deans or comparable administrators and then may appoint a committee consisting of representatives of the Faculty Senate and administration to reconcile differing views. The Provost may submit any agreed upon changes to the President of the University for review and approval. This *Manual* and all subsequent amendments or revisions require approval by the Faculty Senate, the Provost, and the President of the University and adoption by the Board of Trustees to become effective.

EXPLANATION: The *Faculty Manual* must be a dynamic document that accurately reflects faculty needs and institutional processes. Amendments must be the product of a consensus of broad-based input and review, featuring extensive and open consultation between and among faculty and administrators. As the Provost is the chief academic officer of the University, and the President has a role in certain processes, they are the institutional officials with whom administrative approval of *Manual* amendments should rest. Hence this proposed revision eliminates the need for Board adoption of changes.
ITEM #11
I.A. History, Philosophy, and Mission of Saint Louis University – Historical Perspective (p.1)
→ Delete

The present thirteen Colleges and/or Schools of Saint Louis University were founded or became part of the University in the following years:

— College of Arts and Sciences (1818)
— Graduate School (1832)
— School of Medicine (1836)
— School of Law (1842)
— College of Philosophy and Letters (1889)
— John and Lucy Cook School of Business (1910)
— School of Nursing (1928)
— School of Social Work (1930)
— Parks College of Engineering, Aviation, and Technology (1946)
— School of Public Health (1991)
— School for Professional Studies (1996)
— College of Public Service (1998)
— Edward and Margaret Doisy College of Health Sciences (2005)

EXPLANATION: Delete this list entirely; this section is likely to be further modified in the future.

ITEM #12
I.A. History, Philosophy, and Mission of Saint Louis University – Historical Perspective (p.1)
→ Delete

Saint Louis University in Madrid (1969) is administered in accord with Spanish law and educational policy. Its faculty are not governed by this Manual; they have an independent contract with the University.

EXPLANATION: Delete; unnecessary to include given that the revised Manual title makes clear that this document isn’t applicable to Madrid faculty.
ITEM #13
I.A. History, Philosophy, and Mission of Saint Louis University – Historical Perspective (p.1)
→ Delete
The primary accreditation of Saint Louis University is with the North Central Association of Colleges and Schools. In addition, a number of professional bodies accredit specific University programs. A list of these accreditations is available on the Web site of the Office of the Provost.

EXPLANATION: Steve Sanchez, SLU’s Higher Learning Commission liaison (the North Central Association dissolved) recommends deleting as unnecessary.

ITEM #14
II.D.1. Organization of the University – University Boards and Committees – University Committee on Academic Rank and Tenure (p.8)
→ Amendments

The University Committee on Academic Rank and Tenure considers and recommends to the Provost nominations for promotion and the awarding of tenure. It also reviews all new appointments to the faculty as provided in Sec. III.B.1, reviews the College, School, or Library evaluation standards for making such appointments as provided in Sec. III.E.3 and recommends changes to the Provost, and performs the other duties assigned to it in Sec. III. The Chairperson of the University Committee on Academic Rank and Tenure is a tenured Professor appointed by the Provost for a three-year term, renewable once, from a list of at least three names recommended by the Faculty Senate Executive Committee. The chair votes on matters before the Committee only in the case of tie votes. Re-appointment as chair is made by the Provost on the recommendation of the Faculty Senate Executive Committee, following the Provost’s consultation with current UCART members. The Chair may be removed by the Provost only for good cause shown. The members of the Committee are ordinarily tenured Professors. One member is elected by the Faculty Assembly or equivalent group of each College or freestanding School (except the Graduate School) and of the University Libraries. The committee is composed of one member of the faculty of each College or freestanding School and of the University Libraries. Each member shall be elected by the Faculty Assembly or equivalent group. Members serve three-year terms, renewable once. If a member is completing an unfilled term for some reason, that term will not count toward the member’s full terms.

EXPLANATION: Some wording tweaks. Plus specifies that the Chair be tenured, that the Chair and members have term limits, and also addresses the process for reappointment and removal of the Chair.
ITEM #15
Proposal from the Faculty Manual Revision Task Force – incorporate this provision into the Manual, as a new paragraph in IV. Periodic Review and Amendments.

The Faculty Manual Revision Task Force is authorized to make minor changes that do not alter the substance or meaning of the text and that, as appropriate, reflect current usage. Such changes take effect when made and will be followed by timely documentation on the Faculty Manual website.

EXPLANATION: This mirrors Article VII.3. of the current Faculty Senate Bylaws. Examples of such changes could be (1) fixing spelling or punctuation errors; (2) updating references to titles of positions; (3) updating website locations for policies; (4) rewording to reflect more common usage, such as "website" instead of "Web site."