

The Statutes of the Faculty

of the

**College of the Holy Cross
Worcester, Massachusetts**

October 1968

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

To: The Faculty, College of the Holy Cross

1. In order to provide for the orderly pursuit of the objectives of the College of the Holy Cross as a Catholic institution of higher learning and to provide for effective Faculty participation in the formation of the academic policies of the College, the following Statutes are hereby approved by the Board of Trustees of the College of the Holy Cross.
2. Except in these areas mentioned specifically in the next paragraph, matters of academic policy approved by Faculty vote and submitted to the Board of Trustees for approval will be approved in toto or not approved in toto as submitted. Whenever the Board of Trustees determines by majority vote that a policy submitted by the Faculty for approval should not be approved, the Board will make known in writing to the Faculty its reasons for not granting approval. Whenever the Board of Trustees determines by a majority vote that it would approve a policy with certain modifications, it will convey in writing to the Faculty the substance of the modifications it desires and the reasons therefore.
3. In the areas of the primary objectives of the College as a Catholic institution of higher learning, rank and tenure, salaries and budget, the Board of Trustees reserves and affirms its right to approve, not to approve, or to approve with modifications policies submitted to it by the Faculty for approval. Whenever the Trustees by a majority vote determine that a policy relating to the areas specified in this paragraph submitted for approval should be modified, the Board of Trustees will make known in writing to the Faculty its reasons for the modification before taking action.
4. Nothing in this statement or in the Statutes which follow shall limit the powers of the Board of Trustees conferred upon it by the Charter from the Commonwealth of Massachusetts as amended from time to time or as established from time to time by the Board of Trustees in its By-Laws.

The Statutes of the Faculty of the College of the Holy Cross

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A. Definition of the Faculty

Revised November 26, 2007

The Faculty of the College consists of the President of the College, the Senior Vice President, the Vice President for Academic Affairs and Dean of the College, the Associate Dean and the Assistant Deans, the Vice President for Student Affairs and Dean of Students, the Associate Deans of Students, the Affirmative Action Officer, the Director of the Center for Interdisciplinary and Special Studies and its two Associate Directors, the College Chaplains, the Director of Admissions, the Director of Financial Aid, the Librarian, the Registrar, the Director of the Counseling Center, the Chair of the Department of Naval Science, and the teaching faculty, namely all persons appointed by the Board of Trustees to the ordinary ranks of Professor, Associate Professor, Assistant Professor, and Instructor, and to the positions of Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor and Visiting Instructor.

The administrative faculty is defined to be those persons given faculty status by reason of their office. The senior administrative faculty consists of the President of the College, the Senior Vice President, the Vice President for Academic Affairs and Dean of the College, and the Vice President for Student Affairs and Dean of Students. The regular administrative faculty is divided into three groups, the academic administrative faculty, the student life administrative faculty, and the chaplains.

The academic administrative faculty consists of the Associate Dean, the Assistant Deans, the Registrar, the Librarian, the Affirmative Action Officer, the Director of the Center for Interdisciplinary and Special Studies, the two Associate Directors of the Center for Interdisciplinary and Special Studies, the Director of Admissions, and the Director of Financial Aid. The student life administrative faculty consists of the Associate Deans of Students, and the Director of the Counseling Center. The chaplains consist of the Director of the Office of College Chaplains, the associate and assistant chaplains.

Every member of the Faculty, as defined above, whose assignment to teaching and research at the College is either full-time or limited to part-time by reason of a concurrent administrative appointment, or whose assignment to administrative duties at the College is full-time, has the right to vote at all meetings of the Faculty Assembly, and in mail or electronic balloting of the Faculty.

Members of the teaching faculty with full-time administrative appointments are ineligible for election as Speaker or as members of Councils or Committees.

A person who has teaching faculty status is not eligible for election to administrative faculty seats on Councils or committees.

B. The Finance and Planning Council (FPC)

Revised November 26, 2007

1. Scope and Function

- a. This Council will advise the President on long-term financial planning needs and on general budget policy for each fiscal year.
- b. It will discuss priorities, make recommendations, and hear explanations of budget and planning decisions made by the President.
- c. It will receive recommendations from the Senior Vice President, the Vice President for Academic Affairs and from the Vice President for Student Affairs on behalf of the Academic Affairs and Student Life Councils and it will report decisions to these Councils promptly and regularly.
- d. It will meet with and receive recommendations from the Committee on Faculty Affairs' subcommittee on the Economic Status of the Holy Cross teaching faculty before the final salary and benefits figure is set for the next fiscal year.
- e. It can create ad hoc committees. These may be constituted from its own membership, or any other member of the Faculty or College community.
- f. It will determine its own rules of order or conduct its meetings according to Robert's Rules of Order, Newly Revised. It will meet at least once a month during the academic year. Additional meetings may be called by the Chair or a majority vote of the members of the Council.

2. Membership

This Council will be composed of the President of the College (Chair), the Senior Vice President, the Vice President for Academic Affairs and Dean of the College, the Vice President for Administration and Finance, the Vice President for Development and Alumni Relations, the Vice President for Student Affairs and Dean of Students, the Director of the Office of College Chaplains, four teaching faculty elected by division, three elected students, and two elected administrative faculty by division (one from Student Affairs and one from Academic Affairs).

3. Election Procedures

The four teaching faculty will be elected by the teaching faculty from a slate proposed by the Committee on Nominations and Elections. The administrative faculty will determine their own election procedures. The

students will be elected in a manner determined by the Student Government Association.

4. Eligibility of Faculty

Teaching faculty are eligible for this Council, provided that they are either Instructors and Assistant Professors who have been at Holy Cross at least two years, or Associate Professors and Professors who have been at Holy Cross for at least one year, and will not be serving concurrently on the Committee on Tenure and Promotion, the Committee on Faculty Affairs, the Student Life Council, or the Academic Affairs Council.

5. Length of Term

The duration of service for elected teaching faculty members will be staggered two year terms. The duration of service for the administrative faculty member is a two year term. The duration of service for elected students will be determined by the Student Government Association.

6. Vacancies

When an unexpected teaching faculty vacancy occurs on the Council, that eligible faculty member with the next highest number of votes on the final ballot in the previous election will automatically serve out the unexpired term. An unexpected administrative faculty vacancy on the Council will be filled by procedures determined by the administrative faculty. An unexpected student vacancy on the Council will be filled by procedures determined by the Student Government Association.

C. THE STUDENT LIFE COUNCIL (SLC)

Revised January 22, 2001

1. Scope and Function

- a. This Council will advise the Vice President for Student Affairs and Dean of Students on all areas of his or her responsibility including housing and residence life, student activities, counseling and career planning, health services, and security.
- b. It will discuss and make recommendations on issues concerning student life to the Vice President for Student Affairs and Dean of Students. It will discuss and make appropriate recommendations to the Finance and Planning Council.
- c. It will distribute notices of decisions made or pending to the Academic Affairs and Finance and Planning Councils, the Student Government Association, the Chaplains, and student affairs professionals subordinate to the ex officio members of the Council.
- d. It can create ad hoc committees. These may be constituted from its own membership, or any other member of the Faculty or College community.
- e. It will determine its own rules of order or conduct its meetings according to Robert's Rules of Order, Newly Revised. It will meet at least once a month during the academic year. Additional meetings may be called by the Chair or a majority vote of the members of the Council.

2. Membership

This Council shall be composed of the Vice President for Student Affairs and Dean of Students (Chair), the Associate Deans of Students, the Director of the Counseling Center, the Director of the Office of the College Chaplains, one of the Assistant Deans of the College, three teaching faculty, the Director of Athletics, three elected students, and one student appointed by the SGA from student nominees of the student ALANA groups.

3. Election Procedures

The three teaching faculty will be elected by the teaching faculty from a slate proposed by the Committee on Nominations and Elections. The Assistant Dean of the College will be selected by the Assistant Deans. The students will be elected in a manner determined by the Student Government Association.

4. Eligibility of Faculty

Teaching faculty are eligible for this Council, provided that they are either Instructors and Assistant Professors who have been at Holy Cross at least two years, or Associate Professors and Professors who have been at Holy Cross for at least one year and will not be serving concurrently on the Committee on Tenure and Promotion, the Committee on Faculty Affairs, the Finance and Planning Council, or the Academic Affairs Council.

5. Length of Term

The duration of service for teaching faculty members of the Council shall be staggered two year terms. The duration of service for the Assistant Dean of the College shall be a two-year term. The duration of service for elected student members will be determined by the Student Government Association.

6. Vacancies

When an unexpected teaching faculty vacancy occurs on the Council, that eligible faculty member with the next highest number of votes on the final ballot in the previous election will automatically serve out the unexpired term. When an unexpected vacancy occurs in the position filled by the Assistant Dean of the College, another Assistant Dean shall be selected by the Assistant Deans to serve out the unexpired term. An unexpected student vacancy on the Council will be filled by procedures determined by the Student Government Association.

D. THE ACADEMIC AFFAIRS COUNCIL (AAC)

Revised July 24, 2003

1. Scope and Function

- a. This Council is the principal body of the Faculty in all matters concerned with the Faculty and the academic life of the College.
- b. It may discuss and express its views about any matter affecting the academic life of the College. It may consult with any individual or group at the College. It will advise the Vice President for Academic Affairs and Dean of the College on all areas of those officers' responsibilities; it will inform academic departments and the Faculty about governance activities; and it will communicate the views and concerns of the departments and of individual faculty members to deliberations of the Council.
- c. It formulates and proposes all matters of academic policy for discussion and voting by the Faculty Assembly.
- d. It reports to the Faculty Assembly and is responsible only to the Faculty Assembly.
- e. It will encourage and facilitate communication within the College among students, administrators, and teaching faculty. It will represent the academic needs of the College to the Finance and Planning Council (FPC) and maintain a regular communication with the FPC and Student Life Council (SLC).
- f. It will determine its own rules of order or conduct its meetings according to Robert's Rules of Order, Newly Revised. It will meet at least once a month during the academic year. Additional meetings may be called by the Chair or a majority vote of the members of the Council.
- g. It determines the agenda for all meetings of the Faculty Assembly except those called by Petition of members of the Faculty Assembly, or special meetings called by the Speaker of the Faculty Assembly. Agenda items for meetings of the Faculty Assembly and for meetings of the Academic Affairs Council will be set by a majority vote of the members of the Council.
- h. It can call Special Meetings of the Faculty Assembly.
- i. It can create ad hoc committees. These may be constituted from its own membership, or any other member of the Faculty or College community.

- j. All Academic Committees of the Faculty report to this Council and through it to the Faculty Assembly.

2. Membership

This Council shall be composed of the Vice President for Academic Affairs and Dean of the College (chair), the Speaker of the Faculty Assembly, one elected representative from each academic department, one representative elected by the student life administrative faculty and chaplains, one representative elected by the academic administrative faculty, and two representatives from the Student Government Association.

This Council will elect from its membership a Vice Chair, Secretary, and Parliamentarian. It will also elect from its membership a standing subcommittee on Nominations and Elections.

- a. Scope and Function of the Subcommittee on Nominations and Elections

The Subcommittee on Nominations and Elections shall conduct nomination processes for candidates for elective Faculty positions. Except for positions on the Academic Affairs Council (which is treated in Chapter I.D.3), the Speaker of the Faculty (which is treated in Chapter I.E.3.b.), the Committee on Faculty Affairs (which is treated in Chapter III.a.1.d.), and the Committee on Tenure and Promotion (which is treated in Chapter III, A.2.b.), this Subcommittee shall propose to the Faculty slates of nominees for elective Faculty positions, to which the Faculty may add names. In composing these slates the Subcommittee should give consideration to representation of the various academic disciplines. The slate for each committee shall contain two names more than the number of positions to be filled. When it is known that a vacancy on a committee shall occur before the completion of a member's term, the slate for such a committee shall contain two names more than needed to fill both the regular full term and the anticipated vacancy. The individual receiving the highest number of votes shall be elected to the regular full term; the individual receiving the next highest number of votes shall fill the anticipated vacancy. The Committee on Nominations and Elections shall also conduct the elections for elective Faculty positions. It shall tally and record votes taken at Faculty Meetings or by mail, and certify the results to the Recorder of the Faculty.

3. Election Procedures

Each academic department with majors and more than one tenured or tenure-track faculty member shall elect one representative to serve on this Council. Election procedures shall be supervised by the Department Chair. As soon as possible after the start of the Spring semester, and following the elections of the Speaker of the Faculty Assembly and the Committee on Tenure and Promotion, the chair shall send to each voting faculty member of the department a list of department members who are eligible for election. Each person shall nominate one. The persons with the two highest vote totals shall be listed on the election ballot.

Written ballots must be used in both the nominations and elections process. These ballots should be kept in the department for recording purposes. The administrative faculty will determine their own election procedures. The student member will be elected in a manner determined by the Student Government Association.

4. Eligibility of Faculty

Teaching faculty are eligible for this Council provided that they are either Instructors and Assistant Professors who have been at Holy Cross at least two years, or Associate Professors and Professors who have been at Holy Cross for at least one year and will not be serving concurrently on the Committee on Tenure and Promotion, the Committee on Faculty Affairs, The Finance and Planning Council, or the Student Life Council.

5. Length of Term

The duration of service for teaching faculty members of the Council shall be staggered two-year terms. The duration of service for administrative faculty members of the Council is a two-year term. The duration of service for the student members of the Council shall be determined by the Student Government Association.

6. Vacancies and Election Procedures

Normal teaching faculty vacancies on this Council will be filled by departmental elections in early February of the academic year. Newly elected representatives will be seated on the Council at the beginning of the next academic year. The results of the election shall be reported to the Chair of the Committee on Nominations and Elections as soon as possible and prior to the open nominations and elections for the Committee on Tenure and Promotion and the Committee on Faculty Affairs, and for the slated nominations and elections for the Finance and Planning Council, and the Student Life Council. Unexpected faculty vacancies on the Academic Affairs Council will be

filled by a departmental election when they occur. The elected faculty member will serve out the unexpired term.

An unexpected administrative faculty vacancy on the Council will be filled by procedures determined by the administrative faculty. An unexpected student vacancy on the Council will be filled by procedures determined by the Student Government Association.

E. The Faculty Assembly

Revised April 30, 1999

1. Scope and Function

- a. It is the legislative body on all matters relating to academic affairs and Faculty status.
- b. It will act upon all legislative proposals from the Academic Affairs Council.
- c. It will receive regular reports from the Finance and Planning Council and Student Life Council of actions taken and work in progress. Through the Faculty Speaker it will also submit similar reports to these Councils.
- d. By a two-thirds vote of members present it may direct the Academic Affairs Council to study or undertake action on matters related to academic affairs or Faculty status.

2. Membership

The Faculty Assembly shall consist of the Speaker of the Faculty (chair), teaching and administrative faculty members, the co-chairs (or the Chair) of the Student Government Association (one vote), and thirteen other voting student members. The student members shall be elected or selected in a manner determined by the Student Government Association.

3. The Speaker of the Faculty

a. Eligibility

Teaching faculty are eligible for this position provided they are tenured Associate or Full Professors and are not serving concurrently on the Committee on Tenure and Promotion. If a member of the Committee on Faculty Affairs, the Academic Affairs Council, the Finance and Planning Council, or the Student Life Council is elected Speaker, that person shall vacate the seat on that Committee or Council. The Speaker shall receive one semester course reduction each academic year during the period of his or her term.

b. Election Procedures

In a preliminary nomination ballot by mail conducted by the Nominations and Elections subcommittee of the Academic Affairs Council, each voting member of the Faculty Assembly shall nominate one member of the tenured teaching faculty. The three eligible Faculty members who receive the highest number of nominations and who agree to serve if elected shall be listed on

the final election ballot in alphabetical order. Each voting member of the Faculty Assembly shall vote for no more than one of the nominees. This election shall take place at the beginning of the spring semester and prior to the elections for the Committee on Tenure and Promotion and the Academic Affairs Council. The newly elected Speaker of the Faculty Assembly will be seated at the beginning of the next academic year.

c. Term of Office

The Faculty Speaker will serve for a period of two years. In the event of an unexpected vacancy, the Vice President for Academic Affairs and Dean of the College will preside as acting Chair of the Faculty Assembly until the Committee on Nominations and Elections conducts a special election.

d. Duties and Powers

- (1) The Speaker chairs all meetings of the Faculty Assembly. The Speaker is responsible, in conjunction with the AAC and other appropriate officials and committees, for preparing the Call to Meeting and all accompanying materials. If the Speaker is absent, the meeting will be chaired by the Vice President for Academic Affairs and Dean of the College.
- (2) The Speaker sends written notice, including the agenda, to each voting member, one week in advance of each Faculty Assembly Meeting.
- (3) The Speaker is a member *ex officio* of the Academic Affairs Council. To facilitate communications among the various Councils, the Speaker shall regularly convene meetings with faculty representatives of the FPC, the SLC and the elected officers of the AAC. To help fulfill his or her function as representative of the Faculty Assembly to the President and the Board of Trustees, the Speaker shall meet with any other committee or its representatives as needed.
- (4) The Speaker may call special meetings of the Assembly and, with the majority approval of the Assembly, may appoint Ad Hoc Committees of the Faculty Assembly.
- (5) On matters of academic affairs and Faculty status, the Speaker represents the Faculty Assembly to the President of the College and the Board of Trustees.

4. Procedures of the Faculty Assembly*Revised November 26, 2007***a. Meetings**

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

Meetings will be chaired by the Faculty Speaker, or, in his or her absence, by the Vice President for Academic Affairs and Dean of the College. The presiding officer may vote on all motions, but must relinquish the chair to speak to a motion.

Meetings shall be conducted according to Robert's Rules of Order, Newly Revised, except as shall be modified by these Statutes. Questions of procedure and interpretation and points of order shall be resolved by a Parliamentarian appointed annually by the Speaker of the Faculty for this purpose.

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

b. Office and Duties of the Recorder*Revised July 27, 2004*

The voting Teaching and Administrative Faculty Members shall annually elect from their ranks a Recorder of the Faculty. The Committee on Nominations and Elections will present a slate of three nominees, to which additions may be made from the floor; the Recorder will be chosen from these nominees by a written ballot. In the case of a tie, the winner shall be chosen by lot drawn by the Chair of the Committee on Nominations and Elections. The Recorder of the Faculty Assembly shall prepare and present Minutes of all Meetings of the Faculty Assembly.

The duties of the Recorder shall commence at the start of the academic year for which he or she is elected and shall end with the completion of the Minutes of the last Faculty Assembly of that year.

Each year the Office of the Vice President for Academic Affairs and Dean of the College shall provide the Recorder with an accurate, up-to-date listing of voting members of the Faculty Assembly.

The Office of the Vice President for Academic Affairs and Dean of the College shall preserve the records, Minutes, and results of all actions at Meetings, as well as the reports made to the Faculty by committees, Councils and other persons.

These records shall be open to the inspection of any voting member of the Faculty Assembly or to the Board of Trustees, upon request.

c. Agenda

A written Agenda shall be prepared for each Meeting and sent to each member by the Recorder with the call to the Meeting. Ordinarily, the Agenda will be prepared by The Academic Affairs Council. For Meetings called by Petition, the Agenda shall include the topic for which the meeting was petitioned. Items not on the Agenda may be proposed by any voting member, discussed and voted upon at any Meeting; the consent, however, of two-thirds of the members present and voting shall be necessary for immediate consideration of such topics; failing this, such topics will be added to the list of unfinished business.

d. Order of Business

- (1) Call to order and quorum call.
- (2) Scripture reading by one of the Chaplains.

- (3) Approval of Minutes of the last Meeting.
- (4) Conducting of elections.
- (5) Reports from the Academic Affairs Council, the Finance and Planning Council, the Student Life Council, and the student representatives of the Student Government Association. All of these reports are subject to a time-controlled question and answer period determined by the Speaker of the Faculty.
- (6) Unfinished business.
- (7) Agenda of proposals submitted by the Academic Affairs Council.
- (8) New business, including invited addresses.
- (9) Adjournment.

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

(S) II.A.

A. Faculty Ranks

The ordinary ranks of the teaching Faculty are: Instructor, Assistant Professor, Associate Professor and Professor. Senior members of the Faculty are Professors and Associate Professors.

The Board of Trustees is the ultimate source, under the Charter, of all appointments to the College. It normally delegates to the President authority to execute contracts for Faculty appointments.

B. Norms for Appointment, Advancement and Tenure

As an undergraduate liberal arts college Holy Cross's prime responsibility is to provide excellent teaching for its students; therefore in decisions regarding tenure and advancement in rank teaching excellence is a principal criterion. At the same time the College recognizes its faculty is part of a wider academic community to which both the individual faculty member and the College have responsibilities involving the advancement of knowledge. These are usually met through research, publication and participation in the affairs of learned societies. Achievement in these areas is a consideration in decisions of tenure and promotion in rank. The College, too, is a cooperative society which functions well and effectively only when each member does his or her part. Some do more than this, however, and consideration of this exceptional service to the College community is recognized in rank and tenure decisions.

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

Teaching

- a. Effectiveness in communicating the content of the discipline and in stimulating attitudes of intellectual curiosity and disciplined inquiry.
- b. Direction and evaluation of students, in and out of the classroom.
- c. Research and development of new methods, approaches and courses.

Service

- a. Effective contribution to the operation and development of his or her academic department.
- b. Effective contribution to the College through committee work and other service.
- c. Effective contribution to the academic community through work in professional societies.

Scholarship: Research and Publication

- a. Research and development in his or her discipline.
- b. Presentation of the results of research by publication or in scholarly lectures and meetings.

C. Qualifications for Appointment as Ordinary Ranks of the Teaching Faculty

Revised May 8, 1980

1. The rank of Instructor requires, as a minimum, the possession of a Master's degree, as well as plans for the proximate completion of the Doctorate, or equivalent credentials. A prospective Instructor must give promise of academic development as this is described in Section B.
2. The rank of Assistant Professor requires the possession of the Doctorate, or equivalent credentials. A prospective Assistant Professor must show evidence of academic development as this is described in Section B.
3. The rank of Associate Professor requires the possession of the Doctorate, or equivalent credentials. A prospective Associate Professor must have demonstrated academic achievement as this is described in Section B.
4. The rank of Professor requires the possession of the Doctorate, or equivalent credentials. A prospective Professor must have demonstrated in distinguished degree academic achievement as this is described in Section B.

D. Duration of Faculty Appointments

Revised January 29, 1988

Appointments to the Faculty are of two kinds: term, made for a specified period of time, and tenure, made without limitation of time.

1. Initial appointment in the rank of Instructor is ordinarily for a term of two years; the appointment may be renewed annually for a total incumbency not ordinarily exceeding four years. Promotion to the rank of Assistant Professor should be achieved no later than the end of one's third year as an Instructor; reappointment as an Instructor for a fourth year is, therefore, ordinarily final. (For Junior faculty whose initial tenure-track appointment was prior to 1988-89, Section D.2., revised 10-22-75, is still in effect. These faculty will receive yearly contracts.)
2. Initial appointment in the rank of Assistant Professor is ordinarily for a term of two years. Except for faculty members in the penultimate probationary year, this appointment may be renewed for terms of two years up to the end of the probationary period described in E.1. below. In the event of a decision not to renew the two year contract, a one year, terminal contract will be issued. Promotion to the rank of Associate Professor should be achieved no later than the end of one's penultimate probationary year. Appointment through the ultimate probationary year is, therefore, final.
3. Initial appointment in the rank of Associate Professor is ordinarily for a three-year period; reappointment in this rank beyond a fourth year at the College, or promotion to it, is made without limitation of time.

E. Principles Covering Tenure for Teaching Faculty

Revised January 29, 1988

1. The College, as a member of the Association of American Colleges, adheres to the policy concerning probationary appointments that is embodied in the 1940 Statement of Principles of the American Association of University Professors, to which the Association of American Colleges subscribed. The duration of probationary appointment to the Faculty will not exceed seven years; however, whenever faculty members are appointed after full-time service in other colleges or universities at the rank of Instructor or higher, the faculty member can choose at the time of the first contract to reduce the probationary period by the length of that service up to but not exceeding three years.
2. In practice, the decision to promote, or reappoint, without limitation of time will be made early in the penultimate probationary year, so as to allow a full year of terminal service, should tenure not be granted. The terms of appointment to the several ranks, given above, and the procedures for achieving promotion and tenure, described below, are drawn up so as to be consistent with the basic principle of a seven-year maximum probationary period.
3. To achieve tenure a faculty member must show clear evidence of continuing academic achievement as described in Section B. He or she must also give evidence of a positive and responsible contribution to the department and to the College community.

F. Procedures for Initial Appointments

Revised January 20, 2004

1. Dossiers of applicants for appointments to the Faculty, whether to fill vacancies or for new approved positions, are ordinarily assembled by the Chair of the department concerned. In evaluating and ranking applicants the Chair will ordinarily have the advice and assistance, particularly of the senior members, of the department. Candidates to whom the department seriously considers making an offer are ordinarily brought to campus for interviews with the department and with the Vice President for Academic Affairs and Dean of the College.
2. Letters offering terms of appointment are ordinarily sent by the Chair after having reached agreement on the terms with the Vice President for Academic Affairs and Dean of the College. Acceptance by the candidate is followed by conclusion of a formal contract by the individual and the Vice President for Academic Affairs and Dean of the College.
3. Since initial appointments are term in nature, no formal Faculty committee action is required.

G. Procedures for Reappointments and Promotion

Revised April 30, 1999

1. Each faculty member shall maintain in the Office of the Vice President for Academic Affairs and Dean of the College a permanent Faculty File listing personal, professional and educational achievements, and other pertinent information. As the Dean will remind faculty at the beginning of each school year, it is the responsibility of each individual to keep the Faculty File accurate and up-to-date. The Faculty File will be one of the principal documents in making decisions on reappointments and promotions. In addition an individual may submit an annual review of progress and achievement.
2. At the beginning of October the Chair of each department must review, with the tenured senior members of the department, the status and qualifications of each member due for contract renewal. For junior faculty counting no previous experience, evaluation will take place in the second and fourth years at the College, with the tenure review in the sixth year. For junior faculty counting one year of previous experience, evaluation will take place in the second and fourth years of their tenure-track appointment, with the tenure review in the fifth year. For junior faculty counting two years of experience, evaluation will take place in the second year of their tenure-track appointment, with the tenure review in the fourth year. For junior faculty counting three years of experience, evaluation will take place in the second year of their tenure-track appointment, with the tenure review in the third year. The Chair will prepare a separate report on each probationary member being reviewed, including signed majority and minority opinions, recommending to the President, through the Vice President for Academic Affairs and Dean of the College, whether or not the individual is to be reappointed. Whenever the action recommended involves tenure, the originals of these reports shall be in the hands of the Dean no later than 1 November. The originals of the other reports on faculty on probationary appointment shall be in the hands of the Dean no later than 15 November. An unsigned copy of these reports shall be communicated by the Chair to the faculty member under consideration.

At the same time, the Chair of each department shall review, with the tenured senior members of the department, the qualifications of any tenured faculty whom either the Chair, the Dean, the individual or a majority of the senior members of the department shall wish considered for promotion. Detailed recommendations for each case, including signed majority and minority opinions, in duplicate, shall be in the hands of the Dean no later than 1 February. An unsigned

copy of these reports shall be communicated by the Chair to the faculty member under consideration.

In all cases the Chair shall solicit the written opinions of all untenured senior and junior members of the department who have been members of the department for at least one year.

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

3. Whenever the action recommended by the department (in the reports mentioned above) involves neither tenure nor promotion beyond the rank of Assistant Professor (i.e., when it recommends termination of an appointment, or reappointment but not beyond the penultimate probationary year), the Vice President for Academic Affairs and Dean of the College shall add his or her recommendations and forward the report to the President for final decision. A summary statement of the decision will be orally communicated to the individual or, at the faculty member's request, in writing, through the Dean and Chair, no later than 1 March, except as noted in Section H.1.
4. By 1 October each department Chair shall submit to the Dean a list of those departmental faculty being considered for tenure or promotion to a senior rank (i.e., either promotion to or reappointment in the rank of Associate Professor or Professor). The Dean shall forward that information to the President and to the elected faculty members of the Committee on Tenure and Promotion, a Committee which will review each candidate's qualifications and the several recommendations. Upon notification that he or she is being considered for tenure or promotion to a senior rank, a candidate should add to the Faculty File any additional information he or she believes relates to the case.

For each candidate being considered for tenure, the Committee on Tenure and Promotion shall summarize its findings in a written report, including signed majority and minority opinions, for the Board of Trustees, no later than 1 February. The signed copy of the CTP's "Report(s) to the Trustees" shall be sent to the candidate's Faculty File in the Dean's Office and an unsigned copy to his or her departmental file. Copies of all other materials which may have been added to the Dean's File subsequent to the department's review,

including any response by the candidate him or herself, or evaluations solicited or unsolicited, shall be placed in the departmental file once the Board of Trustees has communicated its decision to the candidate. By 1 February each candidate shall receive from the Dean an unsigned copy of the written report(s). The actual number of votes in both the CTP Majority and Minority shall be disclosed to the candidate and, under bonds of confidentiality, to the senior tenured members of the candidate's department. The President shall present each report to the Board of Trustees for final ratification and, no later than 1 March shall notify each individual of the final result orally or, at an individual's request, in writing, in a summary statement through the Dean and Department Chair.

For each candidate with tenure being considered for promotion to a senior rank, the Committee on Tenure and Promotion shall summarize its findings in a written report, including signed majority and minority opinions, for the Board of Trustees, no later than 15 May. The signed copy of the CTP's "Report (s) to the Trustees" shall be sent to the candidate's Faculty File in the Dean's Office and an unsigned copy to his or her departmental file. Copies of all other materials which may have been added to the Dean's File subsequent to the department's review, including any response by the candidate him or herself, or evaluations solicited or unsolicited, shall be placed in the departmental file once the Board of Trustees has communicated its decision to the candidate. By 15 May each candidate shall receive from the Dean an unsigned copy of the written report(s). The actual number of votes in both the CTP Majority and Minority shall be disclosed to the candidate and, under the bonds of confidentiality, to the senior tenured members of the candidate's department. The President shall present each report to the Board of Trustees for final ratification and, no later than 15 June, shall notify each individual of the final result orally or, at an individual's request, in writing, in a summary statement through the Dean and Department Chair.

H. Grievance Procedures Regarding Reappointment, Tenure and Promotion

Revised April 30, 1999

1. When a member of the teaching faculty has received notice that he or she has not been granted tenure, has not had the contract renewed, has been issued a terminal contract, or has not been promoted, and believes that he or she has not been accorded statutory due process as specified in Chapter II, Sections F and G of The Statutes of the Faculty, or that considerations which violate academic freedom, as defined in Chapter VIII, have contributed to the decision, the individual may write to the Chair of the Committee on Appeals subcommittee of the Committee on Faculty Affairs requesting its assistance. In the letter the faculty member shall specify as precisely as possible the reasons for this request and shall include whatever documentation he or she may have.
2. Any member(s) of the Committee on Appeals subcommittee of the Committee on Faculty Affairs who may have been involved in the decision, either as the candidate or as a member of the candidate's department or Committee on Tenure and Promotion, may not sit with the Committee during the proceedings. Should this result in having fewer than three members of the Committee on Appeals available for the proceedings, then senior teaching faculty member(s) who had last left the Committee on Faculty Affairs and who had not been involved in the decision, shall take part in the Committee's proceedings. For no case shall fewer than three teaching Faculty members take part in the Committee's proceedings.
3. The Faculty member, accompanied if so desired by a member of the Faculty who will serve as an advisor, shall have the right to appear before the Committee on Appeals subcommittee of the Committee on Faculty Affairs. In deciding whether to proceed beyond this point, the Committee shall keep in mind that it is incumbent on the Faculty member to present reasonable evidence that his or her rights have been violated. Once a year the Committee on Appeals subcommittee of the Committee on Faculty Affairs shall report to the Faculty on the number of requests it receives for assistance as well as the fact and nature of its decision. In each case in which the Committee decides not to proceed the person who has brought the grievance shall be so notified.
4. If the Committee determines to proceed it will then convey in writing to the President, in his capacity as chief executive officer of the College, a copy of the complainant's charges and evidence, as well as

an explanation of the Committee's reasons for pursuing the matter further.

5. If the President is unable to resolve the situation to the satisfaction of the Committee within six weeks and the Committee believes that the individual has presented reasonable evidence that his or her rights, as specified in Chapter II, Sections F and G and/or in Chapter VIII, have been violated, it will then proceed to make a non-formal and confidential inquiry. For each case it shall have access to whatever documents the departmental Chair and the tenured senior members of the department had at their disposal, together with the signed departmental report(s).

In cases involving tenure and promotion to a senior rank, it shall have access to whatever documents the Committee on Tenure and Promotion and the Trustees had at their disposal. In cases not involving tenure or promotion to a senior rank, it shall have access to the individual's Faculty File in the Office of the Vice President for Academic Affairs and Dean of the College.

The Committee shall also, at its discretion, meet with the departmental Chair, the tenured senior members of the department as a group and with the CTP as a group, and when there was no CTP, with the Dean together with the President. The Committee may also meet with any individual who desires to come before it. The purpose of these meetings would be to enable the Committee to assure itself that academic freedom of the individual had not been infringed upon. The Committee should keep in mind that it is not to substitute its judgment for the judgment of any of the groups or individuals in question; it is merely to guarantee due process and academic freedom in adherence to The Statutes of the Faculty. Only the members of the Committee on Appeals subcommittee of the Committee on Faculty Affairs shall have access to confidential documents made available to them. No member of the Committee on Appeals subcommittee of the Committee on Faculty Affairs will discuss either confidential documents or oral testimony outside the Committee meetings, except with other members of the Committee. No one who appears before the Committee will reveal information gained during the proceedings.

6. Cases Involving Statutory Due Process

If the Committee concludes that a significant violation of statutory due process has taken place, it shall so inform the President, who will have the case re-examined at the appropriate level, calling attention to the violation of statutory due process as delineated in the given case by the Committee on Appeals subcommittee of the Committee on Faculty Affairs.

7. Cases Involving Academic Freedom

If the Committee concludes that the Faculty member has made a reasonable case that considerations which violate his or her academic freedom have contributed to the negative decision, it first will so inform the President, who will take whatever action he deems appropriate. If the President is unable to rectify the situation to the satisfaction of the Committee, then the Committee shall conduct a formal hearing. The Committee shall prescribe rules of procedure for the conduct of such hearings and shall inform the involved parties of such rules prior to the commencement of the hearing. The parties involved shall have the right to be present at the hearing at all times when evidence is being presented to the Committee, and the right to have the Committee call witnesses on their behalf. Apart from meetings of the Committee, no member of the Committee shall consult any non-member of the Committee as to any matter at issue or discuss the case with any non-member. The hearing shall be private. No legal counsel will be present and no official record will be kept.

Upon completion of the hearing, the committee shall submit to the President and the complainant its written findings and recommendations, together with any statement of dissent. If the President is unable to rectify the situation to the satisfaction of the Committee or does not accept the recommendation, the Committee shall refer the matter to the Trustees.

8. Nothing in the preceding should be construed as preventing any member of the Faculty from approaching the Dean, the Provost, the President, or the Trustees either before or after taking advantage of the good offices of the Committee on Appeals subcommittee of the Committee on Faculty Affairs.
9. If, at any point, the complainant should institute legal proceedings, the procedure is thereby aborted and the Committee on Appeals subcommittee of the Committee on Faculty Affairs will cease to function in the case.

I. Faculty Duties

Revised January 20, 2004

1. On 1 March of each year of renewal for individual contracts the President or the Vice President for Academic Affairs and Dean of the College shall give notice in writing of intention to renew contracts which have not been made without limitation of time. Faculty members who are not to be reappointed at the expiration of their contract will receive notice according to the following schedule:

Instructors in first year:	on or before 1 March
Instructors in second year:	on or before 1 December
All others:	on or before 1 September, one year in advance.
2. A faculty member who intends to terminate an appointment above the rank of Instructor shall give written notice to the President and the Vice President for Academic Affairs and Dean of the College on or before 1 April, and such termination shall be effective only at the end of the academic year.
3. Contracts of full-time members of the Faculty are contracts for full-time employment within the College, unless otherwise specified. Teaching in another institution by a full-time member is not permitted except by written approval of the Dean in each instance.
4. Full-time members of the Faculty may not engage in other employment or private professional activities during the academic year except on a limited basis and only with the written approval of the Dean. Consulting work and other such activities of proper professional character may provide valuable experience and contribute to the enrichment of teaching and scholarship but the total amount of time which may be given to such activities must be limited for each individual in order that no interference may occur in the proper discharge of full-time Faculty duties. Faculty members serving clients in a consulting or other private capacity are retained as individuals and the College takes no responsibility for such services.
5. The ordinary duties of the full-time Faculty member of the College are specified in the Faculty Handbook.

Revised July 27, 2004

Committees constitute the arduous but inescapable means for participation in the formulation and execution of the academic policies of the College. Except for the Grievance Committee of the Committee on Faculty Affairs, eligibility for election or appointment to Faculty positions on committees established by this Chapter is limited to the teaching faculty of the College. As such, only teaching faculty will be eligible to vote for elected teaching-faculty representatives to these committees. In the event of a tie in an election, the winner will be chosen by lot drawn by the Chair of the Committee on Nominations and Elections, except for the Committee on Tenure and Promotion. A tie in that election will result in a run-off ballot. Any full-time Holy Cross student is eligible for a position on those committees for which student membership is indicated below.

The term of office of elected members of committees is established in these Statutes; the term of appointed members is determined by the appointing officer.

When an unexpected vacancy occurs in an elective position the remainder of the term shall be filled by that eligible member who received the highest number of votes on the final ballot in the previous election; unexpected vacancies in appointive positions shall be filled by the appointing officer.

This Chapter contains an exhaustive list of all committees recognized as Faculty and College Committees. In addition, a current list of Ad Hoc Committees shall be maintained by the Recorder of the Faculty.

1. The Committee on Faculty Affairs*Revised February 2, 2006***a. Scope and Function**

This committee reports to the Academic Affairs Council and through it to the Faculty Assembly. It is responsible for reviewing and recommending changes in policies and procedures on all issues of teaching faculty status including hiring, tenure, promotion, retirement, termination, professional development, professional standards, and other policy matters that relate to the professional responsibilities and performance of the teaching faculty. It is also responsible for recommending changes in policies and procedures in cases involving grievances and academic freedom. In its deliberations, it may consult with any other committee, member of the administration, or teaching faculty member whose work bears on issues of faculty status. The Committee on Tenure and Promotion will report to this committee when its deliberations raise questions that may require changes of policy concerning tenure and promotion.

From its membership, this committee will elect the following standing subcommittees.

(1) Committee on Appeals

This committee of five senior and tenured members will hear appeals in cases involving faculty disability retirement (S.VI) and faculty dismissal for cause (S.VII). It will also conduct grievance procedures in cases of reappointment, tenure and promotion (S.II.H).

(2) Committee on Grievances

From its membership, this committee will elect three members to an Ad Hoc Committee on Grievances.

This committee, composed of three teaching faculty who are members of the Committee on Faculty Affairs and one administrative faculty member elected by the administrative faculty, will assist members of the Faculty in resolving grievances that arise in their relationship with other members of the Faculty or with Faculty committees.

(3) Committee on Appeals to Consensual Sexual Relations Policy Decisions*Revised July 27, 2004*

From its membership, this committee will elect five members to an Ad Hoc Committee on Appeals to Consensual Sexual Relations Policy Decisions. This ad hoc committee shall be composed of three senior and two junior members of the Committee on Faculty Affairs. This

committee will hear appeals in cases involving consensual sexual relations between faculty and students.

**(4) Committee on Appeals to Scholarly Misconduct Policy
Decisions**

Revised November 26, 2007

From its membership, this committee will appoint five members to an Ad Hoc Committee on Appeals to Scholarly Misconduct Policy Decisions. This ad hoc committee shall be composed of five senior faculty members normally selected from the Committee on Faculty Affairs. This committee will hear appeals in cases involving scholarly misconduct by faculty.

b. Membership

Five elected senior members of the teaching faculty who hold tenure appointments and four elected members of the junior faculty; the Chair is to be elected by the Committee. Members of this Committee may not serve concurrently on the Committee on Tenure and Promotion, the Faculty Compensation Committee, the Academic Affairs Council, The Finance and Planning Council, or Student Life Council.

c. Length of Term

Duration of service shall be staggered two year terms except for the at-large senior member, who shall serve a one-year term.

d. Elections

Each academic year, four new members, two senior and two junior, of the Committee on Faculty Affairs shall be elected. The at-large member shall also be elected each academic year. As soon as possible after the beginning of the Spring semester, and following the elections of the Speaker of the Faculty, the departmental representatives to the Academic Affairs Council, and the Committee on Tenure and Promotion, the Committee on Nominations and Elections shall send to each voting member of the teaching faculty in those divisions in which a vacancy will occur a list of the eligible tenured senior and/or junior faculty members in that division. From this list, each faculty member shall nominate two senior and/or two junior faculty members. The Committee on Nominations and Elections shall prepare a ballot on which appear the names of those senior and/or junior faculty members in each division who received the three highest vote totals. This ballot will be sent to each voting member of the teaching faculty who shall vote for one senior and/or one junior faculty member in each of the divisions in which a vacancy will occur. The senior faculty member and/or junior faculty member with the highest number of votes in each division will be seated.

The senior at-large faculty member will be that senior faculty member who receives the next highest vote total. In the event of a tie in the divisional or at-large election, the Committee on Nominations and Elections shall choose the winner by lot.

e. Eligibility

Members of the junior teaching faculty are eligible for this committee provided they are Instructors or Assistant Professors who have been at Holy Cross for at least two years.

A. General Committees of the Faculty**2. Faculty Compensation Committee***Revised February 2, 2006***a. Scope and Function**

This committee of two senior and tenured and two junior members will prepare an annual report on issues related to compensation (including benefits) of Holy Cross teaching faculty and make recommendations to the Finance and Planning Council through the Academic Affairs Council.

This committee will also hear faculty grievances and concerns about compensation.

b. Membership

Two elected senior members of the teaching faculty who hold tenure appointments and two elected members of the junior faculty; the Chair is to be elected by the Committee. Members of this Committee may not serve concurrently on the Committee on Tenure and Promotion, the Academic Affairs Council, the Finance and Planning Council, the Student Life Council, or the Committee on Faculty Affairs.

c. Length of Term

The senior members shall serve three-year terms; the junior members shall serve two-year terms.

d. Elections

Each academic year, an election shall be held to fill the seats that will be vacated by members whose terms will expire. As soon as possible after the beginning of the Spring semester, and following the elections of the Speaker of the Faculty and the Committee on Tenure and Promotion (but before the election of departmental representatives to the AAC and the election for the Committee on Faculty Affairs), the Committee on Nominations and Elections shall send to each voting member of the faculty in each division a list of the eligible tenured senior and/or junior faculty members in that division. From this list, each faculty member shall nominate one senior and/or one junior faculty member. The Committee on Nominations and Elections shall prepare a ballot on which appear the names of those senior and/or junior faculty members in each division who received the two highest vote totals. This ballot will be sent to each voting member of the teaching faculty (without regard to division) who shall vote for one senior and/or one junior faculty member. The senior and/or junior faculty member with the highest number of votes will be seated. No more than two members of any single division may be seated at one time.

A. General Committees of the Faculty**3. The Committee on Tenure and Promotion***Revised December 11, 2003*

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

a. Membership

The President of the College (Chair and non-voting), the Vice President for Academic Affairs and Dean of the College, and eight elected tenured senior faculty members. No senior tenured faculty member shall be eligible for election to and service on the Committee on Tenure and Promotion until he or she is in his or her second year of service in a tenured position. An elected member of the Committee on Tenure and Promotion who is being considered for promotion must vacate his or her seat on the Committee for the semester.

b. Selection

Each of the following divisions of the faculty will be represented on the Committee on Tenure and Promotion by two elected tenured senior faculty members from that division, but there may be no more than one elected tenured senior faculty from any one department and no member shall serve concurrently as the Speaker of the Faculty. If a member of the Committee on Faculty Affairs, the Academic Affairs Council, the Finance and Planning Council, or the Student Life Council is elected to the Committee on Tenure and Promotion, that person shall vacate the seat on that Committee or Council.

DIVISION A - Biology, Chemistry, Mathematics and Computer Science, Physics

DIVISION B - English, Modern Languages and Literatures, Music, Theatre, Visual Arts

DIVISION C - Economics, Education, Political Science, Psychology, Sociology and Anthropology

DIVISION D - Classics, History, Philosophy, Religious Studies

Each academic year, four new members of the Committee on Tenure and Promotion shall be elected. As soon as possible after the beginning of the Spring semester, and following the election of the Speaker of the Faculty, the Committee on Nominations and Elections shall send to each voting member of the teaching faculty a list of the eligible tenured senior faculty members who belong to the same division as the faculty member. From this list, each faculty member shall nominate two. The Committee on Nominations and Elections

A. General Committees of the Faculty

shall prepare a ballot on which appear the names of those in each division who received the three highest vote totals. This ballot will be sent to each voting member of the teaching faculty who shall vote for one person in each of the four divisions. The faculty member with the highest number of votes in each division will be seated provided that no member from the newly elected faculty member's department is currently serving on the Committee on Tenure and Promotion. Then, a faculty member with the next highest vote total from another department in the division will be seated.

In the event of a tie in the divisional elections, the Committee on Nominations and Elections shall prepare a run-off ballot to determine the winner.

Nominations for the Committee on Tenure and Promotion, divisional and run-off elections will each be conducted within a period of at least ten teaching days. The sequence of nominations and elections shall be conducted with dispatch.

c. Length of Term

Elected members of the Committee on Tenure and Promotion shall serve a two-year term. No elected member completing a full term may succeed himself or herself without a term intervening.

d. Vacancies

When a divisional representative vacates a seat on the Committee on Tenure and Promotion, that eligible divisional nominee with the highest number of votes in the most recent election of divisional representatives shall occupy the vacant seat for the period of the vacancy. When no such eligible nominee exists, the Committee on Nominations and Elections shall operate the nomination and election procedures of Section b to fill the vacant slot.

e. Scope and Function

Refer to II, G, 4.

- f.** The representative chosen by a department for a given case shall function solely as a resource person. He or she shall remain available to the CTP only so long as the members of the CTP have questions to ask him or her. He or she shall not be present when the CTP votes on the candidacy for which he or she is serving as a resource person. If there are circumstances in which the departmental representative is unable to answer questions the CTP considers to be essential to its deliberations, the CTP may forward its questions in writing to the senior and tenured members of the department, and may request either the answers to these questions or a revised written report.

CHAPTER III: FACULTY AND COLLEGE COMMITTEES

(S) III.B.

B. Standing Committees of the Faculty

Standing Committees of the Faculty

Standing Committees report to the Faculty through the Academic Affairs Council. These committees choose their own Chair from their elected members. Duration of service shall be staggered two-year terms. Duration of service for students shall be a one-year term.

B. Standing Committees of the Faculty**1. The Committee on Academic Standing***Revised April 8, 2003***a. Membership**

The Vice President for Academic Affairs and Dean of the College, the Registrar, the Director of Admissions, and four elected members of the teaching faculty.

b. Scope and Function

The Committee on Academic Standing makes recommendations on policies regarding standards for standing, probation, suspension, dismissal and readmission. It hears appeals of suspensions and dismissals for academic reasons. In hearing an appeal of a suspension or dismissal for academic reasons, the committee may choose to uphold the penalty, overturn it, or substitute a lesser penalty if it judges that the circumstances so warrant.

c. Reports

In the matter of appeals cases, its decisions are given to the Vice President for Academic Affairs and Dean of the College for execution. It shall, however, include a summary of such decisions in its report to the Faculty. It shall also report to the Academic Affairs Council on issues concerning academic advising that arise out of its experience.

B. Standing Committees of the Faculty**2. The Committee on the Curriculum***Revised May 4, 2001***a. Membership**

The Vice President for Academic Affairs and Dean of the College (or the Associate Dean in his or her absence); the Director of the Center for Interdisciplinary and Special Studies; the Registrar (or the Associate Registrar in his or her absence), non-voting; eight elected members of the teaching faculty, two from each of the four divisions defined in Chapter III. A.2.b., with no department having more than one member on the committee; and two students selected by the Student Government Association.

b. Scope and Function

The Committee on the Curriculum shall be responsible for reviewing and assessing all aspects of the College curriculum. It shall report regularly to the Academic Affairs Council concerning courses currently being offered as well as broader curricular matters. It shall assess and make recommendations concerning the strengths and weaknesses in the College's academic program and the resources necessary to its development.

The Committee on the Curriculum shall facilitate communication and coordination among all academic units regarding curricular policy, oversight, and new academic initiatives. It shall assess and make recommendations to the Academic Affairs Council on all College-wide curricular matters, including proposals for new College-wide programs, College-wide curricular reforms, majors, and interdisciplinary concentrations. The Committee on the Curriculum shall assess and approve new courses and minors. The Committee on the Curriculum shall be consulted in advance and apprised annually by all Departments, College-wide and intercollegiate programs, and interdisciplinary programs concerning changes in their curricula, including but not limited to the establishment of tracks within majors, interdepartmental concentrations, and departmental honors. The Committee on the Curriculum thus serves as a clearinghouse of information and policy coordination among all curricular programs.

B. Standing Committees of the Faculty**3. The Committee on Interdisciplinary and Special Studies (CISS)***Revised May 2, 2002***a. Membership**

The Director of the Center for Interdisciplinary and Special Studies, the two Associate Directors of CISS, a representative of the Concentrations, a representative of Special Programs, a representative of the Student Advisory Committee (SAC), and four elected members of the teaching faculty. The Committee chair shall be chosen by the Committee at the beginning of the academic year from among the four elected members of the teaching faculty.

b. Scope and Function

The Committee on Interdisciplinary and Special Studies will advise the Center for Interdisciplinary and Special Studies on all major policy issues relevant to its role in promoting interdisciplinary and experimental courses and co-curricular programming at the College and providing off campus educational programs that afford students the opportunity to link living and learning in accordance with the mission of the College. The Committee will vote on decisions and recommendations of its appointed committees as appropriate. The Committee will make recommendations to the Vice President for Academic Affairs and Dean of the College on the appointment of part-time faculty and on the appointment of Directors of the Concentrations and Special Programs.

The Committee on Interdisciplinary and Special Studies will have the authority to appoint committees, utilizing its own members and the concentration and program directors of CISS. The CISS Committee and its appointed committees are mandated to accomplish the following tasks: review and approve course proposals for the Concentrations, the Academic Internships and the Special Programs; review overall curriculum development for academic programs run by CISS; approve multidisciplinary majors and minors and monitor their progress; review and monitor Special Programs, such as the Fenwick Scholar and Honors Programs, and to select students for these competitive programs; review and monitor all Academic Internship Programs including those that are local and in other parts of the United States; review proposals to the Student Grants Program and make awards; review proposals to the Marshall Fund and make awards; review and support participation in Worcester Consortium projects, such as the Gerontology Program.

B. Standing Committees of the Faculty

4. The Committee on Fellowships, Research and Publication

Revised April 30, 1999

a. Membership

The Coordinator of Grants and Research, and four elected members of the teaching faculty, one from each of the four divisions defined in Chapter III.A.2.b.

b. Scope and Function

The Committee on Fellowships, Research and Publication disburses all research funds to members of the teaching faculty, makes recommendations on research budgets, disburses a special research fund, makes grants in subvention of publication, and selects awardees from among applicants for Faculty Fellowships. It makes recommendations to the Academic Affairs Council concerning the adequacy of the Library's holdings and services based on emerging trends in faculty research.

CHAPTER III: FACULTY AND COLLEGE COMMITTEES

(S) III.C.1.

C. Committees of the Faculty Appointed by the Vice President for Academic Affairs and Dean of the College

1. The Committee on Study Abroad

Revised April 30, 1999

a. Membership

The Study Abroad Advisor (Chair) and five appointed members of the teaching faculty.

b. Scope and Function

The Committee on Study Abroad makes policy recommendations and selects students for the program.

CHAPTER III: FACULTY AND COLLEGE COMMITTEES

(S) III.C.2.

C. Committees of the Faculty Appointed by the Vice President for Academic Affairs and Dean of the College

2. The Committee on Premedical and Predental Programs

Revised November 26, 2007

a. Membership

The Premedical Advisor (Chair), and seven appointed members of the teaching faculty; the Committee will solicit and make use of the knowledge of other Faculty members to whom the student is well known.

b. Scope and Function

The Committee on Premedical and Predental Programs makes recommendations concerning premedical and predental advisory programs, and committee evaluations of applicants for medical and dental school.

CHAPTER III: FACULTY AND COLLEGE COMMITTEES

(S) III.C.3.

C. Committees of the Faculty Appointed by the Vice President for Academic Affairs and Dean of the College

3. The Committee on Graduate Studies and Fellowships

April 30, 1999

a. Membership

The Graduate Studies Advisor (chair), four appointed members of the teaching faculty, and Deans of the third and fourth year classes (ex officio).

b. Scope and Function

The Committee on Graduate Studies and Fellowships assists the Graduate Studies Advisor and selects candidates for special fellowships.

CHAPTER III: FACULTY AND COLLEGE COMMITTEES

(S) III.C.4.

C. Committees of the Faculty Appointed by the Vice President for Academic Affairs and Dean of the College

4. The Scholarly Misconduct Inquiry Committee

Revised November 26, 2007

a. Membership

Three appointed senior members of the teaching faculty.

b. Scope and Function

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

c. Length of Membership

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

CHAPTER III: FACULTY AND COLLEGE COMMITTEES

(S) III.C.5.

C. Committees of the Faculty Appointed by the Vice President for Academic Affairs and Dean of the College

5. The Scholarly Misconduct Investigation Committee

Revised November 26, 2007

a. Membership

Five appointed senior members of the teaching faculty.

b. Scope and Function

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

c. Length of Membership

The members of the Scholarly Misconduct Investigation Committee are appointed to conduct a specific investigation into scholarly misconduct. The committee is disbanded upon completion of the investigation.

D. College Committees Appointed by the Vice President for Academic Affairs/Dean of the College, Vice President for Student Affairs/Dean of Students, and the Student Government Association

1. The Community Standards Board

Revised April 30, 1999

a. Membership

The Community Standards Board shall be comprised of 23 members of the College Community, including the Vice President for Student Affairs/Dean of Students and the Judicial Affairs coordinator (the person assigned by the VPSA/DOS to administer the judicial process). Six (6) of the members shall be members of the faculty appointed by the Vice President for Academic Affairs/Dean of the College. Six (6) of the members shall be administrators appointed by the Vice President for Student Affairs/Dean of Students. Nine (9) of the members shall be students appointed by the Vice President for Student Affairs/Dean of Students.

b. Scope and Function

Members of the Community Standards Board will be eligible to serve on a hearing panel assigned by the Judicial Affairs coordinator to hear violations of Community Standards. If sufficient members of the Community Standards Board are not available to create a hearing panel, the Vice President for Student Affairs/Dean of Students may designate interim members to the Community Standards Board for the purpose of serving on a designated hearing panel.

c. Length of Membership

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

E. College Committees Reporting to the President of the College

1. The Board of Directors of Alumni Association

a. Membership

One faculty member elected by the teaching faculty, one member of the teaching faculty or College administrator appointed by the President of the College, and thirty-three other members elected or appointed from among the Alumni of the College in the manner determined by the By-Laws of the Alumni Association of the College.

b. Scope and Function

The Board will direct the affairs of the Holy Cross Alumni Association.

c. Length of Term

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

2. The Athletic Council*Revised July 1, 2004***a. Membership**

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

b. Scope and Function

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

c. Length of Term

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

E. College Committees Reporting to the President of the College

3. The Campus Center Advisory Council

Revised November 26, 2007

a. Membership

The Vice President for Student Affairs and Dean of Students (chair), the Senior Vice President, the Vice President for Administration and Finance, the Director of Conference Services and the Hogan Center, two appointed members of the teaching faculty, a member of the Chaplains' Office, two alumni, the Chair of the Campus Activities Board, and two other students.

b. Scope and Function

The Campus Center Advisory Council advises the Director of the Hogan Center on the appropriate application of policy regarding building usage by internal and external organizations and programming initiatives by College Organizations and Departments.

In addition, the Campus Center Advisory Council may look to enhance the social interaction in both structured and unstructured student activities.

F. Ad Hoc Committees**Ad Hoc Committees***Revised July 24, 2003*

Ad Hoc Committees may be appointed by the Board of Trustees, the President of the College, the Senior Vice President, the Vice President for Academic Affairs and the Dean of the College, the Academic Affairs Council, the Finance and Planning Council, the Student Life Council, and the Speaker of the Faculty with the approval of the Faculty Assembly.

These committees may be appointed to study, make recommendations on or oversee specific topics that may arise. Their membership, term of office, scope and function will be determined in accordance with the purpose of their establishment.

A. Sabbatical Leave

Revised April 30, 1999

Sabbatical Leave is available to those who at the beginning of their proposed leave will have completed six years of actual service to the College since their initial employment or their last Sabbatical leave and who hold the rank of Assistant Professor or above at the time of their application for leave.

For one semester, the recipient will receive full salary if there are no grants from outside sources. If there are grants from outside sources and no extraordinary expenses associated with plans for the leave, the recipient will receive the difference between full salary and the grants from outside sources. If there are grants from outside sources and extraordinary expenses associated with plans for the leave, the recipient may request the President or Dean to have the sum of the stipend received from the College and grants from outside sources exceed salary. In no case, however, will the stipend from the College exceed salary.

For two semesters, the recipient will receive 80 per cent of salary if there are no grants from outside sources or if grants from outside sources do not exceed 20 per cent of salary. If there are grants from outside sources exceeding 20 percent of salary and if there are no extraordinary expenses associated with plans for the leave, the recipient will receive the difference between full salary and the grants from outside sources. If there are grants from outside sources exceeding 20 per cent of salary and if there are extraordinary expenses associated with plans for the leave, the recipient may request the President or Dean to have the sum of the stipend received from the College and grants from outside sources exceed salary. In no case, however, will the stipend from the College exceed 80 per cent of salary.

Faculty members on Sabbatical Leave may not accept gainful employment without the express written consent of the President of the College granted in each instance.

Application for Sabbatical Leave is made in writing by 15 October to the Chair of the department concerned. The Chair then consults with the Vice President for Academic Affairs and Dean of the College, who brings his or her recommendation and that of the Chair to the President. Normally this procedure results in granting of leave. The candidate will be notified by 1 February if the leave is approved for the following year; and by 15 November if the leave is approved for the second semester of the same year.

If, at the end of a six-year period of actual service to the College, postponement of a Sabbatical Leave is in the best interest of the efficient running of the individual's department, contribution to the College as a whole, or professional growth, such postponement may be granted without delaying the start of the subsequent six-year period of actual service. The request for such postponement must be made in writing by 15 October to the Chair of the department concerned. The Chair then consults with the Vice President for Academic Affairs and Dean of the College, who brings his or her recommendation and that of the Chair to the President. The candidate will be notified by 1 February if such postponement is approved for the following year; and by 15 November if the postponement is approved for the second semester of the same year.

There shall be a minimum of three years of service between the end of one Sabbatical and the beginning of another.

The application will contain a statement of plans for the leave and a report will be made to the President no later than 1 October following the expiration of the leave. The individual shall, at the same time, give copies of the report to the Dean and department Chair to be placed in the individual's Faculty Files.

B. Research Leaves for Junior Faculty

(whose tenure-track appointment was 1988 – 89 or after)

Revised April 30, 1999

Research Leaves for Junior Faculty are salaried leaves of absence which are granted to tenure-track Assistant Professors, with the exception of Assistant Professors who have chosen to count three years of prior experience, in the fall or spring semester of the third year at the College. Junior Faculty who have one or two years of full-time teaching experience at Holy Cross prior to their tenure-track appointment may choose to take the semester Research Leave in the second or third year of their tenure-track appointment.

The duration of the leave is one semester; however, individuals are encouraged to seek outside funding for a second semester.

For one semester, the recipient will receive full salary if there are no grants from outside sources. If there are grants from outside sources and no extraordinary expenses associated with the proposed research, the recipient will receive the difference between full salary and the grants from outside sources. If there are grants from outside sources and extraordinary expenses associated with the proposed research, the recipient may request the President or Dean to have the sum of the stipend received from the College and grants from outside sources exceed salary. In no case, however, will the stipend from the College exceed salary.

The one-semester Research Leave does not affect the timing of the tenure review; however, individuals deciding to take a second semester with outside funding will have the tenure review delayed one year.

A statement of purpose must be submitted to the Department Chair and the Office of the Vice President for Academic Affairs and Dean of the College by 1 February of the year preceding the Research Leave.

A report on the Research Leave will be made to the President no later than 1 October following the expiration of the Leave. The individual shall, at the same time, give copies of the report both to the Dean and the Department Chair to be placed in the individual's Faculty File.

C. Faculty Fellowships*Revised April 30, 1999*

Faculty Fellowship Awards are salaried leaves of absence granted to tenured, regularly appointed senior faculty.

The basis of the awards are: (1) the applicant's demonstrated competence in the area of the projected research; (2) the value of this research as a contribution to the field of knowledge; (3) its benefit to the professional development of the applicant; (4) its effect upon the academic vitality of the College. It is assumed that scholarly publication will ordinarily follow.

The duration of the award is normally one to two semesters.

For one semester, the recipient will receive full salary if there are no grants from outside sources. If there are grants from outside sources and no extraordinary expenses associated with the proposed research, the recipient will receive the difference between full salary and the grants from outside sources. If there are grants from outside sources and extraordinary expenses associated with the proposed research, the recipient may request the President or Dean to have the sum of the stipend received from the College and grants from outside sources exceed salary. In no case, however, will the stipend from the College exceed salary.

For two semesters, the recipient will receive 80 per cent of salary if there are no grants from outside sources or if grants from outside sources do not exceed 20 per cent of salary. If there are grants from outside sources exceeding 20 per cent of salary and if there are no extraordinary expenses associated with the proposed research, the recipient will receive the difference between full salary and the grants from outside sources. If there are grants from outside sources exceeding 20 per cent of salary and if there are extraordinary expenses associated with the proposed research, the recipient may request the President or Dean to have the sum of the stipend received from the College and grants from outside sources exceed salary. In no case, however, will the stipend from the College exceed 80 per cent of salary.

Application for Faculty Fellowship will be entertained by the Committee on Fellowships, Research and Publication. Completed application forms, including Chair's recommendation and a statement of plans should be submitted directly to the Chair of the Committee on Fellowships, Research and Publication by 15 October for Fellowships to be granted the following year. Notification of awards will be given by 1 February.

The number of Faculty Fellowship Awards granted in a given year depends upon the merits of the research proposals submitted, upon the availability of funds, upon the number of faculty scheduled for leave, and upon the needs of the departments concerned. Faculty Fellowships may not be used to supplement sabbatical leave salary. Ordinarily Faculty Fellowships will not be granted in a year immediately before or after a year in which the applicant has received or expects to receive a College-funded leave.

A report on the Faculty Fellowship will be made to the President no later than 1 October following the expiration of the Fellowship. The individual shall, at the same time, give copies of the report both to the Dean and department Chair to be placed in the individual's Faculty Files and to the Chair of the Committee on Fellowships, Research and Publication.

D. Half-time Leaves

Revised April 30, 1999

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

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

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

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

Faculty on "Half-Time Leave" have their principal employment at Holy Cross.

Salaries and pension contributions are calculated pro-rata; all other statutory benefits are maintained.

E. Unsalariesd Leaves of Absence

Revised July 1, 2004

The College makes every effort to cooperate with Faculty Members who are in a position to secure, from outside agencies, grants for research or post-doctoral study. The Faculty Member should discuss plans for leave with the department Chair as early as possible, by 1 February, if the leave is requested for the following year, by 15 November, if the leave is requested for the second semester of the same academic year.

Ordinarily a member of the faculty shall not be granted an unsalaried leave of absence for more than two consecutive academic years (four semesters).

The Faculty Member on leave retains rights to other Faculty Benefits and receives the normal salary increments. Before departing from the College on any leave, the individual must make arrangements with Human Resources for deductions for Health Insurance and TIAA/CREF contributions.

F. Academic Leaves for Maternity, Childrearing, and Family Emergencies Revised

Revised April 30, 1999

The following leaves of absence are available to regular full-time faculty members with an appointment of at least one year to one of the ordinary ranks of Instructor, Assistant Professor, Associate Professor or Professor who have completed at least one semester of the appointment.

1. Maternity Leave

- a. A faculty member may exercise one of the following options for the semester in which delivery occurs (or the semester immediately following, if delivery occurs after the last day of classes and prior to the start of the subsequent semester):
 - i. She may take a leave of absence, receiving 2/3 of her base salary for one semester. A faculty member anticipating maternity leave under this option must notify her department Chair as far in advance as possible of, and no less than two months prior to the beginning of, the semester which will be taken for the leave of absence.
 - ii. She may take a maternity leave of eight weeks, or such longer time as is medically necessary, and otherwise continue her full teaching, administrative, and service responsibilities or such lower level as is agreed upon by her, her department Chair, and the Vice President for Academic Affairs and Dean of the College. Salary during the period of maternity leave will be paid in accordance with the College's sick pay policy and otherwise will be commensurate with the level of teaching, administrative, and service responsibilities. . A faculty member anticipating maternity leave under this option must give two weeks' notice of her anticipated departure date.
- b. When medically necessary, the maternity leave will be extended according to the College's policy on medical disability.
- c. During the leave period, fringe benefits and credit toward sabbatical leave will continue, and normal salary increments will be in effect.

2. Leaves for maternity, childrearing, and family emergencies

An unsalaried leave of absence or a reduced teaching load for one or two semesters may be requested in writing in order to meet parental or other family responsibilities, including but not limited to, care for a

child or an ill or aged spouse or parent. The request is submitted to the President of the College through the Dean with a letter of recommendation from the Faculty member's department Chair. During the leave fringe benefits, credit toward sabbatical leave, and salary increments are handled as for other unpaid leaves of absence (see IV.E.). Reduced teaching loads carry correspondingly reduced salary, but otherwise fringe benefits and credit toward sabbatical leave continue. Written request for a leave or reduced teaching load should be made as soon as the faculty member recognizes his or her need, preferably at least six months before the start of the leave period.

3. Effect of leaves on probationary period prior to tenure decision

Ordinarily leaves of absence of less than one year are included in the probationary period prior to the tenure decision, while longer leaves are not. Any Faculty member requesting maternity leave or leave for childrearing or family emergency may at the same time petition the President for a one-year extension of the probationary period. The petition must include an explicit waiver of the normal time limits of the probationary period and must be accompanied by a letter of recommendation from the Faculty member's department Chair. If the petition is granted, the sabbatical leave will also be delayed one year.

G. Leaves and College Committee Assignments*Revised October 5, 2000*

For the duration of any approved leave which results in complete cessation of teaching responsibilities, the faculty member will vacate all positions held on Councils, General, Standing, and Appointed Committees of the Faculty, and ad Hoc Committees as described in The Statutes, Chapter III. The vacancies thus created will be filled as directed in The Statutes, Chapter I and III.

If the academic leave for maternity, childrearing and family emergencies does not result in complete cessation of teaching responsibilities, the faculty member may elect to retain or relinquish his or her places on some or all committees as listed above. If the faculty member returns from leave before his or her elected or appointed term of committee service has expired, he or she normally will resume his or her place on the committee(s).

The following fringe benefits are granted by the College to all full-time Faculty Members during the term of their appointments. At the termination of their employment the College has no continuing obligation with respect to fringe benefits.

A. Retirement Contributions

Revised October 5, 2000

The College provides Old-Age and Survivors Insurance (Social Security) coverage for all full-time Faculty Members. The extent of coverage and the contributions made under the program by the College and by the Faculty Member are determined by Federal Law.

The College also participates in the retirement-annuity program operated by the Teachers Insurance Annuity Association (T.I.A.A.). Faculty Members are eligible to join the T.I.A.A. program after one year of service on the Holy Cross College Faculty, or upon transfer to Holy Cross College as a participant in the program. The present contribution of the College to this program equals ten percent (10%) of the portion of the Faculty Member's salary covered by Social Security and twelve percent (12%) of salary in excess of that amount. In addition, the College provides for all full-time Faculty Members a four-unit collective life insurance policy, the premium on the policy being paid by the College.

- B.** Faculty Members are eligible for membership in various group health plans specified in the Faculty Handbook. A large share of the cost of membership in these plans is borne by the College.

The College also maintains Workmen's Compensation Insurance for the benefit of Faculty Members. The scope of coverage and the amount of benefits are determined by the laws of the Commonwealth of Massachusetts.

Upon completion of one year of service, all full-time Faculty Members are enrolled, at the College's expense, in the T.I.A.A. Total Disability Program.

C. Tuition Benefits

Revised April 28, 1985

- 1. Eligibility:** The following are eligible for tuition benefits:
 - a. Dependent children of full-time Faculty Members who are on active service and who have been employed by Holy Cross on a full-time basis for at least seven years.

- b. Dependent children of eligible faculty in cases where the Faculty Member dies or retires prior to the completion of the children's education.

2. Qualifications: To qualify for tuition aid, the dependent child must be:

- a. Enrolled on a full-time basis at an accredited undergraduate institution of higher education.
- b. At Holy Cross, this privilege depends upon due acceptance by the College.
- c. In all cases this privilege shall continue only as long as the child maintains good standing in the institution.
- d. In all cases this privilege shall continue for a maximum of eight semesters or their equivalent in quarters or trimesters.

3. Amount of Awards: The following table indicates the amount of tuition benefits for which qualified children will be eligible each academic year:

- For children matriculated at Holy Cross: Full tuition.
- For children at other qualifying institutions: Assistance up to sixty-percent of Holy Cross' tuition or the tuition of the other institution - whichever is less. The amount of assistance is limited to the institution's cost of attendance.

D. Other Privileges

The College will absorb partial relocation costs in the case of a newly employed Faculty Member.

Under certain conditions, Faculty Members may arrange loans from the College in varying amounts and interest rates. Terms arranged on application to the Treasurer.

A. Retirement for Age

In accordance with Federal regulations, as of January 1994, the College will not have a mandatory retirement age policy.

B. Retirement for Disability

Revised October 5, 2000

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

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

Revised November 26, 2007

- A.** A member of the Faculty may be dismissed for serious neglect of academic duties, for serious violation of the College's policies on scholarly misconduct, harassment, or consensual sexual relations between a faculty member and a student, or for such public misconduct as to disqualify him or her from continued association with the College.
- B.** If the Vice President for Academic Affairs and Dean of the College, after consultation with the Department Chair, determines that a member of the Faculty should be dismissed for one of the reasons above stated, he or she shall so recommend in writing to the President. The Dean shall include with this recommendation a written statement specifying the charges against the Faculty Member and the facts pertaining to the case. He or she shall forthwith furnish to the accused Faculty Member a copy of all papers so submitted to the President.
- C.** If the President determines that in the best interests of the College immediate action is required, he may summarily suspend the accused Faculty Member, but without loss of salary.
- D.** The President shall give written notice to the accused Faculty Member that he or she has the right to a hearing on the charges before the Committee on Appeals subcommittee of the Committee on Faculty Affairs, provided that the individual makes written request to the President within ten days after the sending of such a notice.
- E.** If no such request for a hearing is made, the President shall refer the case to the Board of Trustees for decision. If request for a hearing is duly made, the President will refer the case for hearing to the Committee on Appeals subcommittee of the Committee on Faculty Affairs, and will transmit to the Committee the recommendation for dismissal, received from the Dean and the Department Chair, with statement of charges and facts.
- F.** Upon the referral of the case to it, the Committee shall as soon as practical conduct a hearing. The Committee shall prescribe rules of procedures for the conduct of such hearings and shall inform the accused Faculty Member of such rules prior to the commencement of the hearing. The Committee may, with the approval of the President, retain counsel to assist it at the hearing. If the accused Faculty Member so requests, prior to the commencement of the hearing, or if the Committee determines it to be necessary, a stenographic record of the testimony shall be made. A transcript of such testimony shall, if the accused Faculty Member so requests, be furnished at his or her expense.

The accused Faculty Member shall have the right to the assistance of counsel or an advisor, the right to be present at the hearing at all times when evidence is being presented to the Committee, and the right to have the Committee call witnesses on his or her behalf. No member of the Committee shall consult any person as to any matter in issue or discuss the case with any person apart from meetings of the committee. The hearing shall be private.

- G.** Upon completion of the hearing, the Committee shall submit to the President its written findings and recommendations, together with any statement of dissent. A copy of such findings, recommendations, and statement of dissent, if any, shall be sent by the Chair of the Committee to the accused Faculty Member.
- H.** If the report of the Committee recommends that the accused Faculty Member shall be dismissed or that other disciplinary action be taken, the President will refer the case to the Board of Trustees for decision. Within ten days after the sending to the accused Faculty Member of the Committee's report, this individual may make written request to the Board of Trustees for a hearing. The Board of Trustees may, in its discretion, grant a hearing limited to the consideration of the Committee's report and the record of the proceedings before the Committee. In any event, the accused Faculty Member will, on his or her request, be granted the opportunity to submit to the Board of Trustees a written statement of defense or explanation. The Board of Trustees will make written findings and the final decision with respect to dismissal or other disciplinary action. These findings and the decision will be communicated by the President to the accused Faculty Member.
- I.** If the report of the Committee does not recommend dismissal or other disciplinary action and if the President determines that no further proceedings in the matter are necessary, the findings of the Committee shall be accepted as final and the President will give notice to the accused Faculty Member of such determination.
- J.** If the report of the Committee does not recommend dismissal or other disciplinary action, but the President determines that further proceedings in the matter are necessary, he will, within thirty days after receiving the Committee's report, refer the case to the Board of Trustees for final decision. The President will, concurrently with such referral, transmit to the Board the Committee's report and the record of the Committee hearing. The Board will grant the accused Faculty Member, as it may deem appropriate in the particular case, either a full hearing or a hearing to a consideration of the Committee's report and the record of the proceedings before the Committee. The Board of Trustees will

make written findings and the final decision with respect to dismissal or other disciplinary action. These findings and the decision will be communicated by the President to the accused Faculty Member.

- K.** If, in the case of an appeal of the Consensual Sexual Relations Policy, the Committee finds that a minor procedural error has occurred and recommends that the original panel of the Consensual Sexual Relations Hearing Committee conduct additional deliberations, or the Committee finds that a gross procedural error has occurred and recommends that the case be heard by a new panel of the Consensual Sexual Relations Hearing Committee, and the President determines that further deliberations are required, he will, within fifteen working days after receiving the Committee's report, notify the Dean of his decision in writing. The Dean will, within five working days of the receipt of the President's decision, send a copy of the President's decision to the Chair of the Consensual Sexual Relations Hearing Committee and direct the Chair of the Consensual Sexual Relations Hearing Committee to reconvene the original panel, or to convene a new panel according to the President's decision. At the same time, the Dean shall send copies of the President's decision and his letter to the Chair of the Consensual Sexual Relations Hearing Committee and to the accused faculty member.
- L.** If, in the case of an appeal of the Scholarly Misconduct Policy, the Committee finds that a minor procedural error has occurred and recommends that the Scholarly Misconduct Investigation Committee conduct additional deliberations, or the Committee finds that a gross procedural error has occurred and recommends that the case be heard by a new Scholarly Misconduct Investigation Committee, and the President determines that further deliberations are required, he shall , within fifteen working days after receiving the Committee's report, notify the Dean of his decision in writing. The Dean will, within five working days of the receipt of the President's decision, send a copy of the President's decision to the Research Integrity Officer and direct the Research Integrity Officer to reconvene the original Scholarly Misconduct Investigation Committee, or to convene a new committee according to the President's decision. At the same time, the Dean shall send copies of the President's decision and his letter to the Chair of the original Scholarly Misconduct Investigation Committee and to the accused faculty member.

A. Principles Regarding Academic Freedom

Revised December 2, 1988

The 1940 Statement of Principles on Academic Freedom and Tenure formulated by the American Association of University Professors and endorsed by the Association of American Colleges, of which the College of the Holy Cross is a member, is the official policy of the College.

1. "The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. "The teacher is entitled to freedom in the classroom in discussing his or her subject, but should be careful not to introduce into his or her teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. "The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When the teacher speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but a special position in the community imposes special obligations. As a person of learning and an educational officer, the teacher should remember that the public may judge the profession and the institution by his or her utterances. Hence, the teacher should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not an institutional spokesperson."

Pursuant to the provisions of the 1940 Statement, the College declares it to be the duty of Faculty Members to respect the religious aims of the College in the classroom and in public utterances.

The following interpretive comments on the 1940 Statement of Principles on Academic Freedom and Tenure as quoted below, were adopted by the American Association of University Professors in April 1970 and are the official policy of the College.

"The intent of this statement [A.2] is not to discourage what is 'controversial.' Controversy is at the heart of the free academic inquiry which the entire statement is designed to foster. The passage serves to underscore the need for the teacher to avoid persistently intruding material which has no relation to the subject."

Paragraph A. 3 is the subject of a 1940 Interpretation which is also incorporated as part of these 1970 Interpretive Comments which reads as follows: "If the administration of a college or university feels that a teacher has not observed the admonitions of Paragraph [A. 3] of the Section on Academic Freedom and believes that the extramural utterances of the teacher have been such as to raise grave doubts concerning his or her fitness for the position, it may proceed to file charges . . . In pressing such charges the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility and the American Association of University Professors and the Association of American Colleges are free to make an investigation." [College procedures for dismissal of faculty are described in Chapter VII.]

Paragraph A. 3 should also be interpreted in keeping with this Committee A Statement on Extramural Utterances, "The controlling principle is that a faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's unfitness for the position. Extramural utterances rarely bear upon the faculty member's fitness for the position. Moreover, a final decision should take into account the faculty member's entire record as a teacher and scholar." (AAUP Bulletin, Spring, 1965, p. 29.)

The "special obligations" of teachers under Paragraph A. 3 should be interpreted in keeping with Paragraph V from the 1966 Statement of Professional Ethics: "As a member of the community, the professor has the rights and obligations of any citizen. He or she measures the urgency of these obligations in the light of his or her responsibilities to the subject, to the students, to the profession, and to the institution. When the professor speaks or acts as a private person he or she avoids creating the impression that he or she speaks or acts for the college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom."

In conclusion, "both the protection of academic freedom and the requirements of academic responsibility apply not only to the full-time probationary as well as to the tenured teacher, but also to all others, such as part-time faculty and teaching assistants, who exercise teaching responsibilities."

B. Policy on Speakers

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