

# **CHRISTENDOM COLLEGE**

## **Faculty Handbook**

### **MISSION STATEMENT**

Christendom College is a Catholic coeducational college institutionally committed to the Magisterium of the Roman Catholic Church.

The College provides a Catholic liberal arts education, including an integrated core curriculum grounded in natural and revealed truth, the purpose of which at both the undergraduate and graduate levels is to form the whole person for a life spent in the pursuit of truth and wisdom. Intrinsic to such an education is the formation of moral character and the fostering of the spiritual life. This education prepares students for their role as faithful, informed, and articulate members of Christ's Church and society.

The particular mission of Christendom College, both at the undergraduate and graduate levels, is "to restore all things in Christ," by forming men and women to contribute to the Christian renovation of the temporal order. This mission gives Christendom College its name.

**Property of the  
Christendom Educational Corporation**

*Revised and effective as of January 1, 2018*

January 1, 2018

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*The following headings in the Table of Contents are to facilitate use of the Handbook and are not themselves part of the official content of the Faculty Handbook. Similarly, the hyperlinks included parenthetically within the text of the Faculty Handbook are meant as aids but should not be taken as a comprehensive guide of cross-references to all other relevant parts of the text. Faculty are asked to report to the Vice President for Academic Affairs places where improvements to the Table of Contents and hyperlinks can be made.*

## **Links to Other Important Documents on the Internet or Intranet**

- Apostolic Constitution of the Supreme Pontiff John Paul II on Catholic Universities (Ex Corde Ecclesiae)*
- College Funds and Expense Reimbursement
- Guidelines for Academic Budgeting
- Current *Christendom College Bulletin*
- Current *Notre Dame Graduate School Catalog*
- Current *Christendom College Student Handbook*
- Administrative Structure of Christendom College

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## 1. College Faculty

- 1.1 Composition of College Faculty: The faculty of the College is comprised of the President, who is the chief academic and administrative officer, and all members of the academic staff having the titles Professor, Associate Professor, Assistant Professor, and Instructor, and others so indicated by the President, and the member of the professional staff having the title of Librarian (Director of the Libraries).
- 1.2 A *full-time faculty member* is defined as one whose major employment is with Christendom College, whose primary assignment is in teaching and/or research, and whose employment is based on a contract for full-time employees.
- 1.3 Full-time undergraduate faculty normally teach four classes (courses or sections) each semester, exclusive of senior thesis direction. However, full-time faculty may have their course loads reduced temporarily by the President of the College for administrative reasons without loss of full-time status. For example, Vice Presidents and Deans who were appointed from the ranks of full-time faculty for a specified or unspecified period of time are considered full-time faculty for the purpose of membership in the Faculty Senate. (Cf. [12.2](#))
  - 1.3.1 A special category of full-time faculty is “Visiting Lecturer.” A Visiting Lecturer normally teaches four courses per semester and fulfills administrative duties at the departmental level but does not serve on College committees and does not attend Faculty Senate. The Visiting Lecturer’s contract is not probationary but rather is a one year terminal contract.
  - 1.3.2 The purpose of the Visiting Lecturer position is to meet departmental teaching needs temporarily when the College’s budget does not allow immediate hiring of a probationary full-time faculty member.
  - 1.3.3 Because of the temporary nature of the position, Visiting Lecturer appointments normally are not made for more than three successive years for the same position. In unusual circumstances the College may extend its use of the Visiting Lecturer position more than three years for a position in a department, but in that event the Vice President for Academic Affairs must explain the reasons to the Senate’s Compensation and Benefits Committee, who may take up any concerns they have with the President about the College’s use of the Visiting Lecturer position.
  - 1.3.4 The Visiting Lecturer is accorded all of the College Benefits available to full time probationary and non-probationary faculty. If a Visiting Lecturer is subsequently hired as a probationary track faculty member, time in service as a Visiting Lecturer does not count toward consideration for promotion or sabbatical.

- 1.4 Full-time graduate faculty normally teach a total of seven (7) classes in the course of the three-semester (Fall, Spring, and Summer) graduate academic year. (Cf. [12.2](#))
- 1.5 *Part-time faculty* (also called “adjuncts” or “adjunct faculty”) are defined as such in their contracts. An adjunct is a part-time employee of the College hired to teach not more than five (5) three-semester hour courses in an academic year. (Cf. [7.5](#))
  - 1.5.1 Part-Time (also called “Adjunct”) Faculty Contracts: Contracts with part-time (adjunct) faculty are made for a single semester or for an academic year, and are contingent on enrollment and departmental or college needs. The stipend for part-time faculty is determined by the President in consultation with the Vice President for Academic Affairs and is based on a fixed amount for a three semester hour course.
  - 1.5.2 A special category of part-time faculty are those who teach on a regular, ongoing basis. Because of their on-going relationship with the College, they may be invited by the President of the Faculty Senate to attend meetings and to contribute to debate, although they may not vote in Senate. Since this invitation is for the benefit of Senate’s deliberations, who qualifies for this special category is determined solely by the Senate’s invitation.
- 1.6 The provisions of this Faculty Handbook apply only to full-time faculty as defined above unless otherwise stated. Whenever the term "faculty" is used it shall mean “full-time faculty.”
- 1.7 Because of the small size of the Christendom Graduate School and its many part-time faculty members (many of whom are long-time, regular members of the faculty), the primary distinction *within* the Graduate School Faculty is not between full-time and part-time faculty but between CORE FACULTY and OCCASIONAL FACULTY. *CORE FACULTY* are defined as full-time Christendom faculty members whose primary teaching duties are at the Graduate School and part-time faculty members who regularly teach at the Graduate School: they normally teach at the Graduate School every semester or every summer, or they regularly teach a certain course whenever it is offered, and they have done so for at least two years. *OCCASIONAL FACULTY* are defined as those who do not meet the definition of Core Faculty. Core Faculty are voting members of the Graduate School Faculty Council, the primary faculty governing and advisory body at the Graduate School.

## **2. Faculty Senate (2.1-2.5) and Graduate Faculty Council (2.6)**

- 2.1 **Membership:** All full-time undergraduate faculty at Christendom College holding the rank of Instructor, Assistant Professor, Associate Professor, or Professor (as defined in [9.2](#) below), are automatically members of the Undergraduate Faculty Senate (hereafter simply “Faculty Senate” or “Senate”). The Director of the Library is considered full-time faculty for the purpose of membership in the Faculty Senate, whether the Librarian teaches any courses or not, and so is automatically a member of the Faculty Senate. The President of the College, or at his request, the Vice President for Academic Affairs, shall be an ex officio member of the Senate. In addition, any other person may be admitted to the Faculty Senate by a special (two-thirds) vote of the Senate.
- 2.2 **Organization:** The Senate is organized under a chairman elected by the membership, whose duty is to prepare an agenda and preside over meetings of the Senate. A secretary, also elected by the membership, assists the chairman in preparing the agenda, announcing meetings of the Senate, and issuing a statement of actions of the Faculty Senate after each meeting. The Senate meets at such times as necessity requires, but there must be at least three meetings during each academic year. Between meetings of the whole Senate, committees established by the chairman carry on such business as the Senate as a whole requires. Each member of the Senate has one vote. A quorum shall consist of not fewer than half of the total membership of the Faculty Senate.
- 2.3 **Purpose:** The Faculty Senate is the official agency through which the College faculty contributes to the academic governance of the College. The Senate advises the President and the College administration concerning effective educational policies and other professional matters within the College.
- 2.4 **Responsibility**
- 2.4.1 The general areas of Faculty Senate responsibility are consultation with the administration (i.e., the President, the Executive Vice President, and the Vice President for Academic Affairs) regarding faculty salaries (see [6.11](#) but also [6.1](#) and [6.13.2](#)); participation in the process of promotion from Associate to full Professor (see [9.2.4](#) and [9.7](#)) and in a special case of promotion from Assistant to Associate Professor (see [9.2.3.1](#)); recommendation of norms for faculty workloads (see [12.4](#) and [12.6](#)); establishment of means toward professional growth (in cooperation with the administration) (see [11.2.1](#), [11.6](#), and [11.8](#)); advisement of the Curriculum Committee (see [3.6](#)); and provision of channels of communication between faculty and administration on all matters of faculty concern (see [17.1](#)). (See also [18.1](#).)
- 2.4.2 All resolutions by the Faculty Senate requiring administrative action are to be forwarded to the President, who will respond in a timely fashion. Faculty Senate resolutions requiring Board action are to be forwarded to the College Affairs Committee of the Board through the Vice President for Academic Affairs, who is the liaison of the faculty with the Board of Directors.

- 2.5 Faculty Meetings: The administration encourages faculty consultation in all matters pertinent to the well-being of the College. To provide a means for such consultation with the President on a regular basis, in addition to receiving reports from the meetings of the Faculty Senate, a Faculty meeting will be held at least once each year, open to all full-time faculty and such part-time faculty and administrative staff as the President may invite. These meetings are a means for the President and administration to inform faculty and staff of new policies and plans affecting the College as a whole. They may also be advisory and consultative, to assist the President in making sound decisions for the College as a whole. This consultative group, however, will not take up issues which are principally or solely the concern of the Faculty Senate or of the Curriculum.
- 2.6 At the Christendom Graduate School, the corresponding governing and advisory body is the Graduate Faculty Council (or CGS Faculty Council). The (graduate) Faculty Council has the same responsibilities as the (undergraduate) Faculty Senate, but also has those responsibilities handled at the undergraduate level by the Curriculum Committee and departmental meetings. Membership in the CGS Faculty Council includes all Core faculty members (see [1.8](#)) and the Dean of the Graduate School, who acts as Chairman. The President of the College, or at his request, the Vice President for Academic Affairs, shall be an ex officio member of the CGS Faculty Council.
- 2.7 Individual Faculty's Role in Decision Making: Faculty are encouraged to express their concerns and opinions, and to initiate dialogue with the administration, and to submit proposals concerning academic matters, policies, and procedures for review through the Faculty Senate or the CGS Faculty Council. Individual faculty members are also free to communicate directly with the administration on any area which affects the good of the College or Graduate School.

### **3. Curriculum Development, Review, and Evaluation**

- 3.1 The respective bodies of the undergraduate and graduate programs that are responsible for curriculum development, review and evaluation are called the (Undergraduate) Curriculum Committee and the (Graduate) Faculty Council.
  - 3.1.1 The Undergraduate Curriculum Committee is composed of the chairmen of each of the academic departments, members of the Founding Faculty in full-time employ of the College for the undergraduate program, and the Vice President for Academic Affairs, who acts as chairman of the committee. The Curriculum Committee, on a two-thirds vote of the full committee, may elect additional members from the faculty to serve on the committee (see [3.6](#)).
  - 3.1.2 The composition of the Graduate Faculty Council of the Notre Dame Graduate School is described in [2.6](#). The Vice President for Academic Affairs is responsible for submitting all suggestions and recommendations of the Graduate Faculty Council to the President.
- 3.2 The Curriculum Committees' Responsibilities
  - 3.2.1 The Undergraduate Curriculum Committee and the Graduate Faculty Council are constituted to advise the President, who, as chief executive officer, has ultimate responsibility for all academic programs, and to recommend changes in the curriculum. The Vice President for Academic Affairs submits all suggestions and recommendations of the Undergraduate Curriculum Committee and the Graduate Faculty Council to the President for his approval.
  - 3.2.2 The Undergraduate Curriculum Committee is responsible for the review and evaluation of the undergraduate core curriculum and has an important consultative role with regard to departmental offerings. The core curriculum is the direct responsibility of the Curriculum Committee. Recommendations for changes in the undergraduate core curriculum must secure the approval of a two-thirds majority of the undergraduate Curriculum Committee present at a meeting.
  - 3.2.3 All proposals for expansion of the academic program through the introduction of new majors or concentrations or degree programs must likewise originate in the Undergraduate Curriculum Committee for the undergraduate program and the Graduate Faculty Council for the graduate program. With the approval of the President, the Vice President for Academic Affairs submits such proposals to the Academic Affairs Committee of the Board of Directors for review. Final action concerning new majors or degrees is the responsibility of the Board of Directors (see [3.13](#) and [3.14](#)).
  - 3.2.4 The Undergraduate Curriculum Committee and the Graduate School Faculty Council, when considering new courses or programs, are to ensure that the needs

of the College are properly assessed and resources are identified to support the courses or programs.

### 3.3 Meeting Schedule

- 3.3.1 The Undergraduate Curriculum Committee must meet at least once annually to review and evaluate the existing curriculum.
- 3.3.2 Furthermore, the Undergraduate Curriculum Committee is to be convened by the Vice President for Academic Affairs whenever a decision regarding the core curriculum or consultation regarding the addition or deletion of departmental course offerings is needed. The decision to convene such a meeting may be made by the Vice President for Academic Affairs on his own initiative or in response to a request by a member of the committee or in response to a directive from the President.
- 3.3.3 The Graduate Faculty Council will meet as needed to fulfill its responsibilities, and it shall meet at least once annually.

### 3.4 Curriculum Review and Evaluation

- 3.4.1 The review of the undergraduate core curriculum is the on-going duty of the Undergraduate Curriculum Committee. The core curriculum courses from each department shall be reviewed regularly, at least once every four years. The reviews will examine the departmental core curricular offerings in themselves and in relation to other courses of the core curriculum.
- 3.4.2 The Undergraduate Curriculum Committee shall adhere to a Core Curriculum Review Plan, which has been adopted by the Committee and is up-dated and revised by the Committee as needed. The Core Curriculum Review Plan's primary criterion is the suitability of core courses for fulfilling the Mission of the College. The Core Curriculum Review Plan will pay particular attention to Institutional Effectiveness data assessing student learning outcomes and to professional judgment concerning the suitability and effectiveness of Core Courses. Relevant survey data of student and alumni opinion may also be considered as a secondary means of assessment.
- 3.4.3 The Curriculum Committee's undergraduate core curriculum review is conducted only with regard to course offerings and not with regard to the effectiveness of individual instructors, who are evaluated separately as described in Section 8: Faculty Evaluation.
- 3.4.4 Proposed changes to the Core Curriculum require approval by the College President.

- 3.4.5 The review of the Graduate curriculum is the on-going responsibility of the Graduate Faculty Council. Because of Graduate School's commitment to curriculum stability and continuity, significant curricular changes to the number and type of required courses are not generally expected. The Faculty Council nonetheless will continually assess the success of the curriculum in achieving the goals of the MA program and its suitability for fulfilling the mission of the college and of the Graduate School in particular. In this assessment and review the Faculty Council shall pay particular attention to Institutional Effectiveness data assessing student learning outcomes and to professional judgment of the Core Faculty concerning the suitability and effectiveness of the graduate curriculum. Relevant survey data of student and graduate opinion may also be considered as a secondary means of assessment. Proposed changes to the requirements for the MA degree require approval of the President of Christendom College. With the approval of the President, actions affecting the addition or deletion of concentration programs will be referred to the Board for confirmation.
- 3.5 The Committees Application of Outcomes: Based on the recommendations of the Curriculum Committee or Graduate Faculty Council and the Vice President for Academic Affairs, the President will issue directives for revisions and updating all of the pertinent publications (e.g., *Christendom College Bulletin*) and procedures in light of recommended policy and procedural changes, program additions, or program deletions (if applicable) which improve the College's effectiveness in fulfilling its mission.
- 3.6 The Faculty Senate's Role: The undergraduate faculty, through the instrumentality of the Faculty Senate, may make recommendations or suggestions for undergraduate curricular change to the Curriculum Committee, though it has no endorsement power over curricular matters. The Faculty Senate may also propose candidates for membership in the Curriculum Committee (see [3.1.1](#)).
- 3.7 Undergraduate Academic Departments' Role: The chairman of each undergraduate academic department has responsibility for: course oversight and coordination, departmental requirements for majors, major elective offerings, as well as curriculum development and review for his department. To change the departmental major requirements or course offerings in the College Bulletin the department chairman must demonstrate to Curriculum Committee sufficient consultation with the faculty members of the department. The department chairman shall present the reasons for the change to Curriculum Committee. Based on the advice of the Curriculum Committee the chairman may wish to revise the proposal. There shall be a vote of the Curriculum Committee on the chairman's final proposal. The results of the vote included in the minutes of the Curriculum Committee shall go to the President, who makes the final decision with regard to the proposed curricular change. If the President goes against the recommendation of either the Chairman or the Curriculum Committee, the President shall explain his decision in a written report to the Department Chairman and to the Curriculum Committee.

- 3.8 The primary means for reviewing departmental major offerings is the Institutional Effectiveness process. However, chairmen should also regularly engage in informal discussions with faculty members within a department as well as with the Vice President for Academic Affairs about their views on the departmental major offerings and course and hiring needs. These informal discussions may lead to discussions in formally convened departmental meetings.
- 3.9 The College may offer the following kinds of undergraduate courses which are not listed in the *Bulletin*:
- 3.9.1 Cross-listed courses: A 300- or 400-level course offered in one department may in a single semester or on an on-going basis be accepted by the chairman of another department as fulfilling that department's major or minor requirements for graduation. Department chairman will review cross-listed courses regularly to ensure that the content of the course does in fact contribute to the learning goals of the department. Such a course can, under certain conditions, be used to fulfill requirements for two majors or two minors or one major and one minor (see Undergraduate Bulletin).
- 3.9.2 New Course Offerings: It is recognized that individual faculty and departments may wish to offer a course without being ready to include that course in the College Bulletin. These courses will be designated with numbers assigned by the Department Chairman and the Registrar. They are offered with the approval of the department chairman, who will notify Curriculum Committee about the course at its first meeting after the course is listed in Registration material. No action by Curriculum Committee regarding the course is needed or expected at the time of notification. The same such course that has been taught three times must be presented by the Chairman to Curriculum Committee for inclusion in the *College Bulletin* or must be dropped from the College's course offerings.
- 3.9.3 Directed Study courses: In special circumstances it may be appropriate for a Christendom faculty member to direct a special reading or research course for one or a few students. These courses will be designated with numbers 490-499 assigned by the Registrar. A faculty member is never compelled to offer a directed study course, and a directed study course does not figure into a faculty member's semester teaching load. Directed Studies may be offered only with the Department Chairman's permission. These courses will be listed as directed study courses on student transcripts.
- 3.10 Individual Faculty: As indicated above, the normal channels for faculty involvement in curricular development are through the instrumentality of the individual departments or the Faculty Senate. However, individual faculty may, if need be, directly approach the Vice President for Academic Affairs to suggest proposals for review by the Curriculum Committee.

- 3.11 The Administration's Responsibility for the Curriculum: The administration of the College, under the President as chief executive officer, and the Vice President for Academic Affairs as chief academic officer, is responsible for implementing and monitoring the general curriculum policy and the academic programs approved by the Board of Directors.
- 3.12 The Administration's Method of Oversight, Review and Evaluation: Oversight of curriculum review and development by the Administration is maintained by the President of the College, and by the Vice President for Academic Affairs who reports to him. The President has the final decision concerning the implementation of recommendations made by the Curriculum Committee and the Graduate Faculty Council. Actions by these committees which have been approved by the President and which require Board approval are proposed to the Board either directly by the President, or to the Academic Affairs Committee of the Board through the Vice President for Academic Affairs. Furthermore, the President ensures that an annual meeting of the Curriculum Committee and the Graduate Faculty Council are convened for the express purpose of the review and evaluation of existing course offerings and degree programs.
- 3.13 The Board of Directors' Responsibility for the Curriculum: The Board of Directors is responsible for approving the number and types of degrees offered by the College and the Notre Dame Graduate School; the number and nature of departments through which the curriculum is administered; the number and nature of academic majors offered; and the extent to which the institution should offer off-campus programs.
- 3.14 The Academic Affairs Committee of the Board of Directors: The Vice President for Academic Affairs acts as a liaison for the College in academic matters with the Board of Directors through the instrumentality of the Academic Affairs Committee of the Board. The Vice President for Academic Affairs reports on all actions of the Curriculum Committee approved by the President and keeps the Academic Affairs committee of the Board advised of plans for curricular changes. The Academic Affairs Committee of the Board reviews proposals by the College to make changes in majors or degree programs, and submits them to a vote by the Board of Directors, whose decision is final.

## 4. Administrative Structure of the College

- 4.1 The overall administrative structure of Christendom College is outlined in the chart [\*Administrative Structure of Christendom College\*](#). The structure with regard to the strictly academic function of the College may be visualized with the help of the following chart. (The actual relationships are described in the following narrative.)

### President

#### Vice President for Academic Affairs

**Dean of the Graduate School (NDGS)**

**Department Chairmen**

**Academic Dean**

**Graduate Faculty**

**Undergraduate Faculty**

**Registrar**

**Graduate Faculty Council**

**Undergraduate Curriculum Committee**

**Director of the Libraries**

- 4.2 The President, as chief executive and administrative officer, has overall responsibility for running the College, including oversight of academics. Under the President is the Vice President for Academic Affairs, who is appointed by the President and confirmed by the Board of Directors.

- 4.3 Vice President for Academic Affairs

- 4.3.1 The responsibility and authority for academics in the College rest with the President, the Vice President for Academic Affairs, and the department chairmen. The Vice President for Academic Affairs is responsible for general academic policy at Christendom College and the Notre Dame Graduate School. Taking into account applicable state standards, he determines the academic standards for the admission, retention, and graduation of students and for the acceptance of credits for work done at other institutions, and he determines the policy regarding students on academic warning or probation.

- 4.3.1.1 General academic policies are identified as such in the College Bulletin. Changes to the College's general academic policies are proposed by the Vice President for Academic Affairs to the President after consultation with the Faculty Senate. The final decision on

adoption or rejection of an academic policy rests with the President. In the consultative process, a Faculty Senate vote on proposed changes to academic policies is not binding on the College; however, if the VPAA recommends an academic policy change to the President which the Faculty Senate has indicated by majority vote it does not favor, the VPAA must justify to the President in writing why the change should be made, and that written justification must at the same time be sent to the President of the Faculty Senate. When a proposed academic change has been forwarded to the President, both in cases in which the Faculty Senate disagrees with the VPAA concerning the proposed academic policy and in cases in which the President decides against a recommendation in which the VPAA and the Faculty Senate both concur, the President shall report to the Faculty Senate in writing the reasons for the Presidential decision. It is the responsibility of the VPAA to ensure that the College's academic policies are published in the College Bulletin.

4.3.1.2 Normally changes in academic policy are initiated by the Vice President for Academic Affairs, as described in 4.3.1.1. The Faculty Senate, however, may recommend academic policy changes in consultation with the VPAA. In the event that the VPAA does not support a change recommended by the Faculty Senate, that change may nevertheless be recommended to the President at a subsequent Faculty Senate meeting if it receives a 2/3 majority vote. In such a case the President shall consider the views of the Faculty Senate and the VPAA and render a decision on academic policy. The President shall report to Faculty Senate in writing the reasons for a Presidential decision that does not favor the Faculty Senate's recommendation.

4.3.2 The Vice President for Academic Affairs is in charge of faculty personnel files and of monitoring the professional development of the faculty. In cooperation with departmental chairmen and the Dean of the Graduate School, he advises the President in the hiring and retention of new faculty. He advises the President on matters concerning general academic policy, curriculum, and the faculty, including long-range academic planning. Under the direction of the President, he acts as a liaison for the College with the Academic Affairs Committee of the Board of Directors. He coordinates the planning of the academic budget and supervises its implementation. As head of the Curriculum Committee, he is responsible for curriculum development. He supervises the College Libraries and directs and coordinates the activities of the other offices under him (viz., 4.4-4.10).

4.4 Academic Dean: The Academic Dean is responsible for the implementation and enforcement of academic policy regarding the retention of students, the graduation of students, and students on academic warning and probation. He decides on the acceptance

of transfer credits in accordance with College policy. The Academic Dean coordinates academic counseling of students by their advisors and acts as an ombudsman concerning academic complaints from students not satisfactorily addressed by the professor or department chairman in question.

- 4.5 Registrar: The Registrar is responsible for the registering of all students, the determination of semester class and final examination schedules, the keeping of all records pertaining to courses taken and grades earned, the notification of grades and academic standing, and the provision of grade transcripts.
- 4.6 Undergraduate Curriculum Committee (see [3.1-3.7](#)): The Undergraduate Curriculum Committee is responsible for the establishment, development, and changes in the undergraduate curriculum.
- 4.7 Director of the Libraries: The Director of the Libraries is responsible for developing and maintaining learning resources to support the curriculum and research materials for the faculty of both the undergraduate College and the Notre Dame Graduate School, and the management and supervision of the library staff.
- 4.8 Dean of the Graduate School: The Dean of the Graduate School is responsible for the implementation and enforcement of academic policy regarding the Notre Dame Graduate School, including the hiring and evaluation of graduate faculty in accordance with the policies established in this [Faculty Handbook](#) (see, e.g., [7.2.1](#)), and the graduation of students. The Dean chairs the Graduate Curriculum Committee (see [3.1-3.7](#)) and decides on the acceptance of transfer credits in accordance with Graduate School and College policy.
- 4.9 Graduate Faculty Council (see [3.1-3.7](#)): The Graduate Faculty Council is responsible for the establishment, development, and changes in the graduate curricula for the Graduate School.
- 4.10 Undergraduate Admissions Committee: The Undergraduate Admissions Committee is responsible for advising the VPAA on admissions. It is composed of the VPAA, who acts as its chairman, the Academic Dean and other select Faculty Members.
- 4.11 Director of Christendom Press: The editorial Director of Christendom Press is responsible for the screening and selection, in consultation with members of an advisory committee (constituted by him with the approval of the VPAA), of materials for publication and for setting the publishing schedule.

## 5. Department Chairmen

- 5.1 Appointment: The chairman of each department is appointed by the President for an indeterminate term (see [5.3.1](#) and [5.3.4](#)). A departmental chairman normally is a full-time faculty member holding the doctoral degree. The additional responsibilities of a department chairman are understood to be assumed in the spirit of college service and to be compensated for by an annual stipend.
- 5.2 Responsibilities
- 5.2.1 In consultation with the Vice President for Academic Affairs, the chairman determines the course offerings for his department each academic year and assigns the faculty for those courses, taking into consideration all relevant factors, e.g., faculty competence, course load equity (see [12.3](#)), and curriculum cycle.
- 5.2.2 The chairman oversees the content and texts for each course in his department (see [10.1](#) and [13.5](#)). He keeps copies of the syllabus for each course taught in his department (see [13.6](#)) and forwards copies of those syllabi to the Vice President for Academic Affairs within two weeks of the beginning of each semester.
- 5.2.3 As part of his oversight of departmental standards, the chairman may review the examinations which have been given in each course in his department.
- 5.2.4 The chairman, in consultation with members of the departmental faculty, oversees the departmental major. He initiates needed changes (see [3.7](#)), accepts students into the departmental major, and determines when the requirements for the major have been met.
- 5.2.5 The chairman is responsible for the academic counseling of each major in his department. He keeps an academic file for each student who has been accepted as a major in his department, including a Required Curriculum Checklist and an updated transcript of grades at Christendom College.
- 5.2.6 The chairman receives requests for Senior Theses, evaluates proposed topics, and assigns the thesis director.
- 5.2.7 The chairman has primary responsibility for ordering books for the College Library in his discipline, and for assisting the librarian in the selection of books, periodicals, and reference works pertinent to his discipline, and in weeding of the collection.
- 5.2.8 Department chairmen have responsibilities in the process of evaluating faculty. (see [8. Faculty Evaluation](#)).

Department chairmen are to prepare and submit an evaluation of non-

probationary faculty member of their department to the Vice President for Academic Affairs according to a schedule established by the Vice President for Academic Affairs, and no less than once every three years. Department chairmen are to submit each year an evaluation on all first year probationary faculty to the Vice President for Academic Affairs by February 15th and all second and third year probationary faculty by December 15th, which evaluation shall include a recommendation for retention or non-renewal. (see. [8.7](#))

5.2.9 The Department Chairman, with the President and the Vice President for Academic Affairs, will form a Search Committee (see [7.2](#)) whenever expansion or replacement of the departmental faculty is necessary and, when necessary, authorized by the Budget Committee of the Board of Directors.

5.2.10 The Department Chairman cooperates with the Vice President for Academic Affairs in the planning and evaluation of the curriculum and academic programs by sitting on the Curriculum Committee and by providing the Vice President for Academic Affairs timely information as requested.

### 5.3 Notes on Department Chairmen

5.3.1 A Department Chairman may be removed from that position by the President at any time, for any reason, substantive or prudential; and the President's decision is final (see [5.1](#)).

5.3.2 For purposes of dismissal from the College of a faculty member who is also a Department Chairman, where the decision is made by the President, the appeal is to the Board of Directors (cf. [6.10](#))

5.3.3 As with other probationary faculty, Department Chairmen who have less than three full years of service with Christendom College do not have the right of appeal, in the event of non-renewal or dismissal (see [6.8](#)).

5.3.4 Department Chairmen, when possible, normally are chosen from faculty who hold the rank of Associate Professor or Professor.

## 6. Contractual Security and Pay

- 6.1 Policy: Both initially and annually, salaries are individually negotiated with the President. Increases will be given on the basis of performance and the economic condition of the College.
- 6.2 Probationary Faculty: During the first three years of a full-time faculty member's employment, with the exception of a visiting lecturer ([1.3.1-1.3.4](#)), he will be on probationary status from year to year. Service credit (*cf.* [9.1.2](#)) cannot be awarded to new faculty to shorten this period. During his first year, the faculty member must be notified of a decision not to renew his contract by March 15th of the academic year of his current employment. During the second and third years, he must be notified of a decision not to renew his contract by January 25th. (See [6.8](#)) A recommendation for the renewal or non-renewal of a probationary faculty member's contract is made by the head of his department in his yearly evaluation submitted to the Vice President for Academic Affairs (see [8.5](#)), who then in his own final evaluation and recommendation to the President may agree or disagree with the Chairman's recommendation; in either case, the Chairman's recommendation for renewal or non-renewal will be forwarded to the President along with the Vice President for Academic Affairs's final evaluation and recommendation of the probationary faculty member. The recommendation for renewal or non-renewal of a probationary faculty member who is also a department chairman is made by the Vice President for Academic Affairs to the President. The final decision for renewal is made by the President.
- 6.3 At the end of three years of service as Non-Probationary Faculty: Faculty members who have served more than three consecutive years at Christendom College must be notified by the President of any decision not to renew their contract by December 15th of the academic year of their current employment (see [6.9](#)), and they may appeal such a decision to the President and to the Board of Directors (see [6.10](#))
- 6.4 Faculty Fidelity to the Pope and Magisterium
  - 6.4.1 In view of the strongly Catholic character of Christendom College, all faculty contracts will include the condition that the faculty member will not publicly reject or dissent from the magisterial teaching of the Church and will not publicly reject the authority of the Pope as head of the Roman Catholic Church.
  - 6.4.2 To signify their fidelity to the teachings of the Catholic Church, the faculty may voluntarily make an annual public Profession of Faith and renew the Oath of Fidelity (see [19.3](#)).

## 6.5 Faculty Contracts

6.5.1 Contracts will be offered to full-time faculty on an annual basis and will contain the following: (1) a statement of teaching assignment and other remunerated duties, if any, (2) statement of term of employment, (3) faculty rank, (4) salary, and (5) a statement concerning public rejection of the Magisterium of the Church on matters pertaining to faith and morals, and to the Pope's authority as head of the Roman Catholic Church (*cf.* [6.4.1](#)).

6.5.2 Contracts for renewal must be offered by March 15th and accepted by April 15th each academic year.

6.6 Tenure and Dismissal: As suggested contextually above, there is no tenure at Christendom College primarily, but not exclusively, for budgetary reasons. A faculty member's administrative separation from the College can fall into one of two categories: dismissal for cause or non-renewal.

## 6.7 Dismissal for Cause

6.7.1 Five major grounds for termination or non-renewal of contract for cause are the following:

- Incompetency--acute inability to effectively communicate course subject matter as evidenced by lack of knowledge of the subject matter, lack of proper organization of classroom time, inadequate class preparation, mental or emotional unfitness, or continued student dissatisfaction over the course of at least one academic year as measured by student course evaluations, surveys, or interviews.
- Neglect of duty--breach of contract, including public rejection of or dissent from the teaching of the Catholic Church or rejection of the authority of the Pope as head of the Catholic Church (see [10.1](#)), or repeated failure to perform any or all of the duties or obligations incumbent on Christendom College faculty as published in the [Faculty Handbook](#), especially though not limited to those in [13: Faculty Obligations](#), [5.2](#): Department Chairman: Responsibilities, or [9.4.4](#) Completion of Doctorate.
- Insubordination--willful disregard of or failure to follow reasonable directives from the department chairman or College administration, a defiant attitude of noncompliance towards College regulations governing the faculty, refusal to perform required professional duties, taking of unauthorized leave of absence, repeated refusal to teach an assigned course or courses, failure to observe the limitation on work outside the College (see [13.21](#)), failure to observe the guidelines on channels of

communication listed in [17: Channels of Communication](#), or behavior towards an administrative superior which is disruptive of the harmony and discipline required for the orderly functioning of the College. □

Immoral or unethical conduct--behavior offensive to Catholic standards of morality or of common decency, breach of ethics, conduct inconsistent with moral rectitude, or notorious conduct which reflects unfavorably on the College.

- Financial reasons--termination of a course or program due to insufficient financial resources to maintain faculty for the course or program, including insufficient enrollment.

- 6.7.2 Either the Department Chairman or the Vice President for Academic Affairs can initiate the recommendation to dismiss for cause, or the President may act on his own initiative. Should a faculty member's failure in his professional and other obligations attendant to his employ at the College come to their attention, the Chairman or Vice President for Academic Affairs will inform the faculty member of the problem. No action shall be taken before the faculty member has been so informed and given an opportunity to offer an explanation to the Chairman or Vice President for Academic Affairs. Depending on the gravity of the matter, the faculty member first shall be counseled by the Chairman or Vice President for Academic Affairs if the matter may be rectified, or a recommendation to dismiss for cause shall be forwarded immediately to the President.
- 6.7.3 The President must review an evidentiary record which documents and validates grounds relating to any of the above listed grounds in [6.7.1](#) before taking an action of dismissal for cause.
- 6.7.4 In dismissal for cause, the deadlines for notification of non-renewal are not binding. The December 15th deadline named in [6.3](#) need not be observed. The Chairman's or the Vice President for Academic Affairs' recommendation will include a recommendation, based on the gravity of the matter, on the effective date of the dismissal.
- 6.7.5 The President shall inform the involved faculty member of the recommendation to dismiss and of the effective date of dismissal. An appeal may be addressed by the faculty member involved to the President within one week of his being informed of the recommendation of dismissal. The faculty member has the right to request advocacy on his behalf from individual faculty and/or from the Faculty Senate. The President shall have two weeks to rule on the appeal. In the absence of an appeal, the dismissal shall become effective on the recommended date. Pending the resolution of the appeal, if the seriousness of the matter warrants, the President may place the faculty member on administrative leave with pay for the duration of the contract period. The same procedure for a hearing set forth in the

section on Appeal below ([see 6.10](#)) shall apply.

6.7.6 In accord with the norms of the Apostolic Constitution *Ex Corde Ecclesiae*, the College recognizes and respects the faculty's freedom in research and teaching "according to the principles and methods of each individual discipline, so long as the rights of the individual and of the community are preserved within the confines of the truth and the common good" (Article 1.2). In any case which involves dismissal based on a faculty member's public rejection of, or dissent from, the teachings of the Catholic Church as interpreted by the Holy Father, or a rejection of the authority of the Pope as head of the Catholic Church, the faculty member will be informed of the problem and given an opportunity to respond in light of the College's statement on Academic Freedom ([see 10.1](#)) and the Apostolic Constitution *Ex Corde Ecclesiae*. No further action will be taken prior to consultation with the Ordinary of the Diocese or his official representative. The College will refer the evidence to the Bishop with a request for a determination within ninety (90) days of the objective fact of public rejection of or dissent from Church teaching or papal authority. Any eventual decision of the College to dismiss for cause on these grounds must be in accord with the determination of the Ordinary of the Diocese. Pending such a determination, the College reserves the right to put the faculty member involved on administrative leave. In the absence of a determination by the Bishop within ninety days, the College may proceed to act in accordance with its specified procedures for dismissal of a faculty member.

6.8 Non-Renewal of Faculty Contracts of Probationary Faculty (Faculty in their first three years of service at Christendom College)

6.8.1 Non-renewal of the contract of Probationary Faculty: During the first three years of a faculty member's employment, he will be on probationary status from year to year. The new faculty member will be evaluated annually according to the provisions of [8. Faculty Evaluation](#). (See also [9.4](#).) The initial recommendation of non-renewal made to the President will be made in strict compliance with the criteria and procedures established in this [Faculty Handbook](#).

6.8.2 In the first year of a probationary faculty member's contract, on or about February 28th of that year, the Vice President for Academic Affairs will submit a report either verbally or in writing to the President concerning the faculty member, based on the Department Chairman's report and his own evaluation, along with a recommendation either for renewal or non-renewal. A report recommending non-renewal must be in writing to the President. In the second or third years of a probationary faculty member's contract, the Vice President for Academic Affairs' report will be made to the President by January 10<sup>th</sup> of that contract year.

6.8.3 The decision on renewal of a contract of a faculty member on probationary status is made by the President. In the event of a decision not to renew the contract of a

probationary faculty member, the President shall give notice in writing to the faculty member no later than March 15th of the in the first probationary year or January 25th of the second or third probationary years. There shall be no right of appeal from such a non-renewal. (See also [9.4.2](#))

- 6.9 Non-Renewal of Faculty Contracts of Non-Probationary Faculty: Department Chairmen will evaluate faculty within their departments according to the provisions of [8. Faculty Evaluation](#), and submit their reports to the Vice President for Academic Affairs. The Vice President for Academic Affairs will evaluate Department Chairmen according to the provisions of [8. Faculty Evaluation](#), and submit his reports to the President. Should a report be unfavorable toward the retention of a faculty member, the President will make whatever further consultation or investigation he deems appropriate and make a decision based on the evaluative data at his disposal (but see [6.10.1](#)). A decision not to renew a faculty member's contract must be conveyed to that faculty member in writing no later than December 15th of the current contract year (see [6.3](#)).
- 6.10 Appeal of Decision of Non-Renewal for Non-Probationary Faculty
- 6.10.1 For faculty with more than three years service, there is an appeal provision for non-renewal of contracts. Upon receiving a recommendation of non-renewal for a non-probationary faculty member, the President will notify the faculty member by December 15th of the recommendation for non-renewal, and the faculty member shall have one week (seven days) to make an appeal to the President. Having given the faculty member a hearing, the President will notify the faculty member of his decision no later than December 22nd, or within seven days of the hearing, whichever is later, of his current academic year of service.
- 6.10.2 If after the hearing described in [6.10.1](#), the President should decline to overrule the recommendation of non-renewal, or express concurrence with the judgment, the faculty member may appeal to the Board of Directors, but he must do so within two weeks of notification of the President's decision.
- 6.10.3 The faculty member's appeal to the Board will be in written form to the Chairman of the Board. The appeal will include a statement of the reasons for a reversal and will include any relevant documents. The Chairman will forward the appeal to the Board which will take action without delay. The Board will grant a hearing to the appellant if he so desires at a time mutually convenient to all interested persons. The President will respond before the Board to the appeal by the Faculty member. A reversal of the President's decision to dismiss or non-renew requires a vote of two-thirds (2/3) of the Board.
- 6.10.4 The same procedure as that described in [6.9-6.10.3](#) obtains when the Vice President for Academic Affairs recommends non-renewal of a Department Chairman.

- 6.11 Salary Scale: The faculty salary scale is reviewed every two years by the Faculty Senate Compensation and Benefits Committee, which makes its recommendation to the President. The current range of faculty salaries is determined from time to time by the President in consultation with the Faculty Senate's Compensation and Benefits Committee.
- 6.12 Salary Raises Exclusive of Cost of Living, Promotion, and Special Merit Bonus: The President may grant a salary raise within rank on the basis of a favorable faculty evaluation (see [8. Faculty Evaluation](#)). Where justified in the view of the President, up to ten percent of the base salary may be added as a special merit bonus for the year for special merit.

The bonus pay will not constitute a part of the base salary in the consideration of subsequent pay increases, though the bonus may be repeated.

A special merit bonus may be awarded by the President, on the recommendation of the faculty evaluator, and on the basis of an overall superior faculty evaluation (see [8.4-8.5](#)) with special emphasis on the evaluation of Teaching Performance (see [8.4.1](#))-- competence and effectiveness in teaching as demonstrated by such things as the judgment of colleagues, development of teaching materials or new courses, fulfillment of course and classroom obligations outlined in the [Faculty Handbook](#), and student reaction as measured by surveys, interviews, or classroom observation.

### 6.13 Pay Period

6.13.1 The College's pay period is from September through August. Full-time faculty salaries are for the nine months of the academic year. Faculty may elect to receive their salary over a nine-month, or a twelve-month period.

6.13.2 The individual's salary is privileged information; therefore each faculty member's salary is a matter of confidentiality within the appropriate administrative structures and will not be divulged to outside parties without the faculty member's express consent. Salaries are determined on an individual basis in negotiation between the President and the individual concerned.

6.14 Moving Expenses: The College will reimburse a new faculty member's legitimate moving expense for relocating to Christendom College to a limit set by the President in consultation with the Executive Vice President and the Vice President for Academic Affairs.

### 6.15 Benefits: General Principles

6.15.1 The College provides a number of benefit programs designed to help faculty members and their eligible dependents meet the expenses that may arise in connection with such matters as illness, dismemberment, and death. This section

of the Faculty Handbook highlights features of those programs required by law and those which College has chosen to sponsor. Program details can be found in the summary plan description available from the Payroll Manager. Unless otherwise stated, all employees are covered by the mandatory programs, while only full-time employees are covered by the voluntary ones.

6.15.2 The College reserves the right, at its discretion, to change or terminate any of the nonmandatory programs (e.g. health insurance or retirement) or to require employee contributions toward any benefits. This right may be exercised regardless of financial necessity.

## 6.16 Mandatory Benefits

6.16.1 All College employees are covered by Social Security and by Unemployment Insurance, in accordance with federal law.

6.16.2 To help meet financial needs if a faculty member suffers a work-related injury or illness, the College provides workers' compensation insurance. To make certain that the injury or illness is covered, the faculty member needs to report it immediately to the Vice President for Academic Affairs, who will direct the faculty member to the appropriate administrative officers.

## 6.17 Health Insurance

6.17.1 The College pays the largest portion of the premium for major medical benefits for its employees and their family dependents if such employees work 30 or more hours per week for the College on a regular basis. Employee contributions toward health premiums are excluded from employee taxable salary and from FICA requirements through the College's premium conversion plan.

6.17.2 If a faculty member leaves the College or if his work schedule is changed so that he is no longer eligible for health insurance coverage, the faculty member and his eligible dependents may be able to continue to participate for up to 18 months at the faculty member's expense. Continuing coverage may end, though, if he fails to make required payments, if the College drops its plan, or if he joins another health plan. Details on this option are available from the Payroll Manager.

6.17.3 The College requires that all eligible employees participate in the health insurance plan or annually provide waiver of coverage.

## 6.18 Voluntary Dental Plan

6.18.1 The College sponsors a voluntary group dental insurance plan for employees working at least 30 hours per week. New employees are eligible for this plan on the first day of the Coverage Month following 30 calendar days on the job.

6.18.2 Employees who elect the group dental insurance pay the premiums for the voluntary dental plan through a Premium Only Plan sponsored by the College, which permits employees to make premium payments for the group dental insurance through “pre-tax dollars.”

## 6.19 Life Insurance

6.19.1 All full-time employees are eligible to participate in the college’s life insurance program, which offers coverage for employees but not for dependents.

6.19.2 The College pays the premium for a life insurance benefit of \$50,000. Additional coverage in the same amount is provided for accidental death or dismemberment.

6.19.3 Life insurance benefits terminate on the date the Faculty member’s employment with the College ends.

## 6.20 Retirement Plan

6.20.1 The college sponsors a defined contribution retirement plan through MassMutual. All employees who have completed one year of service and work for the College 1000 hours or more per year are eligible for the plan. The college will match up to a certain predefined limit employee contributions to their retirement account. Contributions to the college retirement plan are “pre-tax dollars” or tax deferred up to limits set by the Internal Revenue Service and federal law. Plans in addition to MassMutual may be made available for this benefit at the College’s discretion.

6.20.2 Employees desiring to set more funds aside for retirement than matched by the college retirement program may also purchase MassMutual supplemental retirement annuities through the college. These contributions also can be tax deferred up to limits specified by the IRS and federal law. Plans in addition to MassMutual may be made available for this benefit at the College’s discretion.

## 6.21 Short-term Disability

6.21.1 The College offers short term disability benefits for its regular full-time employees who, after an elimination period of 30 days cannot perform each of the material duties of his or her regular position at the College. These benefits are “self-insured” by the College.

6.21.2 Employees must make application for this benefit and obtain proper medical certification. It is the employee’s responsibility or his designated representative’s responsibility to complete and return to the College’s Payroll and Benefits Office the *Short Term Disability Claim- Employee’s Statement* and to have a physician file the *Short-term Disability Claim-physician’s Statement* with the College.

- 6.21.3 If approved by the College, this benefit would begin payments to the employee after a 30 day elimination period in which it has determined that an employee cannot perform each of the material duties of his or her regular occupation.
- 6.21.4 Once the application is approved by the College, benefit levels will be determined. Benefit levels for faculty are based on the respective schedules according to years of service. Years of service for this benefit are defined as the number of calendar years the faculty member has held a full time position at the College and been an active employee on the job. Any periods in which the faculty member has been on Short-Term Disability, Family and Medical Leave, or other unpaid leave do not count toward years of service for this benefit.
- 6.21.5 The following is the schedule of benefits for short-term disability. The benefit pay period begins on the first day after the 30-day elimination period referred to in [6.21.3](#)

One to three years of service: first 30 days of short-term disability, the faculty member employee receives 100% pay; the next 90 days of short-term disability, the faculty member receives 90% pay; and the last 60 days of short-term disability, the faculty member receives 80% pay.

Four to six years of service: first 60 days of short-term disability, the faculty member employee receives 100% pay; the next 90 days of short-term disability, the faculty member receives 90% pay; and the last 30 days of short-term disability, the faculty member receives 80% pay.

Seven to fourteen years of service: first 90 days of short-term disability, the faculty member employee receives 100% pay; the next 60 days of short-term disability, the faculty member receives 90% pay; and the last 30 days of short-term disability, the faculty member receives 80% pay.

Fifteen or more years of service: Special Consideration not to exceed maximum of 180 Days at 100% pay.

- 6.21.6 The Schedule of Benefits in [6.21.5](#) assumes that the employee has not been paid short term disability benefits for a 36 month period prior to the beginning date of the new benefits. This 36 month period is known as the “time out period” required for eligibility for full benefits. Employees receiving multiple approvals for short term disability benefits within a 36 month period between benefit payments will see a decreased schedule of benefits (10% drop for each calendar step in the Schedule of Benefits) at each new approval that has not met the 36 month timeout period.
- 6.21.7 The Schedules of Benefits described in [6.21.5](#) and [6.21.6](#) are no guarantee of

benefit levels. The financial situation of the College and the number of employees on short term disability at any one time can affect the levels of benefit ultimately paid out.

- 6.21.8 Medical, retirement, life and disability premiums paid by the College for the employee will continue during the short term disability period if the application for benefits is approved by the College. For retirement, the employee must continue his 5% retirement deduction from pay to receive the College's match during the short term disability coverage.
- 6.21.9 Faculty who after approval for short term disability desire to return to work must file a *Short-term Disability Followup* form (which has a Physician's Statement) before they will be allowed to return to work.
- 6.21.10 It is the responsibility of employees who believe that their disability will continue beyond the 180 days of Short Term Disability to make timely application for Long Term Disability Insurance benefits (see [6.22](#)) and Social Security disability benefits. This timely application is necessary to avoid a gap in benefits. It is strongly recommended that employees begin such applications no later than 120 days into short term disability, and preferably earlier--around 90 days into short term disability period if possible. Employees should contact the Payroll and Benefits Office for more information on Long Term Disability benefits, and contact the Social Security Administration for information on Social Security disability.
- 6.22 Long-term disability benefits: All full-time employees are covered by long term disability insurance for a persisting disability due to injury or sickness on or off the job. The premiums for this insurance are paid by the college. This insurance provides benefits to the employee who, after an elimination period of 180 days after disabling event, cannot perform each of the material duties of his or her regular occupation. This benefit is usually 60% of monthly base salary at the time of disability. This benefit can last until age 65 if rehabilitation is not possible. The amount of monthly benefit for these programs is reduced by integration with other disability benefits from social security, worker's compensation, etc. See [6.21.10](#) above for important information on timely application for these benefits.
- 6.23 Faculty Family Tuition Privilege: Full-time faculty have the privilege to enroll their children or spouse (conditional on acceptance by the Admissions Committee and in accord with the academic and disciplinary policies of Christendom College) in Christendom College tuition free until they receive the B.A. degree. Furthermore, the children of a full-time faculty member who, after a minimum of four years continuous service at the College, dies while in the employ of the College will also maintain the privilege of enrollment in the College tuition free. Moreover, the children of a faculty member who retires at minimum age of 65 after a minimum of ten years of continuous service at the College will maintain the privilege of enrollment in the College tuition free.

Finally, the children, if any, of the original five founding faculty of Christendom College, whether or not they remain in the employ of the College, shall have the privilege of enrollment in the College tuition free.

6.24 Other Faculty Benefits

6.24.1 Library Privileges include extended library check-out and book sale privileges.

6.24.2 Faculty have free on-campus parking privilege.

6.24.3 Faculty may partake of lunch without cost from the cafeteria during the academic year, and may partake of dinner without charge if they are required to teach during the evening.

6.25 Part-Time/Adjunct Faculty Contracts: Contracts with part-time (adjunct) faculty are made for a single semester or for an academic year, and are contingent on enrollment and departmental or college needs. The stipend for part-time faculty is determined by the President in consultation with the Vice President for Academic Affairs and is based on a fixed amount for a three or four hour semester course. Fringe benefits for part-time/adjunct faculty are restricted to the on-campus parking privilege and the noon or evening meal privilege on the days they are teaching. (Cf. [7.5](#))

6.26 Faculty absence due to illness

6.26.1 Occasional absences due to illness or other emergency, not to exceed five working days and such that make-up classes may be scheduled, are allowed without salary adjustment. Absences of more than five consecutive working days must be reported to the Vice President for Academic Affairs.

6.26.2 In the event that a faculty member must miss more than two full weeks of classes, the Department Chairman, or in the incapacity of the chairman, the Vice President for Academic Affairs, must, if possible, assign a substitute faculty to cover the classes of the absent faculty member.

## 7. Selection of Faculty

- 7.1 Professional and Scholarly Preparation: Christendom College shall hire only qualified full-time and part-time faculty members who can effectively support the mission of the College.
- 7.1.1 Normally a Master's degree in the teaching field is required to teach Christendom undergraduate courses, and the highest earned degree is desirable. In special cases when the earned degree is lacking, acceptable qualifications can be shown by other evidence, such as but not limited to undergraduate and graduate studies, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes (cf. SACS *The Principles of Accreditation*, 2010 edition, 3.7.1) Normally, all department chairmen will hold the doctorate in their field.
- 7.1.2 Normally a doctorate or other terminal degree is required to teach Christendom graduate courses. Since ecclesiastical degrees in the Sacred Sciences require a significantly higher number of graduate credit hours than do non-ecclesiastical degrees, a licentiate in any of the sacred sciences is an accepted qualification for teaching in the Christendom Graduate School. Exceptions to this policy may be made for professors hired in the past who have successfully taught at the Graduate School for many years.
- 7.2 Search Committee
- 7.2.1 When expansion of the College or a faculty vacancy warrants the addition of faculty members, the following persons shall compose the search committee for undergraduate faculty: President, Vice President for Academic Affairs, Chairman of the department to which the faculty member is to be added, and any other persons who may be selected by these three. For NDGS faculty the search committee shall consist of the President, the Vice President for Academic Affairs, and the Dean of the Graduate School. In such committees, persons other than the President, Vice President for Academic Affairs, and Chairman shall have only an advisory role, so that the President, Vice President for Academic Affairs, and Department Chairman or NDGS Dean might better choose a faculty member with the most to contribute to the overall academic program.
- 7.2.2 When the Department Chairman is to leave the employ of the College and is to be replaced by an outside search, the President and Vice President for Academic Affairs may select another faculty member from the department to serve on the Search Committee.
- 7.3 Procedure

- 7.3.1 The Search Committee will take reasonable steps to ensure selection of qualified faculty who will support the mission of the College. In selecting candidates, the Committee balances the following criteria: 1) commitment to the Catholic faith and values of Christendom College; 2) professional and intellectual promise; 3) ability to communicate subject matter to students; and 4) particular qualities needed for particular positions.
- 7.3.2 In order to be considered for the appointment, an applicant must submit the following documentation:
- a. Letter of application.
  - b. Complete Curriculum Vitae.
  - c. Transcripts of all graduate school or equivalent training, and undergraduate transcripts upon request by the College.
  - d. Evidence of having obtained an M.A. or the Ph.D. or the equivalent.
  - e. Letters of recommendation from professors and colleagues (when relevant).
- 7.3.3 The Search Committee will review all applications and establish a list of 3 or fewer candidates for personal interviews.
- 7.3.4 The administration allocates funds as needed for faculty search.
- 7.4 New Faculty Orientation: New faculty, both full-time and part-time, shall meet with the Vice President for Academic Affairs at the beginning of their first semester of teaching at Christendom College, but before classes begin, to review the following:
- (1) the Faculty Handbook and *Vision Statement*, focusing on Faculty Obligations and Class/Course Guidelines
  - (2) the Handlist of Academic Policies
  - (3) the Vade-Mecum for Christendom Writers of Essays and Research Papers, focusing on the *Turabian Manual for Writers of Term Papers, Theses, and Dissertations* as the format standard for Christendom papers in all courses
  - (4) Orientation and Class Schedules.

The Vice President for Academic Affairs may also invite the department chairmen and/or other faculty from the departments in which the new faculty teach to participate in the orientation session.

## 7.5 Selection, Supervision and Evaluation of Part-Time Faculty

- 7.5.1 The professional and scholarly preparation requirements for part-time faculty are the same as for full-time faculty. The search procedure for part-time faculty shall be appropriate to the position to be filled. The Department Chairman shall recommend part-time faculty to the Vice President for Academic Affairs, who under the authority of the President is responsible for offering contracts to part-time faculty (see [6.25](#)).

- 7.5.2 Part-time faculty will be hired on a semester-by-semester basis with a stipend paid per course or section, not to exceed five courses or sections per academic year. (Cf. [1.5](#))
- 7.5.3 In the undergraduate program, the Vice President for Academic Affairs and department chairmen shall insure that no more than 25% of credit hours taught in any given semester, in any department or in the College as a whole, be taught by adjunct faculty, unless the financial well-being of the College requires temporarily a greater reliance on adjunct instructors. In any semester in which the 25% limit is breached in a department or in the College as a whole, the Vice President for Academic Affairs shall report on the situation to Senate and will include a description of the administration's plans for remedying the problem.
- 7.5.4 At the Christendom Graduate School, the majority of the credit hours every year must be taught by Core Faculty or full-time faculty. The Dean of the Graduate School is responsible for verifying to the Vice President for Academic Affairs that this requirement is met.
- 7.5.4 Department chairmen shall be responsible for the supervision and evaluation of part-time faculty teaching in their departments. Part-time faculty are normally evaluated by the student end-of-term course surveys. The Department Chairman may also arrange with the part-time faculty member to sit in on one or more classes. When appropriate, the full procedures for reviewing full-time faculty may be used to review the performance of part-time faculty (see [8. Faculty Evaluation](#))

## 8. Faculty Evaluation

- 8.1 Faculty evaluation is important for two reasons: (1) it assists the faculty member in improving his performance; and (2) it provides a formal basis for decisions respecting renewal or non-renewal of contract and respecting promotion or special merit pay. The procedures for evaluation as described in this section are under the joint control of the Vice President for Academic Affairs and the Faculty Senate.
- 8.2 Evaluation by Students: All students in each class will be requested to fill out a standard survey of student opinion of instruction, evaluating the performance of their teachers with respect to clarity of instruction, organization, and the ability to motivate students. The survey of student opinion will be administered by the faculty in cooperation with the Registrar according to procedures issued by the Vice President for Academic Affairs. It is the duty of each faculty member to administer the survey in each of his classes each semester. The completed survey will be returned to the Registrar's office, whence it will be sent out for processing. Tabulated summaries will be provided for each faculty member, the Vice President for Academic Affairs, and upon his request to the President of the College each semester. These results will be kept in the faculty member's permanent file by the Vice President for Academic Affairs, who will review them each semester, addressing problems with the faculty member and his department chairman indicated by the students' evaluations. The Vice President for Academic Affairs will incorporate student evaluation results into his final evaluation of the faculty member (see [8.5.6](#) and [8.8](#))
- 8.3 Evaluators: The Vice President for Academic Affairs, the undergraduate Department Chairmen, and the Dean of the Graduate School have the responsibility for evaluating members of their undergraduate departments and the NDGS faculty, respectively.
- 8.4 Criteria for Faculty Evaluation: The following is a description of the criteria for faculty evaluation. Faculty will be evaluated in three areas - teaching, service to the college, and scholarship.
- 8.4.1 Teaching: These are the most important criteria of evaluation. Criteria for evaluations in teaching are as follows:
- Inadequate* - Faculty member fails to fulfill substantially all five requirements for good teaching.
  - Good* - This is the level of achievement in teaching that every Christendom professor must meet. In order for a professor to receive this rating he must substantially fulfill all five requirements:
    1. Before the course: the professor plans his courses well, his syllabus fulfills college requirements, and he chooses appropriate readings.
    2. In class: the professor speaks clearly and audibly, presents

classroom material in an intelligible way, understands student questions, and accomplishes most of what his syllabus promises.

3. In class: the professor behaves appropriately. He does not make rude or vulgar comments and he does not spend time in the classroom criticizing the intelligence or character of his colleagues or the college's administration.
4. In class: the professor maintains student interest in his subject.
5. Outside of class: the professor meets students during office hours, measures student progress, and makes the information available to the student. He assigns reasonable grades and writes the necessary comments on tests and papers.

- *Very Good* - A rating at this level presupposes that the professor has fulfilled all of the requirements for the previous rating and then has substantially met the following criteria:
  1. Before the course: the professor's syllabus outlines a reasonably demanding course with a list of readings that precisely targets the goals of the course.
  2. In class: the professor communicates the more difficult ideas with clarity or stimulates active learning on the part of the student.
  3. In class: the professor's method of presentation increases student interest in his subject.
  4. Outside of class: the professor spends extra time giving students individual attention. His measures of student progress also enhance student learning.

- *Excellent* - A rating at this level presupposes that the professor has fulfilled all of the requirements for the previous rating and is able to stimulate students to adopt the goal of being lifetime learners and to see positively the connections of the professor's field of study to other Christendom disciplines and to the broader field of human learning and experience. This achievement as a teacher will be exemplified in the following ways:
  1. In Class: The professor's method of presentation creates enthusiasm among students for his subject and effectively stimulates them to see connections with knowledge and experiences beyond that subject.
  2. Outside of class: The professor makes comments on student's written work which are unusually detailed or instructive.

#### 8.4.2 Service to the College

- *Inadequate* - faculty member neither cooperates in administrative tasks nor attends important events.

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- *Good* - faculty member cooperates in administrative tasks and attends important events (e.g., participates in IEP process, goes to faculty meetings, hands in syllabi, gets expenditures approved through proper channels, etc.).
- *Very good* - faculty member cooperates in administrative tasks and attends important events and *either* takes on additional administrative duties (chairman, committee member, etc.) *or* is reasonably active in student life (attending events, hosting parties, etc.).
- *Excellent* - faculty member cooperates in administrative tasks and attends important events and *both* takes on additional administrative duties *and* is reasonably active in student life.

#### 8.4.3 Scholarship

- *Inadequate* - does not demonstrate a commitment to ongoing learning.
- *Good* - does demonstrate a commitment to ongoing learning. (e.g. keeping current on scholarship, redesigning course syllabi based on further learning, reading toward the improvement of courses.)
- *Very good* - does demonstrate a commitment to ongoing learning and also *either* demonstrates a serious commitment to his own professional development (attending conferences, giving papers, publishing articles, etc.) *or* uses his research to enhance substantially the curriculum (developing new courses, advising curricular changes, etc.).
- *Excellent* - does demonstrate a commitment to ongoing learning and also *both* demonstrates a serious commitment to his own professional development (attending conferences, giving papers, publishing articles, etc.) *and* uses his research to enhance substantially the curriculum (developing new courses, advising curricular changes, etc.).

### 8.5 Procedure for the Evaluation of Faculty

- 8.5.1 The Chairman or Dean of the Graduate School schedules one or upon the request of either party two class visits and a time to meet beforehand to discuss the visits. He then requests the following materials:
- List and description of scholarly activities, including copies of publications if appropriate.
  - List of services rendered to the community (committee service, participation in student activities, etc.).
  - Materials pertinent to the class periods to be visited (syllabi, class readings, etc.).
- 8.5.2 The Chairman meets beforehand with the faculty member to discuss in detail the faculty member's plans and expectations for the upcoming class periods.

Specifically, they will discuss aims, both those of the course as a whole and those of that particular class period, and then how the means used in that period help to achieve those aims.

- 8.5.3 The Chairman visits the class period(s), taking notes.
- 8.5.4 The Chairman writes a preliminary report, which is shown only to the faculty member and is not made part of that member's permanent record. It includes
  - an assessment of Teaching ability with a rank (see [8.4.1](#));
  - an assessment of Service to the College with a rank (see [8.4.2](#));
  - an assessment of Scholarship with a rank (see [8.4.3](#));
  - Suggestions for improvement relating to all of the above (if applicable);
  - a recommendation for administrative action: non-renewal (see [6.8](#) and [6.9](#)), dismissal for cause (see [6.7](#)), retention, or promotion (at the appropriate times: see [9.2.3](#) and [9.2.4](#)) of the faculty member.
- 8.5.5 The Chairman and faculty member meet to discuss the preliminary report, which has been given to the faculty member under review prior to the meeting. This meeting is an opportunity for the Chairman to commend the professor, but also to make suggestions for improvement. It touches on all aspects of the report. It is also an opportunity for the faculty member to correct any misapprehensions he finds in the report. He may, for instance, ask to have the assessor visit another class period.
- 8.5.6 The Chairman revises the report in light of his meeting with the faculty member and submits the report to the Vice President for Academic Affairs. A copy of the report is given to the faculty member. It is the responsibility of the Vice President for Academic Affairs to measure this report against student evaluations. The Vice President for Academic Affairs will then meet with the faculty member. After this meeting, the Vice President for Academic Affairs will assign the final rank (inadequate, good, very good, excellent) for each of the criteria. The final report becomes a permanent part of that member's record. A copy of the final report is given to the faculty member.
- 8.5.7 Appeals against the Department Chairman's judgment and/or the Vice President for Academic Affairs final criteria ranks, report, and recommendations may be made in writing by the faculty affected to the President within two weeks of receipt of contract (which includes rank). The President, in consultation with the Vice President for Academic Affairs and the Department Chairman, will reply within two weeks, and his decision is final.
- 8.6 All probationary faculty must be evaluated through the above process each year. All non-probationary faculty may be evaluated less frequently (although student evaluations are to be administered for every course) at the discretion of the Vice President for Academic Affairs with the concurrence of the Chairman. The Vice President for

Academic Affairs may insist that a faculty member be evaluated in any given year. Every faculty member must be evaluated at least once every three years.

- 8.7 When submitting their evaluations, the Department Chairman, or the Dean of the Graduate School in the case of graduate faculty, must adhere to deadlines communicated by the Vice President of Academic Affairs, which for probationary faculty in Year 1, February 15th, and in Years 2 and 3, December 15th (see also [6.2](#) and [6.8.2](#)). Timely submission by the department chairman is essential because these evaluations will be used for the purpose of judging the appropriateness of a promotion, special merit pay, or a recommendation for non-renewal. A copy of all evaluation materials will be kept by the Vice President for Academic Affairs. In the case of a poor evaluation, the Department Chairman and the Vice President for Academic Affairs must meet with the faculty member to discuss the evaluation and means for improvement. Records of the meeting will be kept in the faculty member's Evaluation File. A follow-up meeting will be held in the next evaluation cycle and be documented.
- 8.8 Oversight by the Vice President for Academic Affairs: The Vice President for Academic Affairs has oversight over the faculty evaluation process. He receives reports on student evaluations and copies of departmental faculty evaluations, and he may make personal classroom visitations. He may request additional faculty evaluations from extra-departmental faculty and staff, as well as self-evaluation reports. The Vice President for Academic Affairs keeps a faculty evaluation file which contains copies of syllabi for all courses taught by each faculty member, copies of major examinations for those courses, records of student course evaluation summaries, departmental and peer evaluations, self-evaluations, and records of professional development and achievement. He makes the final decision as to the rank assigned (inadequate, good, very good, excellent) on the evaluation report. This file will be used to advise the President in evaluating faculty.
  - 8.8.1 Should a Department Chairman, Dean, or other administrative officer become concerned about the performance of any member of the faculty, either the Department Chairman, the Dean of the Graduate School, the Vice President for Academic Affairs, or the President will discuss fully their concerns with the faculty member involved before taking any action. If a problem persists, it can be grounds for dismissal according to the guidelines in [6. Contractual Security and Pay](#) (see [6.7-6.9](#))

## 9. Faculty Rank and Promotion

- 9.1 Initial rank is assigned by the President. Promotion from one rank to the next is granted by the President.
- 9.1.1 Administrative service - Faculty members who are also administrative officers of the College (half-time or more) are considered administrators, but hold faculty ranks for the purpose of ranking and calculation of time in service upon relinquishing administrative duties, should this occur.
- 9.1.2 Initial contracts with faculty will, if requested, include a statement of starting rank and service credit granted as a result of prior work experience (see [6.2](#), [9.2.3.1](#), and [9.2.4](#))
- 9.2 Faculty Ranking System
- 9.2.1 Instructor: A faculty member with an M.A. degree and less than three years full-time teaching service normally enters with the rank of Instructor and will hold that rank during the first three years of service at Christendom College or equivalent, and is eligible to be promoted to the rank of Assistant Professor in the fourth year of service (see [9.5](#)).
- 9.2.2 Assistant Professor: Assistant Professor is the initial rank for a new faculty member with the Ph.D. or equivalent doctoral degree. Normally, Assistant Professor is the terminal rank for faculty members whose highest degree is the Masters. However, repeated very good scholarly accomplishment (see [8.4.3](#)) may be adduced in lieu of an earned doctorate for the purposes of promotion to Associate Professor at the recommendation of the Vice President for Academic Affairs (cf. [9.6](#)).
- 9.2.3 Associate Professor is the rank of an experienced professor and is usually granted to an assistant professor after six years of service at Christendom College at the rank of assistant professor (see [9.6](#)).
- 9.2.3.1 There are two possible exceptions to this six year requirement:
- A. In light of repeated “excellent” scholarly accomplishment (see [8.4.3](#)), at the recommendation of the Vice President for Academic Affairs and the Department Chairman, the Faculty Senate may recommend granting the rank of Associate Professor to Assistant Professors with not less than three years of service at that rank.
- B. When hired, a professor may be credited with up to 3 years of service as Assistant Professor at Christendom College. This service credit is based on satisfactory full-time prior service in a professional title at another

college or university and is granted at the request of the new faculty member and at the discretion of the President at the time of appointment (see [9.1.2](#)). Credited service does not effect a new faculty member's probationary status (see [6.2](#)).

9.2.3.2 When a faculty member holding the rank of Associate Professor at another institution joins the Christendom faculty, he would normally retain the rank of Associate Professor.

9.2.4 Professor: Associate Professors, with the doctorate or significant scholarly achievement, after not less than six years of service completed at that rank at Christendom College, may be promoted to full professor at the recommendation of the Faculty Senate, the Department Chairman, and the Vice President for Academic Affairs (see [9.7](#)). Service credit based on experience elsewhere may not be granted towards the requirement of six years of service as an associate professor at Christendom College.

9.2.4.1 When a faculty member holding the rank of full Professor at another institution joins the Christendom faculty, he would normally retain the rank of Professor.

9.3 Application of Criteria to the Promotion Process: In each case of promotion (or in the case of the transition from probationary to non-probationary status) as described in 9.4-9.7 below, the minimum norms for change of status are listed. Achievement of these norms normally results in promotion.

9.4 Transition from probationary to non-probationary status: All faculty, regardless of rank, have probationary status for the first three years of service at Christendom College (see [6.2](#)). After three years of service at the College, the faculty member is eligible to be placed on non-probationary status. Non-probationary status is granted by the President at the recommendation of the Vice President for Academic Affairs and the faculty member's department chairman.

9.4.1 A faculty member may object to a promotion from probationary to non-probationary status according to the following process: The Vice President for Academic Affairs will notify the faculty that a probationary faculty member is up for promotion to non-probationary status in time to meet the January 25th deadline for notification of non-renewal (usually around December 1st: cf. [6.2](#)). If no objections are made, the promotion has received the tacit support of the faculty. If a full-time member of the faculty objects to the promotion, he must submit a letter explaining his objections to the Vice President for Academic Affairs within two weeks of notification. The Vice President for Academic Affairs will send a copy of that letter to the faculty member in question, who will then have a chance to send an answer in writing to the administration and to the objecting faculty member. If the administration decides to proceed with the

promotion after objection, the objecting faculty member will be notified. If he still wishes to object, he may take the matter up further with the President of the College, who makes the final decision on this matter.

- 9.4.2 Since at this stage we are primarily concerned with teaching, the administration will judge the faculty member primarily on the basis of teaching and administrative cooperation. The requirement for a terminal degree is taken for granted here, except in unusual circumstances (see [9.2](#)). The norms in [9.4.3](#) below are considered minimums for consideration of being placed on non-probationary status. The President may, on his judgment of the faculty member's potential contribution to Christendom College, decide against granting non-probationary status. Except under extraordinary circumstances, an adverse judgment by the President should have been communicated to the faculty member by December of the academic year in which said faculty member is being considered for promotion. (See also [6.8](#))
- 9.4.3 Criteria requirements for transition to non-probationary status: Teaching must be ranked as at least "good"; Service must be ranked as at least "good"; and Scholarship must be ranked as at least "good."
- 9.4.4 Completion of doctorate: At the time the first contract is offered to a probationary track faculty member, the position may be defined as requiring an earned doctorate for employment. However, for the good of the College, the College may hire a person who is working toward but has not yet completed the doctorate. In such a case, a date by which the doctorate must be earned by the faculty member shall be included as one of the terms of the initial contract and in subsequent years' contracts. Failure to earn the doctorate by the specified date may constitute grounds for non-renewal of contract, even for non-probationary faculty.
- 9.5 Promotion from Instructor to Assistant Professor: same procedures as above, [9.4](#); see also [9.2.1](#).
- 9.6 Promotion from Assistant to Associate Professor: This promotion should be fairly automatic after 6 years of service at Christendom College as an Assistant Professor. The President, at the recommendation of the Vice President for Academic Affairs, makes the decision regarding this promotion. Service credit granted upon being hired may be applied toward this 6 year requirement. (See [9.2.3.1](#) above)
  - 9.6.1 Criteria requirements for promotion from Assistant to Associate Professor: Teaching must be ranked as at least "good"; Service must be ranked as at least "good"; and Scholarship must be ranked as at least "good."
- 9.7 Promotion from Associate to Full Professor: This transition represents an honor conferred upon a faculty member for some more than ordinary accomplishments. One is

eligible for this promotion after a minimum of 6 years of service at Christendom college as an associate professor. Service Credit may NOT be applied to the required six years of service for this transition.

- 9.7.1 Role of the Faculty Senate: The President, at the recommendation of the Vice President for Academic Affairs, grants this promotion. However, this promotion also requires the recommendation of the Faculty Senate according to the following process. The associate professor must petition for the promotion if he desires it. He should prepare a portfolio to be made public which makes his case for promotion and which must include his evaluations. His chairman (or the Vice President for Academic Affairs if the professor is a chairman) is then required to propose his promotion to the Faculty Senate. The Faculty Senate as a whole judges him according to the criteria outlined in [9.7.2](#) and [9.7.3](#). It is the responsibility of the faculty member to provide beforehand enough data for the Senate to make a judgment. The Senate can reject the promotion simply for lack of information. After debate upon the motion, a secret vote is taken. The votes are counted after the meeting by the President of the Senate and the Vice President for Academic Affairs. Tallies are confidential. If the motion passes and the President of the College concurs, then the professor is congratulated, but if not, he is privately informed. The President of the College may deny promotion.
- 9.7.2 Criteria requirements for promotion to Professor: The full professor must be ranked as at least “good” in all three criteria (see [8.4](#)) for the past four years of service. Further, EITHER (a) the faculty member must have achieved the rank of “very good” in two of the three criteria for three of the four years of service prior to consideration for promotion (the “very good” does not have to be in the same criterion each year, but the professor must achieve two such rankings), OR (b) the faculty member must have been ranked as “excellent” for three of the past four years in at least one of the three criterion (again, the “excellent” does not have to have been assigned for the same criterion each of those years, but the professor must always have one rank of “excellent”).
- 9.7.3 For example, someone who was an exceptional teacher or an important administrator and who had been judged as “excellent” in either of these for three of the four years prior to promotion would be eligible to be a full professor. Or again, someone who was consistently a “very good” teacher and through some extra efforts was also ranked as “very good” in Scholarship or Service to the College for three of the four years prior to promotion, would be eligible to be a full professor.
- 9.8 Professor Emeritus: The title and privileges of “Professor Emeritus” are conferred by Faculty Senate and confirmed by the President of the College for meritorious service to Christendom College, subject to the requirements and procedures listed below.

- 9.8.1 Eligibility for Emeritus status: Founding faculty members and Full Professors receive the status of Professor Emeritus automatically upon retirement. Emeritus status may also be conferred upon any retiring full-time faculty member with at least ten years full-time service at Christendom College, subject to the requirements and procedures listed below.
- 9.8.2 Criteria: It is not intended that Emeritus status be awarded automatically to individuals upon retirement; it is reserved for those who have made a significant contribution to the College in teaching, scholarship, or service which the Senate believes should be recognized in an ongoing manner that extends beyond the recognition given during the time of full-time faculty employment. In light of the unique contributions of the founding faculty to Christendom College, founders receive Emeritus status automatically upon their retirement. Full Professors, moreover, have already been judged by the Faculty Senate to have contributed significantly to the life of the College, and therefore receive Emeritus status when they retire.
- 9.8.3 Procedures for Awarding Emeritus status to those who do not receive it automatically:
- 9.8.3.1 Any member of Faculty Senate with the rank of Associate Professor or Professor may at a Faculty Senate meeting move that a faculty member who is in his last year of full-time service prior to retirement or who has retired within the past two calendar years be awarded the honor of Emeritus status. If the motion is seconded by any member of Faculty Senate, the President of Senate will refer the motion to the Rank and Promotion Committee.
- 9.8.3.2 The Faculty Senate Rank and Promotion Committee will consider the motion, basing its deliberations primarily upon on a portfolio supporting the motion supplied by the mover and seconder of the motion. All other faculty are welcome to supply additional information on the nomination to the Rank and Promotion Committee, according to procedures promulgated by the Committee. At a date determined by the President of Faculty Senate, the Rank and Promotion Committee will make a recommendation to Senate on the fittingness of passing the motion, detailing the reasons for its recommendation. After appropriate discussion and deliberation by Senate, the members present will vote on the motion. A simple majority of the members present is required to pass the motion.
- 9.8.3.3 The President of Faculty Senate shall request the President's approval of the conferral of Emeritus status at his earliest convenience. If the President of the College confirms the action of Senate, the President of Faculty Senate shall draft a letter notifying the faculty member of the

honor, which letter shall be signed by the President of Senate and by the President of the College. If the President chooses not to confirm Senate's action, Senate shall be duly informed and the Emeritus status not awarded.

9.8.4 Public Announcement of Emeritus Status: A suitable public venue shall be chosen by the President of Senate together with the Vice President for Academic Affairs to announce the honor to the College community.

9.8.5 Honors and Privileges of Emeritus status:

9.8.5.1 The Emeritus professor's name and emeritus status (listed as "Emeritus Professor") will be included in the list of faculty in the College Bulletin.

9.8.5.2 The status of Emeritus professor is honorific, and therefore the Emeritus professor shall retain library privileges, including faculty access to the Faculty Study Room, as well as gymnasium privileges. He is encouraged to be an active participant in the College's extra-curricular academic activities. The Emeritus professor shall be invited by the President of Senate together with the Vice President for Academic Affairs to walk with Faculty at graduation, convocations, and other suitable public events in the life of the College. However, because of the Emeritus professor's status as retired, he shall not participate in departmental meetings or on College committees or undertake other duties or share in other privileges of a full-time faculty employee of the College as described in the Faculty Handbook. Questions about honors and privileges not specifically described in 9.8.5 shall be determined by the Vice President for Academic Affairs in consultation with the President of the Faculty Senate.

## 10. Academic Freedom and Intellectual Property Rights

- 10.1 The philosophy of Christendom College is that truth is what makes men free. To know the truth is to understand existence, perceive the ultimate goals of life, and recognize means appropriate to these goals.

Given the specific character and mission of Christendom College, academic freedom must here take into account (a) the freedom of a corporate group to make a commitment to teach in light of the truths taught by the Catholic Church, (b) the freedom of those who wish to be taught at the College, and (c) the freedom of those who carry out the specific vocation of teaching at the College.

Since the College formally and publicly adheres to the truth of the Revelation of Jesus Christ as taught by the Magisterium of the Roman Catholic Church (see [6.4](#)), the public rejection of this truth is regarded as grounds for dismissal (see [6.7.1](#)). Within the guiding framework of this revealed truth, however, faculty are encouraged to study and explore the entire scope of reality, to use their disciplines to attain an ever clearer perception of reality and hence an ever deepening grasp of truth. In this connection, the following activities of faculty members are not only encouraged but expected:

1. the application of established truths to new questions and problems;
2. efforts to express the truth in ways more easily understood by contemporary men;
3. explorations of the various aspects of the human experience in order to add to the understanding of how fundamental truths are revealed in or apply to particular situations; and
4. tentative probing into and discussion of as yet uncharted areas of knowledge which might increase man's understanding of reality itself.

In the pursuit of such free academic study and inquiry, due allowance is always made for tentative conclusions which might prove to be false upon further examination. Within the framework of the official teachings of the Catholic Church, therefore, the free study of reality is encouraged and supported at Christendom College in the profound hope that faculty may contribute to the advance of truth among all men.

The responsibility for teaching falls upon the individual faculty members under the overview of the Vice President for Academic Affairs and the respective Department Chairmen. Due allowance shall be made, however, for the freedom to learn within the parameters of the curriculum and the specific character and mission of Christendom College. Hence, the responsibility of the Department Chairman, under the direction of the Vice President for Academic Affairs, to oversee the content and texts for each course in his department (see [5.2.2](#)) shall not be construed as an abridgment of the freedom to teach.

- 10.2 Christendom College recognizes that individual faculty members are likely to produce

ideas, programs, and initiatives relating to their expertise from which they could derive profit or some form of material gain. These ideas, programs, or initiatives may be in whole or part the product of teaching or scholarly activities which are normal parts of their salaried duties. To the extent that such ideas, programs, and initiatives do not in any way impede the duties and obligations owed by such faculty members to Christendom, the College supports and encourages them wholeheartedly and recognizes them as the intellectual property of individual faculty members.

Stipulations:

1. Creators will grant non-exclusive, royalty-free, perpetual licenses to the College for Intellectual Property that is developed for College courses or curriculum, so that the College's continued use of such material for educational purposes at Christendom would not be jeopardized.
2. Course materials developed for or used in the Christendom Graduate School distance learning (on-line) courses are considered commissioned works and are covered by separate written contracts between Christendom College and the faculty member(s) responsible for the works.

Similarly, any intellectual property produced by a student at Christendom College, excluding tests, exams, and quizzes, to fulfill in whole or part the requirements of a course in which the student is registered will be owned by the student. The College does not claim ownership of such intellectual property.

Commissioned Works: The College may enter into a written contract with a faculty member or student for the creation of a work using College or external resources in which the College or the external source retains ownership of the copyright of the work. In all cases, copyright ownership shall be specified in the written contract. In addition, such a contractual agreement shall

- i. be entered into prior to the creation of the work,
- ii. explicitly describe the work as a deliverable product under the contract,
- iii. specify the source of funding, which shall be distinct from the author's regular compensation,
- iv. be entered into at the option of the author and not as a condition of ongoing employment .

## 11. Professional Development

- 11.1 Christendom College encourages the professional development of its faculty, but recognizes that the primary responsibility for development rests with the individual faculty members. Since faculty are paid an annual salary but are free for much of the summer, it is generally expected that a significant amount of summer time will be spent in research, reading, or writing in each faculty member's special field of interest. Faculty workloads (see [12.1](#) and [12.4](#)) are likewise calculated to allow some time for research and reading during the academic year (beyond that strictly required for class preparation). The College encourages the writing of scholarly articles and their prompt publication. The College in turn expects to see continuing evidence of scholarly use of sabbatical time as outlined below (see [11.3](#)). The College encourages faculty membership in scholarly societies and attendance at scholarly conventions where teaching responsibilities permit. The College especially encourages all faculty to become members of the Fellowship of Catholic Scholars, which has objectives similar to those of Christendom College. The Professional Development Budget exists to assist faculty in reaching these goals.
- 11.2 In order to provide faculty members the opportunity to continue their professional growth and development, Christendom College offers the following incentives:
- 11.2.1 Professional Societies and Conventions: Faculty are expected to join appropriate professional and scholarly societies and to attend, participate in, and deliver papers at conventions of these groups whenever feasible. While faculty may be expected to pay for memberships in professional societies out of their own funds, the budget for professional development in the annual academic budget may be used to assist with registration fees and/or travel and other expenses associated with such conventions. Upon the approval of the Vice President for Academic Affairs, Christendom College will pay the full registration and travel cost for faculty members who deliver papers or chair sessions at professional conventions or conferences. Reimbursement for convention expenses may be made, at the discretion of the Vice President for Academic Affairs. Further guidelines may be drawn up by the Vice President for Academic Affairs in consultation with the Faculty Senate.
- 11.2.2 Summer Institutes and Summer Schools: Faculty are encouraged to attend special summer institutes or summer schools designed to advance their knowledge in their specialties, extend their competence to fields outside their specialties, or to enhance their teaching ability. The professional development funds may be used to cover some or all of the costs of such summer institutes or schools.
- 11.2.3 Journals: The library will purchase a reasonable number of scholarly journals in each faculty member's fields, upon request, even if not suited to student use. Thus the College, within budgetary limits, will support faculty in keeping abreast of new research in the primary areas.

- 11.3 Sabbaticals: Sabbatical leaves may be granted for planned travel, study, formal education, research, writing, or other experience of professional value. A request for a sabbatical leave should be in the form of a written proposal submitted to the Department Chairman (or to the VPAA if the faculty member is a chairman), who submits the request to the Vice President for Academic Affairs.
- 11.3.1 Eligibility: Full-time faculty who have completed six years of service at Christendom College since their date of hiring or since their last sabbatical shall be eligible for a sabbatical leave.
- 11.3.2 Terms: Sabbatical leaves may be granted for periods of on-half year at rates not to exceed one-half annual salary, or for periods of one-half year at rates not to exceed one-half of the full annual salary.
- 11.3.3 Determination: The granting of sabbatical leave is determined by the President in consultation with the Vice President for Academic Affairs and the faculty member's Department Chairman. The College expects to grant all full-time faculty a sabbatical every seventh year. However, budgetary or other constraints may force the College to delay granting a faculty member's sabbatical. Normally, the extra time of the delay will be credited to the faculty member's next sabbatical eligibility. For example, suppose Professor A began as a full-time faculty member in Fall, 2001. He would normally be eligible for sabbatical in 2007-2008 and again in 2014-2015. Even if for budgetary or other reasons the College must delay granting his first sabbatical until, say, 2008-2009, he would normally still be eligible for his next sabbatical in 2014-2015.
- 11.3.4 A post-sabbatical report is to be submitted to the Department Chairman, with copies to the President and Vice President for Academic Affairs, upon the return of the faculty member to College service. Constructive, scholarly use of sabbatical time is expected, and will be evaluated by Department Chairmen as a part of the faculty member's faculty evaluation.
- 11.4 Temporary Course Reductions: A faculty member's semester course load (see [1.3](#) and [12.2](#)) may be reduced so that he may complete a project which directly enhances Christendom classroom instruction or enhances Christendom's public image. A request for a temporary course reduction should be made according to procedures promulgated, after consultation with the Department Chairmen, by the Vice President for Academic Affairs.
- 11.4.1 Eligibility: Full-time faculty who have completed six years of service at Christendom College shall be eligible for a temporary course reduction. Preference will be given to those who are at least two years past their previous sabbatical. It is normally expected that no more than two such reductions will be

granted in the six year period between sabbaticals.

- 11.4.2 Terms: The normal expectation is a one course reduction for one semester. The maximum reduction is two courses per semester for two successive semesters.
- 11.4.3 Awarding temporary course reductions depends on the suitability of the project and the availability of replacement faculty and funds. The President, in consultation with the Department Chairman and the Vice President for Academic Affairs, will make the final decision concerning granting the temporary course reduction.
- 11.4.4 At the end of the period of temporary course reduction, a written report on the status of the project is to be submitted to the Department Chairman, with copies to the President and Vice President for Academic Affairs. It is expected that projects will be successfully completed. The report will be considered in the faculty member's regular faculty evaluation and whenever the faculty member applies for a temporary course reduction in the future.
- 11.5 Leaves of Absence: If a faculty member develops the opportunity to do significant scholarly work which would provide temporarily for his financial security but would necessitate a leave of absence from the College, he should make a proposal to the Department Chairman and file a joint proposal with the Vice President for Academic Affairs. The College will make every effort to relieve the faculty member of his responsibilities to facilitate such unpaid activities, and will grant leaves of absence of either one semester or one year in accordance with institutional well-being. A request for a leave of absence for personal or family reasons should be submitted directly to the President of the College.
- 11.6 Summers: Faculty use of summers is governed by [11.1](#). Proposals for the scholarly use of summer time which involve a need for funds (such as for air fare to a foreign country for research) should be made to the Vice President for Academic Affairs. The Vice President for Academic Affairs may allocate a portion of the professional development budget to assist with such needs. The Vice President for Academic Affairs in consultation with the Faculty Senate may promulgate appropriate guidelines.
- 11.7 Publishing and Course Development: It is expected that faculty will be active scholars and that their scholarship will take the form of scholarly publication or the development of new course material or content. As indicated in [8.4.3](#), they will be evaluated in this regard. In some cases, additional funds may be needed to assist a faculty member with the preparation of a bulky manuscript (e.g., part-time secretarial support) or of classroom materials (e.g., teaching aids). Expenses unrelated to the classroom presentation may be approved under the Professional Development budget by going through the usual procedures. Requests for classroom aids should be made to the Department Chairman, who may decide to pay for them out of his departmental instructional aid budget.

11.8 Professional Development Budget: The College will maintain a professional development budget sufficient to support the level of faculty professional development expected in the profession and desired by the College. Application for appropriation of professional development monies should be made by to the Vice President for Academic Affairs according to procedures announced by the Vice President for Academic Affairs and as early in the budgetary process as possible.

11.8.1 The professional development budget shall be allocated equitably to faculty as overseen by the Vice President for Academic Affairs according to an annual budget approved by the Board of Directors, acting with the advice of the President of the College, who in turn will have received recommendations from the Faculty Senate's Compensation and Benefits Committee and from the Vice President for Academic Affairs as part of the regular budgetary process.

## 12. Faculty Loads

- 12.1 The faculty load (FL) is computed in the following manner:
- Each student taught by the professor in an assigned course or section counts as 1 point. Students in a Directed Study will normally not be counted
  - Each senior thesis directed by a faculty member counts as 2 points
  - A new preparation (after first 3 years of service) counts for an additional 12 points.
  - Faculty load will be based on the two-semester academic year, rather than semester by semester.
- 12.2 The distribution of faculty course assignments and faculty loads (FL) at Christendom College reflects the conviction that excellence in teaching requires abundant time for course preparation, personal reflection, and research. The normal faculty course load, for those undergraduate faculty members who are full-time and who do not also have administrative responsibilities (other than a chairmanship), is four courses - classes or sections - of three credit hours per semester. For those undergraduate faculty who do have administrative responsibilities, the normal faculty course load is reduced in proportion to the gravity of the task assumed. The course load for full-time NDGS faculty normally is seven (7) courses over the three-semester academic year (3-2-2, 2-2-3, or 2-3-2). (Cf. [1.3](#) and [1.4](#))
- 12.3 Every effort is made to keep faculty course loads as equitable as possible. New faculty are generally assigned a mix of core and advanced elective courses in a way that facilitates their introduction to the Christendom community and their development as effective teachers. For all faculty fluctuations from semester to semester are inevitable, but it is the responsibility of the Department Chairmen, in consultation with the Vice President for Academic Affairs, to monitor course loads. The responsibility for the distribution of course loads and course assignments resides with the Department Chairmen. Department Chairmen shall make provision for load equity as well as for fair distribution of upper division and lower division courses among their faculty (see [5.2.1](#)).
- 12.3.1 If a faculty member has reason to dispute an assignment, he may appeal to the Vice President for Academic Affairs, who may alter course assignments as he sees fit.
- 12.4 All decisions respecting faculty load (FL) are made by the Department Chairman or Dean of the Graduate School in consultation with the Vice President for Academic Affairs. The undergraduate Faculty Senate has set the following guidelines for yearly norms for undergraduate faculty load:
- Each full time faculty member is normally expected to offer 4 sections with an average enrollment of 18 students. This comes to 72 points per semester, or 144 per year.
  - Each full-time faculty member can normally expect one new preparation every two years, which is to say 2 of a new preparation each year, or 6 points per year.
  - Each full time faculty member can normally expect 3 senior theses per semester,

- which amounts to 6 points per semester and 12 points per year.
- This amounts to an **average point total of 162 points** per year for a normal undergraduate faculty load.
- 12.5 The average point total for faculty load (FL) as described in [12.4](#) will allow all those involved to see clearly if there is an overload or under-load, to which the College can respond. However, the faculty load calculation is not directly tied to compensation. For, some of the overloads may be caused by the professor himself or by the chairman of the department, situations which may not necessarily require additional compensation. The College clearly has an obligation to avoid overloads, as do faculty members in justice to the College have the obligation to avoid under-loads. If there should be some unavoidable situation where a faculty member experiences a very high overload, the President may, with the recommendation of the Chairman of the department and the Vice President for Academic Affairs, give compensation through the bonus system ([6.12](#)).
- 12.6 The Faculty Senate may establish new normative load computations and guidelines for exceptions to norms, subject to the approval of the President of Christendom College.

### 13. Faculty Obligations

- 13.1 It is the obligation of each faculty member to acquaint himself with the contents of the Faculty Handbook and to abide by its policies and guidelines.
- 13.2 Term of Obligation: The term of professional obligation for all regular faculty, except in the case of part-time or temporary employment where the obligation may be less, is coextensive with the academic year, along with the expectations for summer research described in [11.1](#).
- 13.2.1 The undergraduate academic year normally is the nine months extending from mid-August through mid-May. The graduate academic year includes the Fall, Spring, and Summer semesters, namely, September through mid-December, January through mid-May, and six weeks in June and July.
- 13.2.2 All faculty must be available for administrative purposes at least one week prior to the beginning of classes each semester, and are expected to be available for student advising and consultation during student orientation and registration days.
- 13.3 Professional Obligation: The professional obligation of a faculty member shall include teaching, scholarship, College service, the criteria for which are described in [8.3](#) above, and other duties and responsibilities required of him during the term of his professional obligation.
- 13.4 Enforcement of Academic Policies: Faculty are responsible for enforcing the academic policies pertaining to the classroom, including class attendance, dress code, and conduct. See “Academic Policies” in the current [Christendom College Bulletin](#).
- 13.5 Book Orders: Faculty are to submit copies of their book orders for their assigned courses for the following semester to their Department Chairman for approval and signature (cf. [5.2.2](#)), and then submit the book orders to the Booklist Manager at the time requested.
- 13.6 Course Syllabi: At the beginning of each semester, each faculty member is to submit to the Vice President for Academic Affairs a copy of the syllabus for each course he will teach (see [5.2.2](#) and [8.8](#)) and upload an electronic copy to the Class Pages section of the College Library website. The syllabus, headed by the course name and number, semester and year, and the professor’s name, must contain a statement of the course objectives or goals, a list of all required and recommended texts, a short summary of course requirements and grading policies, and an outline of the course, including dates of major tests and grading policies. See also *The <Current Year’s> Handlist of Academic Policies*, which is updated and distributed periodically to the faculty by the Vice President for Academic Affairs.
- 13.7 Office Hours: All full-time faculty must keep at least five hours per week of office hours. Part-time faculty should keep at least two hours per week of office hours.
- 13.8 Additional Obligations: In addition to classes and office hours, faculty are expected to assist with library book ordering, student advising and academic counseling, and

occasional administrative tasks affecting the overall welfare of Christendom College.

- 13.9 Cancellation/Postponement of Classes: Faculty must report within one week to the Vice President for Academic Affairs all class cancellations or postponements.
- 13.10 Obligations for monitoring the progress of students in Freshman Core Courses: Each professor teaching a freshman core course must report to the Academic Dean (directly or through the Registrar), no later than mid-term each semester, any freshman receiving a D or an F according to graded work by mid-term.
- 13.11 Obligations for monitoring and helping academically at-risk students who are in their senior year: Each semester the Academic Dean (either directly or through the Registrar) will request a mid-term grade report for all seniors who are in danger of failing a course, namely, all seniors who are receiving a D or an F at mid-term. It is the duty of each professor to take the time to offer academic advice to students who are in danger of failing the professor's class in their senior year. Should problems persist, the Academic Dean must be notified well in advance of the end of the semester (no later than three weeks before finals) by the professor of the class in which the student is in danger of failing.
- 13.12 Advising Undergraduate Students: Although it is ultimately the student's responsibility to make sure that he or she complies with all academic requirements and policies, the College faculty, in cooperation with the Academic Dean and the Registrar, must make all reasonable efforts to facilitate the student's completion of all requirements and compliance with all policies.
- 13.13 Undergraduate faculty are assigned duties as academic advisors by the Vice President for Academic Affairs, who shall assign these duties equitably and reasonably among the faculty. The following are the obligations of academic advisors.
- 13.14 Freshman academic advisors assist the new students assigned to them by the Academic Dean in signing up for all the freshman core courses and making an informed decision concerning the Foreign Language, Mathematics, and Science options.
  - 13.14.1 No freshman may be exempted from a core course or from the normal sequence of core courses instruction described in the current [Christendom College Bulletin](#) without the explicit permission of the Academic Dean, in consultation when needed with the appropriate Chairman. No freshman may elect a seventh class without the explicit permission of the Academic Dean
- 13.15 Sophomore academic advisors are to make sure that sophomores take the core courses in their proper sequence. Most core courses are prerequisite to upper division courses, and therefore must be completed before electing upper division courses. Exceptions to the normal sequence of core course instruction described in the current [Christendom College Bulletin](#) must be approved by the Academic Dean in consultation when needed with the appropriate Department Chairman.

- 13.16 The academic advisor of juniors is the department chairman of the student's declared major. When a student declares his or her major, the Department Chairman is to request from the Registrar a copy of the student's "Required Curriculum Check Sheet" and unofficial transcript. The Department Chairman, as the student's primary academic advisor, will then be responsible for making all reasonable efforts to see that the student completes all the requirements for the major and also all extra-departmental core and graduation requirements.
- 13.17 The Academic Dean will inform the academic advisor of a senior student who is reported at mid-term as being in danger of failing a course (see [13.11](#)). It will be the duty of the academic advisor personally to check on the student's academic status and to suggest means to rectify it. Should problems persist, the Academic Dean must be notified well in advance of the end of the semester (no later than three weeks before finals) by the professor of the class in which the student is in danger of failing.
- 13.18 Additional Counseling: Faculty in general and Department Chairmen in particular are expected to advise promising students concerning appropriate graduate schools, programs, and fellowships. Faculty advisors should take note of those students who would benefit from graduate studies and encourage them to develop their God-given talents to their full potential.
- 13.19 Letters of Recommendation: Graduating students and alumni may request letters of recommendation from the faculty. Faculty are requested to oblige students and alumni to the best of their professional ability in providing such letters of recommendation.
- 13.20 Confidentiality: The content of discussions of a personal nature with students, or of memoranda or letters of recommendation, never is to be communicated with other students or any other person outside the appropriate administrative structure of the College. The contents of discussions among faculty, staff, and/or administrators concerning candidates for admission, current students or alumni never are to be communicated to persons outside the appropriate administrative structure of the College without the specific direction of the President. All such matter is to be kept strictly confidential. With regard to the confidentiality of student records, see Records Policy in the current [Christendom College Bulletin](#).
- 13.21 Other Employment: No faculty member may engage in other employment which interferes with the performance of his professional obligation. If the Vice President for Academic Affairs has reason to think that the outside employment may be detrimental to the faculty member's ability to carry out his or her professional obligation, the Vice President will make a written report to the President, who will make a final decision concerning its acceptability.
- 13.22 Use of College Communication and Computer Technology
- 13.22.1 The College may make available to faculty various communication technologies (*e.g.*, electronic mail, Internet access, voice mail, fax machines) for the purpose of assisting them in the performance of their work for the College. A reasonable use of these technologies for personal business is permitted to faculty, so long as College rules are observed and

the personal use does not become a burden on the College's resources or a distraction from a faculty member's fulfilling his faculty obligations. When a faculty member has questions about appropriate personal use, he should consult his department chairman or appropriate College administrators. It must be understood that the College reserves the right to have authorized personnel monitor all activity on its internet and intranet connections (such as e-mail and World Wide Web data transmissions) and to review the data stored on any College owned technological device at any time. No such data transmissions or stored data, therefore, should be considered personal and private in the strict sense. Any use of these resources for abusive, threatening, obscene, or illegal speech or conduct is strictly forbidden. Such abuse would incur appropriate disciplinary action, up to and including dismissal for cause.

13.22.2 Given 13.22.1, it follows that the use of passwords on College computer equipment should be seen as an instrument of protection for College computer data, not personal data. Any passwords used by employees on the computer equipment in their department must be made known to the Computer Services Manager. The College needs to maintain 24 hour and 7 day access to all of the College's computer files and resources.

13.22.3 Software must not be installed on the College's computers without the approval of the Computer Services department. Software disks and manuals are subject to specific copyrights or licensing agreements and must never be copied.

13.23 Sexual harassment as described in 13.23.1 is antithetical to the atmosphere of trust essential for an academic institution, is completely at variance with the moral teachings of the Catholic Church, and is contrary to the ethos of Christendom College.

13.23.1 Christendom College is committed to providing a school environment that is free of sexual harassment. No faculty member should be the instigator of or victim of sexual harassment. Sexual harassment may be found when a College employee initiates unwelcome sexual advances, remarks or jokes of a sexual nature, or other verbal or physical conduct of a sexual nature which have the purpose or effect of creating a hostile and intimidating environment sufficiently severe or pervasive to impair substantially a reasonable person's participation in the College's programs or activities. In determining whether alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.

13.23.2 If a faculty member believes he or she is the victim of sexual harassment, he or she should report the matter to the Vice President for Academic Affairs immediately so that the complaint can be quickly and fairly resolved. Similarly, if a faculty member has witnessed conduct by a faculty member that he or she believes to be sexual harassment, that

person should report the matter to the Vice President for Academic Affairs immediately. Similarly if a student believes he or she is the victim of sexual harassment, he or she should report the matter to the Vice President for academic Affairs immediately. The law protects the person making the report from any retaliation for reporting or participating in an investigation of a sexual harassment complaint. The Vice President for Academic Affairs will notify the President of the complaint without delay, and the President shall ensure that a prompt and thorough investigation of alleged incidents is conducted. If in his opinion issues of confidentiality do not preclude doing so, the President may constitute an ad hoc Review Board consisting of the Vice President for Academic Affairs as chairman and senior faculty appointed by the President to assist in determining and judging the complaint. This Review Board will make its report and recommendations directly to the President. In all cases involving faculty, whether a Review Board has been constituted or not, the President shall be the final arbiter. To the extent possible, the entire investigation and any subsequent action will proceed in an atmosphere of confidentiality.

13.23.3 If the complaint concerns activity by the Vice President for Academic Affairs, the complaint should be reported directly to the President. If the complaint concerns activity by the President, the report should be made to the Vice President for Academic Affairs, who will immediately inform the Chairman of the Board of Directors, who will conduct an investigation of the complaint and who, with the Board, shall be the final arbiter of the case.

13.23.4 A faculty member judged to have committed sexual harassment will be subject to appropriate disciplinary action, including possible termination of employment. The procedures for termination of employment will be those of [6.7](#) Dismissal for Cause.

13.24 Faculty Grievance Procedure (Faculty to Faculty): The Grievance Procedures for the faculty of Christendom College exist to foster an equitable resolution of a conflict or complaint when a full or part-time faculty member faces a work-related problem or situation he or she believes to be unfair, inequitable, discriminatory, or a hindrance to his or her effective performance.

13.24.1 *To whom these Grievance Procedures Apply:* The following procedure applies only to employed faculty members in relation to other faculty. Complaints or conflicts that a faculty member has with a student should be reported to the Academic Dean and the Dean of Student Life. Procedures outlined in the current College Bulletin and/or Student Life Handbook will be followed in cases involving a student. Complaints or conflicts that a faculty member has with a staff member or member of the administration should be reported to the Vice-President for Academic Affairs and the Executive Vice-President. Furthermore, these Grievance Procedures are not applicable to cases of faculty dismissal or non-renewal, which are covered above in 6.6-6.10.

13.24.2 *Overview of the Process:*

First level: Informal steps toward reconciliation  
Second level: Appeal to VPAA  
Third level: VPAA reconsiders his or her decision based on finding of Faculty Review Panel  
Ultimate level: President of the College, whose decision is binding and final

13.24.3 *First level of Grievance Resolution:* When conflicts arise, faculty are encouraged to speak directly with the faculty member involved to resolve the conflict. These informal steps will often be sufficient to resolve the conflict.

13.24.4 *Second Level of Grievance Resolution:* If after a sincere effort to resolve the conflict informally the faculty member is still dissatisfied, he or she may file a written grievance. The written grievance shall

1. Be directed to the attention of the Vice President for Academic Affairs (VPAA)
2. Explain in detail the pertinent facts relevant to the problem
3. Describe the efforts undertaken thus far to correct the problem, including the informal steps toward resolution; describe any corrective action that has taken place; and describe the reason for requesting the formal review. The written filing may also suggest what the filer thinks would be a satisfactory resolution.

The VPAA will ensure that all parties identified as respondents have a copy of the written grievance, to which they may respond in writing to the VPAA. The VPAA shall ensure that all parties have received copies of all relevant written submissions for at least 48 hours to prepare a response.

The VPAA will handle the matter as discreetly as possible while gathering pertinent information for rendering a judgment. In addition to considering all written submissions, he or she may interview all who may have pertinent information. Within ten (10) days of receiving the written grievance, the VPAA will render his judgment on whether the grievance is valid and, if so, will direct that steps to rectify the situation be undertaken. The judgment shall be in writing; copies shall be given to President of the College and to the faculty member who filed the grievance. All faculty required to take corrective actions shall be notified in writing by the VPAA. In the interim period before rendering judgment the VPAA may direct that steps be taken to ameliorate the situation temporarily, if in his or her judgment the situation warrants.

13.24.5 *Third Level of Grievance Resolution:* If the faculty member who filed the grievance or faculty required to take corrective action believe the VPAA's decision was unfair, either party may request a formal review of the VPAA's decision. The request must be made in writing within seven (7) days of receiving the VPAA's written judgment.

The Review Committee will consist of three faculty members at the rank of associate or full professor, two of whom are chosen by lot and the third of whom is chosen by the party making the appeal. The Review Committee is advisory to the VPAA and will issue in writing a recommendation that the VPAA leave his or her decision

unchanged, or modify his or her decision in specific ways, or replace his or her decision with one recommended by the committee. After due consideration of the written report of the Review Committee, the VPAA will make his or her final decision. This third level of grievance resolution shall be completed within a fourteen (14) day period.

13.24.6 *Ultimate Level of Grievance Resolution:* As a final step, appropriate only in unusual circumstances, the Grievance Judgment may be appealed to the President of the College. The President shall review all written material and may interview faculty with pertinent information. The President shall issue his judgment within ten (10) days. The decision of the President shall be final and binding on all parties.

13.24.7 *Special Circumstances:* When the VPAA is a party to the grievance, the President of the College shall appoint a senior faculty member to act in the VPAA's place in the grievance proceedings described in 13.24.4-5.

## 14. Class Guidelines

- 14.1 Faculty may conduct their classes as they see fit, respecting norms of Christian and professional behavior, fulfilling faculty obligations as described in Section 13, and observing the guidelines of this section.
- 14.2 Course Syllabi and List of Texts: As stated above ([13.6](#)), each faculty member is to submit a copy of the syllabus for each course, including a list of all required and recommended texts, to the Vice President for Academic Affairs at the beginning of each semester as well as upload electronic copies of course syllabi to the Class Pages section of the Library website. NDGS faculty submit their book orders to the Dean of the Graduate School for approval. Copies of book orders must be submitted to the Department Chairman for his signature; and then sent to the Booklist Manager.
- 14.3 Tests, Quizzes, and Papers
  - 14.3.1 In keeping with the deadline of four weeks from the start of the semester for dropping courses, faculty are encouraged to have some indicator of student performance on their books within the first four weeks. Students, faculty, advisors and the Academic Dean will be assisted by this practice.
  - 14.3.2 Similarly, in keeping with the College's effort to assist students with special academic problems, professors are encouraged in lower division courses to use a variety and relatively large number of evaluative devices. This will assist all concerned in determining in detail a student's strengths and weaknesses.
  - 14.3.3 Those faculty who teach freshmen should be particularly conscientious in these areas, making every effort to show interest and encouragement towards new students, to identify and address any problems as early as possible, and to monitor closely the students through a regular, effective routine of evaluation.
  - 14.3.4 Since examinations as well as writing assignments are learning experiences, students' papers, quizzes, and examinations are to be returned to the students. Exceptions to this policy must be approved by the Vice President for Academic Affairs. Furthermore, faculty should make every effort to return graded papers, examinations, and quizzes to the students within a reasonable time, usually within two weeks of the test or due date. Faculty should be aware of the College's intellectual property rights policy as it applies to student work for class requirements ([10.2](#)).
  - 14.3.5 Each semester faculty are to submit copies of their final examinations to their Department Chairman, who is to submit those copies to the Vice President for Academic Affairs, who is to keep them on file under secure conditions.
- 14.4 Academic Ethics for Students: Students discovered cheating on a quiz, test, or examination or plagiarizing on a paper are to be given an automatic zero (F) for the

assignment on which they cheated, and a copy of the test or paper is to be forwarded to the Academic Dean. Faculty must be aware of the College policy governing academic ethics as published in the [Christendom College Bulletin](#) and the *Student Handbook* and be ready to enforce that policy.

14.5 Classroom Cleanliness: Faculty are responsible for seeing that the classroom is in good order and free of trash before dismissing each class.

14.6 Dress Code and Attendance Policies: Faculty are responsible for enforcing dress code and class attendance policies in the classroom. Faculty are expected to dress in a manner befitting their professional dignity, and never in a manner that would be unacceptable under the student dress code. See Dress Code in the *Christendom Student Handbook*. See also the sections Class Attendance, Authority of Professors, and Academic Ethics under *Academic Policies* in the current [Christendom College Bulletin](#) for further guidelines.

## 15. Grading Policy

- 15.1 Grades are under the sole control of the faculty member involved and may not be changed by anyone other than the instructor unless the change is the result of an appeal as outlined in the Student Grievance Procedures section in the Undergraduate Bulletin. The relevant section states

“ A student’s appeal of a course grade is handled according to a distinct policy and does not fall under the College-wide Grievance Procedures. In those cases in which a student has filed a written appeal of a course grade with the Vice President for Academic Affairs, the appeal is reviewed by the Department Chairman (or by the Vice President for Academic Affairs when the grade was issued by the Chairman) who, after gathering relevant information, adjudicates the student’s appeal. The Department Chairman has the power to issue a new grade (which may be lower than the original) if the appeal is upheld. An appeal of a grade for coursework must be filed within eight business days after the grade has been communicated to the student; if the grievance concerns a final grade, then the appeal must be filed within eight business days after the beginning of the following semester.”

Student Grievance Procedures

- 15.2 Each faculty member should clearly explain his or her grading policy orally to each class at the beginning of each semester, and should act consistently within the stated policy. Furthermore, the grading policy must be included on the syllabus for each course.
- 15.3 At the end of each semester, all faculty must turn in all grades to the Registrar on the date announced by the Registrar. Undergraduate College Faculty are to use the grading system described in the [Christendom College Bulletin](#) under *Academic Policies*. Note that Christendom College does not admit the use of A-plus or D-minus. Graduate Faculty are to use the grading system described under “Grading Policy” in the [Notre Dame Graduate School Catalog](#).
- 15.4 Faculty are to observe the policy governing Incompletes appearing under “Academic Policies” in the [Christendom College Bulletin](#).

## **16. Allocation of Faculty Offices and Classrooms**

- 16.1 In general, allocation of space for faculty and staff offices is the responsibility of the Vice President of Operations and Facility Planning. In consultation with the Vice President for Academic Affairs, the Vice President of Operations and Facility Planning makes assignments of office space for each faculty member, and may change such assignments as necessary. If a faculty member is dissatisfied with his office assignment, or wishes to request a specific space, he should make his request to the Vice President for Academic Affairs.
- 16.2 Classroom assignments are made by the Registrar, under the direction of the Vice President for Academic Affairs.
- 16.3 If a faculty member has any question about the use of College facilities, he should speak with the Vice President of Operations and Facility Planning, who has responsibility for the physical plant of the College.

## **17. Channels of Communication**

- 17.1 The following guidelines on communications should be followed by all faculty who wish to address any problem in a formal manner:

Department Business: (1) Department Chairman; (2) appropriate administrative officer; (3) President

General Faculty Business: (1) Faculty Senate; (2) appropriate administrative officer; (3) President

Non-departmental Business of a Personal or General Administrative Nature: (1) appropriate administrative officer; (2) President.

The President is the channel of communication between the Board of Directors and the faculty and staff of Christendom College.

- 17.2 Note on Confidentiality: The content of discussions and deliberations between the faculty and the College administration, or within committees, is not to be communicated to persons outside the appropriate administrative structure of the College without the specific direction of the President.

## **18. Amendment and Revision of the Faculty Handbook**

- 18.1 Policy: The responsibility for amending or revising the Faculty Handbook is held jointly by the President, Vice President for Academic Affairs, and the Board of Directors, acting with the advice of the Faculty Senate. Policies affecting academic freedom or contractual security and pay may not be revised or amended without prior consultation with the Faculty Senate, giving the Senate the opportunity to make a formal recommendation on the revision or amendment. All such revisions involving academic freedom or contractual security and pay require formal approval by the Board of Directors to go into effect. All other policies, definitions, and procedures included in the Faculty Handbook may be revised or amended by the Vice President for Academic Affairs, with the consent of the President, provided that the Faculty Senate is given the opportunity to review proposed revisions or amendments and to give its advice to the President before such revisions or amendments go into effect.
- 18.2 Procedure: All proposals for revising or amending the Faculty Handbook will be reviewed by the Faculty Senate. Recommendations for such revision or amendment will be proposed to the President of the College, who has final determination in the adoption of new policy or procedure, except when the Faculty Senate proposes a revision or amendment affecting academic freedom or contractual security and pay, in which case the President will present, with his recommendations, such proposals to the Board of Directors for approval.
- 18.3 All duly approved revisions or amendments will be incorporated into the Faculty Handbook under the supervision of the Vice President for Academic Affairs, who has the responsibility for its publication and distribution.

## 19. The Appendices

The following appendices contain, in addition to a brief historical preface, important documents pertaining to the mission and purpose of Christendom College, its fidelity to the Magisterium of the Roman Catholic Church, and the place of the philosophy and theology of St. Thomas Aquinas in the curriculum. Of special importance is the *Apostolic Constitution of the Supreme Pontiff John Paul II On Catholic Universities (Ex Corde Ecclesiae)*. Both the letter and the spirit of this Apostolic Constitution have been reflected in the identity, nature, and mission of Christendom College since its inception. Therefore, it is with gratitude to the Holy See that Christendom College receives and accepts the norms of the Apostolic Exhortation, *Ex Corde Ecclesiae*, and includes it among its guiding documents.

- [19.1](#) Historical Preface
- [19.2](#) St. Thomas Aquinas and the Curriculum
- [19.3](#) Profession of Faith and Oath of Fidelity
- 19.4 Procedure for Promotion from Assistant Professor to Full Professor
- 19.5 Policies of Admissions Committee
- 19.6 Procedure for Appeal of Student Grade
- 19.7 Inclement Weather Policy
- 19.8 Campus Emergency Procedures

## APPENDIX 19.1: HISTORICAL PREFACE

In response to the Second Vatican Council's *Decree on the Apostolate of the Laity*, and inspired by the Society for a Christian Commonwealth's Summer Institutes in Christian Culture held at El Escorial in Spain in the 1970s, a small group of committed Catholic laymen, led by Dr. Warren H. Carroll, founded Christendom College with the goal of providing a fully integrated liberal arts education grounded in natural and revealed truth. The College strives for perfect fidelity to the Magisterium of the Roman Catholic Church, and has a special loyalty to the Holy Father.

Having opened in the Fall of 1977 with a faculty of five (Dr. Carroll, William Marshner, Dr. Jeffrey Mirus, Raymund O'Herron, and Dr. Kristin Popik) and a student body of 26 in temporary quarters in Triangle, Virginia, the College moved in 1979 to its permanent site near Front Royal in rural northwestern Virginia, 70 miles west of Washington, D.C., on a 75-acre campus overlooking the Shenandoah River near the Blue Ridge Mountains.

In 1985, the Founding President, Dr. Warren H. Carroll, stepped down from the college presidency to devote himself more fully to teaching and writing, continuing as Chairman of Christendom's History Department. His successor as President was Dr. Damian P. Fedoryka.

Christendom College grew considerably in its first decade of existence. In 1987 the College purchased Fox's Earth, an estate joining the campus, thus doubling its acreage. By the Fall of 1989, the College had 174 students from 30 states and four foreign countries, and twenty-three faculty. In its continued growth towards the goal of 450 students, the college maintains approximately a 12:1 student-faculty ratio.

In December of 1987, Christendom College was granted full accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools. In April of 1988, the Council of Higher Education of the Commonwealth of Virginia granted to Christendom College full approval to confer the Associate of Arts and Bachelor of Arts degrees.

In 1990 the College adopted the Apostolic Constitution *Ex Corde Ecclesiae* as a guiding document in its understanding of the College's catholicity and its relation to the Catholic Church.

In the summer of 1992 the College's mission statement was reevaluated, and a more concise version, without repudiating any of the content of the earlier version, was adopted in August, 1992. That same summer Dr. Fedoryka stepped down from the presidency and was succeeded by Timothy T. O'Donnell, STD, KCHS.

In December of 1992 the Commission on Colleges of the Southern Association of Colleges and Schools granted Christendom College continued accreditation for a period of ten years.

In February, 1997 the Notre Dame Institute (NDI) officially merged with Christendom College, to form the Notre Dame Graduate School of Christendom College (NDGS), which offers the Master of Arts in Theological Studies and, by the authority of the Holy See, the Apostolic Catechetical Diploma.

In the fall of 1997, on the occasion of the 20<sup>th</sup> anniversary of the founding of Christendom College, a document defining the founding and continuing vision of Christendom College was prepared at the direction of Dr. Timothy T. O'Donnell, President, by Dr. Robert C. Rice, Vice President for Academic Affairs, with the assistance and support of Founding President Dr. Warren H. Carroll and the Faculty Senate. That document, *Christendom College Vision Statement: Restoring the Catholic Liberal Arts Tradition*, was unanimously approved by the Board of Directors on January 24, 1998, and published that year.

## APPENDIX 19.2: ST. THOMAS AQUINAS AND THE CURRICULUM

Statement unanimously endorsed by the Faculty Senate, March 22, 1985, and ratified by the Board of Directors of Christendom College:

The object of all liberal education is freedom in truth. Christendom College, in keeping with the teaching of Holy Mother Church, acknowledges the supreme and essential role played by St. Thomas Aquinas in our curriculum. All those who would pursue wisdom, both natural and supernatural, will owe a special debt to the Angelic Doctor, for the truth has been set forth most clearly in his writings. As Pope John Paul II has said:

If today also . . . philosophical and theological reflection is not to rest on an 'unstable foundation' which would make it 'wavering and superficial,' it will have to draw inspiration from the 'golden wisdom' of St. Thomas, in order to draw from it the light and vigor it needs to enter deeply into the meaning of what is revealed and to further the progress of the scientific endeavor. . . .

The philosophy of St. Thomas deserves to be attentively studied and accepted with conviction by the youth of our day, by reason of its spirit of openness and of universalism, characteristics which are hard to find in many trends of contemporary thought.

*Address on the Perennial Philosophy  
of St. Thomas for the Youth of Our Times.*

Therefore, in accordance with the mind and discipline of the Church for the formation of the young, Christendom College is committed to a Thomistic educational policy: programs of instruction in philosophy and Sacred Theology shall be taught according to the spirit, method, and principles of the Common Doctor.

## **APPENDIX 19.3: PROFESSION OF FAITH and OATH OF FIDELITY**

### **I. PROFESSION OF FAITH**

With firm faith I believe and profess everything that is contained in the symbol of faith: namely,

I believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is visible and invisible. I believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, one in Being with the Father. Through Him all things were made. For us men and for our salvation He came down from heaven: By the power of the Holy Spirit, He was born of the Virgin Mary, and became man. For our sake He was crucified under Pontius Pilate; He suffered, died, and was buried. On the third day He rose again in fulfillment of the Scriptures; He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son He is worshiped and glorified. He has spoken through the Prophets. I believe in the one holy catholic and apostolic Church. I acknowledge one baptism for the forgiveness of sins. I look for the resurrection of the dead, and the life of the world to come. Amen.

With firm faith I believe as well everything contained in God's word, written or handed down in tradition and proposed by the Church whether in solemn judgment or in the ordinary and universal Magisterium as divinely revealed and calling for faith.

I also firmly accept and hold each and every thing that is proposed by that same Church definitively with regard to teaching concerning faith or morals.

What is more, I adhere with religious submission of will and intellect to the teachings which either the Roman Pontiff or the college of bishops enunciate when they exercise the authentic Magisterium even if they proclaim those teachings in an act not definitive.

### **II. OATH OF FIDELITY**

I, N., on assuming the office of teacher at Christendom College promise that I shall always preserve communion with the Catholic Church whether in the words I speak or in the way I act.

With great care and fidelity I shall carry out the responsibilities by which I am bound in relation both to the universal Church and to the particular church in which I am called to exercise my service according to the requirements of the law.

In carrying out my charge I shall preserve the deposit of the Faith in its entirety, hand it on faithfully and make it shine forth. As a result, whatsoever teachings are contrary I shall shun.

I shall follow and foster the common discipline of the whole Church and shall look after the observance of all ecclesiastical laws, especially those which are contained in the Code of Canon Law.

With Christian obedience I shall associate myself with what is expressed by the holy shepherds as authentic doctors and teachers of the Faith or established by them as the Church's rulers.

May God help me in this way.

January 1, 2018

## Appendix 19.4: Procedure for Promotion from Associate Professor to Full Professor:

(Adopted by the Faculty Senate, Wed., Oct 24, 2007)

1. Faculty member, if eligible, requests the promotion. (*see Faculty Handbook 9.7*)
2. He assembles the requisite portfolio of materials and submits them to his Department Chairman (or to the V.P.A.A. if he is a Chairman). (*see Faculty Handbook 9.7.1*)
3. The Department Chairman (or the V.P.A.A. if the candidate is a Chairman) is required to propose the promotion to the Faculty Senate, whose approval is required for the promotion to be approved (*see Faculty Handbook 9.7.1*). He does this by turning over the portfolio to the President of the Faculty Senate.  
(The approval required of the V.P.A.A. is a separate event, and not a prerequisite for the Faculty Senate's evaluation .)
4. The President of the Faculty Senate gives the portfolio and any other relevant material to the Rank and Promotions Committee, which evaluates the application, including in their consideration the criteria outlined in the Faculty Handbook 9.7.2 - 9.7.3. The Committee may interview the Department Chairman (or the V.P.A.A. if the candidate is a Chairman) and the candidate, if he is willing.
5. Any other member of the full Senate may review the candidate's portfolio in the office of the President of the College.
6. At the next meeting of the full Senate after the Committee evaluation is complete, the promotion request is placed on the table by the President of the Senate *ex officio*. This is not a normal motion, and does not require a second, as the Senate is obliged to consider the matter.
7. The candidate is then given an opportunity to argue his case to the full Senate. He is then dismissed.
8. The Rank and Promotion Committee then reports its evaluation to the full Senate.
9. The full Senate debates the merits.
10. The candidate, if he so wishes, may return before the full Senate to address any objections to his request, at the invitation of the President of the Senate.
11. The full Senate may then continue to debate the merits.
12. At the call of the President of the Senate, a secret written vote is taken. The ballots are counted after the meeting by the President of the Faculty Senate and the V.P.A.A. The tally is confidential and may not be disclosed to anyone other than the President of the College.

13. The candidate may return to the Senate for any other business that may be before it, but no further comments on the application may be made while he/she is present.

14. The procedures described in the Faculty Handbook in 9.7.1 are then followed regarding the disposition of the application.

## Appendix 19.5: Policies of Admissions Committee Adopted 4/19/16

- Applicants with old SAT above 1500 or equivalent are granted admission to the College. In certain circumstances the Committee allows the Director of Admissions to act on its behalf in accepting students, specifically when the student meets all stated criteria for admission to Christendom and will be older than 17<sup>1/2</sup> years of age at the beginning of the original term of admission. Only the Admissions Committee can reject an application. All applications for admission not accepted by the seventh day prior to the start of classes **must** be sent to the Admissions Committee for a determination of acceptance or rejection of the application (memo 9/3/13).
- Applicants with SAT or equivalent below required standard needed for automatic admission have their applications reviewed by two members of the Admissions Committee. The two Admissions Committee members should complete their review of an applicant's file within five (5) calendar days and respond to the Director of Admissions
  - If both agree to the requested admission then it is granted.
  - If either rejects the request for admission, then the application is to be referred to the full committee for consideration. An Admissions Committee review should be completed within ten (10) calendar days of notification that there is a file to be reviewed by Committee. (memo 10/14/09)
- Requests for re-admission are to be referred to the full committee for consideration. In cases where the dismissal was for Student Life issues, the Dean of Student Life is to be invited to give input to the deliberation. Where applicable, applicant must supply:
  - original letter of dismissal
  - evidence indicating that the cause for dismissal will not occur in the future.

### Admission Standards

Old SAT = 1500  
New SAT = 1095  
ACT = 21

January 1, 2018

## APPENDIX 19.6: Procedure for Appeal of Student Grade

In those cases in which a student has filed a written appeal of a course grade with the Vice President for Academic Affairs,

- the appeal is reviewed by the Department Chairman (or by the Vice President for Academic Affairs when the grade was issued by the Chairman) who, after gathering relevant information, adjudicates the student's appeal. The Department Chairman has the power to issue a new grade (which may be lower than the original) if the appeal is upheld.
- An appeal of a grade for coursework must be filed within eight business days after the grade has been communicated to the student; if the grievance concerns a final grade, then the appeal must be filed within eight business days after the beginning of the following semester.

## APPENDIX 19.7: Inclement Weather Policy

### GENERAL INFORMATION

Christendom's predominantly residential student population prescribes that the campus be closed only in the most severe circumstances. Therefore, as a general rule, the college will remain open and classes will be held according to the discretion of each individual professor, even when the weather is inclement.

The Vice President for Operations and Facility Planning, in conjunction with the Vice President for Academic Affairs, is responsible for decisions regarding class cancellations, and for posting notification of all morning, afternoon, and/or evening class cancellations and campus closings.

Notice of class cancellations and campus closings will be sent to students, faculty and staff via email and voice mail, and through the campus emergency alert system, Christendom Alerts. (Students, faculty, and staff must sign up for this text-based notification through the website in order to receive these types of alerts on their mobile phones and email.)

The following announcements will be dictated as follows:

1. Administrative Offices will have a delayed opening (opening at 10:00 a.m., or opening at 12 noon); Classes are not affected at all.
2. Administrative Offices will be closed; Classes on normal schedule as professors can report.
3. Code Red: Christendom College is closed.

When the announcement is made that "Christendom College is closed" the following will apply:

- Classes are cancelled
- Administrative Offices are closed
- Essential Personnel will report as scheduled
- Food Service will remain open; students who are scheduled to work must report
- All activities and events, including athletic and other public events, are cancelled

Note; Regardless of the inclement weather announcement made by the college, employees should use good judgement as to whether or not it is safe to travel, depending on their individual circumstances.

**If no cancellations are announced, it should be assumed that the college is open and classes are being held.**

## **TIMING OF ANNOUNCEMENTS**

For Campus Closure or Class Cancellations:

- Morning cancellation or closing – announcement posted by 6:30 a.m.; all morning classes between 8:30 – 11:30 am will be cancelled.
- Afternoon cancellation or closing – announcement posted by 10:00 a.m.; all classes between 1:00 – 5:15 p.m. will be cancelled
- Evening cancellation or closing – announcements posted by 2:00 p.m.; all classes between 6:30 – 9:15 p.m. will be cancelled.

For a Delayed Opening or Early Closing:

- Classes may have a delayed opening and begin at 9:30 a.m. on M,W,F, or begin at 10:00 a.m. on T,TH. Classes scheduled before the delayed opening will not meet.
- When a time is announced for an early closing, it applies to all classes that begin on or after that hour (Example: if announcement says “Christendom will close at 3:00 p.m.”, all classes starting at 3:00 p.m. or later are cancelled. Classes that started before 3:00 p.m. will meet.)

### **Off Campus Students**

When classes are not canceled in inclement weather situation. Students who reside off campus must use good judgement as to whether it is safe to drive. It is expected that off campus student will receive an excused absence from their respective professor should the student judge that it is not safe to drive.

### **Faculty Cancelling Specific Classes**

When classes are not cancelled by the college, a professor who judges that it is not safe for him/her to drive is responsible for notifying his/her students.

### **Staff Who Cannot Report to Work**

Staff who cannot reach the campus, or those who feel they must leave before an official announcement of closing, must arrange with their supervisor for missed work to be made up. Generally, this may mean simply making up extra time at a later date or expending personal leave.

## APPENDIX 19.8 Campus Emergency Procedures

An *emergency* is defined as any unplanned or sudden serious event or condition that cannot be controlled by normal responses or measures. It includes, but is not limited to such events as: emergency medical condition, active shooter, suspicious packages, building evacuation, campus evacuation, civil protest, explosion, fire, hazardous materials, hostage, infectious disease, missing person, natural disaster, possession of a weapon, suspicious substance, or utility failure.

Faculty are requested to sign up for Emergency alerts on their mobile phones at: <http://www.christendom.edu/campus-life/student-services/safety-alerts/>

1. Should a Faculty member come across an incident that constitutes an emergency, he/she is to:

### **First call the emergency responders @ 911**

Then the following personnel:

- i. Assistance Director of Operations  
Dan Mitchell 484-464-1788  
Residence Directors  
Tim Cook 571 393-3230  
Alexandra Skuba 570 956-3432
  - ii. Security Guard (8:00 pm – 7:00 am)  
540-660-5823
2. In case of a campus emergency members of the campus community will be alerted by a two part process
  - a. A siren sounding from the ALERTUS Alert Beacons located throughout the campus. The beacons will also display an appropriate text message.
  - b. An e-mail and text blast to cell phones via the e-campus communication system

3. Faculty must be familiar with the following commands

- **Lock Down**
  - Lock the room you and occupants are in
  - Block the door/s, if possible
  - Turn off lights and remain quiet until given the all clear
- **Evacuate the building**
  - Follow specific details as instructed
  - Generally move to a location at least 300 ft. from building
  - If an active shooter is on campus, seek shelter or flee if you can
- **Shelter in Place**
  - Go to a covered and concealed area in the lowest level of the building away from doors and windows
  - Be seated in a crouched position.