

**FACULTY HANDBOOK
FOR
SACRED HEART MAJOR SEMINARY**

Approved by the College Faculty:

December 5, 2017

Approved by the Theology Faculty:

December 5, 2017

Adopted by the Board of Trustees:

April 9, 2018

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This handbook contains the policies and procedures regarding the duties, responsibilities, and rights of faculty members at Sacred Heart Major Seminary. It will serve to orient faculty members to their responsibilities in their relationship with the school's administration, students, and other constituencies as well as to outline their professional responsibilities to them. This handbook also acts as an addition to the contract or letter of appointment which each faculty member receives; thus a signed statement attesting to the reception of this document is kept in each faculty member's file in the office of the Dean of Studies (See ATS, Standard 6.1.5).

This handbook supersedes all previously issued handbooks, policies, procedures, practices, and benefits and replaces any oral or written representations contrary to its provisions. It takes effect on the day of its adoption by the Board of Trustees and applies to all faculty regardless of date of hire and/or contract status on its effective date.

The Rector/President, subject to the authority of the Archbishop (CIC, 259) and conscious of his responsibilities to incorporate others in the exercise of his office (CIC, 239), reserves the right to amend or revise this handbook, in whole or in part, at any time (CIC, 260-262). The Rector/President or his delegate will provide all faculty written notification of any change. This same applies to any SHMS policy or procedure not referred to in this handbook.

This handbook will be reviewed every four years by the Faculty Concerns Committee.

Section One: Institutional Mission

Mission Statement: Sacred Heart Major Seminary primarily forms priests according to the Heart of Jesus Christ the Good Shepherd and further, prepares priests, deacons and lay ecclesial ministers, equipping them for the work of ministry in the New Evangelization.

Sacred Heart Major Seminary seeks to provide an excellent undergraduate formation based on an emphasis in philosophy, theology, and ministry which will serve as a sound foundation to pursue theological studies. The graduate Theology programs seek to ensure a clearly Catholic professional and academic formation for ministerial service.

The Identity of Sacred Heart Major Seminary

Sacred Heart Major Seminary is an educational ecclesial community proclaiming the Truth, who is Jesus Christ, within the communion of the Catholic Church, from whose authoritative shepherds the seminary has received its mission. The seminary accomplishes the mission entrusted to it through the higher education conducted in the College of Liberal Arts and the graduate School of Theology, supported by the Institute for Lay Ministry. These components primarily are directed to the human, spiritual, intellectual, and pastoral formation of candidates for the ministerial priesthood-- wherein, by sacramental ordination a man is configured to Christ, the Head and Shepherd of the Church, and consecrated for service to the whole People of God--and of candidates for the diaconate configured to

Christ the Servant. These components are further directed to the professional formation of the lay faithful, who, as members of the Church and human society, share a mutual communion and collaboration by baptism with the clergy, and who seek to minister in the Church and be a leaven in society. The seminary seeks to prepare all students to serve with sensitivity in the diverse communities and variety of cultures which make up the Church in the United States.

The College of Liberal Arts, through its undergraduate degrees (AAM, AB, BPhil) and certificate/diploma programs, aims at the cultivation of those theoretical and active excellences which belong to free human beings. The School of Theology, through its graduate degrees (MDIV, MAPS, MA, STB, STL) and certificate/diploma programs, aims at the integral formation of those dispositions and skills required by those who will minister in the Church. The Institute for Lay Ministry administers the admissions process for commuters, facilitates the formation programs for commuter students, , collaborates with the Central Service Departments of the Archdiocese of Detroit, and offers continuing educational opportunities at the seminary. Sacred Heart Major Seminary strives to be a community which manifests the Heart of Christ in the Church and society and to form that same heart in all its students.

Approved by the Board of Trustees, April, 2007.

Section Two: Faculty Status

A. Definition of Faculty

The terms “faculty” and “faculty member” denote a person who has a letter of appointment or contract of employment with Sacred Heart Major Seminary to perform instructional and/or professional formational duties. “The qualities necessary for faculty members have been stated generically by the Second Vatican Council: pastoral experience and excellent spiritual, academic, and professional preparation” (PPF, #344).

The members of the faculty “constitute a collaborative community of faith and learning, and are crucial to the scholarly activities of teaching, learning, and research. A theological school’s faculty normally comprises the full-time teachers, continuing part-time teachers, and teachers who are engaged occasionally or for one time” (ATS, Standard 5).

B. Faculty Status

1. Full Time Ranked Faculty

These faculty members spend their full working time in the instruction and formation of students and the administration of the programs (such as the Desert Formation Program, the Apostolic Experience Program, the Parish Internship Program) which support these. They are hired at the rank commensurate with their experience and education. These persons are designated “full time” by their appointments or contracts, with responsibilities and privileges described therein.

2. Full Time Unranked Faculty

These faculty members spend their full working time contributing to the seminary but outside of instruction. They are hired for a special function but are not ranked. These persons are designated “full time” by their appointments or contracts, with responsibilities and privileges described therein.

3. Pro-Rata Ranked Faculty

These faculty members spend a portion of their working time in the instruction and formation of students and the administration of the programs which support these. They are hired at the rank commensurate with their experience and education. Their recompense is pro-rated according to rank and to the percentage of their work life spent at the seminary. These persons may, in addition, be designated “full time” by their appointments or contracts, with responsibilities and privileges described therein.

4. Part Time Faculty

These faculty members are regularly hired to teach a specific course or courses. These persons are designated as “part time” faculty members.

5. Adjunct Formators

These persons, although not faculty members, cooperate with the faculty in the formation and evaluation of SHMS students by serving as Spiritual Directors, Formation Advisors, and Pastoral Formation and AEP Supervisors. Their duties and privileges are not described in this manual.

6. Emeritus Faculty

These retired faculty members are those who have been so designated by the Rector/President.

C. Ranked Faculty

1. Instructor

This is an entry level ranking for newly hired faculty members who have a master's degree but lack a terminal degree or other requirements necessary for higher rank. The instructor will promote the mission of SHMS and support its Catholic character.

2. Assistant Professor

This rank includes faculty members who possess a terminal degree or who, upon appointment to SHMS, have already had a long period of service in higher education or who, after pursuing the promotion process with at least six years at SHMS, are promoted to this rank. An Instructor who obtains a doctorate automatically attains this rank. The assistant professor will promote the mission of SHMS and support its Catholic character.

3. Associate Professor

This rank includes faculty members who possess a terminal degree and have demonstrated commensurate skills beyond those needed for an Assistant Professor: enhanced teaching abilities, significant contributions to institutional life, increased scholarly contributions, and significant involvement in Church and community.

4. Professor

This rank includes faculty members who possess a terminal degree and who have reached a level of learning, teaching, scholarship, and professional experience indicating that they have served well and long in the area of their appointment and that they continue to offer a quality contribution through classroom performance, on-going research and publication, and contributions to seminary and community life, beyond that needed for an associate professors.

D. Endowed Chairs.

1. The Edmund Cardinal Szoka Chair for Faculty Development. The purpose of the Cardinal Szoka Chair is to provide the expertise of a senior colleague to our faculty. The candidate assists individual faculty with research and publishing, and facilitates scholarly lectures and conversations within the SHMS community.

2. The Adam Cardinal Maida Chair in Sacred Scripture. The chair has been established to train priests, deacons and lay ecclesial ministers to examine carefully the historical and theological significance of Sacred Scriptures and pass on that knowledge in pastoral settings.

3. The Bishop Walter J. Schoenherr Chair in Homiletics/Apologetics supports Sacred Heart Major Seminary's dedication to the formation of students who understand the Gospel and the teachings of the Church and are enthusiastic preachers and teachers of the Truth.

4. The Father William "Bill" Cunningham Chair in Catholic Social Analysis and Urban Evangelization will lead a program of coursework for students in theology, urban studies and Catholic social analysis, in addition to opportunities for field experiences and community service.

5. The Bishop Kevin M. Britt Chair in Dogmatic Theology - Christology has been established to assist seminarians and lay ministry students in gaining a more profound understanding of Jesus Christ, the focus of the New Evangelization.

6. The Father Michael J. McGivney Chair in Life Ethics has been designed to offer students an understanding of the broad range of issues in our culture that threaten the dignity of human life from its inception until natural death.

Section Three: Faculty Recruitment and Appointment

A. Recruitment of Faculty

1. Principles

The power to appoint faculty members at SHMS is lodged with the Chairman of the Board of Trustees, the Archbishop of Detroit. He may delegate this power of appointing full or part time faculty to the Rector/President. The faculty members play a role in this process through the Rector/President's consultation with them.

Faculty members are recruited in several ways:

a) Because the Archdiocese of Detroit owns and operates SHMS primarily as a seminary, the Archbishop of Detroit may recruit priests of the Archdiocese of Detroit and appoint them to the seminary upon consultation with the Rector/President. "As a general rule, professors for significant portions of the course of studies in the major theological disciplines ought to be priests." (PPF, #347; cf., ATS, Standard 5.1.3). "Priest faculty members should have appropriate experience in pastoral ministry" (PPF, #346). Full-time priest faculty are normally residents of the seminary (PPF, #353).

b) Potential faculty members may be recommended to the Rector/President for appointment to the seminary. The Rector/President may seek the consultation of the Faculty Search and Promotion Committee to provide an opinion on the suitability of the candidate.

c) The Faculty Search and Promotion Committee may conduct a formal search process to fill a vacancy or a newly created position. The committee should consult with the seminary's Human Resources representative for current guidelines and assistance in faculty searches.

SHMS seeks to recruit and appoint faithful Catholics as professors. Professors who are not Catholic are expected to be aware and respectful of the Catholic faith tradition (*Ex Corde Ecclesiae*, Article 4).

"The professors should have advanced, preferably terminal, degrees in their teaching areas. Professors in the sacred sciences, including philosophy, should possess a doctorate or licentiate from a university or institution recognized by the Holy See" (PPF,#346; cf., Canon 253.1). "Priests, who are responsible for the human, spiritual, intellectual, and pastoral dimensions of priestly formation, can be assisted by outstanding laypersons and/or non-ordained religious, all of whom have a particular expertise that can contribute to priestly formation." (PPF,#348). "All faculty members should be dedicated to the total formation of the students, willing to form with them a genuine educational community. Faculty teach first by the quality of their lives" (PPF, #351). "Love for the Eucharist as a source and sign of unity within the seminary program clearly must be evident in the life and attitude of each member of the faculty and staff" (PPF, #352).

SHMS seeks to recruit faculty, both men and women, of different ages, and from diverse ethnic, racial, cultural backgrounds, and faculty who are aware of the significance of questions of peace, justice, and respect for life (PPF, #354; see ATS, Standard 5.1.3). Faculty are encouraged to be involved in some parochial or apostolic activity and to make some contribution to the local church (PPF, #357; See ATS, Standard 5.1.1).

"Faculty members should have a firm foundation in the teaching of the Church. A fundamental task of the faculty is to set forth Catholic doctrine as formulated by the authoritative teaching office of the Church" (PPF, #364).

2. Faculty Search Committee

The Faculty Search Committee is composed of the Dean of Studies, two elected faculty members from the College Faculty, and two elected faculty members from the Theology Faculty, all the elected members chosen for two year terms. The elected members must already have served at SHMS as a faculty member for at least three years. Other faculty members may be invited by the committee to participate in the search process due to their expertise.

The committee is called into service by the Dean of Studies. If the search to be conducted is for a full-time faculty position in the College, then one of the College Faculty committee members becomes

the temporary chair; if it is a Theologate search, then a Theology Faculty committee member becomes the temporary chair.

To conduct a search for a full-time faculty position, the committee, under the leadership of the temporary chair, will formulate a Posting (Job Description) of the position and a short advertisement, advertise the position, rank the applicants, and conduct interviews. The chair will distribute a copy of the proposed job description to the faculty at least one week before it is made public. The chair will distribute copies of the final job description to the faculty as it is made public and will invite faculty to notify qualified individuals about the position.

Candidates will be expected to submit copies of their official academic transcript, CV, three letters of recommendation, and a writing sample. They will be expected to come to the campus for an interview and to teach a class in the area of their expertise. All faculty and students will be invited to attend the class and offer their evaluation to the members of the committee. Candidates will be interviewed by the committee without the Dean present. Candidates will have a private interview with the Dean. If possible, candidates will lunch and/or dine with the faculty.

The chair will coordinate closely with the Dean's office as the search proceeds. The chair and Dean shall keep each other informed about all communication with applicants. The chair will contact each active candidate every three weeks to inform him/her of the status of the search. There will be two weeks' notice given to the committee of any deadlines concerning the search. Upon completion of the interview process, the chair will compose a letter summarizing the deliberations of the committee and make a recommendation of two names to the Rector/President, either in his presence or through the Dean of Studies.

The Dean of Studies may also assemble the committee to help assess long-range needs for full-time faculty members at SHMS.

B. Procedure of Appointment

It is the prerogative of the Archbishop of Detroit to appoint all fulltime faculty upon the recommendation of the Rector/President (PPF, #345). This constitutes the canonical mandate (CIC, 812). All full time Catholic faculty members who teach philosophy or the Sacred Sciences are required to make the Profession of Faith and take the Oath of Fidelity, usually at the next Mass of the Holy Spirit opening the school year.

Priests of the Archdiocese of Detroit receive a letter of appointment from the Archbishop of Detroit. Where necessary, letters of appointment are issued by the competent ecclesiastical superior. All other full time faculty receive a contract from the Rector/President. The Rector/President determines the rank of each new faculty member upon consultation with the Dean of Studies.

The Dean of Studies facilitates the transition of the new faculty member.

C. Visiting Professors

SHMS invites from time to time qualified faculty from other academic institutions to serve as a visiting professor. Such invitations are subject to all the regular procedures utilized for the engagement of regular SHMS faculty. Visiting professors enjoy the status of similarly ranked faculty for the duration of the visit.

Section Four: Faculty Contracts

Faculty joins SHMS either by direct appointment of the Archbishop of Detroit or by engagement by the Rector/President.

A. Letters of Appointment

Those faculty members who become part of the faculty of SHMS by means of a letter of appointment from the Archbishop of Detroit do not have an employment contract with SHMS. They serve SHMS according to their letter of appointment.

B. Full-time Faculty Contracts

1. Regular Contracts

The first appointment of a faculty member is for one year. If a faculty member is not to be reappointed following this first appointment, the Rector/President shall give the faculty member written notice on or before March 1 immediately preceding the end of the initial appointment. In the event that the faculty member is to be reappointed, the faculty member shall be offered a second contract for one year.

If a faculty member is not to be reappointed following the second year of service, the Rector/President shall give the faculty member written notice on or before December 15 immediately preceding the end of the second appointment year. In the absence of such notice, the faculty member shall on or before June 1 of the second appointment year be offered a contract for a period of three years.

If a faculty member is not to be reappointed following the fifth year of service to SHMS, the Rector/President shall give the faculty member written notice on or before June 1 of the calendar year immediately preceding the year in which the fifth year of service terminates. Employment then terminates at the end of the fifth year of service.

On or before June 1 in the second year of the three year term contract, a faculty member shall be informed that the faculty member's employment will terminate at the end of the three year contract or that the faculty member shall be offered a rolling contract for a period of six years. This six year rolling contract will begin at the end of the three year term contract.

If the faculty member is not to be reappointed following the end of this six year rolling contract or any subsequent rolling contract, the Rector/President shall give the faculty member written notice on or before June 1 of the calendar year immediately preceding the year in which the rolling contract period terminates. The sixth year of the six year rolling contract then becomes a term contract terminating at the end of that contract. In the absence of such a notice of non-renewal, the faculty member shall be reappointed by June 1 of the fifth year of the six year rolling contract to another six year rolling contract immediately ending the previous six year rolling contract at the end of its fifth year.

A faculty member, appointed to the first six year contract, may expect to continue in his or her academic position as long as a level of performance is maintained consistent with the then prevailing standards of the institution, and as long as the position exists.

3. Other Contractual Arrangements

A first appointment for less than an academic year shall not be counted in the appointment schedule above. The timetable for renewal or non-renewal of such an appointment for less than an academic year shall be agreed to, in writing, between the faculty member and the Rector/President at the time of appointment. In the absence of such an agreement, there shall be no presumption by the faculty member for renewal, and employment shall terminate at the end of the appointment term.

Any other appointment agreement, different from those above, must be agreed to in writing between the Rector/President and the faculty member at the time of appointment and shall state the appointment term and the date of renewal or non-renewal notification.

The Dean of Studies shall monitor the timetable of all faculty contracts and shall keep the Rector/President informed. The Rector/President shall handle the contract matters above. A faculty member shall return the signed contract, or formally notify the Rector/President in writing of non-acceptance of the contract within thirty days of its receipt. Failure of the faculty member to return the contract within the thirty days will be taken as a resignation.

SHMS believes that this contract structure is an effective procedure “for the retention of a qualified community of scholars” (ATS, Standard 5.1.6).

4. Compensation

Compensation for the first year of a multiple year contract is stated in the initial contract. Compensation for subsequent years of the contract will be set yearly by the seminary.

6. Teaching Contract Year

The teaching contract year is comprised of three teaching terms in twelve months of the scheduled academic year with the option which both parties have for payment over a twelve month period. Except as indicated otherwise (e.g., chairholders) all full time faculty will be scheduled for the three teaching terms. The third semester assignments may also include such non-classroom

responsibilities as the Apostolic Experience Program in the College, The Desert Formation Program, Latin American Experience, Spanish Language School or committee work.

C. Part-time Faculty Contracts

All contracts for part time faculty are for an academic term. These contracts do not confer upon a part time faculty member any entitlement to continued employment after the term specified in the contract. All part time faculty contracts are handled by the Dean of Studies.

Section Five: Faculty Evaluation

A. Purpose and Criteria of Faculty Evaluation

1. Purpose and Goals of Faculty Evaluation

All evaluation involves intangible as well as tangible criteria. Evaluation of faculty members is based on a systematic process through which an individual's performance and contributions are measured in terms of the overall vision of the institution as presented in the Mission Statement. This process includes the identification of desired outcomes for faculty performance, gathering appropriate information related to those outcomes, assessing performance on the basis of this information, and establishing individual goals based on this assessment (ATS, Standard 1.2.2).

The principles embodied in the Mission Statement provide the religious and humanistic outcomes upon which faculty behaviors—appropriate credentialing, effective teaching (ATC, Standard 5HLC Criterion Three), “academic competence, scholarly development, manner of life, personal dedication to the goals of priestly formation, and commitment to the Church” (PPF, #359)—can be assessed, and direction for professional development can be provided. The process for faculty evaluation involves faculty, students, and administrators (ATS, Standard 5.2.5).

2. Criteria for Evaluation and Advancement in Rank

Continuance in rank or promotion to another rank is not an automatic function. It is related directly to faculty evaluation and to the following criteria.

a) Implementation of SHMS' Mission

Faculty are expected to meet and advance the mission of SHMS and the goals of her several degree programs as well as the goals set forth by the ecclesiastical and academic bodies (e.g.,

Congregation for Catholic Education, United States Conference of Catholic Bishops, the Higher Learning Commission of the North Central Association of Schools, and Association of Theological Schools) to which SHMS gives an accounting. Faculty are also expected to demonstrate:

- A Christian quality of life, such that they are appropriate role models for students
- A love for and commitment to the Church and a fidelity to her magisterium as the authoritative interpreter of Sacred Scripture and Sacred Tradition
- A commitment to Catholic ideals, principles, and attitudes in carrying out research, teaching, and other seminary activities
- A commitment to a witness of the Catholic faith by Catholic teachers and acknowledgment and respect on the part of non-Catholic teachers of the seminary's Catholic identity and mission
- An integrity of doctrine and good character
- A love for the Eucharist
- A dedication to the total formation of the students
- An appreciation of the ministerial priesthood and a dedication to the goals of priestly formation
- An appreciation of the role of the laity in the world and as ecclesial ministers

b) Classroom Performance

Faculty are expected to provide effective teaching, such that the focus is on student learning using appropriate adult learning models. All teaching at SHMS is to be firmly grounded in the teaching of the Church. Faculty are also expected to demonstrate:

- An ability to present material appropriate to an undergraduate or graduate level
- A clarity of presentation
- An encouragement of broad active student participation
- An openness to the learning needs of students
- A use of diverse teaching methodologies
- A selection of appropriate texts and bibliographic materials
- Appropriate testing methods
- Promptness and respect for students
- Consistent use of basic institutional syllabi for introductory courses at the undergraduate level and course descriptions at the graduate level
- A willingness to learn educational technology, e.g., classroom technology, Moodle-Canvas, PowerPoint

c) Contributions to Institutional Life

Faculty are expected to contribute to the life of SHMS. All faculty are expected to contribute to and participate in the community of faith and the community of learning in a collaborative and willing spirit. Faculty are also expected to demonstrate:

- Participation in the religious and other activities of SHMS
- A willingness to serve on and give quality participation to committees
- Effective and creative leadership of a committee
- A pattern of contributions to library development
- A quality involvement in the formation and evaluation of seminarians and other students where appropriate
- A willing contribution to the recruitment, advising, retention, and service of the students
- A willingness to use available technology, e.g., network, email

d) Scholarship

Faculty are expected to continue their professional development and to make contributions to scholarship. Faculty are also expected to demonstrate:

- Appropriate academic credentials (a doctorate or terminal degree in the their teaching field is required for the graduate faculty; preference is given to those who possess a doctorate or terminal degree in their teaching field for the college faculty)
- Continued critical reading and research
- Publication of papers and public reading of papers at professional conferences
- Active association with professional organizations in one's field

e) Involvement in Church and Community

Faculty are expected to make an investment in the general teaching mission of the Church. SHMS acts as a resource not only to its students but also to the Church and society. Faculty members can, without prejudice to their normal teaching responsibilities at the seminary, provide services on a time available basis to those organizations which the seminary seeks to serve. Faculty are also expected to demonstrate:

- An involvement in pastoral or apostolic activity
- A commitment to peace, justice, and respect for life in all its stages
- A commitment to serve others, particularly the poor, underprivileged, and vulnerable members of society

B. Process of Faculty Evaluation

1. Evaluation by Students

Students are asked to complete course evaluations for each course in which they are enrolled. Near the end of each term, the Office of the Dean of Studies administers online course evaluations. SHMS uses the IDEA course evaluation instrument on the Campus Labs platform. Students receive at their shms.edu email account a link to complete course evaluations for each of their classes. Students typically have at least two weeks to complete the course evaluations. To encourage student participation, faculty should allow students time in class to go online and complete the evaluation if they have not already done so. Course evaluations typically take 5-10 minutes to complete. Anonymous results of the student evaluations are made available to faculty online once course evaluations have closed and final grades are submitted. Copies of the results are also kept in faculty personnel files in the Office of the Dean of Studies. This material aids faculty in their own development and assists in the evaluation process for renewal and promotion.

2. Classroom Visitations

The Dean of Studies or his delegate will visit the classroom of each faculty member at least once every other year, or more frequently due to contract schedules. He will notify the faculty member prior to the visit. The faculty member is to provide the dean with a copy of the syllabus, a detailed course outline, and any handouts given to the students. The dean will fill out a form and submit it to the instructor after the class for comments and a signature by the instructor. If the instructor would like a conference with the dean about the visitation/review form, the instructor's signature can be withheld until he or she arranges this meeting with the dean. The visitation is intended to assist both faculty development and evaluation.

3. Peer Evaluations

Each faculty member is encouraged to request a regular classroom visit by a peer to offer helpful comments regarding teaching. These comments are only intended for the development of the instructor. Any instructor may bring these written comments to the dean to be included in the instructor's file for faculty evaluation.

4. Evaluation by the Dean of Studies

During the winter term the Dean of Studies distributes a self-evaluation form to all full time faculty members. The form briefly outlines the "courses taught, the strengths and weaknesses of the courses, plans for improvement; research and publication completed during the year; participation in committee work, performance of special assignments, etc.; major commitments fulfilled off campus; and course and research plans underway" (ATS, Policy Statement on Faculty Evaluation). At the point of

the six year rolling contract, the Dean's office may conduct evaluations less frequently. Faculty members may request and evaluation by the Dean at any time.

Faculty members then fill out these self-evaluation forms, return them, and make an appointment during February to receive the dean's evaluation. This evaluation takes the form of a written memorandum to the Rector/President which the faculty member is asked to sign to indicate that he or she has seen it. This form includes a summary of the faculty member's own self-evaluation, a summary of the student evaluations, and a summary of the dean's evaluation with recommended goals for the upcoming year. If there is a disagreement about the content of this written form, or the opinions expressed, the instructor may add written signed comments to this form. The final signed form is sent to the Rector/President's Office with copies going to the individual faculty member and the faculty member's personnel file in the Office of the Dean of Studies.

Faculty members are also required to submit copies of all published material to the Office of the Dean of Studies for their personnel file.

Section Six: Faculty Advancement in Rank

A. Petitioning for Advancement

A faculty member may petition for advancement at any time (being aware that the process takes time and that the Board of Trustees meets only a few times per year), subject to the limitation mentioned above regarding an instructor advancing to an Assistant Professor without the possession of a terminal degree. However, a period of service to the institution will be more effective in achieving a positive result to a petition for advancement. The letter of petition is addressed to the Faculty Promotions Committee and delivered to the Dean of Studies. In the letter of petition, the faculty member should indicate why he or she is petitioning at this time, how he or she has fulfilled the criteria for faculty evaluation (see above, Section Five, A.2.) at the level of the rank sought, and what he or she plans as major objectives for the future. This letter should be accompanied by the following:

- An updated curriculum vitae, including a chronological listing of all publications and presentations given, convention and continuing education opportunities attended, courses taught, and committee involvement. This should be inclusive of all activities since the last advancement in rank.
- A copy of all peer reviewed (either by the editor or an independent reviewer) publications and conference papers (if they have been previously submitted to the Dean of Studies, they can be collected from his office and returned there later).
- Contributions to the formation program by faculty members will be considered by the Dean

B. Faculty Promotion Committee

The membership of the Faculty Promotions Committee is the same as the Faculty Search Committee, excluding the Dean of Studies. The Dean of Studies assembles the committee when needed and facilitates the election of a temporary chair who will then conduct the rest of the proceedings. The committee meets with the petitioner to review both the petition and the performance of the faculty member. The committee then submits a written summary of the meeting and the committee's findings to the Dean of Studies and to the petitioner.

C. Administration and Board Action

The report of the committee and all the materials examined must be forwarded to the Dean of Studies. The Dean of Studies forwards to the Rector/President the report of the committee along with his opinion. If the Rector/President approves the promotion, he directs the presentation of the petition with appropriate supporting materials to the Academic Affairs Committee of the Board of Trustees which reports the matter to the Board of Trustees for final action. The promotion takes effect the following academic year. If the Rector/President does not approve the promotion, then he notifies the petitioner of his decision.

A negative decision by the Rector/President or by the Board of Trustees is final, though the candidate may reapply in two years. There is no penalty for a rejection of a request for advancement.

Section Seven: Faculty Rights and Obligations

A. Faculty Policies

1. Academic Freedom

God is the "source of truth, the judge of all human thoughts, and the ultimate end of all theological inquiry. The freedom of the person of faith always involves a commensurate responsibility toward God and neighbor. It is never the freedom merely to be left alone or to ignore basic obligations. Freedom has a specific import in the context of a religious confession of faith" (ATS, Academic Freedom and Tenure, 1976; see HLC Criterion One). Sacred Heart Major Seminary is a Roman Catholic institution and seeks the truth within that communion.

All faculty members at SHMS enjoy "appropriate academic freedom that allows and encourages study and reflection in teaching and publishing. This freedom must be understood in the context of the purpose of the seminary and balanced by the rights of the students, the institution, and the Church" (PPF, #365). All faculty members must agree to conform to the authoritative ecclesial norms for

seminary programs and also “should have a firm foundation in the teaching of the Church” (PPF, #364). Within this context, “faculty members shall be free to seek knowledge and communicate their findings” (ATS 5.1.2).

No faculty member is free to promote anything contrary to Catholic faith or morals, as taught by the Church’s Magisterium (*Lumen Gentium*, 25; CIC 833§6). Further, SHMS is a pro-life campus, supporting life at all its stages. The support, advancement, or promotion of abortion, assisted suicide, or euthanasia will not be tolerated.

Each faculty member is entitled to freedom for pursuing research in his/her respective field. “The freedom proper to theological research is exercised within the Church’s faith...Freedom of research, which the academic community rightly holds most precious, means an openness to accepting the truth that emerges at the end of an investigation in which no element has intruded that is foreign to the methodology corresponding to the object under study. In theology this freedom of inquiry is the hallmark of a rational discipline whose object is given by Revelation, handed on and interpreted in the Church under the authority of the Magisterium, and received by faith. These givens have the force of principles. To eliminate them would mean to cease doing theology” (1990 Instruction on the Ecclesial Vocation of the Theologian, #11-12).

When assisting students to understand accurately positions which may be contrary to magisterial teaching, faculty members will propose well-grounded responses to these positions in order to equip SHMS students to be skilled teachers of sacred doctrine.

Each faculty member is entitled to freedom in the classroom, but should be careful not to introduce controversial matter into a presentation or syllabus that has no relation to the subject. It should be remembered that the seminary is by its nature a community of persons assisting each other in the pursuit of truth. In addition, the seminary is a Catholic institution responsible to the Archbishop of Detroit. “Members of the faculty should be mindful of the varying degrees of theological certainty and carefully should distinguish between their own insights and other theological developments or opinions on the one hand and Catholic doctrine on the other” (PPF, #366).

Each faculty member of SHMS is a citizen, a member of a learned profession, and an officer of an educational institution. When this person speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but this special position in the community imposes obligations. As a person of learning and an educational officer, the teacher should remember that the public may judge one’s profession and institution by the statement made. Hence, one should at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

2. Institutional Expectations

Faculty members are expected to meet their classes promptly as scheduled by the Dean of Studies, to use the time effectively for instruction, and to dismiss the class on time. Permanent changes of time or place for a course are arranged through the registrar’s office. When an instructor anticipates not meeting the class, or being late, the Dean of Studies and the Registrar should be notified.

The instructor should also notify the students. Any emergency cancellation shall be reported to the Dean of Studies or the Registrar as soon as possible.

Any courses which are designated, “by arrangement,” are to be arranged by the instructor with the students enrolled. The instructor is to notify the Registrar of the agreed upon time and obtain from the Registrar a classroom. Faculty members are asked to begin classes with a prayer, meditative reading, or inspirational selection whenever possible.

Faculty must obtain their own class lists through COR (see below). No student is to be in a classroom who has not registered. Inform the Registrar of any discrepancies between the class list and the actual students in attendance following the first class. All student lists, especially those containing student identification numbers, are to be kept confidential.\

SHMS faculty are expected to contribute by their presence to the mission of SHMS in the Church and in the world. In fulfillment of this obligation all full time faculty are required to attend Faculty Orientation, commencement activities, and regularly scheduled faculty and committee meetings. In addition, faculty must be able to demonstrate their contribution through participation in similar activities. Examples of this contribution would include ordinations, installation to ministries and other special liturgies or events, significant service to major ecclesiastical or professional institutions, major media or other public appearances. Faculty members are expected to assist in recruitment and retention of students.

Faculty members should familiarize themselves with the bulletin and the handbooks used by faculty and students as well as the most recent self-studies and long-range planning documents so that the mission statement and the policies of SHMS are understood and supported.

Faculty members “develop curricula, approve all curricular offerings of the institution, and establish ways to evaluate the effectiveness and currency of the curricula. They are responsible for the quality of off-campus as well as on-campus offerings. Through clearly defined structures, faculty and administrators exercise oversight for all educational offerings” (HLC Criterion Three). Thus an active involvement at meetings is encouraged (see ATS Standard 5.1.4). Faculty are also expected to cooperate in Educational Outcomes Assessment programs (see ATS Standard 5.3.1).

No full time faculty member may be employed in any outside occupation without the written permission of the Dean of Studies.

3. Events Committee Policy

Faculty mentors for events committees are to supervise the student committee members’ planning process. The student chair convenes and directs the committee’s task. The students are to do the committee’s work.

Faculty mentors should be especially concerned about good financial stewardship. Budgeted amounts for particular activities are available through the business office. Any expenditures of \$500 or more, including contracted events with the SHMS food service, must receive written authorization from the business manager, the seminary treasurer, the vice-rector or the rector. Any unapproved amount, over the \$500, will be charged to the person contracting the services.

The mentor should also make certain that the committee reserves the appropriate room(s) in the seminary building.

If the committee has questions about who is invited for a particular activity, the mentor can check with the Rector's secretary. Responses to invitations should also be directed to the Rector's secretary.

The mentor also monitors the plan to see that the event meets the aims the seminary has in mind for the program and to see that it conforms to the level of propriety and good taste expected.

The mentor makes certain that all the necessary people receive notice of any schedule changes (e.g., building administration, kitchen, seminary community). The mentor directs the students to the appropriate consultation for a changed schedule before the changes are announced.

4. Teaching Load

For an academic year, a full-time teaching load is seven courses for instructors in the College of Liberal Arts, five courses for members of the School of Theology and four courses for Chair holders. When an instructor is not fully utilized in teaching, he/she will be given a greater proportion of non-teaching responsibilities, which may include a greater proportion of committee work or specialized assignment by the Dean of Studies or the Rector/President.

By agreement with the Dean of Studies, faculty members may accept a teaching load in excess of the normal teaching load for a proportional reduction of other faculty member responsibilities, such as committee work or academic advising.

If any faculty member is not scheduled to teach during an academic term and is not on sabbatical leave, he/she is still obligated to fulfill all obligations of full-time faculty members, including attendance at faculty meetings. Only faculty members who are on sabbatical leave are not required to fulfill the normal obligations of faculty members during the time of said leave.

5. Academic Responsibilities

"Faculty members should make available the results of their research through such means as scholarly publications, constructive participation in learned societies, and informed contributions to the intellectual life of church and society, as well as through their teaching" (ATS Standard 5.4.4).

Faculty members are expected to continue scholarly activities in their discipline and participate in key professional associations in which they hold memberships. To this end, SHMS, as specified in the contracts, offers each faculty member a professional allowance as partial funding for travel and expenses. Faculty should consult with the Dean of Studies when planning to attend a conference during the academic year.

Before a faculty member accepts the nomination to an office in any professional association, the responsibilities, duties, and obligations of that office must be made known to the Rector/President of SHMS to assure that no conflicts with internal responsibilities and contractual obligations will occur. Approval will not be withheld unreasonably.

Faculty members are expected to keep abreast of new material in their fields through the reading of book reviews, periodicals, catalogues, etc. It is part of the professional responsibility of each faculty member to make recommendations to the library for the purchase of works in those fields on a regular basis (see ATS Standard 5 .3.2).

A schedule of regular office hours should be posted by all faculty members by the end of the first week of classes; each instructor should notify the Dean of Studies of these posted hours.

Faculty members are encouraged to visit the classes of other instructors to enrich their own teaching practices and to invite faculty to conduct a Peer Review of their instruction. In both cases agreement should be reached well prior to the class session involved. The information gained from these visits is strictly for the benefit of the instructors involved and does not play a role in faculty evaluation or promotion.

6. Syllabus

Faculty are required to distribute a syllabus to their students for each class they teach during the first session of the course. For all graduate courses, each syllabus must contain the entirety of the faculty-approved course description. For all undergraduate courses, each syllabus must contain the entirety of the faculty-approved course description and student outcomes. If it is an introductory theology course, the faculty-approved basic syllabus must be utilized. Additional student outcomes (undergrad only) and a separate paragraph with customized course description can be made to a syllabus at the instructor's discretion with the advance approval of the dean..

The syllabus must include the course number and title, number of credits, course description, student outcomes, course expectations, course outline, required/recommended reading, office hours and brief bibliography.

All syllabi are to be submitted to the Dean of Studies at least two weeks before the start of term. Syllabi are archived by the Dean of Studies' secretary historical preservation and future faculty consultation. Faculty are encouraged to post their syllabi using the virtual bookstore's website, Textbookx (instructions can be obtained from the Registrar).

7. Grades

Faculty should indicate the basis for assigning a grade at the initial meeting of a course. Policies on accepting tardy work should also be clearly articulated to students during the first session or in the syllabus.

Faculty teaching undergraduate courses are expected to provide a mid-term grade to the Registrar's Office no later than one-week after the end of mid-term week. All faculty are expected to submit final grades to the Registrar's Office no later than one-week after the end of the semester or earlier if possible.

Change of Grade: Statute of Limitations for Faculty:

Faculty members are required to submit course grades at the end of each semester. If an instructor wishes to change a grade, they are to notify the Office of the Registrar for processing. All grades are final and cannot be changed after six months have lapsed since the original grade submission deadline. Should an instructor find an error after six months, he/she must appeal to the dean of studies with proper justification. Upon approval from the dean of studies, the registrar will process the grade change.

Change of Grade: Statute of Limitations for Students:

Students have six months from the end of a term to challenge a grade given by an instructor. The instructor is required to respond to the student's concern by providing justification for the grade issued. The instructor is not obligated to change a student's grade if it was given with proper justification. Students may follow the normal grievance procedure to challenge a grade beyond the six months.

Incomplete Grades

Students enrolled in courses at Sacred Heart Major Seminary, including directed readings, individual studies, or internships, are expected to complete all required coursework by the deadline set by the institution's academic calendar. If, due to unforeseen emergencies, a student cannot complete the required coursework by the end of the semester, he/she may request a grade of incomplete by submitting a "Request For Incomplete" form available through the Office of the Registrar. The instructor must specify the period in which to complete the course requirements not to exceed sixty day from the end of the term.

The purpose of an incomplete ("I") is to minimize the negative consequences of unforeseen emergencies resulting in failure to complete course requirements by the deadline. It is not a means for extending deadlines to accommodate personal schedules. The grade of incomplete is a temporary grade that indicates that the student has not completed all course requirements. The grade of incomplete is only appropriate for students who have attended and participated in classes. Students who have missed a significant number of classes for health reasons should contact the Registrar.

An incomplete grade may impact financial aid. Students should consult the Office of Financial Aid for details.

8. Outcomes Assessment

SHMS is engaged in ongoing Outcomes Assessment of our program goals. Faculty members are expected to support and participate in the Outcomes Assessment process. They should formulate learning outcomes for each course and place these on the syllabus. Through committee participation and faculty review of outcomes, they should assist in formulating and applying learning outcomes for the institution as a whole for their specific programs. In addition, faculty may be

asked for assistance or input in the administration of Outcomes Assessment tools, the evaluation of results from administered tools, and the completion of some tools, such as faculty surveys.

9. Publishing

“Faculty are expected to engage in research and each school shall articulate clearly its expectations and requirements for faculty research, and shall have explicit criteria and procedures for the evaluation of research that are congruent with the purpose of the school and with commonly accepted standards in higher education” (ATS, Standard 5.4.1), (cf., this document, Section 5, A, d., Scholarship).

SHMS faculty are expected to publish every three years in a peer reviewed venue. The reasons for requiring scholarly publication by SHMS faculty are: 1) to foster good teaching; 2) to make a contribution to one’s discipline; 3) to educate our publics; 4) to promote the reputation of SHMS; and 5) to provide criteria for promotion in rank. While expected to do on-going research and writing, a faculty member will have the opportunity every three years to be free from teaching responsibilities during the third term, or, upon negotiation with the Dean of Studies, to have a reduced teaching load (by one course) during one of the regular semesters, so as to provide dedicated time to do research and/or writing. A written proposal is to be submitted to the Dean six months before the term from which the faculty member is requesting to be free from teaching or to have a reduced load. Faculty members will have the opportunity for another term free of teaching or with a reduced load three years after the preceding research term once they have published (or submitted a finished work for peer reviewed publication) the results of their previous research.

10. Course Requirements of Students

In setting course expectations for students, faculty should keep in mind that undergraduate students can be expected to spend two hours of work outside the classroom for every hour in class per week in order to earn a semester credit.

At the graduate level, students can be expected to read several hundred pages per course, excluding the reading required for research papers. Graduate students should also be expected to complete the following other assignments for each credit:

- a five-page research/critical paper;
- (or) a seven to eight page reflective paper;
- (or) an oral report equivalent to the above;
- (or) an examination during the semester;
- (and) a comprehensive examination (this could also take the form of a paper, oral presentation, or catechetical instruction);

For courses that are more than one credit, multiples of this formula can be used. Courses that are practica, seminar, or language will require an adjustment to the formula.

11. Student Attendance

No one is admitted to a class who is not duly registered. Any discrepancies between actual course attendance and the class list provided by the registrar should be reported immediately to the registrar.

Attendance in all courses is regulated by the syllabus of each course.

12. Add/Drop/Withdrawal of Courses

Students may add or drop courses or change their course status on COR during the first week of the semester only. A course dropped during this week will not appear on the transcript. Exceptions to this regulation for the addition of a course require the permission of the instructor and the dean of studies and a plan to make up the missed work.

Students may withdraw from a course only until the deadline specified in the academic calendar for withdrawal. The student notifies the Registrar in writing of the withdrawal. The instructor will assign a "W" grade next to the withdrawn student on their COR grade roster. Withdrawing does not impact a student's grade point average. Failure of a student to officially withdraw from a course will be recorded as "F" by the instructor and will thus be computed in the grade point average.

13. Course Evaluations

Near the end of each term, the office of dean of studies administers online course evaluations. SHMS uses the IDEA course evaluation instrument on the Campus Labs platform. Students receive a link and instructions for the course evaluations at their shms.edu email accounts.

Students log in to a secure site to complete the evaluations. Individual results are anonymous. Students typically have at least two weeks to complete the course evaluations. To encourage student participation, faculty should allow students time in class to go online and complete the evaluation if they have not already done so. Course evaluations typically take 5-10 minutes to complete. Once evaluations are closed, faculty will receive an email link for each of their courses to log in to a secure site and view the results. Faculty can also log in to their individual faculty site at any time at the following link: <https://shms.campuslabs.com/faculty/>. The Dean of Studies uses course evaluation results as one part of the annual evaluation of each faculty member.

14. Academic Advising

It is generally expected that full-time graduate faculty members will serve as the Academic Advisors of students matriculated into graduate degree programs (see ATS Standard 5.3.3). The Dean of Studies office advises all undergraduate students seeking a degree/diploma. The advisor should have access to the following records, either through the Empower advising web interface or in copies provided by the Registrar:

- Transfer course information
- Registration information
- Admission status
- Transcript and audit information

The advisor shall counsel the student on all courses necessary to complete the program; this information is available in Empower on the SHMS Computer Network.

The advisor should send the student to the correct office:

- the Registrar handles all official record keeping and registrations questions
- the Business Office handles all student billing questions
- the Financial Aid Office handles all financial assistance questions
- the Dean of Studies' Office handles all questions about academic policies

The advisor must know the necessary requirements for the degree in which the student is enrolled. These are delineated in the bulletin governing the student's program. Students are not exempted from any requirements unless this has been indicated by the Dean of Studies—usually a memorandum to this effect is placed in the student's file in the Registrar's Office or a note is placed in Empower. Advisors do not have the authority to exempt a student from any requirement and should not lead the student to think that any exemption is likely.

It is important that advisors make note of any language requirements which the student may have and encourage the student to address this situation as soon as possible in the educational process.

It is also very important that advisors have students follow the proper process for completing Integrating Studies courses. Each of these courses has its own proper form(s). These are available in the Registrar's Office and must be filled out. Failure to do so could handicap the student's progress.

The student should see the advisor at least once a semester. It may be helpful for the advisors to take the initiative with advisees they have not seen in some time.

If the student wishes to take a directed readings course, it is necessary to fill out the appropriate form from the Registrar's Office, which requires the student and the instructor to agree upon a brief description of the work to be done and the signature of the instructor.

If the student is pursuing two degrees, it is important to make sure that the regulations regarding dual degrees, found in the bulletin, are followed.

If a student seeks to take more than sixteen credits, the advisor must determine whether this is really in the best interest of the student. The dean will respect that decision.

The advisor should also be consulted regarding Add/Drops and Withdrawals.

Advisors should keep a written record of all meetings with their advisees. The written record should contain only that information which is pertinent to the student's academic records. Advisors must adhere to FERPA (Family Educational Rights and Privacy Act) guidelines. They are requested to relay pertinent information about their advisees to the Dean of Studies.

The most important role of the Academic Advisor is to be a mentor to the student, helping the student understand not only the process of registration but also the keys to being a successful student here at SHMS and the institutional and faculty expectations of the students. An otherwise isolated student can be made to feel very important when an advisor shows concern and offers assistance. This, of course, implies much more than an impersonal relationship between the advisor and the student and represents the best of SHMS. Advisors are one of the hospitable hands of SHMS.

15. Consortium and Madonna University

Sacred Heart Major Seminary is a member of the Detroit Area Catholic Higher Education Consortium. The other members are Madonna University, Marygrove College, and the University of Detroit Mercy. Founded in 1967, the Consortium's aim has been to maintain cooperative exchanges among the members, especially among their students.

Membership in the Consortium places at the disposal of the seminary's undergraduate degree students a broad range of course offerings. The College of Liberal Arts urges its students to make extensive use of the Consortium's resources. In fact, in most cases candidates for the seminary's undergraduate degrees must attend classes at other Consortium schools because the College does not offer all the courses required for these degrees.

General Norms: Consortium registration privileges enable an undergraduate student at any of the institutions belonging to the Detroit Area Catholic Higher Education Consortium to take one or more undergraduate courses at other Consortium institutions during regular academic semesters at no additional tuition cost. Consortium courses, in which a SHMS student is enrolled through the seminary, will appear on the transcript as seminary courses. Grades for these courses are transmitted to the Registrar by the host institution.

Tuition is paid to the home institution. Special laboratory and/or studio fees are paid directly to the host school.

To drop, to add, or to withdraw from a course taken on the above basis, a student must comply with the deadlines of the home and host institutions and must officially inform their Registrars.

Norms for Full-Time Students: to be eligible for registration in any given semester, a full-time undergraduate student must be registered at the home institution for a minimum of eight credit hours. A full-time student may not register for more than two Consortium courses in any given semester.

Norms for Part-Time Students: part-time undergraduate students who wish to register for Consortium courses must carry a minimum of six credit hours in any given semester, at least three of which must be at the home institution. No part-time student may register for more than twelve credit hours of Consortium courses during an undergraduate career.

Norms for AB Students: Each SHMS student is required to take a portion of the total curriculum at other Consortium institutions. All Philosophy courses and all required courses taught at SHMS are to be taken at the seminary unless permission is given by the Dean of Studies.

Norms for the Federation with Madonna University: Since January 1994, Madonna University has agreed to waive the existing consortium restrictions (e.g., maximum of two courses a semester in the Consortium) as necessary, for students who have the approval of the SHMS Dean of Studies. SHMS students whose names are forwarded by the SHMS Dean of Studies to the MU Registrar will have the same access to General Education courses as MU students on a first come, first served basis, including early registration and mail-in registration. In addition, MU students enjoy the same privileges at SHMS as well as the privilege of having MU graduate students (in the MU Catholic School Leadership Program and in the MU Hospice program) take specially designated SHMS graduate courses on the same basis as undergraduate courses in the Consortium.

16. Empower

SHMS uses the Empower student information system to maintain student records. Faculty members have access to the database through a web interface. The system can be accessed on site or remotely through the internet when available. Faculty members use the web interface to obtain class lists and submit grades. Faculty members with advising responsibilities have access to advisor records through the web interface, including student degree audit information. Questions regarding the student database can be directed to the Registrar's office.

17. Catechetical and Homiletic Focus of M.Div. Courses

Courses for M.Div. students are encouraged to have a catechetical or homiletic requirement. The graduate faculty has determined that these two skills are to receive special attention in the training of future priests. Assistance in either of these areas can be obtained from the instructors of catechetics and homiletics.

18. Elective Courses

Elective courses offered at SHMS are meant to serve two purposes: 1) the research interests of the instructor and 2) the needs of the programs. The first purpose is served through conversation between the Dean of Studies and individual instructors. The second purpose is served through approval of the electives by a degree committee and by the appropriate faculty.

Either an instructor or the Dean of Studies can approach one another to suggest a possible topic for an elective course. This discussion will serve to focus the course on as specific a topic as possible which will also be of general interest to students and serve some program offered by SHMS. Then the instructor will submit the appropriate materials (course descriptions at the graduate level; course description and student outcomes at the undergraduate level) to the appropriate degree committee(s).

The appropriate degree committee is the one which serves the audience intended by the elective. The degree committee may revise the course description/syllabus so that it does not duplicate other current courses and so that it more clearly serves the needs of some students enrolled at SHMS. The committee chair should then contact the instructor to make sure that any proposed changes are acceptable (problems should be worked out between the chair, the instructor, and the Dean of Studies). Next, the elective is recommended to the full faculty for approval.

19. Independent Study Courses

Independent study (directed reading) is generally authorized only for students who have an important area of knowledge that should be included in their program but cannot be provided through regular courses. Such a course cannot duplicate work done in any course previously taken. If, due to scheduling conflicts, a student is trying to make up a required course, then the student should register for that required course and cover the material in an independent study format with an available instructor. Authorization for an independent study will be subject to the instructor's availability and expertise.

Independent study courses can be for one, two, or three semester hours.

Application for independent study is made in advance of the regular registration period by completing the form for Independent Study obtained from the Registrar. This form must be signed by the instructor and student and then submitted to the Dean of Studies for approval. The explanation of learning expectations should be clear and detailed on the form. The content must be adequate in quantity. Independent study, credit for credit, requires no less work than a conventional course. Each undergraduate credit should require three hours of study a week; each graduate credit should require four hours of study a week. The instructor should meet with the student at least once a month during the semester.

The independent study numbers are 490, 491 in the College of Liberal Arts and 893(1, 2, or 3, depending on the credits involved) and 894(1,2,or3) in the School of Theology, each preceded by the proper letters of the department (e.g., PHL, HS).

20. Copyright Policy

The creative works of writers, musicians, playwrights, producers, architects, etc., are protected for the duration of the creator's lifetime plus fifty years.

Instructors may make a single copy of some matter, such as a chapter of a book, an article of a newspaper, a short essay or poem, a chart or diagram, or a cartoon, for class preparation or scholarly research.

Instructors may make multiple copies for classroom use (not to exceed the number of students in that class) if they meet standards of "fair use":

- the copies are made for one specific course and not used as well for another course; separate course packs must be made
- not more than one work is copied from the same author
- copying is not being done to replace a book purchase
- the instructor does not make copies of works for the class more than nine times in a semester (nine different items copied at different times and distributed in the class)
- a notice of copyright should be stamped on each copy.

In the event that copying needs do not meet the standards of “fair use’ as outlined above, SHMS has a copyright license covering over one million works and over 600 publishers. Faculty can verify that a work is covered by the copyright license by going to www.copyright.com/aclacademic. If the work is not covered by the license, faculty may request pay-per-use for the work, indicating that SHMS be invoiced for payment of the copyright permission.

21. Formational Responsibilities

“All faculty members should be dedicated to the total formation of the students, willing to form with them a genuine educational community” (PPF, #351).

It is the duty of faculty to strive to instill in their students loyalty and devotion to the Church and to stimulate and guide their desire for knowledge and holiness. As such, faculty members are expected to evidence a life of faith; to stress the pastoral value of study; to manifest a capacity to collaborate so as to further a unity of spirit and action; to exhibit a mature and psychological equilibrium, a mature affectivity, an ability to listen, dialogue, and communicate; and to demonstrate a positive and yet critical understanding of modern culture (“Directives concerning the Preparation of Seminary Educators,” November 4, 1993, #26-42).

Faculty members will not allow infraction of community rules to influence grades. Misconduct in the classroom and other disciplinary violations which come to the attention of instructors shall be referred to the Vice-Rector/Dean of Seminarian Formation . The misconduct of commuter students should be reported to the Dean of the Institute for Ministry.

Faculty members should be “particularly sensitive to transmitting a complete and sound doctrine, even while not neglecting the appropriate study of questions in greater depth as well as of the problems which may be present. To them falls the task of guaranteeing the overall growth of an adequate competence in the humanistic, philosophical, and theological disciplines which will lead to a profound assimilation of the Christian mystery, complete and directed towards the pastoral ministry” (Ibid., #46).

Faculty members will also use every legitimate opportunity to deepen their knowledge of a student’s character, so that they may give an informed opinion of the fitness of an individual student when called upon.

It is customary to have all students refer to faculty members, at least in public, by their professional title. It is up to the faculty to maintain this custom. The Master of Arts in Pastoral Studies program includes a formation component in order to prepare more comprehensively graduates for lay

ecclesial ministry. While these students are not formally reviewed in faculty session, faculty members who have these students in class are asked to bring concerns and commendations to the Dean of the Institute for Lay Ministry and to respond to student evaluation forms on a yearly basis.

22. Accommodating Students with Disabilities

Students who have self-identified as having a disability, provided appropriate documentation in support of their need for accommodation(s), and are in need of reasonable and appropriate classroom accommodations, should be provided the appropriate and reasonable accommodations necessary to provide equal access to education. Faculty will not be required to provide an accommodation that alters the fundamental nature of the course.

Faculty will be notified in a memorandum from the Assistant Dean of Studies, as soon as reasonably possible, of any students in their classes who qualify for accommodation. The memorandum will include a list of suggested options for reasonable class accommodations appropriate for the student's particular needs and the needs of the instructor and class. Faculty are encouraged to consult with the Assistant Dean of Studies to determine which of the suggested accommodations will effectively provide the student with equal access to classroom learning with minimal disruption to the class. Faculty may select among those accommodations that are effective.

Providing accommodations for students does not mean lowering standards or expectations. All students retain the responsibility for their own academic progress, including course attendance, completion of assignments, seeking outside assistance, and utilizing agreed upon classroom adjustments.

If a student self-identifies with a faculty member as someone in need of classroom accommodations, but she/he has not yet contacted the Assistant Dean of Studies, faculty should encourage the student to contact the Assistant Dean so that appropriate accommodations can be determined and made for the student in each of the student's classes.

Faculty are expected to maintain confidentiality, with the understanding that information may be utilized for formation purposes, under the guidelines of confidentiality for formation. If a faculty member has any problems, questions, or concerns, the Assistant Dean of Studies is available as a resource, and can also provide additional faculty resources.

23. Committee Responsibilities

Normal administrative responsibilities for each full time faculty member shall usually include membership on not more than four standing committees, one ad hoc (or event) committee, and any other duties for which the faculty or the Rector/President shall choose him/her. Faculty members are normally expected to chair at least one committee.

24. Resident Faculty

Those members of the faculty who reside in the seminary live there, not as a matter of convenience, but in order to fulfill a specific set of responsibilities for the pastoral care of those students who are candidates for the priesthood.

Living a community life is essential to the formation of seminarians. The Rector/President and the resident faculty members are to form with the seminarians a Christian community and bear a special pastoral duty to shape and sustain it. Thus resident faculty members:

- follow the schedule of community liturgy and prayers and should exempt themselves for only serious reasons;
- participate in scheduled and informal social functions with the seminarians;
- share meals with the seminarians;
- are readily available to give the seminarians appropriate guidance and counsel.

Resident faculty members should not excuse themselves habitually from these duties without permission of the Rector/President.

25. Priest Faculty

Priest faculty are especially important models for the training of both seminarians and candidates for lay ecclesial ministry. As such they are required to:

- dress in Roman Collar in the classroom, at liturgies, or at meals with students;
- celebrate Mass daily;
- concelebrate Mass at a community liturgy when present;
- follow the liturgical rubrics carefully so as to provide a proper example to the seminarians;
- maintain the custom of having students address them as "Father."

B. Faculty Development

The continuing professional development of faculty members is a special concern of the school (PPF #349). Faculty members are encouraged to seek professional development continuously through in-service activities and programs, through participation in the ongoing programs of professional associations, and through judicious planning for sabbatical leaves, in order to make them productive for the individual, for the school and for the scholarly community in general.

When a faculty member wishes to pursue an advanced degree or take additional courses for personal enrichment, the faculty member should consider the impact this might have on fulfilling responsibilities to SHMS. Such continuing education is helpful and encouraged, but plans should always be discussed with the Dean of Studies.

1. Sabbatical

A full time faculty member is eligible to apply for a sabbatical leave when he/she has successfully completed five years of a contract with Sacred Heart Major Seminary. Sabbatical leaves are granted for one semester at full salary. The faculty member must submit an application for the sabbatical in writing to the Dean of Studies nine months before the anticipated sabbatical semester, stating the activity planned for the leave and how this will contribute to his/her professional growth and the professional benefit of the institution.

A full time faculty member who has received a sabbatical leave may request another sabbatical leave after having completed five years of full time faculty service to Sacred Heart Major Seminary since the end of the last semester in which said faculty member received a sabbatical leave.

A priest or religious member of the faculty, who has been granted a sabbatical, may request in written, itemized fashion up to but not more than \$2000.00 for housing or other necessary expenses related to the purposes of the sabbatical. These expenses must occur during the time period specified by the terms of the sabbatical.

A faculty member completing a sabbatical is expected to make a report to the Dean of Studies of the results of the leave. The faculty member should also submit a summary of this report to the full-time faculty members via e-mail.

“Normally the teacher will promise to return to the school which has granted the sabbatical leave and to remain at the school for a minimum of one year after the leave” (ATS, Institutional Procedures: Faculty Resignations, Leaves, and Retirements).

2. Study Leave without Compensation

A faculty member may request from the Dean of Studies a leave without pay. Such leaves must be mutually agreed to and shall not ordinarily be for longer than one year.

3. Seminary Paid Workshops

A faculty member who attends a conference or a workshop at seminary expense shall present a brief summary of the insights gained or purposes accomplished to the full-time faculty members via e-mail.

C. Faculty Leaves

1. Holidays

Faculty members are free:

- for Thanksgiving Weekend after the last institutional obligation on Tuesday until Sunday evening (resident faculty) or Monday morning (non-resident faculty).
- after the last scheduled event of the first semester until the beginning of the first scheduled event of the second semester
- during the spring break
- Easter and, when applicable, Easter Monday (resident faculty) or Holy Thursday to Easter (or Easter Monday, when applicable) (non-resident faculty)
- during the break between the academic terms

Resident faculty are expected to be available at all scheduled house events (except days off and additional assignments). Exceptions must be granted by the Rector/President.

2. Sick Leave

Faculty in regular status are allowed up to six paid sick leave days per calendar year. These may not be carried over to the next calendar year. Faculty who miss a regularly scheduled class due to illness are expected to make up the class with students at another time or assign students work in place of the missed class.

3. Funeral Leave

When a faculty member is absent from work for the purpose of attending the funeral of a family member, a paid leave of absence may be granted at the discretion of the Rector/President.

4. Family and Medical Leave Act of 1993

Eligible faculty members (i.e., those who have worked at SHMS for at least a year—1250 hours during the year preceding the leave which is presumed for full-time faculty members subject to rebuttal by SHMS; and must work at a site where SHMS has 50 or more employees working within 75 miles) are entitled to up to 12 weeks of unpaid, job-protected leave during any 12-month period, a continuation of health benefits during such a leave, and reinstatement to the same or an equivalent job as held prior to the leave. Paid leave time, such as a sabbatical is considered time worked for purposes of determining whether 1250 hours were worked.

Leaves may be taken for the birth of an employee's child, the placement of a child with the employee for adoption or foster care, the care of an immediate family member (spouse, parent, or child of the employee) who has a serious health condition, or the "serious health condition" of the employee which renders the employee unable to perform his or her job.

Employees must provide 30 days of advance notice when the leave is "foreseeable." In this case the employee must consult with the Dean of Studies and make a reasonable effort to schedule the leave to minimize the disruption to SHMS. SHMS may require medical certification to support a request for

leave because of a serious health condition. If not foreseeable, then notice should be given within one to two working days of when the employee learns of the need for the leave. The employee should notify SHMS of the need for the leave, the timing of the leave, and the duration of the leave.

Employees may be required to provide updated medical certification if leave continues beyond 30 days. Employees on leave for a serious health condition may be required to submit a return-to-work certificate from their doctor. Additional information is available from the Business Manager.

5. Maternity and Disability Leave

While not a disability, a maternity leave is covered under the short-term disability plan and usually limited to six weeks after the birth (see below Section E. 10.).

If because of a temporary disability (including pregnancy-related disability) a faculty member who is not eligible for or who has exhausted FMLA leave expects to miss more than two weeks of classes, the faculty member must notify the Dean of Studies as soon as possible. The faculty member and dean will consult as how best to cover the faculty member's classes during the period of disability and /or for the remainder of the semester.

A disability leave will be granted for the period of disability. Such a leave will be unpaid, unless the faculty member qualifies for short-term disability benefits.

During the leave, the following employee's benefits will continue to be paid by SHMS: short and long-term disability, health insurance, and life insurance.

It is the responsibility of the faculty member to give SHMS notice at the earliest possible time that a disability leave will be required. As facts become available, the faculty member must keep SHMS advised as to the time and duration of any possible leave and as to the time of the faculty member's return to work.

Before a disability leave will be approved, the faculty member must submit to the Business Manager a physician's statement detailing the expected duration of the disability. While on leave, the faculty member may be required to provide an updated physician's statement every four (4) weeks. SHMS may require the faculty member to be examined by a physician of its choice at any time.

At the end of the leave (which in some cases may be extended by SHMS until the end of the semester) the faculty member must either return to work or be terminated. Before returning to work, the faculty member must produce, at least two (2) weeks before returning to work, a physician's statement that the faculty member is fit to return to work.

6. Jury Duty Leave

SHMS will grant time off for faculty who are summoned to serve as jurors or as subpoenaed witnesses. A leave with pay for extended service, less the jury or witness fee received, will be granted. Proper documentation must be presented to the Dean of Studies prior to the jury service as soon as possible to permit coverage of classes. If excused from jury duty in time to meet scheduled classes, the faculty member is expected to meet the classes.

7. Other Leaves

For religious obligations, military service, or for extraordinary circumstances a leave of absence may be granted on approval from the Rector/President in consultation with the Dean of Studies.

D. Faculty Separation

1. Resignation

Resignation is an action by which a faculty member voluntarily seeks to sever his/her employment with SHMS. Resignations must be submitted in writing to the Rector/President. Faculty are expected to give notice of resignation not later than ninety days prior to the end of an academic term of an intent not to return the following term (ATS, Institutional Procedures: Faculty Resignations, Leaves, and Retirements). A resignation can be accepted only in writing by the Rector/President.

2. Retirement

Retirement from active assignments at SHMS is the voluntary termination of duties and scheduled responsibilities for the faculty member after rendering extended and sufficient service to SHMS. Any ranked faculty member at SHMS who retires is deemed to have separated from SHMS in good standing. Retired faculty members may be appointed to Emeritus status by the Rector/President. Retired faculty could be re-hired on a part time basis (or adjunct) not to exceed a one-half teaching load under a term contract. SHMS does not discriminate on the basis of age.

5. Dismissal for Cause and Right of Appeal

The employment of a faculty member may, after due process, be terminated by SHMS at any time, if the seminary determines that the faculty member is in material violation(s) of the contract and/or Faculty Handbook. In more grave and urgent circumstances, the Rector/President can immediately suspend the faculty member with pay for the duration of the dismissal process. The procedure for dismissal and appeal is as follows:

- Written notification of intent to dismiss signed by the Rector/President of SHMS and specifying the grounds for dismissal, is delivered to the faculty member. Dismissal of the faculty member becomes effective 5 (five) days after receipt of the notice of intent to dismiss unless, within that period, the faculty member delivers to the Rector President a written request for review by a

panel of faculty peers. Termination must be given by the Rector/President stating the basis for termination.

- The faculty peer review panel consists of three faculty members, one chosen by the faculty member in question, one chosen by the Rector/President, and one chosen by these two peers. The three peers are independent and do not represent in any way the faculty member or the Rector/President.
- The faculty peer review panel will promptly request from the faculty member and the Rector/President any information they wish to have considered by the panel. Not later than 10 (ten) days after their designation, the peer review panel, operating as it sees fit but having assembled together at least once, will deliver its recommendation in writing to the Rector/President and the faculty member.
- The faculty member will then be allowed 3 (three) additional days to submit to the Rector/President any additional information
- At that point, the Rector/President may (a) rescind the notification of intent to dismiss, or (b) notify the faculty member of dismissal effective at any time designated by the Rector/President. If the Rector/President does not act within 10 (ten) days of receiving the peer review panel recommendation, the notice of intent to dismiss is considered rescinded.

It is understood that, upon the completion of this process, both SHMS and the faculty member retain the right to pursue canonical and/or civil remedies.

E. Faculty Compensation and Benefits

Many of the benefits described below are provided through, and governed by, the policies of the Michigan Catholic Conference and/or the Archdiocese of Detroit. Consult available plan descriptions and/or policies for details.

1. Methods of Compensation

There are three different ways for compensating faculty members:

- Salaried faculty members: such faculty members receive compensation on a salaried basis, with the required tax deductions as well as fringe benefits offered by SHMS and agreed to in the contract.
- Stipended faculty members: such faculty members belong to religious communities and the entire stipend is sent to the religious community. Fringe benefits are negotiated with the individual religious community.
- Contributed services faculty members: priests who serve as faculty members have their salary regulated by their respective diocese or archdiocese. Their stipend does not reflect the current salary scale for graduate or undergraduate faculty in private or secular educational institutions.

Hence, the difference between the normal scale and actual stipend is recognized by the institution as a contributed service.

2. Salary Scales

Salary scales are based upon academic degrees, rank, and status. Salaries are set by the Rector/President with the approval of the Board of Trustees.

3. Social Security

Eligible faculty members (full time and part time) are covered by social security benefits, which include retirement and disability payments, survivor's insurance, and Medicare. The seminary is required by law to make these deductions from the faculty member's paycheck for this insurance and to match these deductions.

4. Medical/Dental Insurance

All full time faculty members are eligible for medical and dental benefits. Basic medical-surgical and catastrophic master medical with prescription drug are provided by a health care plan through the Michigan Catholic Conference. Blue Cross and Blue Shield of Michigan provides the claims administration services to employees covered by the plan.

Delta Dental of Michigan provides the coverage and claims administration for dental care.

The Seminary pays for a percentage of the medical and dental plans insurance premiums. The employee's share of health and dental premiums is 10% for employees making more than \$10,000 but less than \$40,000; 15% for employees making more than or equal to \$40,000; and 20% for employees making \$70,000 or more.

SHMS, through the Michigan Catholic Conference, provides individual, two person, or family coverage as applicable to each faculty member. A faculty member may add his/her dependent children to his/her contract at the time of hire, marriage, birth, due to a loss of coverage, or during the annual open enrollment period.

A dependent child is a natural child, stepchild, legally adopted child or child for whom the participant is the legal guardian. A dependent child is eligible until the end of the month in which the child attains the age of twenty six (26). An unmarried child regardless of age, who is totally and permanently disabled, provided that such child was under the age of nineteen at the effective date of disability (see also "Public Act 275"), and a physician has certified them as such.

A copy of the birth certificate is necessary for any child being added to the policy, and a copy of the marriage license is necessary for adding a new spouse.

At a cost to the employee, sponsored dependents may be added to the medical plan. Sponsored dependents must be related to the participant by blood or marriage; have attained twenty five (26) years of age; and be dependent on the participant for support as defined by the Internal Revenue Code. The dependent must have been claimed as a dependent on the most recently filed income tax return, and they must be a resident of the employee's household. A waiver of medical benefits with a cash option is available where duplication of premium for the same services would result for an individual and dependents. Waiver of the medical benefits does not affect the provisions of the dental plan.

5. Flexible Benefit Plan

Eligible full-time faculty members may elect to participate in the Michigan Catholic Conference sponsored Flexible Benefit Plan. This pre-tax dollar withholding provides a means for an employee to pay out-of-pocket medical expenses such as copays, deductibles, and optical expenses. Interested faculty members should contact the Business Office.

6. Workers' Compensation

The seminary pays the full cost of Workers' Compensation Insurance for all eligible faculty. Workers' Compensation provides benefits to cover the costs of medical care and any wages lost as a result of work-related injury or accident.

7. Pension

SHMS provides a fully-funded pension plan through the Michigan Catholic Conference Lay Employee Retirement Plan for eligible lay faculty members. This is a non-participatory plan. Pension contributions are made for faculty members of SHMS who are Religious and Clergy except that:

- Members of Religious Communities are provided with a retirement contribution in accord with the approved schedule of the Archdiocese of Detroit. As members of their respective communities, they are provided with retirement benefits in accord with their community's program.
- Priests of the Archdiocese of Detroit, assigned to SHMS, benefit from the policy regarding senior priests of the Archdiocese of Detroit.

8. Tax Shelter

An employee may elect to participate in a qualified tax shelter annuity plan through Prudential Financial, Inc. Employees who wish to do this should contact the Business Office.

9. Group Life Insurance

The seminary provides group life insurance to eligible faculty as a means of providing financial security to the employee's dependents or beneficiaries in the event of death. Upon termination or retirement, the former faculty has the option to convert his/her group life into an individual policy at his/her own expense. The plan provides life insurance equal to 2 times the employee's annual gross salary up to a specified maximum. Faculty members are required to keep the Business Office informed of changes in designated beneficiaries as they occur.

Clergy and Religious are not eligible to participate in the group life program.

10. Short and Long Term Disability

The seminary provides short-term and long-term disability coverage to all eligible faculty. Short Term Disability benefits will provide for 66 and 2/3rds of regular pay when the employee's physician determines that the employee is unable to work and when the Plan has approved the application for benefits. During the period of disability benefits, the employee is taken off active payroll.

Short-term disability benefits commence after the fourteenth consecutive day of disability. Short-term disability benefits can continue for a period of 26 weeks, after which time Long Term Disability benefits would commence if the disability continues. The plan requires a periodic verification of the employee's inability to return to work. Confirmation of this verification might be required by the Plan's physician. A maternity leave is covered under the Short Term Disability plan and usually limited to six weeks after the birth.

Work related accidents are not covered by the short-term or long-term benefits but rather by Workers' Compensation.

11. Professional Allowance

Each full-time faculty member may be reimbursed to \$1,500.00 a year for professional memberships, research materials, seminars, conventions in his/her respective field. Receipts must be submitted to the secretary of the Dean of Studies within 15 days of the close of the fiscal year in which the faculty incurred the expenses. SHMS will then reimburse the faculty member for these expenses up to the amount permitted. The secretary of the Dean of Studies maintains a record of this. SHMS will not pay bills directly for any faculty member.

Full-time and part-time faculty also may be reimbursed each semester for books or materials related to courses offered during that semester but not to exceed \$50.00 for each course taught. Requests must be made with receipts to the secretary of the Dean of Studies.

12. Unemployment Compensation

Qualified faculty members are covered by unemployment compensation through contributions to the fund by SHMS.

13. Office Space, Telephone, Printing, Computer Usage

Full-time faculty members are assigned office and parking space by the Dean of Studies. Part-time faculty members are provided with a shared office space. They are also provided with the use of a telephone for seminary business and a personal computer connected to the seminary network. Occasional usage for personal business by non-residential faculty and reasonable usage for personal business by residential faculty of the phones is acceptable. All office equipment, computer hardware and software belong to SHMS and are made available to faculty for professional use. SHMS reserves the right to monitor the use of these materials against any illegal or immoral purposes.

Faculty members are to utilize their ID badge to access the photocopy machines, which are intended for seminary business, including class preparation and reasonable usage for professional development. If faculty members photocopy large quantities of material for students, the faculty members should have the students pay for the materials so that the seminary can be reimbursed. Alternatively, faculty members are encouraged to request a course pack from the virtual bookstore for students to purchase. The virtual bookstore obtains the appropriate copyright permissions. Faculty members should reimburse the Business Office in the event of personal use.

14. Identification Cards, Mail, and Keys, FAX

Faculty identification badges are available by visiting the Educational Technology Office during regular business hours. Faculty may be asked to show this badge by one of the security guards. The ID badge is also used for meals, copy machine access, and other seminary technology resources.

Faculty mail is distributed in the mail boxes in the mail room by the staff of the building administration. In-house announcements and memoranda, only if they cannot be sent by e-mail, are distributed in these same mail boxes. Already stamped personal mail or unstamped business mail for faculty members may be placed with the secretary of the Dean of Studies who will see that the mail is sent out each day by about 3:00 PM. Mail service is available at SHMS only Monday-Friday.

Each faculty member will receive a key to an office and, if necessary, a separate key which opens both the faculty lounge and the faculty dining room. Necessary keys are requested through the Dean of Studies.

A fax machine is available, and the number is: (FAX: 313-883-8761).

15. Secretarial Support

As a form of Instructional Assistance to the full time faculty members, SHMS provides three hours per week of a work-study student's time to duplicate materials for instructors. This student reports to the secretary of the Dean of Studies. Materials for duplication must be submitted three days in advance in order to accommodate student's work schedule. It is to be remembered that the student should not be placed in the position of violating copyright laws.

As a form of Administrative Assistance, SHMS provides to full time faculty members, for administrative tasks, secretarial assistance according to the following arrangement:

- If someone is involved in priestly admissions and formation work or spiritual direction, Event Committee work, or Liturgy-Spirituality Committee work, then the secretary of the Dean of Seminarians would be of assistance.
- If someone is seeking help with Commuter Admissions, Social Concerns Committee, or Recruitment Council work, then the secretary of the Dean of the Institute for Ministry would be of assistance.
- If someone is seeking help with Educational Technology Committee work, then the secretary of the Dean of Studies would be of assistance.
- If someone is seeking help with degree committee, Faculty Recruitment/Promotion or Faculty Concerns, or Outcomes Assessment work, then the secretary of the Dean of Studies would be of assistance.
- If someone is seeking help with Term III or Pastoral Formation work, then the secretary of the Rector/President would be of assistance.

In all cases, it must be remembered that these activities are monitored by the secretary's supervisor. A lack of timely presentation of specific tasks may well mean that more important matters will supplant them.

16. Emeritus Professor Benefits

Emeritus Professors are welcome to attend community events at SHMS. They enjoy full library privileges, a key to the Faculty Lounge/Common Room, and a parking sticker.

17. Tuition for Family Members

Spouses and children of full time lay employees and full time faculty members who wish to continue their education through classes offered at Sacred Heart Major Seminary will be charged tuition at 25% the normal rate. Fees are excluded from this reduction.

F. Administrative Procedures

1. Policy Prohibiting Harassment

Sacred Heart Major Seminary does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, age, unrelated physical or mental handicaps, or veteran status in violation of applicable law (see HLC, Statement on Diversity, 2003) “insofar as such practices do not conflict with doctrine or ecclesiastical polity” (ATS, Standard 2.4).

Respect for the dignity and worth of each individual is a basic tenet of Sacred Heart Major Seminary. It is the policy of the seminary to make every effort to provide an educational environment, as well as a work environment, free from all forms of discriminatory practices, including sexual and other forms of illegal harassment. Such harassment will not be tolerated by the seminary.

This policy applies to the actions of all faculty, staff, students, visitors, and others who may provide services or do business with the seminary. All individuals who have contact with the seminary will be held to standards of conduct which ensure that the seminary is free from illegal harassment.

“Sexual harassment” refers to any unwelcome sexual attention, sexual advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- submission to or rejection of such conduct or communication is made either explicitly or implicitly a term or condition of the individual’s work or academic relationship with the seminary; or
- submission to or rejection of such conduct or communication is used as the basis for decisions affecting such individual’s work or academic relationship with the seminary; or
- such conduct or communication has the purpose or effect of unreasonably interfering with such individual’s work or academic performance or has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment.

Examples of sexual harassment include, but are not limited to, threatening adverse action if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwelcome sexual advances, unnecessary physical contact; offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; and the display of sexually suggestive objects or pictures.

“Other forms of harassment” refers to any verbal or physical conduct or communication that shows hostility or aversion toward another because of his/her race, gender, national origin, or other legally protected status when such conduct or communication has the purpose or effect of:

- unreasonably interfering with or adversely affecting the individual’s work or academic performance; or
- creating an intimidating, hostile, or offensive work or academic environment.

Examples of such harassment include, but are not limited to, epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, gender, national origin, etc., and written

material that is posted or displayed at the seminary that shows hostility or aversion toward another because of race, gender, national origin, etc.

Harassment may also include conduct or communication by visitors, vendors, or others who do business with the seminary when such conduct or communication is condoned by the seminary.

Any individual who feels that he or she has been subject to harassment should immediately notify the Title IX Officer. The seminary will investigate all reports of harassment in as prompt and confidential a manner as possible and take appropriate corrective action when warranted.

Any individual who is determined to have engaged in harassment in violation of this policy will be subject to appropriate corrective action, up to and including termination of employment or work relationship with the seminary or exclusion from attending school at the seminary.

Retaliation, in any form, against an individual who makes a report or who cooperates in an investigation of alleged harassment under this policy is also prohibited. Any individual who is determined to have retaliated against another will be subject to appropriate corrective action, up to and including termination of employment or work relationship with the seminary or exclusion from attending school at the seminary.

The Rector/President appoints a faculty member as Title IX Officer of SHMS.

2. EEO Statement

SHMS is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status. If because of a disability, a faculty member needs accommodation, the faculty member should notify the Dean of Studies as soon as the need for accommodation is known. SHMS will make reasonable efforts to accommodate disabilities.

3. Drug-free Workplace Policy

SHMS is a drug-free workplace. This means:

The unlawful distribution, manufacture, dispensing, possession, or use of a controlled substance is prohibited in this workplace. Any employee violating this prohibition will be subject to immediate warning or other steps as necessary to maintain a drug-free workplace. These steps may include requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency; or taking appropriate action, up to and including termination, consistent with the rehabilitation act of 1973, as amended.

Any employee convicted of a violation of a criminal drug statute occurring in the workplace must notify the employer no later than five calendar days after such conviction.

In addition, any student involved in the manufacture, distribution, dispensing, possession, or use of a controlled substance may be disqualified from receiving federal financial aid funds.

The institutional agents monitoring SHMS' compliance with this policy are the Building Administrator and the Business Manager.

4. Smoke-free Building Policy

The Seminary is a smoke-free building. Our smoke-free environment includes all enclosed indoor areas of the building, all courtyards, and the St. Joseph porch. In addition, smoking is not permitted within 50 feet of any entrance to the building.

Smoking -is permitted in other outdoor areas of the seminary grounds. People who smoke must do so outside the building. This policy extends to any visitor to the building, construction workers, and event attendees.

Individuals smoking in violation of this policy will be asked to smoke outdoors. If the individual continues to smoke, the incident should be reported to the Building Administration Office.

5. Retreat and Vacation Times

Because the seminary schedule provides regular intervals for holidays and semester breaks, all vacation and retreat periods for full time instructional faculty should be taken when classes are not in session. Exceptions to this policy must be obtained in writing from the Rector/President.

6. House Guest Policy

Under ordinary circumstances, requests for house guests will be honored in the order received. All guests require the approval of the Rector, or of the Vice-Rector in the Rector's absence.

The following information is required for guests: names and number of guests (if there are minors in the group, the minors' ages are required as well), the name of the SHMS resident sponsoring the guest, and the guest's length of stay. Out of consideration for the SHMS residents, please inform the seminary of the guest's stay at least one week prior to the guest's arrival in order that the appropriate rooms may be secured.

Permitted guests at SHMS are: Bishops and Vocation Directors, individuals making presentations on behalf of the AOD or the IFM, individuals making presentations for SHMS or Administration, relatives or friends of resident priests, and relatives or friends of resident seminarians who are attending special events.

For guests who are minors: There must be at least one adult chaperone for every eight (8) minors; all groups of minors must be accompanied by at least two (2) adults. There may be exceptions concerning minors traveling with one parent, but this exception is reserved to the consideration of the Rector; one of the adult chaperones will be considered a hall monitor in which this individual will be required to monitor hall activity until at least 2:00am and will be available again in the morning by 7:00am; minors are not permitted to possess cell phones in the building and the use of cell phones is restricted to outside of the building; minors are not allowed in guest quarters unless they are accompanied by a parent or adult; and all minors must be accompanied by an adult when leaving their guest room.

7. Maintenance and Facilities

All faculty members share responsibility with the administration for reporting any necessary repair work to the building administration. This is always to be done in writing and to be presented to the building manager.

Reserving of space in the building is to be done with the Buildings Administration Office.

8. Storm Closing Policy

The decision to cancel classes due to the weather is made by the Dean of Studies in consultation with the Dean of the Institute for Lay Ministry. The decision to close the Seminary for any reason is made by the Rector/President. If a decision to cancel classes or close the Seminary is made, this information will be communicated to faculty as soon as possible through the following ways:

1. Radio and television broadcasts.
2. SHMS weather hotline (313.883.8780).
3. E-mail message. (Please note that faculty can access email remotely at <https://mail.shms.edu>).
4. Notice on the website homepage.

Important: Please note that SHMS does NOT follow the closing policy of the Archdiocese of Detroit. The closing of the administrative offices does not mean that SHMS classes are cancelled. Please call the SHMS weather hotline to determine if classes have been cancelled.

In the event that classes are being held but an instructor is unable to meet with a class due to the weather, then the instructor should follow the procedures outlined in the Faculty Handbook Section 7, Part A2: "When an instructor anticipates not meeting the class, or being late, the Dean of Studies and the Registrar should be notified. The instructor should also notify the students. Any emergency cancellation shall be reported to the Dean of Studies or the Registrar as soon as possible." Faculty are asked to keep a list of students' names and numbers available in the event that they need to contact students to cancel class. Class rosters are available online through COR.

G. Emergency Procedures

1. Accident/Medical

Have someone call for help. If a paramedic is needed, call 911. If possible, remain with the person, keeping him/her quiet, until assistance arrives.

2. Fire

The person discovering the fire will pull the nearest fire alarm, call SHMS security (“0”), if possible, secure the nearest fire extinguisher to put out the fire, and re-notify security of the status of the fire.

On hearing an alarm, faculty in classrooms should close all doors, and evacuate the building by using exits as indicated on the FIRE EXIT signs in the classrooms and corridors. Assemble in the field to the south of the building.

Faculty and designated staff should notify security of individuals who are not accounted. On hearing an alarm, the Hall Monitors in the resident areas should check the student and faculty rooms, close all doors, evacuate the building through the nearest FIRE EXIT and assemble on the south parking lot. Monitors should report missing residents to security.

Do not use the elevators.

3. Tornado/Severe Weather

In the event of such weather, notify security and then proceed to the ground floor of the building. Faculty or class representatives should report missing persons to security.

4. Bomb Threats

The person who receives a bomb threat will ask the caller when the bomb will go off, where the bomb is, what the bomb looks like, what kind of bomb it is, how powerful the bomb is, and the name of the caller. Ask the caller to repeat responses, writing down as many of the words as possible. Listen for anything distinctive about the caller’s voice or speech or for any distinctive background noises. Write everything down and notify security. Then be available to assist the police.

Faculty should escort students to the main entrance of the building, check in isolated places for other persons, and notify security of persons who are missing. Resident leaders should check resident rooms and escort the residents to the main entrance and report anyone missing to security.

Section Eight: Library

The Edmund Cardinal Szoka Library supports the educational and formational goals and objectives of the undergraduate and graduate curricula, which are primarily in the areas of Philosophy and Catholic Theology (ATS, Standard 4 and 4.3.1.). The library’s rich resources are also available for the continuing education of those in the Archdiocese of Detroit, as well as others whose own aims and objectives coincide with those of the various SHMS curricula.

The library staff consists of the Director of the Library, who is also a faculty member, two other professional librarians, and a number of paraprofessionals, both fulltime and part-time. The Director handles library instruction, collection development, and administrative duties. The Public Services Librarian handles course reserves, requests for Audio-Visual equipment in classrooms, reference, and

circulation. The Systems and Technical Services Librarian handles all things related to technology in the library as well as cataloging new materials.

The primary clientele consists of the administration, faculty, and students currently enrolled in any educational program at SHMS. Collection development for the library lies in meeting the needs of the primary clientele. Secondary clientele consists of Consortium faculty and students and members of the Sacred Heart Library Service (SHLS) who have full use of the library. Other patrons are assisted based on staff availability and may not check out books.

The library consists of the main circulating collection on the ground floor under the main chapel, the non-circulating bound periodical collection on the first floor in the Ward Reading Room, the Msgr. Francis X. Canfield Rare Book Room next to the Ward Reading Room, and the Seminary Archives next to the Canfield Room. The collection consists of over 120,000 volumes, primarily in Catholic Theology and Philosophy, as well as subscriptions to over 500 journals. Photocopiers are available in the Ward Reading Room and in the main circulating collection. There are public access computer terminals in the Szoka Library and in the Ward Reading Room. Each of these terminals provides access to the library's catalog, various databases, the internet, and email. The library's printed "Guide to Computer Access and Online Resources" is available at each terminal.

Faculty members are expected to make any suggestions for better service. They are also encouraged to require the use of the library by their students. Faculty members are required to make suggestions for book acquisition, especially in their fields of competence (ATS, Standard 5.3.2). Forms for such suggestions are available in the library office. The library will notify the faculty member when the acquisition is available. However, the library is always limited by budgetary constraints.

Faculty members may place books on reserve. They should provide a list of such books to the librarian a few weeks before the course starts. The librarians will do the work of assembling the reserve items. Reserve materials are not meant to circulate and thus by putting materials on reserve, the faculty member is limiting the use of the material to the library itself.

Interlibrary loan is a service provided by the staff of the Edmund Cardinal Szoka Library to provide students and faculty and SHLS members with resources not available in the SHMS collections.

Section Nine: Faculty Organization

A. College and Theology Faculty Meetings

Each full-time faculty member is assigned either to the College of Liberal Arts or the School of Theology. The Rector/President, the Vice-Rector/Dean of Seminarians, the Dean of Studies, and the Dean of the Institute for Lay Ministry, are appointed to both faculties.

Faculty meetings take place in mid-August for the Fall Orientation and then monthly in each school on a Tuesday afternoon, from 1:15 PM until business is completed. Joint meetings are scheduled when input from both faculties is useful. Occasionally, other meetings will be called to accommodate an extended agenda. Attendance at faculty meetings is expected of all full time faculty. Some faculty

members may be exempted from attending those faculty meetings which deal with the evaluation of seminarians. This is either delineated in the individual contracts or specified by the Rector/President. All full time faculty members have the right to vote on any issue at a meeting to which they have a right to attend. Faculty meetings are chaired by the Rector/President, or, in his absence, by the Vice-Rector or Dean of Studies.

Each faculty is to develop and evaluate all of the academic and formational programs and policies of SHMS appropriate to each faculty. Each faculty establishes admissions criteria for the various programs and recommends candidates for graduation (HLC Criterion Three; ATS, Standard 5.1 4, and Standard 7.3.3.1). The faculty receives committee reports, discusses possible changes, and enacts policy or new programs. Any significant change in policy or program is submitted to the Board of Trustees for approval. In addition, the faculty is involved in the development of the mission statement and in institutional planning and evaluation (ATS, Standard 7.3.3.2). Minutes are approved by each faculty after review via e-mail.

B. Standing Faculty Committees

1. Institutional Planning and Assessment Committee

The Institutional Planning and Assessment Committee (IPAC), is a standing committee which serves as part of the seminary strategic planning and assessment process. The role of the IPAC is to provide a forum for communication between departments and discussion of strategic planning objectives and assessment for various seminary constituencies, for the purpose of identifying important institutional planning considerations. The IPAC reports its findings to the Administrative Council, which in turn does final planning and budgeting for the institution as a whole. The IPAC is composed of the Outcomes Assessment Officer, the Dean of Studies, the Assistant Deans, The Vice President for Development and External Affairs, representatives from the various Degree Committees, the Director of Finance, the Director of the Library, the Director of Building Administration, the Director of Marketing, the Director of Admissions and Enrollment Management, a representative from the Institute for Lay Ministry, and a member of the Board of Trustees.

2. Faculty Search and Promotion Committee

For details on the Faculty Search Committee, see Section Three, A., 2, above; for details on the Faculty Promotion Committee, see Section Six, B., above.

Through this committee, the “faculty ...participate in the processes concerning the appointment, retention, and promotion in rank of faculty members” (ATS, Standard 7.3.3.1).

3. Student Recruitment Council

This committee is composed of the Director of Admissions and Enrollment Management, the Vocation Director of the Archdiocese of Detroit, the Rector/President, the Dean of Studies, and the Director of Marketing. Its task is to monitor the recruitment of students, to develop strategies for the improvement of recruitment of students, and to evaluate and update the institutional plan for recruitment. The chair submits minutes to the faculty via e-mail. The committee reports to both faculties on an ad hoc basis.

4. Faculty Concerns Committee

This committee is composed of the Dean of Studies, two faculty members elected by the College Faculty (for staggered three year terms), two faculty members elected by the Theology Faculty (for staggered three year terms), and a faculty member appointed by the Rector/President. The committee elects its own chair. Its task is to organize the corporate development programs for the faculty (Orientation, Colloquia, In-services), to develop, review, or propose revisions to any faculty policy or handbook, and to articulate the needs of the faculty, to develop and evaluate a long-range plan for faculty development (intellectual, spiritual, professional, and social), and to recommend actions for the use of technology in the educational enterprise. The committee reports to both faculties each month. The chair submits minutes to the faculty via e-mail. The committee has at its disposition an annual amount in the budget and the proceeds of the Vigneron Fund.

5. Library Committee

The library committee is composed of the director of the library, the dean of studies, and four faculty members appointed by the rector/president for staggered three year terms. The chair of the committee is chosen from among the four faculty members at the beginning of the three year term. The library committee's task is to review the library budget and recommend it to the rector/president, to approve library policies regarding hours and services, development, and book purchases, to approve subject allocation of funds, to review and approve the annual report prepared by the director of the library for the undergraduate and graduate faculties, and to review the library goals and the library long-range plan and evaluate their completion. The director of the library provides monthly data reports and acquisitions recommendations from faculty and students to the committee. The chair is to submit minutes to all full-time faculty members via e-mail and to the students via the student bulletin boards.

6. Social Concerns Committee

This committee is composed of the Director of the Apostolic Experience Program (chair), two faculty members appointed by the Rector/President and three students chosen by the chair. Its task is to monitor the social concerns of the local area as well as the national and international scene for the

purpose of informing the community. The committee acts as a forum for discussion on these social matters. It can also make recommendations to the faculty or to the student organizations regarding these social matters. The chair submits minutes to all full-time faculty via e-mail and reports monthly at each faculty meeting.

7. Undergraduate Commuter Admissions Committee

This committee is composed of the Director of Enrollment Management/Admissions (chair), Assistant Dean of Studies (ex officio) and three undergraduate faculty members appointed by the Rector/President. Its task is to evaluate materials submitted by applicants and to make decisions regarding the admissions of students to the AAM Degree program and to the undergraduate certificate/diploma programs and regarding the admissions of commuter students to the AB and BPhil degree programs. This decision process includes evaluating the completion of necessary prerequisites. The chair of the committee informs each applicant, in writing, of the decision of the committee, with a copy to the Registrar and the Dean of Studies. This committee also monitors and evaluates the admissions process and makes recommendations for changes to the undergraduate faculty (HLC Criterion Three).

8. Undergraduate Seminarian Admissions Committee

This committee is composed of the Dean of Seminarian Formation (Chair), the Rector/ President, the Dean of Studies, the Undergraduate Spiritual Director, and the Director of Undergraduate Seminarists. Its task is to evaluate materials submitted by applicants and to make decisions regarding the admissions of students to the AB or the BPhil Degree programs. This decision includes evaluating the completion of necessary prerequisites. The Rector/President informs each applicant, in writing, of the decision of the committee, with a copy to the Registrar, the Dean of Studies, and the Vocation Director or Bishop of the applicant. This committee also monitors and evaluates the admissions process and makes recommendations for changes to the undergraduate faculty (HLC Criterion Three).

9. MA/MAPS Degree/Graduate Diploma Admissions Committee

This committee is composed of the Director of Enrollment Management/Admissions (chair), Dean of IFM (ex officio), the chair of the MA/MAPS Degree Committee (ex officio), Assistant Dean of Studies (ex officio), and three graduate faculty appointed by the Rector/President. Its task is to evaluate materials submitted by applicants and to make decisions regarding the admissions of students to the MA or MAPS Degree programs or the Graduate Diploma programs. This decision includes evaluating the completion of necessary prerequisites. The Chair informs each applicant, in writing, of the decision of the committee, with a copy to the Registrar and the Dean of Studies. This committee also monitors and evaluates the admissions process and makes recommendations for changes to the graduate faculty (HLC Criterion Three).

10. MDIV Admissions Committee

This committee is composed of the Dean of Seminarian Formation (chair), the Rector/President, the Dean of Studies, the graduate Spiritual Director, and the Director of Graduate Seminarians. Its task is to evaluate materials submitted by applicants and to make decisions regarding the admissions of students to the MDIV Degree program. This decision includes evaluating the completion of necessary prerequisites. The Rector/President informs each applicant, in writing, of the decision of the committee, with a copy to the Registrar, the Dean of Studies, and the Vocation Director or Bishop of the applicant. This committee also monitors and evaluates the admissions process and makes recommendations for changes to the graduate faculty (HLC Criterion Three).

11. Undergraduate Degree/ Diploma Committee

This committee is composed of two undergraduate commuter students appointed by the chair and undergraduate faculty appointed by the Rector/President, and chaired by an appointee of the Rector/President. Its task is to monitor the goals and outcomes statements, the structure and curricula of the AB and BPhil Degrees, AAM Degree and the several undergraduate diploma programs, to receive and assess concerns regarding these programs especially those arising from the Outcomes Assessment program (HLC Criterion Four), to recommend plans of action for the improvement of these programs, and to prepare or review new or revised basic syllabi. This committee reports to the undergraduate faculty at each monthly meeting. The chair is to submit minutes to the undergraduate faculty via e-mail.

13. MA/MAPS Degree Committee

This committee is composed of two graduate commuter students appointed by the chair and graduate faculty, appointed by the Rector/President, and chaired by an appointee of the Rector/President. Its task is to monitor the goals and outcomes statements, the structure and appropriateness of the MA and MAPS Degrees and the Graduate Diploma programs, to receive and assess concerns regarding these programs especially those arising from the Outcomes Assessment program (HLC Criterion Four), to recommend plans for action for the improvement of these programs, and to prepare or review new or revised course descriptions. This committee reports to the graduate faculty at each monthly meeting. The chair is to submit minutes to the graduate faculty via e-mail and to the graduate students via the student bulletin boards.

14. MDIV Degree Committee

This committee is composed of two graduate seminarians appointed by the chair and graduate faculty appointed by the Rector/President, and chaired by an appointee of the Rector/President. Its task

is to monitor the goals and outcomes statements, the structure and appropriateness of the MDIV Degree, to receive and assess concerns regarding this program especially those arising from the Outcomes Assessment program (HLC Criterion Four), to recommend plans of action for the improvement of the degree, and to prepare or review new or revised course descriptions. This committee reports to the graduate faculty at each monthly meeting. The chair is to submit minutes to the graduate faculty via e-mail and to the graduate seminarians via the student bulletin boards.

15. STL Degree Committee

This committee is composed of the Director of the Graduate Theology Programs in the New Evangelization and faculty appointed by the Rector. The committee has the task of establishing the goals and outcomes of the STL according to ecclesiastical norms and the mission of the seminary. It also has the task of recommending plans of action for the improvement of the degree, and to prepare or to revise course descriptions.

17. Undergraduate Seminarian Advisor Team

This committee is composed of the Dean of Seminarian Formation (Chair), the Rector/President, and the undergraduate Formation Advisors appointed by the Rector/President. Its task is to provide a forum for the individual formation advisors to raise questions and seek consultation regarding general issues and concerns of individual undergraduate seminarians; to evaluate, report, and make recommendations to the undergraduate faculty regarding the progress of these seminarians or other more general formation issues; to recommend candidates to the undergraduate faculty for advancement to the School of Theology. The chair maintains the minutes of the meetings and makes a written report of the team on each seminarian to the faculty.

18. Graduate Seminarian Advisor Team

This committee is composed of the Dean of Seminarian Formation (Chair), the Rector/President, and the graduate Formation Advisors appointed by the Rector/President. Its task is to provide a forum for the individual formation advisors to raise questions and seek consultation regarding general issues and concerns of individual graduate seminarians; to evaluate, report, and make recommendations to the graduate faculty regarding the progress of these seminarians or other more general formation issues; to recommend candidates to the graduate faculty for the ministries of Lector and Acolyte, for Candidacy, and for Diaconate and Priesthood. The chair maintains the minutes of the meetings and makes a written report of the team on each seminarian to the faculty.

19. Lay Ecclesial Ministry Formation Team

This committee is composed of the Dean of the Institute for Lay Ministry (Chair), the Director of Lay Ministry Formation, Chair of the MA/MAPS Committee, and two or more representatives from the Lay Ministry Mentors. Its task is to oversee and monitor the lay ecclesial ministry formation of M.A.P.S. students and to evaluate the program of formation on a regular basis. The Chair maintains minutes and reports to the graduate faculty on an ad hoc basis.