

FACULTY HANDBOOK
SAINT JOSEPH SEMINARY COLLEGE
SAINT BENEDICT, LOUISIANA 70457

Sixth Edition

January 2012

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Foreword

Saint Joseph Seminary College, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA, 30033, (404) 679-4500, is classified as a Level II institution, awarding the baccalaureate degree as its highest level degree. The Seminary College course of training also fulfills the requirements of ecclesiastical norms and offers a major in Philosophy and the Liberal Arts or in Philosophy and Theological Studies. The Commission on Colleges may be contacted only if there is evidence that Saint Joseph Seminary College is demonstrating significant non-compliance with an accreditation requirement or standard. The Principles of Accreditation are available at: <http://www.sacscoc.org/principle.asp>

This publication, a full revision of the print edition released in 2005, contains the policies and procedures that govern the work of faculty at Saint Joseph Seminary College and serves as a convenient resource for matters of faculty interest and concern. Additionally, it serves as a book of reference in providing new faculty members with an orientation to the Seminary College.

In this handbook, faculty are defined as individuals whose principal responsibility at Saint Joseph Seminary College is providing or administering academic instruction. Both full-time and part-time faculty must meet the same criteria for academic and professional preparation outlined in the most recent edition of SACS' *Principles of Accreditation*. Faculty are expected to demonstrate currency in the knowledge of appropriate subject matter and choice of teaching methods; manifest ability to advise and assist students in fulfilling the requirements of their program of study; exhibit professional development; relate their teaching to the mission of Saint Joseph Seminary College; and conform to the procedural guidelines in the *Faculty Handbook*. Faculty are further expected to work harmoniously with their colleagues and conduct themselves within the acceptable standards of the academic profession, community service, and the mission of the Seminary College. Policies and procedures contained in the Saint Joseph Seminary College *Faculty Handbook* emanate from decisions of the Seminary College's Board of Trustees and the President-Rector; recommendations by the Seminary College's Administrative Council, Faculty Council, and Academic Affairs Committee; and actions taken by other campus offices and committees. Policies and procedures may be changed only by the appropriate authority. The Saint Joseph Seminary College *Faculty Handbook* is considered a part of the faculty contract; violation of its policies and procedures is considered a breach of the faculty contract.

From the President Rector

Dear Colleagues:

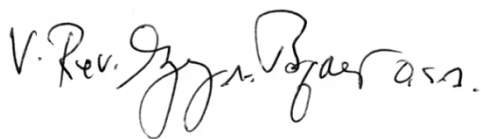
I would like to welcome you to the faculty of Saint Joseph Seminary College.

As we move through a new century and a new millennium, we have much to be excited about. Enrollment is rising, and the Seminary continues in gathering to itself a widely diverse student body. This diversification of cultures represents our universal appeal and is a tremendous source of enrichment and vitality for the entire Seminary community. I feel confident that the coming years will reflect this enthusiasm.

The growth we have experienced is due to the hard work and impressive dedication of the faculty and staff of Saint Joseph Seminary College. During my visits to various dioceses, bishops and vocation directors have acknowledged and greatly appreciated the unique attention and guidance we offer their students in all areas of formation – human, spiritual, intellectual, and pastoral. As a freestanding seminary college, we are able to offer this attention and guidance in ways other institutions would find impossible. Our academic programs are well-focused and well-integrated, and so, too, is this faculty. This has earned us the respect of the dioceses we serve.

To ensure that the integrity of the mission and the vision of our school is preserved, this administration is committed to providing the time, energy, and resources needed to guarantee a superior educational environment. I thank you for your professionalism, commitment, and willingness to share in the responsibility of educating our students and preparing young men for the Catholic priesthood. The quality of our curricula, and of your faculty and its instruction, is a distinguishing mark for Saint Joseph Seminary College. I am proud to give you my support and best wishes.

Sincerely Yours in Christ,

A handwritten signature in cursive script that reads "V. Rev. Gregory M. Boquet".

Very Reverend
Gregory M. Boquet
President-Rector

From the Academic Dean

To the Faculty:

Saint Joseph Seminary College provides a strong liberal arts curriculum which fosters intellectual growth and discovery. The Rouquette Library and the Department of Information Technology serve to connect seminary students with the wider world and allow them to engage in interdisciplinary learning. However, the service, dedication and academic preparation of the faculty is the greatest resource Saint Joseph Seminary has to offer.

You, the faculty, set the educational compass of the Seminary College and direct us toward the accomplishment of our mission and goals. On behalf of the Administration and Board, allow me, then, to express my gratitude and appreciation for all your efforts.

Sincerely,

A handwritten signature in cursive script that reads "Jude Lupinetti".

Jude Lupinetti, Ph.D.
Academic Dean

Section I

Historical Sketch

Located in a rural setting north of Covington and some forty-five miles from New Orleans, the Seminary College serves primarily the Gulf South region, including east Texas, Louisiana, Arkansas, Mississippi, Alabama, Georgia, Tennessee and the Florida panhandle, while students from other parts of the country are also welcomed. Saint Joseph Seminary College immerses these students in integrated programs of study leading to Bachelor of Arts degrees in Philosophy and the Liberal Arts or Philosophy and Theological Studies, or in a two-year pre-theology program for college graduates. Its curricula introduce students to the major achievements and moral questions of Western Civilization and helps them develop the skills necessary to communicate effectively.

The institution traces its origin to January 1890, when, at the urgent request of Archbishop Francis Janssens, Father Lucas Gruwe arrived with a group of monks from Saint Meinrad Abbey in Indiana to found Saint Joseph Preparatory Seminary for the Ecclesiastical Province of New Orleans, serving the Archdiocese and its suffragan sees. Originally established at Gessen, near Ponchatoula, Louisiana, the college moved to its present site in 1902. In its early years, the school provided both a classical curriculum for seminarians and a commercial course for business students. In 1911, however, Saint Joseph Abbey purchased Dixon Academy in Covington later named St. Paul by the monks in honor of the first Abbot of the Monastery and moved the commercial course there; the Academy later passed to the Brothers of Christian Schools and is now operated as The Saint Paul's School. Like many similar institutions in the country, Saint Joseph Seminary operated, until the middle of the 1960s, as a high school and junior college, and students graduating with its Associate in Arts degree completed their undergraduate program with the philosophical studies requisite for priestly ordination at Notre Dame Seminary in New Orleans. Beginning in 1967, however, the two-year philosophy program was transferred from the sister institution, and in 1969, the Seminary College awarded its first Bachelor of Arts degrees. At roughly the same time, the high school department was phased out. The Seminary College insists that academic endeavor is more than the sterile accumulation of facts or pragmatic training in techniques. The educational program therefore strives to impart an integrated knowledge and to bring about an intellectual conversion marked by wonder and reverence before God's work in nature, human history, and redemption. This intellectual conversion and integration forms the human basis for growth in spiritual maturity and integrity.

The Seminary College offers seminarians a community experience of both faith and learning as the setting for this growth. Interaction, service, and the rhythm of daily prayer, together with study, contribute to the development of the whole person. Times of solitude, Morning and Evening Prayer, the daily Eucharist, regular spiritual direction, all afford opportunity for discerning and deepening a vocation to priestly service. The small size of the institution and the warm rapport between students and faculty enhance this educational and formational setting, as does the presence of the resident Benedictine community, with its rich liturgical and cultural tradition, its commitment to the common life and ministry, and its beautiful church building, which is listed on the National Register of Historic Places.

While the core of its academic program remains the college curriculum, Saint Joseph Seminary College has a broader scope. In accord with its purpose of preparing students for graduate theological studies, the seminary has a pre-theology program for those who have already attained the bachelor or a higher degree, but who need formation and grounding in philosophy and other disciplines which the Seminary College affords. The institution also has lengthy experience with foreign-born seminarians, and it has resources for assisting non-native speakers of English with the language skills necessary for college. The Seminary College provides other educational services as well, including programs of preparation for various lay ministries in the Church.

Charter

The legal charter of 5 October 1903 was revised and expanded by the Louisiana Legislature Senate Bill 427, which became Act 210 of 1956, signed into law on 3 July of that year:

STATE OF LOUISIANA

Senate Bill No. 427 By Messrs. Rayburn, DeBlieux and McLain

AN ACT

Relative to education, authorizing and empowering St. Joseph's Abbey, conducting St. Joseph's Seminary, in the Parish of St. Tammany, for the education of young men, owned and operated by the said St. Joseph's Abbey, to confer degrees and grant diplomas to such graduates of said institution as may be provided for under such rules and regulations as said St. Joseph's Abbey may adopt.

Be it enacted by the Legislature of Louisiana:

Section 1. That St. Joseph's Abbey, an institution for the education of young men, situated in the Parish of St. Tammany, Louisiana, owned and operated by the corporation know as the St. Joseph's Abbey, shall have the power and is hereby granted authority to graduate students and confer such literary honors and degrees, and to grant such diplomas, as are conferred and granted by any colleges, universities or seminaries of learning in the United States and Europe, to such graduates of such institution, or other persons as may be provided for under such rules and regulations and over the signature of such persons as such corporation may adopt.

Section 2. That all laws or parts of laws in conflict with any provision of this act are hereby repealed. [signed] Luther E. Frazar

LIEUTENANT GOVERNOR AND PRESIDENT OF THE SENATE

Louis M. Wimberly

SPEAKER OF THE HOUSE OF REPRESENTATIVES

Earl K. Long

GOVERNOR OF THE STATE OF LOUISIANA

APPROVED: JULY 3, 1956

Educational Philosophy

Saint Joseph Seminary College is a small liberal arts college designed primarily to educate and form aspirants to the Roman Catholic priesthood. It is unique in two ways:

1. It holds to a general, non-specialized type of education in a world largely taken up with specialization;
2. It insists that the formation of students is larger than their academic competence and it has developed a program that will train them to a life of freely given service.

Thus, over and above the academic program offered by the College, there is the life training that leads to adult Christian leadership through service.

To determine whether he is called by God to serve as a priest, a person needs a cluster of lived experiences. He needs an environment that commingles his need for freedom of choice with his need for responsibility; his need for an accounting in his life with his need for maturity, and yet leaves him room for his own initiative. He needs the encouragement derived from familiarity with priests who have successfully shouldered the burdens he is considering for himself. He needs experience leading to love of the ministerial functions appropriate to his stage of development. He needs the support and stimulus of an on-going community of faith which lends him courage to consider and perhaps even adopt a lifetime commitment. Yet with all this, he must remain in realistic contact with the larger society and culture of which he is a part and which he hopes to serve.

The special task of the Seminary College is therefore to build a structure that answers these needs well. Saint Joseph Seminary College offers its open campus policy with its periodic accounting evaluations; its practice of delegating responsibility for student activities to students; its openness to student innovation; its practice of student participation in the functioning of the College; its strong liturgical tradition; its small size leading to close faculty-student relationship; its quiet rural setting with easy access to both New Orleans and Baton Rouge; its proximity to a stable community of Benedictine monks; its quality academic program; its special spiritual and psychological counseling programs; its apostolic program; and, above all, its interest and affection for its students.

Statement of Mission and Goals

Mission Statement

Saint Joseph Seminary College is a community of faith and learning in the liberal arts rooted in the Benedictine tradition that promotes the development of the whole person. The formation program fosters the commitment of seminarians to the Roman Catholic priesthood in accordance with the United States Conference of Catholic Bishops' *Program of Priestly Formation*. The Seminary College also supports preparation for service in lay ministries and makes available its educational and other resources to the local community.

General Education Goals and Outcomes

The Louisiana Board of Regents has established Statewide General Education Requirements which are found in Board of Regents Academic Affairs Policy 2.16; Statewide General Education Requirements. The goals of the Statewide General Education Requirements are that the undergraduate completer shall attain appropriate competencies in the following areas; oral and written communication, reading, abstract reasoning and critical thinking, the scientific method, technological and informational applications, cultural diversity, fine and performing arts, a personal value; and American political and economic systems.²³ Therefore, St. Joseph Seminary College furthers these goals by providing a common general education core curriculum which

- Furthers the development of the intellectual potential of each student
- Assures proficiency in Basic English skills so that students are able to communicate effectively in both writing and speech
- Assures proficiency in mathematics so that students are able to understand and use numerical data appropriate to their chosen career field
- Develops scientific literacy and an understanding of the scientific method as well as a familiarity with the key technological applications of the basic sciences
- Fosters those habits necessary to the pursuit of knowledge in a systematic way so that students are able to learn independently and sustain life-long learning
- Assures exposure to the rich heritage of human culture so that students are able to recognize and appreciate cultural diversity
- Encourages appreciation of the arts so that students are able to understand the nature and value of the fine and performing arts
- Presents the great ideas, issues and questions concerning nature, society and the individual in a systematic and analytical manner
- Develops an awareness of value systems in the student's own and other cultures so that students can develop a personal value system that includes respect for other traditions
- Develops an understanding of the American political and economic system in the context of the world order

All baccalaureate degrees include minimum general education requirements. General education requirements for the Bachelor of Arts in Philosophy and the Liberal Arts are listed below.

General Education requirements for the Bachelor of Arts in Philosophy and Theological Studies are described in paragraph two of “Special Admission Information and Other Notices” on page 33.

English composition.....6 hours	Mathematics.....3 hours
Fine Arts.....3 hours	Natural Science.....6 hours
History6 hours	Philosophy9 hours
Latin6 hours	Psychology3 hours
Literature3 hours	Theology..... 6 hours

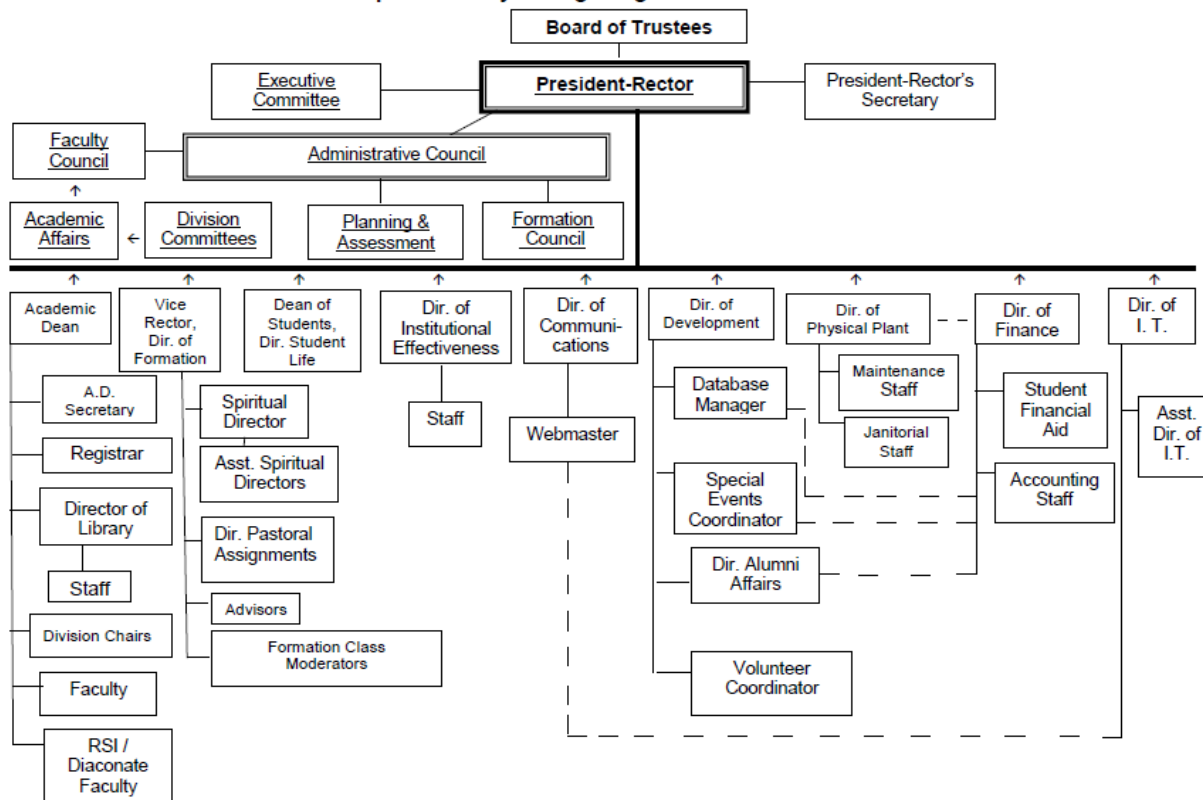
SECTION II

Organization and Administration

ADMINISTRATIVE CHART

See Next Page

Saint Joseph Seminary College Organizational Chart 2011 - 2012



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Governing Board

Bylaws of the Board of Trustees (ratified and adopted 13 October 2003)

Article I

General Statement

Saint Joseph Seminary College is a Catholic liberal arts college whose primary mission is to educate and form seminarians for the Roman Catholic priesthood and also support preparation of people for service in lay ministries. The seminary college campus is located at Saint Benedict, Louisiana.

Responsibility for and control of Saint Joseph Seminary College is vested in the Board of Trustees.

Article II

Organization of the Board of Trustees

1. Membership of the Board of Trustees shall consist of not less than five (5) members and not more than twenty-five (25) members.
2. Ex officio members of the Board are: the Roman Catholic Archbishop of New Orleans and the Diocesan Bishops of the Province of New Orleans, the Archbishop of Mobile and the Diocesan Bishops of the Province of Mobile, the Abbot of Saint Joseph Abbey in Saint Benedict, the Rector-President of Notre Dame Seminary in New Orleans, and the President-Rector of Saint Joseph Seminary College. In the event of any of the above Episcopal Sees or Abbacy being impeded or vacant, the duly qualified and acting administrator of the same shall serve as ex officio member of the Board.
3. Remaining members of the Board of Trustees shall be elected by the Board by a two-thirds affirmative vote. Elected members serve for a term of three (3) years, and may be reelected to serve a second term of three (3) years. The election of Board members shall take place during the spring meeting of the board, and shall be arranged in a manner to provide for continuity in the membership of elected members.
4. Each member of the Board has one vote.
5. An elected member may terminate membership on the Board through resignation.
6. Any elected member of the Board of Trustees may be removed from office for cause, which is defined as any of the following:
 - A. excessive absences from Board or Committee meetings;

- B. failure to perform the duties of a Trustee;
- C. breach of confidentiality;
- D. conviction of a crime involving dishonesty or immoral conduct or a plea of guilty to the same;
- E. public disagreement and/or animosity with the Board to the degree that a climate of harmonious leadership is no longer possible;
- F. any other conduct or activity which the Board determines in good faith jeopardizes the proper operation, administration, and/or reputation of the seminary college.

7. Only the Executive Committee (see Article V) can initiate an action for the removal of a Trustee. The Executive Committee shall meet with the Trustee to discuss the Trustee's possible removal for cause and to attempt to reach a mutually satisfactory resolution. If a mutually satisfactory resolution cannot be reached and the Executive Committee recommends removal for cause, the Chairman shall call a special meeting of the Board to consider such removal. At such special meeting, the members of the Executive Committee shall present the case for removal and the Trustee proposed to be removed shall be given the opportunity to address the Board and to present the case against removal. Upon the affirmative vote of two-thirds (2/3) of the Trustees, excluding the Trustee proposed to be removed, the

Trustee shall be removed for cause and a replacement shall be elected in accordance with these Bylaws.

Article III

Functions of the Board of Trustees

The Board of Trustees is empowered to formulate and enact policies and regulations governing the administrative, academic, and formation affairs of Saint Joseph Seminary College, which are to be administered and implemented by the administration. These include:

1. Full and complete responsibility for the operation of the Seminary College.
2. The establishment of broad institutional policies.
3. The appointment of the President-Rector for the Seminary College.
 - A. Those persons nominated for appointment must be approved by both the Archbishop of New Orleans (Chairman of the Board and Chancellor) and the Abbot of Saint Joseph Abbey (Vice-Chairman of the Board), or the duly qualified and acting administrator of the Archdiocese or the Abbey.

- B. The President-Rector is initially appointed for a term of six (6) years. Upon completion of this term, he may be re-appointed for unlimited terms of three (3) years with respect to the procedure established by Article III, Section 3.A.
 - C. The President-Rector may terminate his appointment through resignation or may be removed from office for cause as defined by Article II, Section 6, with regard to the procedure established by Article II, Section 7.
4. The approval of the number and nature of departments, divisions, and programs through which the curriculum is administered.
 5. The securing of financial resources to support adequately the institutional goals.
 6. The authorization and supervision of the construction of new buildings with provision of the necessary funds for the same.
 7. The approval of the appointment, promotion, or dismissal of faculty members.
 8. The formulation of policies of remuneration, tenure, conditions of service, retirement provisions, and similar policies pertaining to the faculty.
 9. The approval of the annual budget for the Seminary College and the supervision of its general fiscal operation.
 10. The approval of the conferring of academic and honorary degrees upon those who, in the judgment of the Officers and Faculty of Saint Joseph Seminary College, merit such distinction.

Article IV

Officers of the Board of Trustees and Their Duties

1. Officers shall consist of the Chairman and Chancellor who is the Archbishop of New Orleans.
 - A. The Vice-Chairman who is the Abbot of Saint Joseph Abbey.
 - B. The Secretary who is the President-Rector of Saint Joseph Seminary College.
2. The duties of the officers shall be:
 - A. The Chairman and Chancellor:
 1. to preside at meetings of the Board;
 2. to act as Executive Officer for all Board business;
 3. to execute, with the Secretary attesting, all contracts and Instruments authorized by the Board;
 4. to appoint committee chairs and members;
 5. to preside at commencement exercises and other official academic

convocations.

B. The Vice-Chairman:

1. to preside at meetings of the Board, commencement exercises, and other academic convocations in the absence of the Chairman;
2. to serve as interim Chairman and Chancellor when the Archiepiscopal See of New Orleans is vacant or impeded.

C. The Secretary:

1. to serve notice of meetings to members;
2. to communicate with members of the Board on behalf of the Chairman;
3. to keep accurate records of the proceedings of all Board meetings, and to forward copies of the same to all members;
4. to keep the seal and be custodian of all documents committed to his care.
5. to act as Executive Officer of the Board in all matters pertaining to the administration of the Seminary College. In these matters he is responsible to the Board.
6. The Secretary may delegate another to record the minutes and proceedings of the Board of Trustees.
7. as President-Rector, he shall:
 - a. exercise general responsibility for administering the policies approved by the Board of Trustees;
 - b. exercise a general superintendence of all the affairs of the Seminary College and bring such matters to the attention of the Board of Trustees as are appropriate to keep the Board fully informed in meeting its policy making responsibilities.

Article V

Executive Committee

1. The Executive Committee shall consist of the officers of the Board (Chairman, Vice-Chairman, and Secretary) and the Archbishop of Mobile. The Chairman of the Board of Trustees is the ex officio chair of the Executive Committee.

2. Functions of the Executive Committee shall be:

- A. to act for the Board in the intervals between Board meetings;
- B. to serve as an agenda committee;
- C. to exercise general supervision over all other committees and their activities;
- D. to oversee the Board's support of the President-Rector;
- E. to nominate candidates for election to the Board of Trustees;
- F. to advise the Chairman concerning committee appointments;
- G. to initiate the removal of a Trustee or the President-Rector for cause

3. The Executive Committee shall meet as necessary to conduct its business and must have a quorum of three-quarters (3/4) to conduct any business.

4. All actions taken by the Executive Committee must be reported to and confirmed by the Board of Trustees at the next Board meeting.

Article VI

Other Committees

1. There shall be standing committees drawn from the membership of the Board. Each standing committee shall have a chair and no less than two (2) members from the Board who shall all be appointed by the Chairman of the Board of Trustees.

2. The chair and each member of the committee have one vote.

3. The Chairman of the Board of Trustees, upon advisement of the Executive Committee, may also appoint up to three non-voting committee members who are considered experts in the area which the committee concerns itself. Non-voting members participate in all committee meetings and discussions.

4. Terms of office for the chair and all members (voting and non-voting) are for three years and may be renewed at the discretion of the Chairman of the Board.

5. The Academic Committee shall concern itself with the enhancement of the academic programs of the Seminary College. It shall render advice and provide assistance to the administration and offer recommendations to the Board in regards to curriculum development and revisions. The Academic Affairs Committee of the Seminary College through the person of the Academic Dean shall serve as consultants to this committee.

6. The Formation Committee shall concern itself with the spiritual and apostolic formation programs of the Seminary College. It shall render advice and provide assistance to the

administration and offer recommendations to the Board in regards to revisions of existing programs and policies in addition to the development of future programs and policies. The Formation Council of the Seminary College through the person of the Vice-Rector shall serve as consultants to this committee.

7. The Finance Committee shall concern itself with the business and financial matters of the Seminary College. It shall render advice and provide assistance to the administration and offer recommendations to the Board in regards to financial and human resources policies and practices, financial forecasts, audit interpretations, and its review of the integrated budget. The Finance Committee of the Seminary College through the person of the Director of Finance shall serve as consultants to this committee.

8. The Physical Plant Committee shall concern itself with the maintenance of the physical plant of the Seminary College and the planning and construction of new facilities. It shall render advice and provide assistance to the administration and offer recommendations to the Board. The committee shall also review the annual operating and capital budgets for the physical plant. The Physical Plant Committee of the Seminary College through the person of the Director of Physical Plant shall serve as consultants to this committee.

Article VII

Meetings of the Board

1. The Board shall meet at least twice a year.
2. Meetings shall be held in the fall at Notre Dame Seminary in New Orleans, and in the spring at Saint Joseph Seminary College, unless otherwise specified by the Executive Committee.
3. Special meetings may be called at any time, on reasonable notice, at the request of the Chairman of the Board or of the President-Rector of the Seminary College.
4. A majority of the members of the Board of Trustees shall constitute a quorum for the transaction of any business.
5. At least ten days prior to all meetings, an agenda will be prepared and submitted to the members.
6. The rules of parliamentary practice contained in *Robert's Rule of Order, revised*, shall govern the proceedings of the Board of Trustees in all cases in which they are applicable.
7. The following shall be the order of business at Board meetings:

A. Prayer

B. Roll Call

- C. Approval of the Minutes from the last meeting

- D. Report and confirmation of actions taken by the Executive Committee

- E. Reports of Officers

- F. Reports of Committees

- G. Unfinished Business

- H. New Business

- I. Petitions and Communications

- J. Adjournment

- K. Closing Prayer

Article VIII

Amendments

These Bylaws may be amended at any regular or special meeting of the Board of Trustees by a two-thirds (2/3) vote of the members of the Board provided that such an amendment had been approved by the Executive Committee and submitted in writing by the Secretary to each member of the Board ten (10) days before the meeting.

Executive Administration

Division Chairs

Division Chairs are selected and appointed by the President-Rector in consultation with the Academic Dean. The Chair is selected from highly qualified candidates among the current faculty or other applicants. The following criteria are used:

Satisfactory service at Saint Joseph Seminary College or another educational institution or professional position;

Quality of involvement at Saint Joseph Seminary College or at another institution as reflected by recommendation from competent persons at that institution;

Experience in administration and/or classroom instruction; and willingness to assume the responsibilities of the position as specified in the *Faculty Handbook*.

The Division Chair is responsible to the Academic Dean in overseeing the running of the Division, and is *ex-officio* a member of the Academic Affairs Committee.

The Division Chair:

* calls meetings dealing with division affairs, curriculum review, and professional growth;

* assists the Academic Dean with evaluation of faculty members in the division; supervises the spending of the division's allotment of money for library purchases.

Standing Organizational and Administrative

Committees

LIST OF STANDING COMMITTEES

To assist in the administration and proper functioning of the Seminary College, councils and committees have been established to advise the administrative officers of each major area, namely:

Administration: Administrative Council, Formation Council, Faculty Council, and Planning and Assessment Committee.

Academic Affairs: Committees for Academic Affairs, Divisions, and Admissions. Spiritual Formation: Spiritual Directors, Formation Directors

Student Affairs: Committees for Student Life, Evaluation, and Discipline.

Operations: Committees for Finance and Investment, Physical Plant, and Awards Board.

Committee memberships are for the current academic year.

The general responsibilities and functions of these committees are to:

Complete the annual assessment of related policies and procedures;
Make recommendations to the President-Rector on the basis of assessment data;

Define the progress of programs and tasks in the assigned area; Serve as consultants for problems arising in the same areas.

STANDING COMMITTEES

EXECUTIVE COMMITTEE

Most Reverend Gregory M. Aymond, D.D., Chair
Most Reverend Thomas J. Rodi, J.D., M.Div., J.C.L.
Right Reverend Justin Brown, O.S.B.
Very Reverend Gregory M. Boquet, O.S.B., Secretary

ACADEMIC COMMITTEE

Reverend Glen John Provost, Chair
Most Reverend Michael G. Duca
Reverend Jose Lavastida, S.T.L.
Mr. Kenneth Privat

FORMATION COMMITTEE

Most Reverend C. Michael Jarrell, D.D. Chair
Most Reverend Joseph N. Latino, D.D.
Reverend Miles D. Walsh, S.T.D.
Sister Eva Regina Martin, S.S.F., Ph.D.

FINANCE COMMITTEE

Most Reverend Robert W. Muench, D.D., Chair
Most Reverend Sam Jacobs
Mr. John Jack Finn
Mr. William Finegan
Mr. Ronald Toups

PHYSICAL PLANT COMMITTEE

Most Reverend Ronald P. Herzog, Chair
Mr. Donald Broussard
Mr. Henry J. Carville
Mr. Stephen Carville
Mr. Brian Landry
Mr. Frank Morton

Administrative Council

- *Ex-officio* members of the Administrative Council are the President-Rector, Vice-Rector, Academic Dean, Dean of Students, Director of Finance, Director of Institutional Technology, Director of Development.
- The functions of the Administrative Council are:
- to determine policy for Seminary programs and review its implementation;
- to investigate and make recommendations for all aspects of the whole Seminary program, academic, formation, student life, financial, maintenance, and development;
- to review the initial draft of the budget for each fiscal year as it is submitted by the President-Rector and the Director of Finance;
- to review the quarterly cumulative budget report, the quarterly balance sheet and recommend alterations of the budget as the fiscal year progresses;
- to recommend administrative and non-academic changes and policies.

Formation Council

- The members of the Formation Council *ex-officio* are the President-Rector, the Vice-Rector (Chair), the Dean of Students, the Spiritual Director, Academic Dean, Formation Advisors, and the Director of Spiritual Formation. Other personnel may be invited to participate in the deliberations of the Council.
- The function of the Formation Council is to investigate and make recommendations for all aspects of the life and formation of the students apart from their academic formation; these include:
 - the spiritual formation program and the liturgical life of the community;
 - provision for spiritual direction;
 - the staff of formation advisors;
 - orientation programs for student life and formation;
 - social formation and dormitory living;
 - discipline and evaluation;

- the Student Government Association and other students groups and activities.

Faculty Council

- *Ex-officio* members are the Administrative and Formation Councils, all faculty members, Director of Financial Aid, and Director of Library.
- Although the Faculty Council is primarily consultative, its deliberations are given great significance, especially in the areas of major administrative changes in overall policies and procedures, curriculum changes, or instructional procedures.
- The responsibilities of the Faculty Council are:
 - to approve major proposals and recommendations which, in the opinion of the President-Rector, affect the institution to such an extent that the support of the entire faculty and staff is necessary for their effective implementation;
 - to review the deliberations of a faculty grievance appeal board, including matters of academic freedom, and make a final decision on the matter in question;
 - to appoint *ad hoc* committees to investigate special areas for improvement or development of the faculty, its instruction, or services offered by the institution.
- Regular meetings are held at the beginning of each semester for announcements, faculty orientation and, if desirable, evaluation of various programs of the College; other meetings are called as necessary.
- These meetings, together with the *Faculty Handbook*, periodic notices, and personal contact are the chief means of communication between the administration and the faculty. Since nearly all administrative officers are also active faculty members as well as members of standing committees, communication of this sort is effective.

Planning and Assessment Committee

- The following are *ex-officio* members of this committee: The President-Rector, Vice Rector, Academic Dean, Dean of Students, Director of Finance, Director of Institutional Development, Director of Institutional Technology, Director of Financial Aid, Director of the Library, and Director of Physical Plant, and Director of Institutional Effectiveness.
- The responsibilities of this committee are:
 - to determine how to use assessment results to improve instituted programs, services and

operations;

- to make recommendations based on assessment results to the President-Rector for improving institutional programs, services, and operations;
- to evaluate results after recommendations are put into effect.

Committees for Academic Affairs

Academic Affairs Committee

- *Ex-officio* members are the Academic Dean (Chair), President-Rector, Division Chairs, Director of Library, and Registrar/Director of Admissions.
- Duties of the Academic Affairs Committee are:
- to evaluate general admissions policies and procedures each year through the Admissions Committee;
- to establish and maintain a continuous evaluation and development of the curriculum in conjunction with the Division Committees, and to call for review of the curriculum, beginning in the Division Committees at the beginning of the Fall Semester every other year in advance of the publication of the biennial *Bulletin*;
- to oversee the collection, policies, and operation of the Library.
- to review procedures for faculty evaluation;
- to review students who are subject to academic suspension, and recommend course loads for those on academic probation (the Registrar convenes and presides at this meeting);
- to appoint an *ad hoc* committee to adjudge grievances of academic rights of individual students.
- When necessary, the recommendations of this committee are presented by the Academic Dean to the President-Rector for his approval.

Division Committees

The Division Committees are: Language, Literature, and Fine Arts; Philosophy and Theological Studies; Social, Behavioral, and Natural Sciences, and Adult and Continuing Education. Each is headed by a Chair appointed by the President-Rector for the faculty in each field. The Division Committees:

- promote communication among colleagues and promoting professional growth through meeting and discussions;
- evaluate course offerings and effectiveness of instruction in each subject area, and presenting changes or modifications of course offerings in their area to the Academic Affairs Committee;

Admissions Committee

- The Admissions Committee is chaired by the Registrar and includes the Academic Dean, President-Rector, Vice Rector, and the Dean and Assistant Deans of Students.
- The responsibilities of the Admissions Committee are:
 - to evaluate admissions policy and procedure each spring, and to submit findings and recommendations to the Academic Affairs Committee no later than March 15.
 - to carry out the admissions policy as articulated by the Academic Affairs Committee and approved by the President-Rector and, when necessary, by the Board of Trustees;
 - to make final decisions on individual admissions.
- The Dean of Students and Spiritual Director may request members of their staffs to represent them at meetings of the Admissions Committee.

Committees for Spiritual Direction and Formation

Formation Directors Committee

- Members of this committee are the President-Rector (*ex-officio*), Vice-Rector (Chair), the Dean of Students, Academic Dean and faculty members serving as Formation Advisors. The functions and responsibilities of this committee are to provide regular liaisons between the student life and formation authorities of the

Seminary College and individual seminarians concerning their involvement and progress in all aspects of the seminary formation program;

- to meet regularly, approximately twice per month, to discuss the condition of life among the seminarians and to share recommendations concerning individual students;
- to provide, as a function of the close contact which the members of this group have with the seminarians, advice concerning student morale and needs to the administration of the Seminary College;
- to provide for the seminarians' annual self-assessment and to take an active role in the official evaluation of seminarians and in the final recommendation of graduating seminarians.

Committees for Student Affairs

Student Life Committee

- Membership in this committee is composed of the Vice Rector, Dean of Students, Spiritual Director, Director of Communications, and two SGA representatives.
- This joint faculty/student committee meets regularly to plan the seminary monthly calendar, disseminate information about events and activities, and discuss issues of student life presented by the Dean of Students.

Evaluation Committee

- The Evaluation Committee membership includes the President-Rector, Vice Rector, the Dean and Assistant Dean of Students, the Academic Dean, and the student's Formation Director.
- The duties of the Evaluation Committee are:
 - to determine procedure for seminarians' evaluations;
 - to formulate and approve each seminarian's annual evaluation based on his engagement in the Seminary program.
- The seminarian's Vocation Director may attend the evaluation as an invited guest.

Discipline Committee

- The Discipline Committee members are the Vice Rector (Chair), the President-Rector, and Residence Hall Deans.
- Because matters needing attention may come to the notice of the Committee from a

variety of sources, the general and ordinary procedure for handling matters by this Committee is as follows:

1. Once a seminarian is reported as having some difficulty that needs Committee attention, or as having committed some serious misconduct or dishonesty, the Committee meets and reviews the student's performance under the Seminary program, perhaps even calling him to answer to points made. After this review, one of the following recommendations may be in order:

- a. The student is advised to seek private assistance with his problem.
- b. The student is officially required to obtain counseling.
- c. The student is given a Formational Warning, officially notifying him that there are serious formational issues which he must immediately address according to the directives of the Seminary administration. Failure to do so will result in further disciplinary action.
- d. The student is placed on Disciplinary Probation, which requires him to observe strictly all conditions specifically outlined by the President-Rector and the Discipline Committee or be subject to suspension or dismissal. A student on Disciplinary Probation may have certain privileges suspended.
- e. The student is placed on Disciplinary Suspension: A seminarian is required to withdraw from the Seminary at a time specified by the President-Rector for a period of at least one semester. After the designated period of withdrawal, the Discipline Committee will review the case in conjunction with the student's Vocation Director to decide on re-admittance to the Seminary program.
- f. The student is dismissed from the Seminary for disciplinary reasons; this may preclude re-admittance at any future date to Saint Joseph Seminary College.

2. Notice of the action of the Disciplinary Committee is, in each case recorded in the student's record and sent to the seminarian's Vocation Director.

Disciplinary Procedure

Saint Joseph Seminary College is dedicated to the development of the person within the community. In the pursuit of this objective it has the responsibility of protecting the person's academic and personal freedoms, as well as the responsibility of protecting the common good and the rights of others.

Normally, the Seminary administration wishes to approach disciplinary situations in a graduated manner. Students who disregard expectations and/or rules will be subjected to the following approach as deemed appropriate to the situation. If after each step the student fails to correct his behavior, the next step will be pursued.

1. A verbal reminder by the student's Residence Hall Dean.

2. An inter-office memo with a copy to the President-Rector.
3. An official letter with a copy sent to the student's Vocation Director.
4. A convening of the Discipline Committee.

The President-Rector reserves the right to dismiss a student at any time for a very serious reason.

Procedure of Appeal

A most extraordinary and special procedure is followed when a seminarian feels that a problem has been improperly handled and wishes to make an appeal:

1. The Vice Rector, the Dean of Students (with the Associate Dean of Students), a faculty member of the student's choosing, and a representative of the Student Government Association appointed by the Student Government President, form an Appeals Board to hear the grievance; in the event that any of the ex-officio members is a party to the grievance, he shall excuse himself, seeking another faculty member to serve in his stead.
2. The Vice Rector normally chairs this Board; if he is unable to do so, the President-Rector designates a chair.
3. The results of the deliberations of this Appeals Board are submitted to the President-Rector.

Committees for Physical Facilities and Physical Plant

Physical Plant Committee

- The Physical Plant Committee members include the President-Rector, the Director of Physical Plant, Monastery Prior, Director of Finance, Academic Dean, Director of Christian Life Center, and other members appointed by the President-Rector for their expertise in this area, some of which may be invited advisors from outside the Seminary College community.
- is charged with maintenance, fire protection, physical appearance, and campus safety and security;
- advises the President-Rector and the Administrative Council concerning maintenance needs, use of facilities, and renovation of facilities.

SECTION III: The Academic Faculty

General Statement

By meeting the stated Educational Goals the Seminary College seeks to develop in its students the ability to exercise competent judgment on wide issues, to help them acquire a critical sense and the requisite foundation, humanistic and scientific, for such a judgment. This entails a community of learning involving both faculty and students. For it is only in such an environment that communication is learned and valued, and opinion and judgment tried and tested.

It is to provide this community of learning that Saint Joseph Seminary College has assembled a faculty of which it is justly proud and whose loyalty and competence it relies on completely.

All provisions of Sections III and IV apply equally to part-time and full-time faculty.

Procedure for Recruitment of Faculty

Recommendations by Division Chairs and Academic Dean

Saint Joseph Seminary College recruits its faculty from professionals from Saint Joseph Abbey, from neighboring institutions of higher learning and from the surrounding civic communities. Though the Seminary College does have some full-time teaching faculty members, its general policy is to contract part-time teaching faculty who have life and job security anchored in separate institutions. This policy is deemed advisable both for economic reasons and to allow a greater variety of intellectual approaches available to students. Similarly, the religious stability of the monastic faculty and the tradition of loyalty and dedication on the part of the Seminary College's non-resident faculty prove continuity of purpose.

Faculty recruitment is the responsibility of the Academic Dean and the Division Chairs. The procedure for filling a vacancy is as follows:

When a faculty position opens, the Division Chair and/or the Library Director notifies the Academic Dean; they begin a search for someone to fill the vacancy. A pool of candidates is developed from resumes sent to the Seminary College and by means of consultation with personnel of Saint Joseph Abbey and with faculties in neighboring institutions. A file of applications is maintained in the Academic Dean's office. In some cases, a national search is undertaken to fill the vacancy. Those who appear to be best suited are interviewed by a committee which consists of the Academic Dean, the President-Rector, the Vice-Rector, and the appropriate Division Chair and/or Library Director. A successful candidate is selected and offered a contract for employment.

The Academic Affairs Committee and the Administrative Council undertake periodic evaluation of faculty recruitment and selection policies and procedures.

Qualifications of Applicants

St. Joseph Seminary College requires that faculty teaching academic course hold at least a master's degree in their field or a master's in a related field with 18 graduate hours in the field of assigned teaching duties. In all materials inviting employment, the preference for a terminal degree in the field is clearly stated. In some instances, faculty may be selected based on work experience or other credentials of merit in their field. If so, justification/proof must be provided before the applicant is hired.

Contracts

Contracts are signed annually for the number of semester hours and specified courses each individual will teach. The obligations assumed by both parties to the contract, the benefits to be derived and criteria for renewal are specified in this *Faculty Handbook*. Copies of the signed contract are kept in the Academic Dean's office and in the Business Office.

Faculty Records

A file for each faculty member is kept in the Academic Dean's office. This file contains the contract(s), faculty personnel record, a recent CV, original academic transcripts, evaluation materials, and significant correspondence. Faculty records are kept for ten years after employment is terminated for whatever reason, and then the file is destroyed. The Academic Dean does maintain a list, however, of former faculty members.

Orientation Program for the Faculty

Orientation procedures for new faculty members are individualized and informal. At its Fall meeting, the Faculty Council is apprised of updated information about the college community and their participation in it. The Academic Dean and Division Chairs are available to answer any questions new faculty might have.

Financial Provisions Basis of Salary

Full-time faculty are defined as persons teaching a minimum of three classes per semester and holding membership on the Faculty Council as well as performing duties related to their division committee and to ad hoc committees as required. Part-time faculty may teach either one or two academic classes per semester, are members of the Faculty Council, and perform other duties in formation as stated in their part-time faculty contracts. They are also expected to participate in division meetings and to be available for ad hoc committees if required. Adjunct faculty is hired on a course by course basis as needed. Both full and part-time faculty may be asked to conduct independent study session when doing so will facilitate the timely graduation of a student; however, no faculty member may teach more than two students enrolled in independent study in any given semester.

Housing for some full-time faculty or formation personnel is available on a very limited basis. Salaries are adjusted to reflect this arrangement.

Schedule of Salary Payments

Contracted salaries are paid on a nine-month schedule, unless special provisions are made with the Director of Finance by the individual faculty member.

Fringe Benefits

The institution does participate in Social Security and hospitalization insurance programs. Eligible personnel are free to choose which insurance programs they will participate in. Deductions from salary are made by the individual's participation in chosen programs. The institution pays its share into these programs. Workmen's Compensation Insurance is carried by the Seminary College for the benefit of its employees.

Saint Joseph Seminary College is exempt from paying unemployment tax, and, therefore, does not pay into the unemployment insurance fund. Employees terminating employment for whatever reason at Saint Joseph Seminary College will not be eligible for unemployment insurance coverage.

Organization of Faculty Communication Lines

Ordinary channels of communication for the faculty are through the division chairs to the Academic Dean and thence to the President-Rector. Because of the more personal and informal contact available in an institution of this size, direct access to the Dean or the President-Rector is possible but not encouraged.

ACADEMIC ORGANIZATION

Academic Affairs Committee and Division Committees

Extensive descriptions of the Committee for Academic Affairs can be found in Section II of this *Handbook*.

Faculty Council

The most important organization of the faculty is the Faculty Council of which a detailed description can be found in Section II of this *Handbook*.

Standing Committees of the Administration

Because of the large number of adjunct faculty, Saint Joseph Seminary College does not require its faculty to serve on committees. They are, however, invited to do so from time to time.

Standing committees are listed in Section II of this *Handbook*.

Faculty Rank

Because of the large number of adjunct faculty, Saint Joseph Seminary College does not offer traditional rankings of instructor and assistant, associate, and full professor. Faculty are ranked as junior and senior faculty based on length of employment for the Seminary. Faculty are ranked as junior during their first through fifth years of employment and are ranked as senior thereafter.

Growth and Academic Development of Faculty Continuing Education, Sabbaticals and

Leaves of Absence

Emphasis is placed on continuing education for the faculty. When possible, leaves of absence are granted to faculty members. Faculty members who desire a sabbatical, but would like to return to teaching at the Seminary, simply do not sign a contract for the semester or year of absence. If their return is desired by both contracting parties, a substitute faculty member is hired temporarily for the period of absence. Faculty members, on sabbatical retain seniority.

Professional Organizations

Faculty members are encouraged to join appropriate professional organizations and to attend and present at those meetings. Request for funding should be made to the Division Chair who then will send the request to the Academic Dean for approval.

Publication Policy

The administration of the Seminary College, while recognizing the importance and value of research and publications, does not demand them. It does, however, strongly encourage all members to engage in personal and professional research and publish its results. Recognition of such activity is made on the Seminary College website and at the Annual Faculty Appreciation Dinner

Instructional Load and Other Faculty Responsibilities Teaching Load

Saint Joseph Seminary College gives full-time contracts to faculty members whose major employment is with the Seminary College, who teach three or more courses per semester, or the equivalent, and whose primary responsibilities are in teaching. This teaching load may be adjusted in light of other services performed for the Seminary College, as outlined below.

Course enrollments are small and frequently offer the advantage of a tutorial relationship between professor and student. Some classes have as few as two or three students, and classes rarely have more than twenty-five students

Regulation of teaching load by the Division Chair and the Academic Dean takes into consideration all other administrative and extra-curricular activities assigned to a faculty member, including responsibilities as formation class instructor, spiritual director, formation advisor, or division chair.

Faculty members are free to say and teach whatever they think their task demands, as long as they do not deliberately advocate anything contrary to any official teaching of the Catholic Church. Should a question of infringement of academic freedom arise, the grievance policy of the College will be followed. (See below)

Renewal and Non-Renewal of Contracts

All contracts normally are offered on March 15 annually and are expected to be signed by both parties by April 15. Unusual circumstances may cause these dates to be adjusted. Notice of non-renewal of contract for faculty members who have served the college for five years or more is made by February 15, at which time a complete rationale for the non-renewal must be presented. Reasons for non-renewal of contract for these faculty members would have to be grave, such as financial exigency or cancellation of classes due to low enrollment.

Notification of non-renewal for other faculty members is made by March 15 or after the spring Board Meeting, whichever is later.

Faculty members who do not intend to renew their contracts for the coming year should notify the academic dean of this intention before March 15.

Dismissal from Faculty and Staff

Anyone employed by the college may be dismissed at any time, after due process (notification of employee, hearing, rendering of judgment), for grave reasons such as evident decrease in instructional effectiveness, immoral conduct, insubordination, incompetence, or deliberately advocating anything contrary to any official teaching of the Catholic Church.

Grievance Procedures

Appeals of the above actions must be made in writing first to the faculty member's Division Chair, then to the Academic Dean, then to the President-Rector. Final appeal may be made through the Academic Affairs Committee, which may appoint a special *ad hoc* faculty grievance committee, whose decision will be presented to the President-Rector.

Serious grievances concerning the violation of personal rights will follow the grievance procedures described above.

Faculty Evaluation

Formulating and implementing policies for faculty evaluation at Saint Joseph Seminary College are the responsibility of the Academic Affairs Committee.

Instruments for evaluation of full-time faculty, applicable as appropriate to library faculty, are the following: (1) a performance plan articulated by each faculty member at the beginning of each academic year; (2) a narrative self-evaluation describing the faculty member's success in meeting these goals, written and due by May 30th of each academic year and including a response from the faculty member's Division Chair; (3) student opinion of teaching (SOT); and (4) classroom observation.

1. The performance plan is a series of measurable goals (or outcomes), selected from outcomes listed in Appendix E of this publication, defined each year by individual

faculty members. The goals must be submitted in written form to a faculty member's Division Chair. Full-time faculty must submit goals in teaching, professional development, and service. As a guide to setting priorities, full-time faculty should weight teaching at 75 percent of total performance, professional development at 15 percent, and service at 10 percent. Library faculty who teach the formal RES 090 Information Literacy course should weight teaching at 25 percent of total performance, professional development at 15 percent, and service at 60 percent. Library faculty who do not teach the formal RES 090 Information Literacy course should weight teaching at 10 percent, professional development at 15 percent, and service at 75 percent.

2. The narrative self-evaluation written each year by individual full-time faculty members is an account of success in meeting the goals outlined in a faculty member's performance plan. The self-evaluation should contain a detailed description of a faculty member's level of achievement in completing the goals and should be accompanied by supporting documentation that testifies to this level of achievement. The self-evaluation should tie a faculty member's efforts to the goals of the Seminary College. A list of supporting documentation is provided in Appendix E of this publication. The narrative self-evaluation is evaluated by the faculty member's Division Chair, who provides a response and communicates that response to the faculty member. All documents are forwarded by the Division Chair to the Academic Dean. A form for the narrative self-evaluation is distributed to all faculty each year.
3. Student opinion of teaching is recorded each semester in each course. (In courses with fewer than four students enrolled, this evaluation is not required.) A summary of numerical responses is communicated to the faculty member after the close of each semester, along with a transcription of written comments from students. If needed, remarks on this information from the Division Chair or the Academic Dean are included.
4. Classroom observation by the Division Chair or the Academic Dean is mandatory in a full-time faculty member's first year of employment. Results of this observation are communicated to the faculty member, the faculty member's Division Chair, and the Academic Dean. The Division Chairs and/or the Academic Dean reserve the right to observe any faculty member in any semester.

Instruments for evaluation of part-time faculty are the following: (1) evidence that each faculty member has met the presumed outcomes of effective teaching listed in Appendix E of this publication; (2) student opinion of teaching; and (3) classroom observation.

1. Evidence that each part-time faculty member has met the presumed outcomes of teaching listed in Appendix E of this publication will be provided each year (or appropriate semester during which a part-time faculty member may teach) by the Academic Dean.
2. Student opinion of teaching is recorded each semester in each course. (In courses with fewer than four students enrolled, this evaluation is not required.) A summary of

numerical responses is communicated to the faculty member after the close of each semester, along with a transcription of written comments from students. Numerical responses will be compared to standards set in Appendix E of this publication. If needed, remarks on this information from the Division Chair or the Academic Dean are included.

3. Classroom observation by the Division Chair or the Academic Dean is mandatory in a part-time faculty member's first year of employment. Results of this observation are communicated to the faculty member, the faculty member's Division Chair, and the Academic Dean. The Division Chairs and/or the Academic Dean reserve the right to observe any faculty member in any semester.

Working Conditions of Faculty

Faculty morale and loyalty are born of the three essential dedications: namely, dedication to professional competence, dedication to the best possible performance one can bring to his or her work, and dedication to the aims and goals of the institution and its special purpose. Such faculty morale is furthered on the institution's part by sustained efforts to maintain good working conditions and to seek constant improvement.

Faculty Offices

Office facilities are available for faculty members, providing sufficient space for work and conferences with students. Assignment of offices is made by the academic dean and announced before the Fall Semester each year.

Faculty members both full and part-time have offices on campus and are expected to maintain a minimum of number of office hours per week equivalent to the number of credit hours taught during that semester. Faculty members are required to announce to their classes and publish in their syllabi the hours during which they are available for consultation.

Classrooms

Classrooms and equipment are adequately maintained for effective teaching.

Faculty Room

A room with suitable conference tables, book shelves, and a coffee urn is available at all times for the members of the faculty. Communications to faculty are placed in individual mail slots or are posted on a bulletin board in faculty and mail rooms. Faculty members are responsible for keeping themselves informed from these sources of information.

Faculty Resources:

Faculty have access to current media resources through both the IT Department and the Rouquette Library, which participates in LALINC and LOUIS

Access to materials housed in the Saint Joseph Abbey library is through the Director of the Library. Special assistance is given by the library staff to secure interlibrary loans for faculty class preparation and personal research.

Holidays and Sick Leave

Faculty members are entitled to all school holidays. Regular holidays are listed on the St. Joseph Seminary College website. Sick leave and other absences require by special arrangement with the Academic Dean. Faculty are expected to consult the web calendar for current school information.

Services Supplied by the College

- a. Telephones are available in offices.
- b. Duplicating and Printing: A copy machine is available for faculty use. The copier requires a personal code and faculty members are expected to keep copying within reasonable limits copies for personal work is to be paid for by faculty member. When a class requires large quantities of photo copy materials, copies should be made in advance and copies will be sold to students at registration time
- c. Use and Purchase of Audio-Visual or Other Instruction Equipment: The Director of Institutional Technology, in cooperation with the Academic Dean, is responsible for the purchase, maintenance and coordination of use of all instructional equipment at Saint Joseph Seminary College.
 - When there is need for new instructional equipment, or for replacement of existing equipment, the Academic Dean is to be notified in writing.
 - When professors need the use of existing instructional equipment, they should indicate the equipment needed as well as date, time and place in a request to the Director of Institutional Technology.
- d. Purchase of Books: A small amount of money is budgeted for faculty use in purchasing desk copies of textbooks or other books necessary in the preparation of course work.
 - Faculty are to make requisition by memo to the Academic Dean or Academic Secretary. The request will be approved or denied by the Academic Dean and then, if approved, passed on with an approved

purchase order to the Central Business Office for purchasing.

- Faculty should realize that publishers are more apt to send desk or examination copies for books that may be used as a text for a course rather than for personal research.

SECTION IV: Faculty Responsibilities in Governance

Admissions Policy

The requirements and procedures for admission are found in the biennial *Bulletin*. The Academic Affairs Committee establishes admission policy and procedures and annually receives recommendations and comments concerning these from the Admissions Committee; the Academic Affairs Committee reports its findings to the Administrative Council no later than March 15 and to the Faculty Council at either the spring or fall meeting. The Board of Trustees is advised of any significant changes in procedure or asked to approve policy changes during their fall or spring meeting. The faculty has a voice in admissions through its representatives on the Committee for Academic Affairs. The faculty, through an *ad hoc* committee of the Faculty Council, may review the admission standards and procedures.

Curriculum

Primary administrative responsibility for the development and establishment of the curriculum rests with the Academic Dean and the Academic Affairs Committee, who follow the policy directives established by the Board of Trustees and the United States Conference of Catholic Bishops' *Program of Priestly Formation*, in coordination with accreditation documents published by the Commission on Colleges of the Southern Association of Colleges and Schools. The Academic Affairs Committee serves as a curriculum revision committee when necessary and also serves as the central body for regular ongoing review and evaluation of the curriculum. As such, it receives suggestions and criticism from the faculty, especially through the Division Committees. It also refers questions to the Division Committees when their expertise seems called for.

In setting course requirements and establishing course offerings, the Academic Affairs Committee normally acts with the advice of the appropriate Division Committee. In changing the number of credits required in specific disciplines for a degree or certificate, and in other major changes, the approval of the Faculty Council is sought before these changes are forwarded to the President-Rector for approval through the Administrative Council. The Board of Trustees is informed of major curricular changes, and its approval is necessary in the case of full-scale curriculum revision, changes in or additions to the major degree offering, and in other cases closely related to the seminary college's purpose of preparing seminarians for the graduate study of theology.

Regular Review and Evaluation of the Curriculum

Formal review of the curriculum takes place every other year in advance of the publication of the biennial Bulletin.

The following materials for evaluation of the curriculum are forwarded to division committees or the Faculty Council as they become available:

- measurement of General Education goals and outcomes;
- results of the Theology Student Alumni Survey;
- results of the Theologate Faculty Survey.

Division Committees must inform the Academic Affairs Committee of any major proposals by October 1st, so that, if it approves, the Academic Affairs Committee can pass such proposals on to the Faculty Council and, if necessary, to the Board of Trustees in time for their meeting in late October.

Curriculum revision

Full-scale curriculum revision is a more extensive and less frequent occurrence. Such a revision is called for by the President-Rector or the Board of Trustees, and involves consultation not only of the Faculty but also of the Trustees, vocation directors, students, and competent educators from other colleges and from appropriate theologate faculties. Such a curriculum revision requires the approval of the majority of academic members of the Faculty Council before it is submitted to the Board of Trustees, who must also approve it. The last full scale curriculum revision was required in the 1998-99 academic year.

Course Offerings and Syllabi

Course Offerings

Because curricula at Saint Joseph Seminary College are rather stable, changes in course offerings are recommended during the curriculum review process.

Elective Offerings

The Division Committees submit elective offerings which are then brought to the Academic Dean and the Academic Affairs Committee for discussion and approval.

Syllabi

The syllabus is a valuable instructional aide which presents the organization of the course, its goals and the means by which these goals are achieved. The Southern Association of Colleges and Schools (SACS) requires that “institution [s] maintains a permanent file of course descriptions, both credit and non-credit”. This is done by keeping a file of all syllabi. Faculty are required to submit syllabi for every course taught. Copies of the syllabi are to be submitted

to the Division Chair and the Academic Dean. Both the Division Chair and the Academic Dean review each syllabus for adherence to the following template and for appropriate content. The syllabus forms a contract between the faculty and the students, and any major changes made during the semester must be approved by the Division Chair who then notifies the Academic Dean.

St. Joseph Seminary College
SCI 101 Human Biology
Spring Semester 2011-12

Name and Title: John B. Doe, Ph.D., Professor of Natural Sciences

Credit Hours: x **Location:** Borromeo – 4 **Meeting Times:** MWF 8:00 – 8:50am

Office Location/Office Hours: Gym, Rm 2

Monday to Thursday: 9:00 to 9:50 and 2:00 to 3:30

Other times by appointment

Office Telephone: 985-867-XXXX **E-Mail:** jdoe@sjasc.edu

Course Description: *(The course description in the syllabus should be identical to the course description from the current catalogue.)* Introductory course in human biology with emphasis on cell structure, human physiology, genetics and embryology.

Course Prerequisites: *Please list any course prerequisites; if none, state none.*

Expected Student Learning Outcomes: *(Please list the major student learning outcomes in this section. Remember that these student learning outcomes will be reflected in your SOTs.*

- Cell Biology
- 1. Students will describe cell structures and their functions.
- 2. Students will identify the functional interrelationships of cell structures.
- 3. etc.
- Human Physiology
 - Students will describe the structures of the circulatory system.
 - etc.
- Genetics
- 1.
- Embryology
- 1.

(If you need assistance writing course outcomes, please contact the division chair or the Academic Dean.)

Required Text(s) and Supplemental Readings:

A. Required Textbook(s): *Biology: A Human Emphasis* by Celia Starr, 5th ed. with CD, Brooks-Cole Publishers, 2008.

B. Supplemental Readings: (List both required and suggested supplemental readings and state where materials can be found. If students are required to purchase materials, they should be listed under required texts and appropriate purchasing information must be given to the book store by the stated deadline for orders.)

2

Course Requirements and Methods of Assessment:

Examinations: Two examinations, a mid-term and a final are scheduled and both will consist of multiple-choice, labeling, matching and short answer questions. If you miss an exam, you may make it up *ONLY* if you have an excused absence as defined in the St. Joseph Seminary College Handbook. Dates and values of the examinations follow:

Exam 1 (mid-term) – see calendar dates	100 points
Exam 2 (final) – see calendar dates	100 points

Quizzes: Quizzes of 10 points value are given each week until a total of 100 points has been reached.

Research Project or Paper(s): As best fit the course. Total value of project/paper will be 50 points.

Homework: Daily worksheets will be handed out in class and will be due at the next class session. Total value of worksheets will be 50 points

Methods of Instruction: Lecture and discussion are the primary means of instructing students in this course, but students may be assigned to small work groups in any class period at the instructor's discretion. Students are expected to be active classroom participants.

Grading Standards/Scale:

Point system summary:

Two exams	200 points
Ten quizzes	100 points
Project/Paper	50 points
Homework	50 points
TOTAL points	400

Grading Scale:

A =	372 to 400 points
B =	340 to 371 points
C =	304 to 339 points
D =	260 to 303 points
F =	0 to 259 points

Class Attendance Policy: (Use the exact wording given below.)

It is expected that all students will be present for all classes.

When a student has missed the clock hour equivalent of twice the number of credit hours of any course, he is subject to failure and/or to having to withdraw from the course because of absences.

When a seminarian seeks the permission of the President-Rector or another Student Life official to be away from campus, he is *first* to seek permission from his instructors to be

absent from class. Permission to be absent from the community activities from the President-Rector or Student Life officials does not excuse a seminarian from academic obligations. He remains responsible for reading and written assignments, class work, deadlines, tests or quizzes, and material covered in class.

An absence before and/or after a weekend and/or holiday will be counted as two absences. Scheduled exam and class periods will not be moved up before vacations and holidays. Only the Academic Dean may make schedule changes.

3

Academic Honesty: (Use the exact wording given below.)

The Seminary College is a community dedicated to learning and research, both of which include the transmission of knowledge. In striving to learn, we are often dependent on what others have achieved and thus become indebted to them. Courtesy, gratitude and justice require that we make public our reliance on and use of the ideas and writings of others.

Plagiarism is an attempt to claim ideas or writings that originate with others as one's own. This is not mitigated by paraphrase or even by extensive rewriting. Whenever ideas or words have been borrowed, the student must give credit; in formal papers, this is normally done by citing the source in an accepted form. The same principle of honesty applies to information available through modern technologies such as computer or information networks; sources must be accurately credited.

Cheating, on tests or quizzes, can take the form of copying from another's paper or by making use of materials - whether printed or in the form of student notes - not permitted by the instructor. It must be assumed that *all* the work turned in by a student is the student's own work.

Procedures: A student who is guilty of cheating or plagiarism is subject to disciplinary action. See the St. Joseph Seminarian Handbook for further information.

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Disability Accommodation: (Use the exact wording given below.)

In order to receive accommodations, each semester, students with disabilities must self-identify to the Academic Dean, providing current documentation from an appropriately licensed professional on official stationery regarding the nature and extent of the disability and the recommended accommodation(s). Documentation must be current, must address the specific diagnosis, identify the test used in making the diagnosis, and provide test scores where appropriate. All documentation must be presented prior to the beginning of classes in any given semester. The Academic Dean will communicate suggested recommendations to concerned faculty.

Behavioral Expectations: (Use the exact wording given below.)

In an effort to aid the seminarian in the day-to-day living of his celibate life and to be clear regarding behavioral expectations on the part of the Seminary Formation Program, the seminarian “must understand that although he is not yet a priest, he is a public person and is seen by many as a representative and spokesperson for Christ and the Church.” (p. 10 Seminarian Handbook) To this end, the seminarian, as well as the administrators, faculty, and staff, are to maintain a respectful behavior in relating to others and to be aware that they are also subject to the policies of the Archdiocese of New Orleans *On the Abuse and Neglect of Minors* and the *Principles of Ethics and Integrity in Ministry: Code of Ethics*, both of which are in the Appendix of the Seminarian Handbook.

(This part of the syllabus addresses the Core Competencies for all students at St. Joseph Seminary College. This is a required part of every syllabus. All courses require reading as a competency. It is up to the Instructor of the course to decide which other competencies apply.)

St. Joseph Seminary College: St. Joseph Seminary College has identified six Core Competencies as essential components of our academic program. All graduates must demonstrate that they are competent in all six of the following areas: reading, writing, speaking, mathematics, technology, and critical-thinking. Therefore, each St. Joseph Seminary College course must emphasize at least two Core Competencies.

***(Insert Course Number)* addresses the following Core Competencies which are measured by the methods listed below the competency.**

1st Core Competency: Reading

Measured by: General student success in the class.

2nd Core Competency: Writing

Measured by: Performance on course examinations and homework assignments which require the use of formal written English, including demonstrated knowledge of style sheets appropriate to the discipline.

3rd Core Competency: Critical Thinking

Measured by: Performance on portions of course examinations which require analysis and evaluation of ideas and arguments.

Course Schedule: (Professors may choose to list the course schedule either by weekly topics or by individual class session. See examples below.)

<u>Week 1</u>	<u>Aug. 25-27</u>	<u>Introduction</u>

The complete syllabus should be given to students on the first day of class each semester. Fall semester syllabi are due in the Academic Dean's office by August 1st of each school year and Spring syllabi are due by January 15th.

Standards of Instruction

A high quality of instruction is expected of all teaching personnel. Professors are expected to plan their courses to share with their students the breadth and depth of their own knowledge and research and to inspire interests in the students and to elicit from them their creative potential. Innovative instructional methods are encouraged.

Class Periods

Standard lecture periods are seventy-five minutes. Adjustments are made according to the number of times a course meets per week. The assigned period of instruction is not to be prolonged or shortened without appropriate reason and that only by way of exception. Professors are not to change times or meeting places for classes without notifying the Academic Dean.

Tests and Examinations

Evaluation is a valuable part of the learning experience. Tests and examinations are designed to provide feedback to both professor and student. The professor is to present test questions that will not only give students a chance to say what they know on a subject, but that will also enable the professor to make the kind of comparisons among students that are necessary in evaluation. For each semester it is desirable that a minimum of three grades be used in computing the grade average for student's course performance. Tests should be so scheduled, graded and returned to the students so that the students may have current knowledge of their progress and performance. This method of evaluation and feedback serves as an aid and stimulus to the students for more personal involvement in the course.

Content and Form: Test material should be selected and so constructed as to measure what has been taught in terms of the stated objectives of the individual course. Tests should be representative of course content and objectives, but need not be comprehensive.

Time and Place: Ordinary tests are to be taken in assigned classroom and are not to exceed one class period. Semester examinations, or some recognized equivalent, are expected for each course.

For semester examinations, the professor may opt for oral or written exams; at mid-semester professors are to inform the academic dean of their options. Time allotted for written semester examinations is 120 minutes; oral exams are not to exceed 20 minutes per student. Professors may opt to exempt students with an A average from semester exams. Written semester examinations, and copies of term papers assigned in lieu of semester exams are to be retained by the professor for one semester. "Take home" exams are allowed with the approval of the Academic Dean.

Proctoring of Tests and Exams: All tests and exams must be proctored. Moreover, the professor should be realistic regarding these exams; for example, if essay exams are given and students have a good idea of the questions to be asked, proctoring is even more necessary. All professors are expected to be present to administer tests during regularly scheduled class periods during the semester. If this proves impossible in a particular instance, the professor should contact the Academic Dean for administering and/or proctoring the tests. This same provision holds during final exams when it may be more difficult, especially for non-resident faculty, to be present during the exam period.

A student who cannot take a test at the assigned time has the responsibility to make special arrangements in advance, whenever possible, with the professor to take a make-up test at some other time. Student failure in this responsibility results in an automatic F for that test, which will be averaged in with other grades in the course for the final course grade. Conflicting exams during final exam week are handled by the student through the Academic Dean.

Grading System

For general information on grading, see the sections on Grading System, Quality Points, Academic Honors, Dean's List and Academic Probation in the current *Bulletin*.

It is understood that a student's grades are strictly academic grades, that is, marks of achievement in class and course work. Conduct has no part in these grades; therefore a student is not to be penalized in his or her academic grade for misconduct. Misconduct is to be treated as a disciplinary matter and handled apart from grades. Notable lack of application and industry, which may include misbehavior during class, may be noted on the professor's grade sheet or on the third-quarter reports.

Reporting of Grades

Faculty members are to submit mid-semester and semester grades to the Registrar's office on the form provided for this purpose. At mid-semester, each student is advised of progress by a report card. When a professor is aware that a student is in danger of academic failure for the semester, the professor is to notify the student and the Academic Dean of the situation. Approximate current grades for all students who received D or F at mid-semester are to be given the Academic Dean three weeks prior to the close of each semester.

It is recommended that professors discuss with the Academic Dean the performance of gifted students and of those with some deficiency, both to acquaint the dean with the caliber of such students and their achievement or lack of it, and also that some provision may be made to assist them according to their talent or need. It is recommended that both the superior and the poorer students receive attention according to their respective abilities. This should not be regarded by professors as an extra consideration, but simply as a normal teaching procedure, since teaching should be adapted as much as possible, without compromise to instructional standards of the institution, to the learner's level.

The grade of "I" (Incomplete) is given when the student's work to date in the course is of

passing quality and the student has satisfactorily completed substantially all of the course requirements, but, due to circumstances beyond the student's control, an exam or other course requirement is missing. The deficiency *must* be met by the day of registration of the next regular semester or, in the spring, four (4) weeks after the end of the term unless extended by the academic dean. "I" grades are removed only by completion and submission of course work, not by repeating the course. "I"s are computed as "F"s until changed to a final grade. "I" grades that are not resolved by the deadline will be changed to a grade of "F" at the conclusion of registration or four weeks after the end of the spring term.

Classroom Management

In order to foster a climate conducive to learning, each professor is responsible for order and discipline in class. Classes are to be conducted in such a way as not to disturb other classes in progress. Each professor is to deal with class discipline problems and is expected to report problems of significance to the Vice-Rector, Academic Dean, or Dean of Students. It is understood that such a procedure is used to impress the student rather than to relieve the professor of the duty of correction. Such occurrences should be rare.

Academic Freedom

Faculty members are free to say and teach whatever they think their task demands, as long as they do not deliberately advocate anything contrary to any official teaching of the Catholic Church.

Disability Accommodations Policy

In order to receive accommodations, students with disabilities *must* self-identify to the *Academic Dean*, providing current documentation from an appropriately licensed professional on official stationery regarding the nature and extent of the disability and the recommended accommodation(s). Documentation must address the specific diagnosis, tests used in making the diagnosis, and test scores where appropriate. All documentation must be presented *prior to the beginning of classes in any given semester*. The Academic Dean will communicate suggested recommendations to concerned faculty.

Student Absences

The following is a quotation from *A Rule for Life (Seminarian Handbook)* concerning class attendance: It is expected that all students will be present for all classes.

All foreseen absences are to be reported personally to the professor. When it is not possible to do so beforehand the student should inform the professor of the reason for absence at the next period the class meets.

Absences due to sickness are to be certified by a physician.

A student who has missed the clock hour class equivalent of twice the number of credit hours of any course is subject to having to withdraw from the course because of absences. When such action is deemed appropriate by the academic dean and the instructor, the student receives the grade of FA (failure due to absences) for the course.

Class attendance is an important part of the Seminary College program. It is important for faculty to maintain accurate information concerning class attendance both as an aid to the student and as evaluation input.

In order to facilitate the monitoring of class attendance, the following procedures have been instituted:

1. Absences are to be marked in the professor's grade book daily.
2. All absences are recorded whether or not an excuse is given.
3. In addition to indicating absences on the mid-term and final grade sheets, the professor will indicate absences at the first and third quarters.

Academic Honesty

The Seminary College is a community dedicated to learning and research, both of which include the transmission of knowledge. In striving to learn, we are often dependent on what others have achieved and thus become indebted to them. Courtesy, gratitude and justice require that we make public our reliance on and use of the ideas and writings of others.

Definitions

Plagiarism is an attempt to claim ideas or writings that originate with others as one's own. This is not mitigated by paraphrase or even by extensive rewriting. Whenever ideas or words have been borrowed, the student must give credit; in formal papers, this is normally done by citing the source in an accepted form. The same principle of honesty applies to information available through modern technologies such as the computer or information networks; sources must be accurately credited.

Cheating, on tests or quizzes, can take the form of copying from another's paper or of making use of materials -- whether printed or in the form of student notes -- not permitted by the instructor. For out-of class written assignments, it must be assumed that all work turned in by a student must be the student's own work.

Procedures

A student who is guilty of cheating or plagiarism is subject to disciplinary action.

An instructor who suspects that a student has been guilty of academic dishonesty must immediately confront the student. The instructor shall then compile the materials of the case, including as applicable the piece of work involved, any sources from which the student may have plagiarized or cheated, and a report of the incident and of the instructor's conversation with the student. The instructor will then submit these to the academic dean and shall assign a failing grade on the work. Upon receiving the materials, the academic dean may decide upon a penalty beyond the instructor's grade, which may include recommending to the President-Rector the student's dismissal from the Seminary College.

If the student wishes to appeal the action of the instructor, the academic dean shall then make a judgment on the case -- using, if desirable, the assistance of others. If the dean decides that the student is guilty, the failing grade for the work remains. The dean may also decide on a penalty beyond the instructor's grade, which may include recommending to the President-Rector the student's dismissal from the Seminary College.

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Personal Performance and Punctuality

Personal Performance

Faculty members are expected to conduct their classes in person or through qualified guests lecturers or substitutes. The burden of class presentation should not be transferred to students. When professors are unable to meet with their class they should notify the Academic Dean in advance and indicate what arrangements have been made for the class session. Such arrangements could include a substitute lecturer, a class assignment, rescheduling of the class, etc. Rescheduling of classes should be done only rarely and for serious reasons. In cases of foreseen absences, arrangement for a substitute professor is the desired option.

APPENDICES

A. Faculty and the Student Government Association

The purposes of the Student Government Association (SGA), as outlined in its By-Laws, which have been approved by the administration and faculty, are to establish close contact between the Seminary College administration and student body, to place on the students a sense of responsibility through a limited self-government, and to promote an overall sense

of good spirit in the Seminary College. The Dean of Students is the official advisor to the SGA. The opinion of the SGA is frequently solicited by the faculty and administration in matters of common interest and concern. Likewise, the SGA freely makes suggestions to the President-Rector regarding the establishment or modification of policy to fit student needs. These suggestions are give serious consideration and are brought to the attention of the faculty when deemed appropriate. Final decisions rest with the Seminary College administration.

The SGA is the most important student organization and is a valuable instrument for the betterment of student-faculty relations and cooperation. Professors are requested to familiarize themselves with its purposes, operations, and procedures. Reports of plans and activities can be found in the published minutes of the organization. See Student Government Association (SGA) By-Laws in the A Rule of Life (Seminarian Handbook

B. Political Activities of the Faculty

There are no restrictions on faculty involvement in political activities, provided that such involvement does not conflict with the faculty member's responsibilities to the Seminary College nor with the official teaching of the Catholic Church.

C. Miscellaneous Information

1. Mailing address:

Saint Joseph Seminary College

75376 River Road

Saint Benedict, LA 70457

2. Email: acsec@stjosephabbey.org

3. Important Telephone numbers

4. Academic Dean: 867-2225

5. Academic Secretary: 867-2238

6. President-Rector: 867-2241

7. Vice-Rector: 867-2245

D. Goals/Outcomes for Faculty Performance Plans

Teaching

The following are presumed outcomes of effective teaching:

- Demonstrating course requirements appropriate to the course.
- Posting and keeping office hours and/or providing appropriate contact information.
- Meeting classes as scheduled.
- Using class time for instruction.
- Following proper procedures when missing class.
- Furnishing students with a grade or progress report before the drop date.
- Keeping adequate records (attendance, grades).

The following goals or outcomes reflecting the Seminary College mission statement that may be identified in a faculty performance plan may include:

- Having a majority of student opinion of teaching (SOT) scores at or about an average of 3.5 on the numeric rubric, taking into account class size and standard deviation in scores.
- Introducing pertinent new readings, assignments, classroom techniques.
- Teaching new courses.
- Successfully implementing suggestions resulting from classroom observation.
- Responding constructively to Division Chair's response to narrative self-evaluation.
- Responding constructively to SOTs.
- Successful mentoring of students outside classroom.
- Applying one's research to teaching.
- Developing faculty workshops.

Goals or outcomes not included in the above list may be identified with the approval of a faculty member's Division Chair.

Professional Development

The following goals or outcomes reflecting the Seminary College mission statement that may be identified in a faculty performance plan may include:

- Maintaining membership in a professional organization.
- Acquiring or maintaining professional certification.
- Holding office in a professional organization.
- Attending important functions relating to teaching.
- Serving as lead administrator, or serving as secondary administrator, of a funded grant.
- Lecturing on a subject of professional expertise by invitation to a local group.
- Lecturing on a subject of professional expertise by invitation at an institution other than Saint Joseph Seminary College.
- Utilizing professional expertise in a local or community setting.
- Publication (book or book-length scholarly edition; article in a refereed or non-refereed journal; a chapter of a book or an essay in a collection; a scholarly translation and/or edition; a creative work; a substantial book review; a substantial entry in a scholarly reference work).
- Participating in a professional meeting.
- Presentations (presenting a paper at a professional meeting; organizing a session at a professional meeting; chairing a session at a professional meeting).
- Refereeing a manuscript for publication.
- • Editing a journal.
- Evaluating another program for certification or accreditation.
- Conducting a local, regional, or national workshop in an area of professional expertise.

Goals or outcomes not included in the above list may be identified with the approval of a faculty member's Division Chair.

Service

Any goals or outcomes which reflect the Seminary College mission statement may be identified in a faculty performance plan. It may include items in three service categories: service to the Seminary College; service to Seminary College Students; and service to the community. All service should reflect a faculty member's use of professional expertise and should enhance the reputation of the Seminary College.

Documentation

Documentation of success in teaching, professional development, and service may include the following:

- Student opinion of teaching;
- Report of classroom observation;
- Course syllabi, assignments, examinations, or other course materials;
- Documentation of individualized instruction;
- Other materials related to teaching effectiveness;
- Copies of letters of acceptance to, or programs from, professional meetings and/or conferences; local, regional, and/or national workshops; local and/or community organizations or activities;
- Copies of correspondence referring to accepted publications or copies of the publications themselves;

Documentation not included in the above list may be identified in consultation with a faculty member's Division Chair.