

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 March 28, 2023

Christendom College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and the masters degrees. Christendom College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Christendom College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website www.sacscoc.org.

Christendom College functions in accordance with the laws of the Commonwealth of Virginia and is licensed by the Virginia State Council on Higher Education to grant the Associate of Arts, Bachelor of Arts, and Master of Arts degrees. Students and prospective students may find the information resources of the State Council of Higher Education for Virginia (SCHEV) of use in planning for college and careers. SCHEV has created an institutional profile for each Virginia public college and university, and for each independent college or university participating in the Virginia Tuition Assistance Grant Program: <http://www.schev.edu/>.

Inquiries about Christendom College's admissions policies, financial aid, and the like, should be addressed directly to Christendom College.

TABLE OF CONTENTS

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 Of Christendom College Bulletin*
- Current *Christendom College Student Handbook*
- Administrative Structure of Christendom College

General List of Contents

1. College Faculty

2. Faculty Senate and Graduate Faculty Council

3. Curriculum Development, Review, and Evaluation

4. Administrative Structure of the College

5. Department Chairmen

6. Contractual Security and Pay

7. Selection of Faculty

8. Faculty Evaluation

9. Faculty Rank and Promotion

10. Academic Freedom and Intellectual Property Rights

11. Professional Development

12. Faculty Loads

13. Faculty Obligations

14. Class Guidelines

15. Grading Policy

16. Allocation of Faculty Offices and Classrooms

17. Channels of Communication

18. Amendment and Revision of the Faculty Handbook

19. The Appendices

Detailed Table of Contents

1. College Faculty

- [1.1](#) Composition of College Faculty
- [1.2](#) Full-time faculty defined
- [1.3](#) Full-time undergraduate faculty, defined in terms of course load
 - [1.3.1-1.3.4](#) Visiting Assistant Professors
- [1.4](#) Full-time graduate faculty, defined in terms of course load
- [1.5](#) Part-time (adjunct) faculty defined
 - [1.5.1](#) Contracts
 - [1.5.2](#) and Faculty Senate
- [1.6](#) Use of the term “faculty” in this Handbook
- [1.7](#) Graduate School Faculty

2. Faculty Senate and Graduate Faculty Council

- [2.1](#) Membership
- [2.2](#) Organization
 - [2.2.1](#) Standing Committees
- [2.3](#) Purpose
- [2.4](#) Responsibility
 - [2.4.1](#) In General
 - [2.4.2](#) Resolutions
- [2.5](#) Faculty Meetings and Consultation with the Administration
- [2.6](#) Notre Dame Graduate School’s (NDGS) Graduate Faculty Council
- [2.7](#) Individual Faculty’s Role in Decision Making

3. Curriculum Development, Review, and Evaluation

- [3.1](#) Curriculum Committees’ Composition
 - [3.1.1](#) Undergraduate Curriculum Committee
 - [3.1.2](#) NDGS Graduate Faculty Council
- [3.2](#) Curriculum Committees’ Responsibilities
 - [3.2.1](#) Advise the President
 - [3.2.2](#) Review and Evaluate Core Curriculum and Departmental Offerings
 - [3.2.3](#) Concerning the Introduction of New Majors or Degree Programs
 - [3.2.4](#) New Courses and Programs and College Needs and Resources
- [3.3](#) Curriculum Committees’ Meeting Schedules
 - [3.3.1](#) Required Annual Meetings
 - [3.3.2](#) Meetings Scheduled as Needed
- [3.4](#) Curriculum Committees--Curriculum Review and Evaluation
 - [3.4.1](#) Review of Undergraduate Core Curriculum
 - [3.4.2](#) Review of Undergraduate Classes
 - [3.4.3](#) Reviewed for Course Effectiveness
 - [3.4.4](#) Presidential Approval Required
 - [3.4.5](#) Review of Graduate Classes
- [3.5](#) Curriculum Committees’ Application of Outcomes

- [3.6](#) Faculty Senate’s Role
- [3.7](#) Academic Departments’ Role
- [3.8](#) Chairmen and Intra-departmental Curricular Reviews
- [3.9](#) Courses in the Undergraduate Bulletin
 - [3.9.1](#) Cross-listed Courses
 - [3.9.2](#) New Course Offerings
 - [3.9.3](#) Directed Study Courses
- [3.10](#) Individual Faculty Members’ Roles
- [3.11](#) Administration’s Responsibility for the Curriculum
- [3.12](#) Administration’s Method of Oversight, Review, and Evaluation
- [3.13](#) Board of Directors’ Responsibility for the Curriculum
- [3.14](#) Academic Affairs Committee of the Board of Directors

4. Administrative Structure of the College

- [4.1](#) College Administrative Structure
- [4.2](#) President
- [4.3](#) Vice President for Academic Affairs
 - [4.3.1](#) Academic Policies
 - [4.3.1.1](#) Revision of Academic Policy
 - [4.3.1.2](#) Revision of Academic Policy—Faculty Senate Initiative
 - [4.3.2](#) Other Authority and Responsibilities
- [4.4](#) Academic Dean
- [4.5](#) Registrar
- [4.6](#) Undergraduate Curriculum Committee
- [4.7](#) Director of Libraries
- [4.8](#) Dean of the Graduate School
- [4.9](#) Graduate School Curriculum Committee

5. Department Chairmen

- [5.1](#) Appointment
- [5.2](#) Responsibilities
 - [5.2.1](#) Course Offerings and Assigning Teachers of Courses
 - [5.2.2](#) Oversight of Course Content and Texts
 - [5.2.3](#) Keeps Copies of Mid-term and Final Examinations
 - [5.2.4](#) Departmental Requirements for Majors
 - [5.2.5](#) Academic Counseling of Students of the Major
 - [5.2.6](#) Senior Theses
 - [5.2.7](#) Library Book Orders
 - [5.2.8](#) Role in Evaluation of Faculty
 - [5.2.9](#) Search Committee for New Faculty
 - [5.2.10](#) Curricular Planning
- [5.3](#) Notes on Department Chairman
 - [5.3.1](#) May Be Removed by President
 - [5.3.2](#) Appeal in Cases of Dismissal from College Faculty
 - [5.3.3](#) No Appeal When Chairman is Probationary Faculty

5.3.4 Rank of Department Chairmen

6. Contractual Security and Pay

- 6.1 Policy
- 6.2 Probationary Faculty
- 6.3 Non-Probationary Faculty
- 6.4 Faculty Fidelity to the Pope and Magisterium
 - 6.4.1 Contract Stipulations
 - 6.4.2 Profession of Faith and Oath of Fidelity
- 6.5 Faculty Contracts
 - 6.5.1 Content of Contracts for Full Time Faculty
 - 6.5.2 Contract Deadlines
- 6.6 Tenure and Dismissal
- 6.7 Dismissal for Cause
 - 6.7.1 Grounds for Termination
 - 6.7.2 Initiating Recommendation for Termination
 - 6.7.3 Presidential Review
 - 6.7.4 Notification of Non-Renewal: Normal Deadlines Not Binding
 - 6.7.5 Informing the Faculty Member and Right of Appeal
 - 6.7.6 Norm of Faculty Freedom in Research and Teaching
- 6.8 Non-Renewal of Faculty Contracts of Probationary Faculty
 - 6.8.1 General Description
 - 6.8.2 Vice President for Academic Affairs' Recommendation to the President
 - 6.8.3 Presidential Decision
- 6.9 Non-Renewal of Faculty Contracts of Non-Probationary Faculty
- 6.10 Appeal of Decision of Non-Renewal for Non-Probationary Faculty
 - 6.10.1 Procedure
 - 6.10.2 Option of Appeal to the Board of Directors
 - 6.10.3 Procedure for Appeal to Board of Directors
 - 6.10.4 Non-Renewal of Department Chairman
- 6.11 Salary Scale
- 6.12 Salary Raises Exclusive of Cost of Living, Promotion, and Special Merit Bonus
- 6.13 Pay Period
 - 6.13.1 Defined
 - 6.13.2 Individual Salary is Privileged Information
- 6.14 Moving Expense
- 6.15 Benefits: General Principles
 - 6.15.1 Introduction
 - 6.15.2 College Right to Change or Terminate Non-Mandatory Benefits
- 6.16 Mandatory Benefits
 - 6.16.1 Social Security and Unemployment Insurance
 - 6.16.2 Workers' Compensation Insurance
- 6.17 Health Insurance
 - 6.17.1 Shared Premiums
 - 6.17.2 Health Insurance after an Employee Leaves the College

- [6.17.3](#) Participation
- [6.18](#) Voluntary Dental Plan
 - [6.18.1](#) Eligibility
 - [6.18.2](#) Premiums
- [6.19](#) Life Insurance
 - [6.19.1](#) Eligibility
 - [6.19.2](#) Premium
 - [6.19.3](#) Policy Limits
- [6.20](#) Retirement Plan
 - [6.20.1](#) Defined Contribution Retirement Plan
 - [6.20.2](#) Supplemental Retirement Annuities
- [6.21](#) Short Term Disability
 - [6.21.1](#) General Description
 - [6.21.2](#) Application for Benefits
 - [6.21.3](#) Elimination Period
 - [6.21.4](#) Benefit Levels
 - [6.21.5](#) Schedule of Benefits
 - [6.21.6](#) “Time out” Period
 - [6.21.7](#) Benefits and College Financial Situation
 - [6.21.8](#) Medical, etc. Premiums During Short Term Disability
 - [6.21.9](#) Returning to Work
 - [6.21.10](#) Application for Long Term Disability
- [6.22](#) Long Term Disability
- [6.23](#) Faculty Family Tuition Privilege
- [6.24](#) Other Faculty Benefits
 - [6.24.1](#) Library
 - [6.24.2](#) Parking
 - [6.24.3](#) Meals
- [6.25](#) Part-time Faculty Contracts
- [6.26](#) Faculty Absence Due to Illness
 - [6.26.1](#) Occasional Absences
 - [6.26.2](#) Absences Totally More than Two Weeks in a Semester

7. Selection of Faculty

- [7.1](#) Professional and Scholarly Preparation
- [7.2](#) Search Committee
 - [7.2.1](#) Composition
 - [7.2.2](#) Composition in Absence of a Department Chair
- [7.3](#) Procedure
 - [7.3.1](#) Criteria
 - [7.3.2](#) Documentation Required of Applicants
 - [7.3.3](#) “Short list” of three candidates
 - [7.3.4](#) Funds for Search
- [7.4](#) New Faculty Orientation
- [7.5](#) Selection, Supervision, and Evaluation of Part Time Faculty

- [7.5.1](#) Procedure for Hiring
- [7.5.2](#) Term of Employment
- [7.5.3](#) Part Time Instructors as Percentage of Department or College Totals
- [7.5.4](#) Supervision and Evaluation

8. Faculty Evaluation

- [8.1](#) Importance of Faculty Evaluation
- [8.2](#) Evaluation by Students
- [8.3](#) Evaluators
- [8.4](#) Criteria for Faculty Evaluation
 - [8.4.1](#) Teaching
 - [8.4.2](#) Service to College
 - [8.4.3](#) Scholarship
- [8.5](#) Procedure for the Evaluation of Faculty
 - [8.5.1](#) Information to be Submitted by Faculty Member Being Evaluated
 - [8.5.2](#) Chairman's Preparatory Meeting with the Faculty Member
 - [8.5.3](#) Classroom Visits by Chairman
 - [8.5.4](#) Chairman's Preliminary Report
 - [8.5.5](#) Chairman and Faculty Member Meet to Discuss Report
 - [8.5.6](#) VPAA Meets with Faculty Member and Assigns Final Criteria Ranks
 - [8.5.7](#) Faculty Member's Right of Appeal to the President
- [8.6](#) Frequency of Faculty Evaluations
- [8.7](#) Deadlines for Faculty Evaluations
- [8.8](#) Oversight by Vice President for Academic Affairs
 - [8.8.1](#) Discussion of Concerns about Performance with the Faculty Member

9. Faculty Rank and Promotion

- [9.1](#) Rank Granted by the President
 - [9.1.1](#) Administrative Service and Faculty Rank
 - [9.1.2](#) Initial Contracts Indicate Rank and Service Credit
- [9.2](#) Faculty Ranking System
 - [9.2.1](#) Instructor
 - [9.2.2](#) Assistant Professor
 - [9.2.3](#) Associate Professor
 - [9.2.3.1](#) Exceptions to the Six Year Requirement
 - [9.2.3.2](#) Hiring an Associate Professor from another Institution
 - [9.2.4](#) Professor
 - [9.2.4.1](#) Hiring a Professor from another Institution
- [9.3](#) Conditions for Normal Expectation of Promotion
- [9.4](#) Transition from Probationary to Non-Probationary
 - [9.4.1](#) Process for Faculty Review
 - [9.4.2](#) Criteria and Requirements in General
 - [9.4.3](#) Specific Criteria
- [9.5](#) Promotion from Instructor to Assistant Professor
- [9.6](#) Promotion from Assistant Professor to Associate Professor

- [9.6.1](#) Specific Criteria
- [9.7](#) Promotion from Associate to Full Professor
 - [9.7.1](#) Role of Faculty Senate
 - [9.7.2](#) Specific Criteria
 - [9.7.3](#) Clarifying Example of Specific Criteria
- [9.8](#) Professor Emeritus
 - [9.8.1](#) Eligibility
 - [9.8.2](#) Criteria
 - [9.8.3](#) Procedures for Conferral
 - [9.8.4](#) Promulgation
 - [9.8.5](#) Honors and Privileges of Emeritus Status

10. Academic Freedom and Intellectual Property Rights

- [10.1](#) The Philosophy and Policy of Christendom College
- [10.2](#) Academic Intellectual Property Rights Policy

11. Professional Development

- [11.1](#) General Statement
- [11.2](#) Incentives for Professional Growth and Development
 - [11.2.1](#) Professional Societies and Conventions
 - [11.2.2](#) Summer Institutes and Summer Schools
 - [11.2.3](#) Journals
- [11.3](#) Sabbaticals
 - [11.3.1](#) Eligibility
 - [11.3.2](#) Terms
 - [11.3.3](#) Determination
 - [11.3.4](#) Post-sabbatical Report
- [11.4](#) Temporary Course Reductions
 - [11.4.1](#) Eligibility
 - [11.4.2](#) Terms
 - [11.4.3](#) Application Deadline
 - [11.4.4](#) Approval of Course Reduction Proposals
 - [11.4.5](#) End of Project Reports
- [11.5](#) Leaves of Absence
- [11.6](#) Summers
- [11.7](#) Publishing and Course Development
- [11.8](#) Professional Development Budget
 - [11.8.1](#) Departmental Allocation

12. Faculty Loads

- [12.1](#) Computing Faculty Load
- [12.2](#) Course Load
- [12.3](#) Equitable Course Load
 - [12.3.1](#) Appeal of Course Load Assignments by Faculty

- [12.4](#) Optimal Faculty Load
- [12.5](#) Over- and under-loads
- [12.6](#) Faculty Senate's Role in Establishing Norms

13. Faculty Obligations

- [13.1](#) Knowledge of Provisions of Faculty Handbook
- [13.2](#) Term of Obligation
 - [13.2.1](#) Academic Year, Undergraduate and Graduate
 - [13.2.2](#) Availability before Start of Each Semester
- [13.3](#) Professional Obligation
- [13.4](#) Enforcement of Academic Policies
- [13.5](#) Book Orders
- [13.6](#) Course Syllabi
- [13.7](#) Office Hours
- [13.9](#) Cancellation/Postponement of Classes
- [13.10](#) Monitoring Freshman Student Progress
- [13.11](#) Monitoring "At-Risk" Seniors
- [13.12](#) Advising Undergraduate Students
- [13.13](#) Assigning Academic Advisors
- [13.14](#) Freshman Academic Advisors
 - [13.14.1](#) Variations in Core Curriculum Courses for Freshmen
- [13.15](#) Sophomore Academic Advisors
- [13.16](#) Juniors' Academic Advisors: The Major Department Chairman
- [13.17](#) Assisting Seniors at Academic Risk
- [13.18](#) Additional Counseling
- [13.19](#) Letters of Recommendation
- [13.20](#) Confidentiality
- [13.21](#) Other Employment
- [13.22](#) Use of College Communication and Computer Technology
- [13.23](#) Sexual harassment: Complaint Procedure
- [13.24](#) Faculty Grievance Procedure

14. Class Guidelines

- [14.1](#) Authority of the Professor
- [14.2](#) Course Syllabi and List of Texts
- [14.3](#) Tests, Quizzes, and Paper
 - [14.3.1](#) Graded Material Before "Drop Date"
 - [14.3.2](#) Multiple Means of Evaluating Class Performance
 - [14.3.3](#) Close Monitoring of Students' Progress by Faculty
 - [14.3.4](#) Prompt Return of Graded Material
 - [14.3.5](#) Submission of Mid-terms and Final Exams
- [14.4](#) Academic Ethics for Students
- [14.5](#) Classroom Cleanliness
- [14.6](#) Dress Code and Attendance Policies
- [14.7](#) Academic Accommodations

- 14.7.1 Approved Academic Accommodations
- 14.7.2 Student Responsibilities

15. Grading Policy

- 15.1 Instructor Alone Determines Course Grade
- 15.2 Clear Articulation of Grading Policy
- 15.3 Submission of Semester Grades
- 15.4 Incompletes

16. Allocation of Faculty Offices and Classrooms

- 16.1 Allocation of Faculty Offices
- 16.2 Assignment of Classrooms
- 16.3 Questions about Use of College Facilities

17. Channels of Communication

- 17.1 For Department Business; General Faculty Business; Non-Departmental Business of a Personal or General Administrative Nature; and with the Board of Directors
- 17.2 Confidentiality

18. Amendment and Revision of the Faculty Handbook

- 18.1 Policy
- 18.2 Procedure
- 18.3 Incorporating Approved Changes

19. The Appendices

- 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 to Full Professor
- 19.5 Admissions Committee Policies
- 19.6 Instructions for Grade Appeal Committees
- 19.7 Inclement Weather Policy
- 19.8 Campus Emergency Procedures
- 19.9 Leave for Childbirth or Adoption
- 19.10 Sexual Misconduct Policy

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 Assistant Professor.” A Visiting Assistant Professor 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 Assistant Professor’s contract is not probationary but rather is a one year terminal contract.
 - 1.3.2 The purpose of the Visiting Assistant Professor 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 Assistant Professor 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 Assistant Professor 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 Assistant Professor position.
 - 1.3.4 The Visiting Assistant Professor is accorded all of the College Benefits available to full time probationary and non-probationary faculty. If a Visiting Assistant Professor is subsequently hired as a probationary track faculty member, time in service as a Visiting Assistant Professor 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.
- 2.2.1 The Senate has two standing Committees:
The Rank and Promotions Committee which is concerned with recommendations for promotions from Associate to Full Professor (Appendix 19.4) and awarding the honor of Emeritus Professor status (9.8.3). The three (3) members of this committee are elected by the Faculty Senate to a three-year term.
The Compensation and Benefits Committee which is concerned with making recommendations for Salary Scale (6.11) and benefits. The President of the Faculty Senate is an ex-officio member of the Committee, the other two (2) members of this committee are elected by the Faculty Senate to a two-year term.
- 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.

3.2.5 A semester hour is a unit of credit earned for academic work that includes no less than one hour of classroom or direct faculty instruction AND a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester (or the equivalent amount of work over a different amount of time); OR a semester hour is a unit of credit earned for an equivalent amount of work, as required above, for other academic activities as established by the institution, including laboratory work, internships, practica, and other academic work leading to the award of credit hours.

3.2.5.1 Curriculum Committee determines the appropriate number of credit hours to be assigned to any core curriculum course, based on the recommendation of the department chairman of the department in which the course is offered. Curriculum Committee's decision must be approved by the President (see 3.4.4).

3.2.5.2 For a non-core curriculum course, the course's department chairman determines the appropriate number of credit hours to be assigned, consulting the Curriculum Committee as directed in 3.9.2.

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 Undergraduate 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

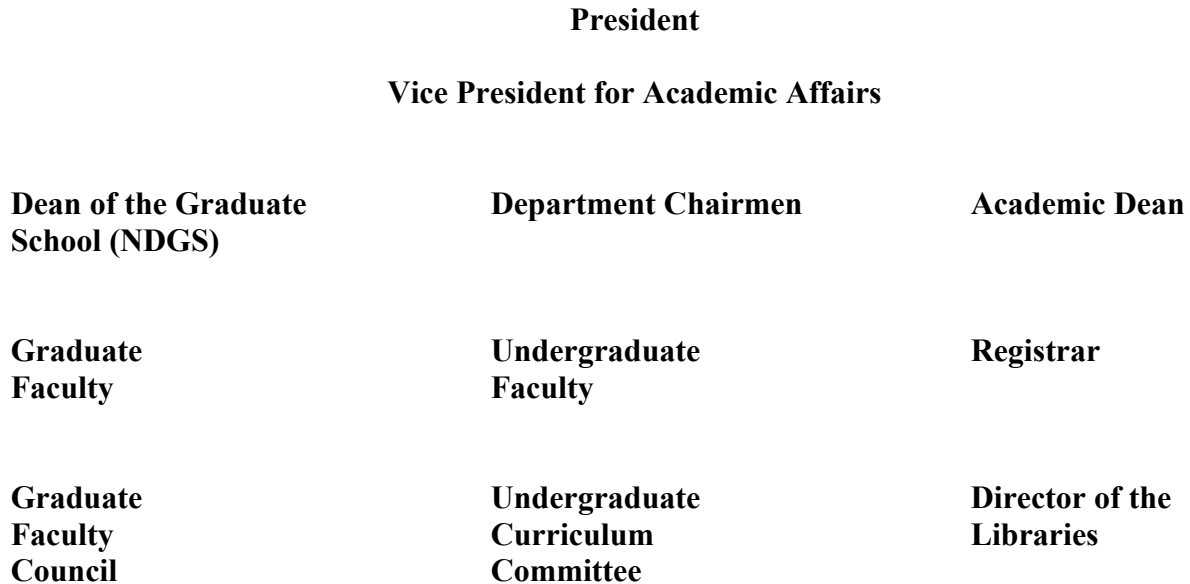
notification. The same such course that has been taught three times must be presented by the Chairman to Curriculum Committee for inclusion in the *College Bulletin* or must be dropped from the College's course offerings.

- 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.)



- 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., 4.4-4.11). He is also the President's representative to Faculty Senate (2.1). He assists the Department Chairs in determining the course offerings of the departments (5.2.1)

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](#))
Department Chairs are to make sure all faculty of their department are evaluated in keeping with the periods outlined in (8.6).

- 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 Assistant Professor ([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 10th 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.

6.16.2 The College desires to promote a pro-life culture by assisting employees who are welcoming new life through childbirth or adding new family members through legal adoption. The policy is in full accord with the Family and Medical Leave Act (FMLA). The College chooses to provide paid leave for full-time regular employees in these circumstances through its various policies in an effort to provide extraordinary care. In the case of a foreign adoption, the employee's supervisor(s) (chairman and the VPAA for faculty members or the immediate department supervisor for staff members) should apply the policies below to permit maximum flexibility to accommodate the adopting parents' travel and other needs.

Regular part-time employees are not eligible for paid leave, but the College intends to provide flexibility to accommodate the circumstances covered under this policy. Medical benefits will continue to be provided during the various types of paid leave available under this policy at the same rate in effect before the leave was taken regardless of length of service. The employee must provide 30 days' advance notice of the request for leave (or as much notice as practicable if the leave is not foreseeable) to his or her supervisor, and complete any necessary forms provided by the Business Office.

See Appendix 19.x for details of the policy

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 Follow-up* 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. SACSCOC Resource Manual for The Principles of Accreditation: Foundations for Quality Enhancement 2018 edition, 6.2a) 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.
- 7.5.5 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.

- *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.
- 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 non-probationary Assistant Professor must be evaluated at least once every three (3) years; every non-probationary Associate Professor must be evaluated at least once every four (4) 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 (see also Appendix 19.4 for additional details of procedure). By February 1 of the academic year in which the professor petitions for promotion, the professor should prepare a portfolio to be made public which makes the case for promotion and which must include all evaluations that the professor has received. One of these must be from the year of the petition. 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 By March 15 the Faculty Senate, as a body, assesses the petition for promotion according to the criteria outlined in [9.7.2](#) . 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 for promotion to Full Professor: The Senate assesses an array of qualitative and quantitative data, including the candidate's portfolio, to ascertain the presence of "more than ordinary accomplishments" in the candidate's teaching, scholarship, and service (8.4, 9.7). The Senate, relying in part on the past evaluations of the applicant, will exercise reasonable discretion in applying the criteria of 8.4 (e.g., consistent rankings of 'very good' in at least two of the three criteria, or of 'excellent' in one of the areas in the candidate's evaluations).
- 9.7.3 Full-Time graduate faculty request promotion to Full Professor by means of a letter to the Vice-President for Academic Affairs. A portfolio of materials is to accompany the request. In addition to the usual materials – 9.7.2 – the portfolio will contain input from the other Full-Time graduate faculty members in regard to the request; their submissions are to be in sealed envelopes. The V.P.A.A. makes a recommendation to the President of the College; if he concurs with a positive recommendation he grants the promotion. The President of the College may deny the promotion.

- 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. Honorary Emeritus may also be conferred directly on a member of the special category of part-time faculty (1.5.2) whom the Senate feels has made a unique contribution to the College. The conferral is accomplished by means of a motion in the Faculty Senate, which requires a simple majority of members present to pass. The awarding of the status then follows as in 9.8.3.3.”
- 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 who then submits it to the President.
- 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 one 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 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 2-32). (Cf. 1.3 and 1.4)
- 12.2 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 College President has designated the Vice President for Academic Affairs as responsible for monitoring workload, preparing and reviewing appropriate reports, and reporting faculty workload information to the Chairmen to enable them to make appropriate workload adjustments
- 12.3 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 15-19 students, specific numbers to be determined by the Department Chairman in consultation with the Vice President of Academic Affairs.
 - After the probationary period, each full-time faculty member should not ordinarily be expected to offer more than one new preparation every two years, which is to say one-half of a new preparation each year.
 - Each full time faculty member can normally expect not more than 3 senior theses per semester.

In addition, faculty are expected to participate, in a reasonable way, in service to the College, to interface with students in order to adequately support the aims of the coursework (office hours, etc.), and to provide reasonable support for College academic administration and accreditation requirements as determined by the Department Chairmen, in consultation with the Vice President for Academic Affairs

- 12.4 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).

- 12.5 In monitoring faculty workloads, the Vice President for Academic Affairs will require a written, proposed workload adjustment plan from a Department Chairman concerning any faculty member with a workload that significantly deviates from the norms in 12.3 above for two consecutive years. The Department Chairman and the Vice President for Academic Affairs will work collaboratively to refine and implement the workload adjustment plan. Committee work and the work of academic accreditation above the College norm for faculty must be considered as part of workload. The chair may ask the faculty member to make the case that his or her committee and/or academic accreditation workload is above the faculty norm.
- 12.6 In the case of overloads, additional compensation may be appropriate (e.g., for large classes, a fifth course, or more than 3 thesis students). Some overload situations, however, may not necessarily require additional compensation.
- 12.7 The College clearly has an obligation to avoid overloads, just as Department Chairmen have an obligation to avoid under-loads for members of their department. For some unavoidable situations where a faculty member experiences a very high overload (and compensation described in 12.6 is deemed to be insufficient), the President may, with the recommendation of the Department Chairman and the Vice President for Academic Affairs, give compensation through the bonus system (6.12).
- 12.8 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.
- 12.9 The Faculty Senate may establish new normative 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 8.4 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 misconduct as described in Appendix 19.10 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 The policy outlined in Appendix 19.10 defines the expected standard of behavior that applies to administrators, faculty, and other College employees, students, and to all other persons who participate in the College's educational programs and activities, including third-party visitors on campus during their time here (the "College Community"). A violation of the terms of this policy may be the ground for denying an application for employment and may be applied by the College to third-party contractors, as appropriate. The College's prohibition on sexual misconduct extends to all aspects of its educational programs and activities. In the manner described in Appendix 19.10, this policy applies to on- or off-campus sexual misconduct that negatively impacts any member of the College Community or the community as a whole. "Sexual misconduct" includes sexual harassment, sexual assault, stalking, domestic violence, and dating violence. The specific definitions are set forth in the appendix.

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.
- The only persons permitted in a class are those enrolled at Christendom College. After the College drop period this is limited to enrolled students who are on the class lists distributed by the Registrar. Exceptions to this rule may be granted by the V.P.A.A.
- 14.7 An academic accommodation is a reasonable alteration of educational environment, format, or equipment that enables students with learning disabilities or impairments to have equal access and opportunity to participate in an academic program. An academic accommodation alters *how* a student learns, not *what* a student learns.

14.7.1 Approved Academic Accommodations

- Seat preference
- Priority in registration
- Peer note-takers (requires honor pledge signature by student)
- 50% extended time for in-class examinations and in-class writing assignments
- A reduced distraction environment, whenever possible, for in-class exams
- Use of a word processor for in-class exams and in-class writing assignments*
- Permission to use speech-to-text interpretation software*
- Alternative book and test formats (e.g. audio books if available, large-print font, etc.)*

*The College does not provide these resources to students (laptops, software programs, alternative text formats, etc.). The College approves of the use of these accommodations; however, students are responsible for purchasing and maintaining these items.

Extraordinary Accommodations

There may arise a situation in which a student requires an accommodation not included on the list above. In such a case, the Academic Dean will meet with the faculty member(s) affected to discuss possible

accommodations; the student will then meet with the Academic Dean and the Director of Student Support Services, who will negotiate reasonable accommodations with the student. If a Faculty member believes an accommodation is unreasonable given the aforementioned criteria, he or she may appeal the decision to the Dean and the VPAA.

- 14.7.2 It is the *student's responsibility* to submit medical documentation to the Academic Success Coach at the beginning of the semester. If the impairment or disability arises during the semester, the student must submit medical documentation as soon as possible. If a student fails to submit medical documentation in a reasonable time and manner, then he or she cannot expect an academic accommodation.

The student is required to meet in-person with the Academic Success Coach for an interview, in which he will discuss his accommodations with the Coach. During this process, the Coach will negotiate within the approved academic accommodations and sign an eligibility letter for the student with his approved accommodations.

It is the *student's responsibility* to request the accommodation from his or her professor(s) for every assignment for which he or she would like to utilize the accommodation. It is advised that the student meet with his or her professors within the first two weeks of the semester, showing the professor the eligibility letter as proof of the student's approved accommodations. If a student does not responsibly make a request for a specific assignment or give the professor sufficient time to work out the details of the request (3 business days), then the student cannot expect the accommodation.

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 does not understand, or does not agree with, the grade they have received on an assignment or examination, the student must first seek clarification from the professor who issued the grade. If after meeting with the professor the student remains convinced that the grade is wrong, he or she may have recourse to the following procedure:

Step 1: The student notifies the Academic Dean that he or she either does not understand or does not agree with a grade. The Academic Dean will inquire to make sure that the student has first taken adequate steps to resolve things with the professor before allowing the process to proceed to Step 2. If the professor who issues the contested grade is the Academic Dean, then the Academic Dean's role throughout this process will be taken over by his/her Department Chair

Step 2: The Academic Dean meets with the professor and student together, to witness and help facilitate a conversation about the graded assignment or examination.

Step 3: If the issue still has not been resolved after Steps 1 and 2, the student may file a formal grade appeal with the Academic Dean. This must be done within five business days of the meeting described in Step 2. Formal grade appeals, moreover, may not be filed more than five weeks after an assignment has been returned to the student, or the case of final exams or other end-of-term assignments, they may not be appealed after five weeks have elapsed in the following semester. The formal grade appeal consists simply in notifying the Academic Dean in writing (letter or email) that the student is appealing the grade in question. The Academic Dean will notify the professor that a formal appeal has been filed. The Dean then assumes responsibility for discretely gathering relevant materials and testimony from both the professor and the student. The professor and the student will observe proper respect for the process and the chain of command. The student is not permitted to lobby other administrators, professors, staff, or board members. Neither is the professor.

Step 4: The Academic Dean will consult with the Vice President for Academic Affairs (V.P.A.A.) on the appointment of the grade appeal

committee, which shall consist of four full-time members of the teaching faculty whose expertise and experience most closely correspond to the assignment in question. The Academic Dean may appoint himself or herself as one of the four committee members but is not obliged to do so. If the Academic Dean is on the committee, then he or she is its chair. If not, then the Academic Dean shall appoint the committee's chair. In either case, the Academic Dean will provide whatever materials and testimony he or she has gathered, from the student and the professor, to the committee.

Step 5: The committee then convenes in a timely manner to review the assignment. **All proceedings of the grade appeal committee will be kept strictly confidential and will be guided by the "Instructions for Grade Appeal Committees", which are found in the Faculty Handbook (Appendix 19.6).** The committee can leave the grade unchanged or by a majority vote raise or lower the grade. Once the committee has made its decision, the Academic Dean shall handle all communication with the professor and the student. No explanations, qualifications, or justifications will be communicated to the student. The V.P.A.A. will receive a report from the Academic Dean, so that he or she may certify that there were no procedural violations. If the VPAA determines that there has been a procedural violation, he or she will instruct the Dean to redo the process. Otherwise the committee's decision on the student's grade appeal is final and not subject to further appeal.

Any situation that cannot be covered by the above procedure is to be resolved through discussion between the Academic Dean and the VPAA.

- 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 Undergraduate 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 of Christendom College Bulletin](#).
Faculty are expected to inform the VPAA of provisions they have made for the possibility they have made in case they are not able to submit final grades.
- 15.4 Faculty are to observe the policy governing Incompletes appearing under "Academic Policies" in the [Christendom College Undergraduate 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.
- All policies affecting academic freedom or contractual security and pay may be revised or amended by the College President. 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 (4.3.1.1), 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. The Faculty Senate may also recommend changes in academic policy (4.3.1.2).
- 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 Instructions for Grade Appeal Committees
- 19.7 Inclement Weather Policy
- 19.8 Campus Emergency Procedures
- 19.9 Leave for Childbirth or Adoption
- 19.10 Sexual Misconduct Policy

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 20th 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 Almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord, Jesus Christ, the Only Begotten son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through Him all things were made. For us men and for our salvation He came down from heaven, [*Here bow or genuflect*] and by the Holy Spirit was incarnate of the Virgin Mary, and became man. [*Rise*] For our sake He was crucified under Pontius Pilate; He suffered death and was buried and rose again on the third day in accordance with 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, who with the Father and the Son is adored and glorified, who has spoken through the Prophets. I believe in the one holy catholic and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to 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 fourth. As a result, I shall shun whatsoever teachings are contrary.

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.

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 1350 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^{1/2} 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).
All faculty/staff children who meet the admissions requirements set forth by the Admissions Committee and who submit all required application items by December 1 will be given acceptance at the College. (motion 5/15/'22)

- 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 8/6/'17

New SAT = 1000

ACT = 19

CLT = 64

APPENDIX 19.6: Instructions for Grade Appeal Committees

(Adopted by the Faculty Senate, Wed., Sept 19, 2018)

Introduction

It is important that a grade appeal committee have a clear understanding of what precisely they are being asked to do, and of the various strictures that necessarily govern their communications with all parties including those directly concerned. In the first place, it is important to note that the grade appeal process is not a disciplinary process for the professor in question, nor a "teaching moment" for the student, but simply a process for ensuring that grade appeals are handled in an expeditious and confidential manner. In the normal course of events, formal grade appeals should be extremely rare; almost all situations in which a student "disagrees" with a grade can be resolved through normal academic mentoring and communication. Nevertheless, when a formal appeal has been filed and a committee has been formed, the members of the committee are not functioning, *sensu stricto*, as academic mentors either to the student in question or to their colleague. **In this instance, they are functioning simply as an appellate panel.** Hence, the following guidelines will govern grade appeal proceedings:

I. Procedure

- a. The committee of four will be appointed by the Academic Dean, after the Dean has consulted with the VPAA - if the Academic Dean's grade is being appealed, his role throughout the process will be taken by the Academic Dean's department chair.
- b. The Academic Dean will gather all relevant materials and testimony from the appealing student and the professor. He will pass them along to the committee, as described in the bulletin and this Handbook (15.1) .
- c. The committee will review all the material submitted by the Academic Dean. They may leave the grade unchanged, or raise, or lower the grade. The committee chairman (if someone other than the Academic Dean) will communicate their decision to the Academic Dean (**keep in mind that if the vote of the committee is split 2-2, the grade is unchanged**). The Academic Dean will inform the student and the professor of the outcome (but not the vote tally), with no explanations, qualifications, or justifications given to the student (see below for instructions on communicating with the professor). The decision to change or not change the grade is final, and not subject to further appeal except on procedural grounds.

II. Criteria for changing a grade.

- a. The role of the appeal committee is not to grade the artifact *de novo*. They are simply charged with determining whether the original grade is "in the ballpark," or nowhere near, on the basis of the artifact and all relevant supporting material (e.g. syllabus, assignment sheet, etc.). The committee must recognize that on any faculty there is diversity in grading rigor; a certain spectrum of rigor among professors on a college faculty is the inevitable byproduct of legitimate academic freedom, diversity in training and professional experience, and differences in expertise.
- b. "In the ballpark" is defined as being within one full letter grade inclusive, in either

direction, of the grade that was given. If a majority (3/4) of the committee vote that the contested grade is *nowhere near* "the ballpark" (i.e. it is clearly *more than* a full letter grade off), then the grade will be changed (raised or lowered). The new grade must also be approved by a 3/4 majority

III. Confidentiality and Communications

- a. **The proceedings of the committee must be recognized as strictly confidential.** After a formal appeal has been filed and the committee empaneled, communication with the appealing student and the professor shall be handled exclusively by the Academic Dean, and shall be limited to 1) assisting the student and professor to understand the nature and rules of the process, 2) conveying the unadorned result, and 3) if necessary, emphasizing the finality of the decision. Other members of the committee are forbidden from engaging in back-channel communication with the student or the professor.
- b. The Academic Dean is responsible for making a report to the VPAA on the process and its result. If the VPAA determines that there were gross procedural violations, he/she may order the Academic Dean to re-do the process.
- c. The Academic Dean is the one tasked with notifying the professor if the committee votes to change the grade. After the VPAA has been briefed on the results, he and the Academic Dean may, at their discretion, sit down with the professor and help them understand the committee's reasoning.

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.

Announcement Screens

Here is the basic protocol for posting to the announcement screens (located in the St. Lawrence Commons main level and basement, as well as the Student Center.)

Send an email to announcements@christendom.edu with a subject line indicating that this is an announcement intended for the screens.

These announcements are divided into two varieties:

1. Standard Announcements – these are the normal, full screen messages that rotate through at about 10 seconds apiece.
2. Class Cancellations and Emergencies – these scroll continuously on a small “ticker” at the bottom

Standard Announcements:

Use the following format: The Announcement Heading (generally 5 words or less) and the Announcement Text (40 words or less), as well as a start and stop time. Please refrain from using ALL CAPS, Italics or Bold in your text. So your request may look like the following:

Heading: Christendom Choir and Schola Auditions

Text: Any student who is interested in singing in the choir and/or schola should see Dr. Poterack in his office in the crypt to set up an audition. I am looking for sopranos and basses in particular, but am open to all voice parts.

Start time: Now

Stop time: 1/27

Class Cancellations and Emergencies

Please limit these announcements to sentence or two of text, as in the following:

Dr. XXXXXXXX's classes are cancelled today.

or:

Dr. XXXXXXXX's classes are cancelled today. Please read the whole of Euclid's Elements for class on Thursday, 1/23.

If you have a class cancellation and have more detailed information to pass along to your students, you may use the Standard Announcement format and get a whole page to give instructions to your students.

Under normal circumstances, please allow half a business day for your announcement to be published. During periods of inclement weather, the board is usually updated much more frequently and earlier in the morning, to keep students updated on class cancellations.

If you have any questions or urgent requests, please don't hesitate to contact Craig Spiering (540-551-9205, cspiering@Christendom.edu), or myself (540-660-5062, gtownsend@Christendom.edu).

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
Tom Heim 571-393-0693
 - ii. Campus Security
540-692-9529
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.

APPENDIX 19.9: Leave for Childbirth or Adoption

The College desires to promote a pro-life culture by assisting employees who are welcoming new life through childbirth or adding new family members through legal adoption. The policy is in full accord with the Family and Medical Leave Act (FMLA). The College chooses to provide paid leave for full-time regular employees in these circumstances through its various policies in an effort to provide extraordinary care. In the case of a foreign adoption, the employee's supervisor(s) (chairman and the VPAA for faculty members or the immediate department supervisor for staff members) should apply the policies below to permit maximum flexibility to accommodate the adopting parents' travel and other needs.

Regular part-time employees are not eligible for paid leave, but the College intends to provide flexibility to accommodate the circumstances covered under this policy. Medical benefits will continue to be provided during the various types of paid leave available under this policy at the same rate in effect before the leave was taken regardless of length of service. The employee must provide 30 days' advance notice of the request for leave (or as much notice as practicable if the leave is not foreseeable) to his or her supervisor, and complete any necessary forms provided by the Business Office.

Exclusions: Eligibility for leave options detailed below excludes (though such exclusion is not limited to):

- Employees regularly scheduled to work fewer than 30 hours per week;
- Intern, Student Workers, and Temporary employees; and
- The adoption of the child(ren) of a spouse or fiancée.

The leave options intended to support employees in the event of the **birth or adoption of a child** include:

1. **Paternity/Non-Primary Caregiver Leave (applicable to childbirth or adoption) – 10 Business Days:** Paternity/Non-Primary Caregiver Leave is paid leave that is provided to a full-time regular employee (faculty or staff member) who either: a) is the father of a child born through natural birth; or b) is the non-primary caregiver parent of a child adopted through legal adoption. This leave provides 10 business days of regular compensation in accord with an employee's regular work and compensation arrangement. This leave may be taken up to one week before the due date or placement date, or may be taken after the birth or placement, but must be used within 6 months. Paternity/Non-Primary Caregiver Leave is paid at an employee's regular rate of pay.
 - a. **For Staff:** This leave is not counted against an employee's vacation time, though some vacation time may be used in conjunction with Paternity/Non-Primary Caregiver Leave with the approval of the department supervisor, and based on actual need. Absent extraordinary circumstances (such as serious medical needs of the child or mother), this combined leave – Paternity/Non-Primary Caregiver Leave and Vacation – is not to exceed 15 business days.
 - b. **For Faculty:** The faculty member utilizing this leave and the department chairman will determine a reasonable and equitable plan for the fulfillment

of the faculty member's duties during the Paternity/Non-Primary Caregiver Leave. This plan must be approved by the VPAA, who will have final authority to determine coverage if the faculty member and chairman cannot reach an agreement.

In lieu of Paternity/Non-Primary Caregiver Leave, a faculty member may elect a single course reduction in the semester in which the natural birth or legal adoption of a child takes place, with approval of the department chairman and VPAA. If the birth or placement of the child takes place between semesters, the faculty member may elect to take Paternity/Non-Primary Caregiver Leave or a single course reduction in the semester immediately following.

c. **FMLA**: For unpaid leave options under the FMLA, please contact the Business Office for details.

2. **Maternity Leave (applicable to childbirth) and Primary Caregiver Leave (applicable to adoption)**

In the case of childbirth, when the full-time employee is the birth mother, during the post-birth period the birth mother is eligible for 9 weeks paid Maternity Leave (paid at 100% regular compensation in accord with the employee's regular work and compensation arrangement). The employee is not permitted to combine this leave with short-term disability benefits. If the employee's medical provider determines that the employee cannot return to work after this leave has expired, then the employee could seek short-term disability benefits in accordance with the terms of the short-term disability policy.

In the case of adoption, when the full-time employee is the primary caregiver of an adopted child, during the post-adoption period the primary caregiver is eligible for 9 weeks paid Primary Caregiver Leave (paid at 100% regular compensation in accord with an employee's regular work and compensation arrangement). The eligible period of Primary Caregiver Leave does not get extended when multiple children are adopted at the same time (or adopted within 90 days of one another).

- a. **For Staff**: A staff member who is eligible under the FMLA can elect to continue leave with no duties generally for up to an additional 3 weeks (contact the Business Office for details) for a total of 12 weeks, during which additional time (i.e., 3 weeks) the staff member can:
 - i. Use available vacation time; OR
- ii. Be placed on unpaid leave with benefits.
- b. **For Faculty**: The faculty member utilizing this leave and the department chairman will determine a reasonable and equitable plan for the fulfillment of the faculty member's duties during the Maternity/Primary Caregiver Leave. This plan must be approved by the VPAA, who will have final authority to determine coverage if the faculty member and chairman cannot reach an agreement.

For the portion of the semester not covered by Maternity or Primary Caregiver Leave, the faculty member can, in coordination with the department chairman and the VPAA, elect to:

- i. Engage in or resume non-teaching duties such as committee work, administrative work, academic advising, and supervision of senior thesis work at full pay, OR
 - ii. In the case of those portions of the semester remaining after Maternity or Primary Caregiver Leave is exhausted following the birth or adoption of a child, a faculty member who is eligible under the FMLA can elect to continue with unpaid leave with no duties generally for up to an additional 3 weeks (contact the Business Office for details) for a total of 12 weeks. Though this additional 3 weeks would be unpaid, the faculty member will continue to receive benefits. For any portion of the semester still remaining after the additional 3 weeks of unpaid FMLA leave, paragraph 2.b.i of this policy will apply.
- c. **Faculty on Probationary Status**: If the faculty member utilizing Maternity Leave or Primary Caregiver Leave is on probationary status, the probationary period will be extended one year. This provision may be waived by mutual agreement of the College and the faculty member. The leave period shall count as part of the normal time required for consideration for promotion in academic rank and as part of the accrued time for sabbatical.

APPENDIX 19.10: Sexual Misconduct Policy

Christendom College, as a Catholic college, fully accepts the beliefs and teachings of the Catholic Church as set forth by the Magisterium of the Catholic Church pertaining to all areas of life. All members of the College Community are expected to behave in a manner consistent with this aspect of our mission. Included in this expectation is that members of the community will promote respect for persons and the virtues of chastity and self-control in expression, speech, and conduct.

Consensual sexual activity outside of marriage is contrary to the teaching of the Catholic Church. Unwanted sexual contact is completely contrary to our obligation to respect the dignity of the human person. Nonconsensual sexual contact is a compounded affront to this dignity. Such behavior, as well as other violations of this policy, are contrary to the teachings of the Catholic Church and may also carry criminal penalties.

The expression of the beliefs and teachings of the Catholic Church, as set forth by the Magisterium, do not violate this policy and shall not be regarded as doing so. Further, nothing in this policy should be understood to undermine the integrity of Christendom as a Catholic college. Nothing in this policy shall require the College to act in a manner contrary to the beliefs and teachings of the Catholic Church.

Scope

This policy (considered across relevant handbooks) defines the expected standard of behavior that applies to administrators, faculty, and other College employees, students, and to all other persons who participate in the College's educational programs and activities, including third-party visitors on campus during their time here (the "College Community"). A violation of the terms of this policy may be the ground for denying an application for employment and may be applied by the College to third-party contractors, as appropriate. The College's prohibition on sexual misconduct extends to all aspects of its educational programs and activities. In the manner described below, this policy applies to on- or off-campus sexual misconduct that negatively impacts any member of the College Community or the community as a whole. "Sexual misconduct" includes sexual harassment, sexual assault, stalking, domestic violence, and dating violence. The specific definitions are set forth below.

Sexual Harassment

Definition of Sexual Harassment:

Sexual advances may constitute sexual harassment when:

- Submission to such conduct is, either explicitly or implicitly, made or threatened to be made a term or condition of an individual's employment or education, or the basis for academic or employment decisions affecting that individual; or
- Because of its severe, persistent, or pervasive nature, the conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

A person's subjective belief alone that the behavior is offensive does not necessarily mean the conduct rises to the level of a policy violation. The behavior must also objectively meet the definition of prohibited sexual harassment.

Examples of Sexual Harassment, when the above conditions are met:

- Disordered pressure for sexual activity or a dating, romantic, or intimate relationship
- Unwelcomed touching, kissing, hugging, or massaging
- Sexual innuendos or sexual humor
- Sexually explicit gestures or profanity
- Displaying or forcing another to view sexually explicit images of any kind
- Social media, e-mail, or Internet use that constitutes sexual harassment as defined above

Sexual Assault

Definition of Sexual Assault:

Sexual assault is an affront to human dignity, a violation of the teachings of the Church and the moral standards of this Community, and an especially egregious form of prohibited sexual misconduct. Sexual assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, or because of his or her age.

Examples of Sexual Assault:

- Sexual intercourse or forced sexual activity of any kind by a man or woman upon another person with any object or body part that is committed without consent or by force, threat, or intimidation
- Sexual touching with an object or body part by a man or woman upon another person, committed without consent or by force, threat, or intimidation

Other Sexual Offenses

Acts of sexual degradation, exploitation, or objectification committed by a man or woman against another person always violate the teachings of the Catholic Church. When these acts are committed by force, threat, or intimidation they are also a violation of the sexual misconduct policy.

Examples of other Sexual Offenses:

- Physically abusing another person during sexual activity
- Photography, video, or audio taping of sexual activity, regardless of whether it is shared with a third party
- Sharing or displaying sexually explicit photographs, videos, etc., of another person
- Knowingly and willfully aiding another person in committing sexual misconduct

Stalking

Stalking is behavior that often targets a specific person with the intention of causing serious emotional harm or making the person fear for his or her safety. In some cases, stalking can also be a course of conduct directed at a specific person that would cause a reasonable person to feel fear, even if the person engaging in that course of conduct lacks a specific intention to cause such fear. Stalking includes repeatedly contacting (or attempting to contact) someone in person, via

the phone, Internet, or social media, or through a third party making the person fear injury, sexual assault, or death. Stalking is a violation of this policy, a violation of the teachings of the Church, and a Class 1 misdemeanor according to the Virginia Code §18.2-60.3.

Domestic Abuse/Dating Violence

Domestic abuse is defined as any act of assault or battery against a family or household member. Dating violence is physical violence or the threat of physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with an individual. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Domestic abuse/dating violence are a violation of this policy and a violation of the teachings of the Church. Domestic abuse is a Class 1 misdemeanor according to Virginia Code §18.2-57.2.

Consent

It is our responsibility as Catholics to treat each person we encounter with charity—to will his or her good. This is the standard of behavior the College expects of all members of its community. Consensual sexual activity outside of marriage is contrary to the teachings of the Church and harmful to those involved, and so it does not meet the standard of respect and dignity each person owes to another.

While sexual activity outside of marriage is contrary to the Catholic faith, it becomes a compounded affront to human dignity and a particularly egregious violation of the teachings of the Church when such activity is non-consensual. Moreover, such activity is likely criminal, and is certainly wholly unacceptable in a Catholic community. The non-consensual nature of certain behaviors is a critical factor in determining whether the sexual misconduct policy has been violated.

Consent is informed, freely given, and mutually understood. Consent can be withdrawn. Consent is **not** present if:

- Coercion, intimidation, threats, and/or physical force are used; in these circumstances passivity should not be taken as implicit consent
- A person is mentally or physically incapacitated or impaired by alcohol, drugs, or other substances such that the person cannot understand the fact, nature, or extent of the sexual situation
- A person is asleep or unconscious
- A person consents to one form of activity, but not another
- A person is under the age of 18. In the Commonwealth of Virginia, any person under the age of 18 is not able to consent to sexual intercourse. Sexual intercourse of any kind with a person under the age of 18 is considered sexual misconduct as defined by this policy, and can be prosecuted as a misdemeanor or felony under Virginia Code §18.2-371.

Special Guidance to Victims of Sexual Assault

If you believe you have been the victim of sexual assault, do not blame yourself. It is critical to seek assistance and appropriate medical attention as soon as possible. The College is committed to providing physical, psychological, and spiritual resources and assistance to any victim of

sexual assault in the current College community. If physical violence of a sexual nature has been perpetrated against you, the College recommends that you immediately go to the emergency room and contact local law enforcement, in addition to making a prompt complaint to the designated Sexual Misconduct Response Coordinator under this policy (see below). The closest hospital to campus that can perform a forensic exam is Winchester Medical Center, 1840 Amherst Street, Winchester, VA.

If you are the victim of sexual assault do everything possible to preserve evidence by making certain that the evidence is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual assault should not bathe, urinate, brush teeth, or drink liquids until after they are examined and, if necessary, a forensic examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after the forensic examination.

There is not one correct way for a victim to react to an instance of sexual assault. The College respects the rights of adult students, faculty, and staff members to choose how to proceed following such an incident. A person can choose to access recovery resources though he or she chooses not to initiate the complaint resolution procedure or contact law enforcement.

Conduct that Constitutes a Crime

Any person who makes a complaint of sexual misconduct is strongly encouraged to also make a complaint to local law enforcement if the misconduct constitutes a crime. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. An individual may decline to notify such authorities.

Pursuant to the Virginia Code, sexual offenses include rape (§18.2-61), forcible sodomy (§18.2-67.1), object sexual penetration (§18.2-67.2), aggravated sexual battery (§18.2-67.3), sexual battery (§18.2-67.4), and attempted sexual offenses (§18.2-67.5). Stalking (§18.2-60.3) and Domestic Violence (§18.2-57.2) are Class 1 misdemeanors in the Commonwealth of Virginia.

Sexual Misconduct Complaint Resolution Procedures

The complaint resolution procedures exist solely to determine whether there is sufficient evidence that this policy has been violated. This procedure cannot and will not determine if a crime has been committed. Furthermore, the absence of clear evidence or significant lack of clarity may render the College unable to justly find that the policy has been violated. It is also possible that, while there is insufficient evidence to determine that this policy has been violated, a complainant may still desire counseling, spiritual resources, or other forms of assistance. The College makes these resources available, regardless of the outcome of the complaint resolution procedures.

For complaints made against faculty members, the policies and procedures outlined in Section 6 of the Faculty Handbook still apply to any disciplinary action predicated on a violation of this policy. When a faculty member is found to have violated this policy, such a finding and related

recommendations from an Investigating Officer may be considered as a basis for discipline including dismissal with cause under Section 6.7 of the Faculty Handbook where appropriate.

Roles and Responsibilities

Sexual Misconduct Response Coordinator

It is the responsibility of the designated Sexual Misconduct Response Coordinator to:

- Coordinate dissemination of information, education, and training programs intended to educate the College Community about sexual misconduct and the College's processes and procedures for addressing it
- Ensure that investigators are trained to respond to and investigate complaints of sexual misconduct
- Ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct
- Implement the complaint resolution procedures or designate appropriate persons for implementing the complaint resolution procedures

Sexual Misconduct Response Coordinator

Ms. Amanda Graf, MA Ed

John Paul the Great Student Center, Office 101

amanda.graf@christendom.edu

(540) 636-2900 ext. 1294

The College is committed to ensuring that every report of sexual misconduct is received with empathy and professionalism, and that the investigation process is always implemented with the highest respect for confidentiality, impartiality, and Christian charity. At the same time, the College understands that in instances of sexual assault, members of the Community may wish to engage the complaint resolution procedures, but may not be comfortable making the initial report to the Sexual Misconduct Response Coordinator. Students and employees are welcome to make an initial report to a trusted faculty or staff member who can then assist them with knowing about available resources, including how to initiate the complaint resolution procedures by making a report to the Sexual Misconduct Response Coordinator.

Investigating Officer

The Investigating Officer is a College employee or qualified contracted professional who is trained in administering the complaint resolution procedures. The Investigating Officer is assigned by the designated Sexual Misconduct Response Coordinator to investigate whether this policy has been violated. In the case of a complaint made by or against a member of the faculty, the Sexual Misconduct Coordinator will not serve as the Investigating Officer, and he/she will choose a trained investigator from among the faculty (which may include the Vice President of Academic Affairs) or the Administration not to include staff from the Office of Student Life.

Student Life Staff and Administrators

It is the responsibility of Student Life staff and administrators of the College to work with the designated Sexual Misconduct Response Coordinator to implement education and training programs for students, as well as implement any corrective actions that are imposed as a result of

the determination of a violation of this policy.

Students

It is the responsibility of all students to review the Sexual Misconduct Policy as found in the Student Handbook and comply with it.

Faculty & Staff

It is the responsibility of all faculty and staff to review this policy and comply with it.

The College

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, investigate and take appropriate steps to prevent and remedy the sexual misconduct. The College will act in accordance with its complaint resolution procedure (detailed below). No complaint can be initiated under this procedure after 5 years have elapsed from the date of an alleged incident of sexual misconduct, or the last instance of misconduct in the case of repeated or multiple activities that fit within the scope of this policy. Other processes and procedures in place in existing College Handbooks may still be applicable to any claim of inappropriate activity or criminal conduct.

Informal Resolution

Informal means of resolution may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the designated Sexual Misconduct Response Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, are insufficient and will not be used to resolve complaints alleging any form of sexual assault.

Formal Investigation and Resolution of the Complaint

Any member of the College Community who wishes to report sexual misconduct should file a complaint with the designated Sexual Misconduct Response Coordinator.

Content of the Complaint

So that the College has sufficient information to investigate a complaint, the complaint should include:

- The date(s) and time(s) of the alleged conduct
- The location(s) of the alleged conduct
- The names of the person(s) involved in the alleged conduct, including possible witnesses
- All details outlining what happened
- Contact information for the complainant so that the College can follow up appropriately

A complainant will be given a copy of the document titled "Explanation of Options After Filing a Report of Sexual Misconduct."

Timing of Complaints

The College encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the College's ability to investigate and respond to the complaint.

Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation as soon as practicable, but generally not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether there is sufficient evidence that the alleged behavior occurred and, if so, whether it constitutes a violation of the Sexual Misconduct Policy. During the investigation, the Investigating Officer may receive counsel from College administrators, the College's attorneys, or other parties as needed. In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

Support Person

During the investigation process, the complainant and the respondent may each ask one support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person—who may be an attorney—does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person who acts inconsistently with his or her role, or who otherwise disrupts the process, may be prohibited from further participation.

Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or assisting or allowing either party alternative class placement, housing assignments, or workplace arrangements if options to do so are reasonably available. Failure to comply with the terms of these interim remedies or protections may constitute grounds for further corrective action, including and up to suspension, expulsion (student) termination (faculty or staff member) and/or pursuit of criminal or legal sanctions. If a complainant has obtained a temporary restraining order or another no-contact order against the alleged perpetrator from a criminal or civil court, the complainant should provide such information to the designated Sexual

Misconduct Response Coordinator. The College will take all reasonable and legal action to implement the order.

Pending Criminal Investigation

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities, and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation will not necessarily delay the College's investigation. To the extent that doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

Determination of Responsibility

If there is substantial clarity and convincing evidence that the reported behavior(s) occurred – that they were substantially more likely to have occurred than not (rather than simply more likely than not)--the Investigating Officer will determine that this policy has been violated. If there is a lack of convincing evidence or clarity as to what occurred, the Investigating Officer will determine that this policy has not been violated. Even where a violation of this policy is not found, other provisions of the relevant Student, Staff, and/or Faculty Handbook(s) may still be implicated by particular conduct, and such conduct may be addressed within the scope and according to the procedures of those handbooks as appropriate.

Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint have been found to be substantiated.

If the written report determines that sexual misconduct has occurred, the Investigating Officer shall, after consulting with other College administrators with jurisdiction over the respondent, set forth in the written report those steps necessary to maintain an environment free from misconduct and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of misconduct and retaliation. Examples of such action include: no-contact orders, the provision of counseling or other support services, corrective education, and a recommendation for discipline for the perpetrator, including up to termination, expulsion, initiation of other disciplinary procedures to which a respondent is entitled under relevant policies or handbooks, or other appropriate institutional sanctions. For complaints made against faculty members, the policies and procedures outlined in Section 6 of the Faculty Handbook still apply to any disciplinary action predicated on a violation of this policy.

If the written report determines that sexual misconduct has not occurred, no further action shall be taken under this procedure. If any rights of the respondent have been suspended as an interim measure during the investigation, they will be restored to the respondent. The complainant and the respondent will receive a copy of the written report, typically within three (3) days of its completion.

Appeal

An appeal of any decision must be made to the Executive Vice President within five (5) days of the decision and can only be made on the grounds that: a) the Complaint Resolution Procedure was not correctly applied; or b) new information concerning the violation is brought to light that could change the outcome and was not considered during the process. If the Executive Vice President was the Investigating Officer, an appeal may be made to the President on the same bases.

Rights of Both Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights, including:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently discovered by the Investigating Officer

Investigation Timeline

The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it, although some investigations may take longer depending on the complexity of the investigation, the availability of witnesses, and intervening holidays and breaks. Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but generally not later than seven (7) days after the complaint is made. At the conclusion of the investigation, the Investigating Officer will write a report detailing the findings and outcome of the investigation. The complainant and the respondent will receive a copy of the written report, typically within three (3) days of its completion.

Further Things to Know About Making a Complaint

Confidentiality & Mandatory Reporting

Faculty and staff are *not* mandated to inform the designated Sexual Misconduct Response Coordinator if a student discloses an incident of sexual misconduct. They are encouraged to receive this information empathetically and assist the student in knowing his or her options for reporting or accessing resources. Students should be aware that, while faculty and staff are not mandated to report information about sexual misconduct (except in the limited cases in which they are mandated reporters as described below) they may still independently choose to do so.

Whenever possible, the College supports the decision of an adult student or employee of the College to determine how he or she responds to an incident of sexual misconduct, including if he or she chooses to engage the complaint resolution procedures. The College does reserve the right to initiate an investigation despite a complainant's request not to file a report in circumstances involving serious or repeated conduct, when the alleged perpetrator is a College employee, or where the alleged perpetrator may pose a continuing threat to the campus community.

Furthermore, when the incident involves abuse or sexual abuse of a minor who is part of the

College community, faculty and staff are mandated to report the incident to Child Protective Services. In most cases, a member of the faculty or staff will choose to notify the Sexual Misconduct Response Coordinator who will then make the necessary report.

If the alleged perpetrator of misconduct within the scope of this policy is a College employee or member of the clergy associated with the College community in any way, and the misconduct alleged is against a student, faculty member, staff member, or visitor, faculty and staff are mandated to report the incident to the Sexual Misconduct Response Coordinator. This provision is not intended to trigger mandatory reporting for domestic strife between spouses who both happen to be students, faculty or staff members. Such activity may still constitute a violation of this policy, other provisions of relevant handbooks, and/or the law. Use of this complaint procedure or other processes that cover the conduct may still be appropriate. In such cases, however, the individual alleging misconduct still has the right to determine a course of action to address his/her situation as outlined above, including whether to report the misconduct at all. Faculty and staff should endeavor to advise the individual alleging misconduct about possible courses of action, and faculty and staff still retain discretion to report an allegation of misconduct as outlined above if the situation warrants it.

Counselors and chaplains are always considered confidential resources, except when information shared concerns the abuse or sexual abuse of a minor. However, any information revealed to a chaplain under the Seal of Confession can never be shared or reported, in accordance with Canon Law (Can. 983).

Investigation and Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. However, the College cannot guarantee confidentiality to those who make complaints. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited; the College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

Intentional Bad Faith Complaints

While the College encourages all good faith complaints of sexual misconduct, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint is deliberately false, the complaint will be dismissed and the person who filed the knowingly false complaint will be subject to disciplinary action, up to termination/expulsion. If a student or employee is unsure whether to file a report, he or she can seek guidance from the designated Sexual Misconduct Response Coordinator without initiating

the formal reporting process. If a complainant chooses to withdraw a complaint for whatever reason, the complainant will not be viewed as having made an intentional bad faith complaint.

Pursuant to the Virginia Criminal Code, it is a Class 1 misdemeanor to knowingly give a false report about the commission of any crime to any law-enforcement official with intent to mislead, or without just cause and with intent to interfere with the operations of any law-enforcement official (§18.2-461).

Retaliation

Integrity and honesty are essential components of Christian character. Christendom prohibits an employee from retaliating against anyone who has made a good-faith complaint or a report of a concern against that employee. Retaliation can include, but is not limited to, intimidation, threats, or acts of physical or emotional harm. If an employee is found to have retaliated against a student, faculty member, staff member, or other member of the College community whom he or she believes to have made a complaint, serious disciplinary action will be taken, including termination, if appropriate. Persons who believe they have been retaliated against in violation of this policy should make a complaint to the designated Sexual Misconduct Response Coordinator.