

Decisions of the subcommittee concerning the agenda, procedures, and other matters that may arise are final. The subcommittee will notify all parties in writing when the formal proceedings end. The subcommittee will then judge the grievance. A written report to the President detailing the subcommittee's conclusions and the basis for these conclusions will be presented to all individuals party to the grievance. The subcommittee may, if it so desires, send a copy of the report to the Chairman of the Board of Trustees. The subcommittee is not compelled to offer recommendations in its report, although it may do so. The Chair of Faculty Council will be notified that the subcommittee's report is completed. Final action on the grievance lies with the President, or in case the President is party to the grievance, the Chairman of the Board of Trustees. The records of the formal proceedings will be kept by the Associate Dean for Faculty Affairs for a minimum of two years. Difficulties that may arise in this procedure will be resolved judiciously by the Faculty Council and the President.

I. Faculty Leaves

A faculty leave is at least one semester away from regular teaching duties. There are a variety of faculty leave at St. Lawrence, as described below

1. Sabbatical Leave⁴⁷

Definition

Sabbatical leave is relief from normal duties for the purpose of enhancement of the capabilities of faculty as teachers and scholars through study, travel, research, writing or other professionally motivated activity. Traditionally, sabbaticals occur every seven years. The sabbatical leave differs from leaves-of-absence in two major respects: eligibility is based upon an established period of teaching service, and fundamental support by the University in the form of continued income and benefits is assured. It is recognized that professional development, experience, or service occurring in the course of a sabbatical leave is equivalent to full-time service.

Criteria

Tenure-track faculty are eligible for sabbatical leave after three years of full-time teaching at St. Lawrence, i.e., in their fourth year, and at seven year intervals thereafter. One one-year leave of absence may be substituted for one year of full-time teaching upon prior approval of the Dean of Academic Affairs. Application may be made for the entire year or for either the fall or spring semester. Subsequent sabbatical leaves may be requested when the above conditions have again been satisfied. It is understood that anyone granted a sabbatical leave will return to teach at St. Lawrence for at least one year.

Benefits

When a sabbatical leave is taken for an entire academic year, the faculty member will receive half salary.

When a sabbatical leave is taken for the fall or spring semester, the faculty member will receive full salary.

The faculty member is eligible to apply to St. Lawrence University for assistance in meeting their program expenses while on sabbatical leave.

All contributory fringe benefits will continue during the period of the sabbatical leave if the faculty member on sabbatical leave agrees to continue their share of the contributions. All noncontributory fringe benefits will continue as a matter of course. Before beginning sabbatical leave, faculty should arrange

such matters with Human Resources. The “Procedures for Administering Benefits for Leaves” is available for consultation through Human Resources.

Replacements

Faculty on sabbatical leave for the full academic year may be replaced through normal hiring procedures at the request of the department or program and the approval of the Dean.

The instructional duties of faculty members on sabbatical leave for one semester should, when possible, be covered by members in that department or program. If this involves teaching an extra course, those doing so will receive the current compensation from the University for such teaching. In cases where the department or program cannot cover, at its request a replacement should be obtained through normal hiring procedures. The perceived ability of a department or program to cover for the member on a one-semester sabbatical leave will not be considered in granting the sabbatical leave.

Procedure

Written applications stating the detailed proposal and purpose of the sabbatical leave shall be made first to the department or program chair. Recommendations for sabbatical leave then will be made by the chair, after consultation with the department or program, to the Dean of Academic Affairs through the Associate Dean for Faculty Affairs. In the case of the refusal of a requested sabbatical leave by the department or program chair, the department or program, or the Dean of Academic Affairs, an appeal may be made by the faculty member to the Professional Standards Committee. Final decision will rest with the President.

Ordinarily, the request for a sabbatical leave should reach the Dean not later than fourteen months preceding the sabbatical year or semester, and the Dean should respond to the request at least six months prior to the beginning date of the proposed sabbatical leave. A member of the faculty recommended for sabbatical leave, upon approval of the President, will receive a statement of the terms of their sabbatical leave which they will sign and return to the Dean.

Limitation

The number of approvals for sabbatical leaves will necessarily be limited by budgetary considerations. As a result, there may be occasions when all requests for sabbatical may not be able to be filled by the University.

2. Professional Leaves of Absence

Definition

A faculty “leave of absence” is an absence for a semester or longer. A leave of absence is usually granted for one semester or one year. An extension beyond one year may be made in exceptional cases; an extension beyond two years cannot be expected.

Criteria

Leaves of absence are granted for significant professional service to the state or the nation, for work contributing in a special way to the profession, for the purpose of encouraging scholarly research or creative activity, and for professional development.

Faculty members may request leaves of absence after two or more years of full-time service at St.

Lawrence. For faculty members who do not hold the Ph.D. degree, leaves are not usually granted for the purpose of beginning study toward the advanced degree.

The criteria for a leave of absence are subject to the ability of the department or program involved to adjust to the absence of the person applying for leave. The *raison d'être* of leaves of absence is that they permit faculty members to take advantage of opportunities for professional development and experiences which enhance both the University and the teaching enterprise; therefore, departments or programs are encouraged to make the necessary short-term accommodations which such leaves entail in view of their significant long-run contributions.

The criteria for leaves of absence are applied more broadly and flexibly than is the case with sabbatical leaves. However, leaves of absence shall not be permitted to interfere with the granting of sabbatical leaves to department or program members.

Procedure

A faculty member seeking a leave of absence makes application through their department or program chair to the Dean of Academic Affairs. Recommendations for leaves of absence will be made by chairs in consultation with senior department or program members. Ordinarily, the request should reach the Dean not later than February 15 for fall semester leaves and October 15 for spring semester leaves in order to facilitate their presentation by the President to the Board of Trustees.

A written report to the Dean of Academic Affairs at the conclusion of the leave is expected and will be added to the faculty member's portfolio.

Benefits

A professional leave of absence, in contrast to a sabbatical leave, is not granted with salary. However, normal salary increments will accrue to the individual on leave.

Leaves of absence shall not represent services toward tenure unless prior written agreement with the Dean is made to the contrary.

All contributory fringe benefits will continue during the period of the leave if the person on leave agrees to continue their share of the contributions. All non-contributory fringe benefits will continue in effect as a matter of course. The faculty member concerned should understand that it is in their interest to determine the status of the various benefits in effect during the period of leave.

Future Service

It is assumed that a faculty member applying for a leave intends to return to the university upon termination of the leave. If such an intention is changed, the courtesy of as much advance notice as possible is expected.

In exceptional cases, a faculty member may request return to university service before the expiration date of their leave. The prospect of special arrangements being made for return to service before expiration of leave shall depend upon department or program needs and budget, as well as sufficient advance notice.

Notification

Each person recommended for leave, upon the approval of the President and the Board of Trustees, will

receive a statement of the terms and conditions of their leave, including fringe benefits, which they will sign and return to the Dean certifying their understanding of the terms.

[3. Faculty Parental Leave Program](#)

Click on link above for text.

Eligibility: this program applies to faculty women and men who are appointed to tenure or tenure-track positions.

SHORT TERM DISABILITY WITH FULL PAY: A short term disability leave with full

Pay, based on the medical condition of giving birth, is available to any FT faculty or administrative staff woman member per the short term disability plan. The individual can be given time off with full pay for the amount of time (generally six weeks) certified by a doctor due to childbirth or related medical condition(s).

OTHER OPTIONS FOR FACULTY PRIMARY PARENTS IN TENURE OR TENURE-TRACK POSITIONS

Option A: Leave of absence for full semester due to childbirth or adoption during that semester or within six weeks of the first day of classes: the faculty member designated primary parent who takes a full fall or spring semester off to give birth to a child or to adopt a child during that semester or within six weeks of the first day of classes is eligible for half pay for six months with full benefits. This works out to 75% of total salary for a full year, as the other six months, assuming s/he returns to a full load of teaching, will be at 100%.

Option B: Birth of a child or adoption of a child without interruption of service in the classroom: the current* faculty member designated primary parent who gives birth to a child or adopts a child without interruption of service in the classroom is eligible for a course reduction of one course in the next semester when s/he returns to the classroom. For instance: a faculty member (primary parent) who gives birth or adopts during the December recess is eligible for a course reduction the following spring semester. A faculty member (primary parent) who gives birth or adopts while on a sabbatical spring semester is eligible for a course reduction the following fall semester.

OPTION FOR FACULTY SECONDARY PARENTS IN TENURE OR TENURE-TRACK POSITIONS

Birth of a child or adoption of a child without interruption of service in the classroom: the current* faculty member designated SECONDARY parent whose partner gives birth to a child or who adopts a child without interruption of service in the classroom is eligible for a course reduction of one course in the next semester when s/he returns to the classroom. For instance: a faculty member (secondary parent) who adopts during the December recess is eligible for a course reduction the following spring semester. A faculty member (secondary parent) who adopts while on a sabbatical spring semester is eligible for a course reduction the following fall semester.

Notes for application:

1. Approval of the Vice President for Academic Affairs is required for exercise of options A and B.

2. These options are mutually exclusive, including the receipt of short term disability. In other words, a faculty member could not get the semester off at ½ pay option PLUS the option of course reduction, nor, as well, weeks at full pay as disability. Only one option can be exercised per pregnancy or, for options A and B, adoption.

3. These options are not deferrable: if a faculty member elects not to take the semester off when the birth or adoption occurs the option cannot then be used in subsequent semesters.

4. *Options A and B for primary parents and the option for secondary parents are also available to newly hired tenure track faculty members who give birth or adopt in the time between receipt of a fully signed letter of appointment and the start of classes, as applicable. The existence of these options does not imply that health benefits commence any sooner than is appropriate per the usual schedule.

5. Leaves exercised under this program will run concurrently with Family Medical Leave Act leave when applicable, for those who qualify.

Course overloads: if the department chair seeks to cover the course reduction through a request for course overload or adjunct arrangements the request will be reviewed in the customary fashion. The faculty member receiving the course reduction is not eligible for course overload pay.

Other requests for additional time off can be considered consistent with the provisions of the Faculty Handbook and applicable university policies.

Revised Fall 2012

[4. Employee Rights Under the Family and Medical Leave Act of 1993](#)

Click on link above for text.

5. Time Off for Overload Teaching While Participating in the First Year Program

Regular faculty who teach for three full years in the First Year Program (fall semester in an FYP college and spring semester in a First Year Seminar) or a combination that totals six semesters, including at least three⁴⁸ in the fall, and who also teach an equivalent of four additional courses per year during the same period are entitled to one semester's leave at full pay and benefits. This leave may be taken alone or combined with another leave for which the faculty member is eligible. The timing of such leave and the determination of course equivalence will be negotiated among the faculty member, department chair, and Dean. Visiting faculty are not eligible.

J. Selection of Charles A. Dana Professors and Other Endowed Chairs

Criteria for Selection⁴⁹⁵⁰

In the absence of other stated criteria for specific endowed chairs, the criteria used for the selection of Charles A. Dana Professors and other endowed chairs will be the same as the criteria stated in the Handbook for promotion to full professor:

“Promotion to the rank of professor requires evidence of distinguished professional stature. While the primary emphasis on high quality performance as a teacher continues, increased stress is placed upon substantial professional productivity. In addition, as senior members of the faculty, candidates for promotion are expected to have continued to serve the campus community. Achievements should be in addition to those which qualified the candidate for promotion to the rank of associate professor.”

Section of Charles A. Dana Professors

During the selection of a Dana Professor, Faculty Council will oversee the process, the Dean will collect and posts candidates' CVs, and the University Teller will administer the online ballots. The process for selecting Charles A. Dana Professors is as follows:

Nomination of Candidates: All full professors are eligible and are thus automatically nominated. Those who wish to stand should send their CVs and a cover letter of no more than 750 words ⁵¹electronically to acadean@stlawu.edu for posting on the Dean's Office web site by a specified date.

Selection of Candidates for Final Ballot: Once all materials are posted, there will be a round of approval voting by the faculty, wherein faculty members may select as many candidates as they wish for the final ballot. In this round, the ballot will reflect all those who have agreed to stand. Faculty should vote for all those who they find worthy of this recognition.

Final Ballot: The names of the three full professors with the most votes will make up the final ballot. All faculty will then vote for one candidate, and the top vote-getter will be awarded the Dana professorship.

Dana professors receive a one-time salary increase of \$2,500 and may draw upon a \$1000 annual research stipend. The term of the Charles A. Dana Professorship is until retirement or departure from the University.

All full professors may be candidates for the Dana Professorships. If someone who currently holds a named chair is selected for a Dana, the chair that person holds will become open for reassignment.

Selection of Endowed Chairs ⁱ

All tenured faculty members in the relevant department or program or academic unit will be eligible. All eligible faculty members wishing to be considered for an endowed chair will submit a current CV. All faculty members will have access to these CVs and will be invited and encouraged to write letters to the PSC evaluating the candidates on the stated criteria. PSC will select the recipient of an endowed chair based on the CVs and letters from faculty colleagues.

In the absence of other stated criteria, faculty members will hold an endowed chair for a term of seven (7) years.

ⁱ Motion 2006-2007-11 (Faculty Council meeting, April 5, 2007).

K. Nondiscrimination, [Discriminatory Harassment & Sexual Harassment Policies](#)

It's up to each of us, collectively and individually, to create a campus environment that is safe, respectful, and nurturing, helping all students and employees fulfill their promise. Because harassment and discrimination are contrary to a safe, respectful, and nurturing campus, **we remind you that any form of harassment and discrimination is unacceptable.** [Click here](#) for additional information about adjudication of complaints of sexual harassment and other sexual misconduct from and about employees.

L. [Other Policies](#)

Many other policies of the University apply to faculty because they apply either to all employees or to all exempt employees (i.e., faculty and administrative staff). Additional policies can be found at [Policies and Procedures](#). (SLU website/Faculty and Staff/Policies).

III. FACULTY OBLIGATIONS AND RESPONSIBILITIES

A. Teaching

1. Course Load and Preparation

Effective teaching is the primary, indispensable function of every member of the faculty. The normal teaching load at St. Lawrence is three one-unit credit courses per semester. Two semesters of the First Year Program are equivalent to three units.

It is the professional responsibility of every faculty member to remain current in his/her field of specialization. Evidence of recent knowledge and interpretation should be incorporated into classroom presentations which are carefully designed and constructed with consideration given to the nature of the information being presented, the classroom format, and the size of the individual classes.

2. Academic Honesty

All students at St. Lawrence University are bound by honor to maintain the highest level of academic integrity. By virtue of membership in the St. Lawrence community, every student accepts the responsibility to know the rules of academic honesty, to abide by them at all times, and to encourage all others to do the same.

Responsibility for avoiding behavior or situations from which academic dishonesty may be inferred rests entirely with the students. Claims of ignorance, unintentional error, and academic or personal pressure are not excuses for academic dishonesty. Students should be sure to learn from faculty what is expected as their own work and how the work of other people should be acknowledged. Instructors are expected to maintain conditions which promote academic honesty.

Instructors have the duty to investigate any instance involving possible academic dishonesty and must follow the procedures of the constitution of the Academic Honor Council rather than make private arrangements with the student involved.

[The Constitution of the Academic Honor Council](#)

Click on link above for text.

3. Examinations

The number of quizzes given during the semester is decided by the faculty member. Whether or not a student is permitted to make up missed quizzes or examinations is also at the discretion of the course instructor. It is University policy that final exams, hour exams, or their equivalent are not scheduled during the last week of classes or during study recess. Lab practicals may be given during the final week of classes.

The final examination schedule is issued by the registrar's office. Any faculty change of a final exam date which precludes a student's taking their exam at the scheduled time must be approved by the associate dean for faculty affairs; the change cannot cause the student undue problems.

Although it is not mandatory, it is strongly recommended that faculty who do not return examination papers to the students retain those examination papers for two semesters.

4. Evaluation of Students

It is the professional responsibility of all teaching faculty members to evaluate the academic achievements of students in courses taken for academic credit and to transmit a number grade, which represents the product of the above evaluation in relation to each student, to the Registrar. Unless otherwise noted, this grade is one assigned by the faculty member or members teaching the course.

5. Grading System

Click on link above for text.

The grading system in use at St. Lawrence is as follows (revised Fall 2005):

4.00 - *Excellent*

3.75

3.50

3.25

3.00 - *Good*

2.75

2.50

2.25

2.00 - *Satisfactory*

1.75

1.50

1.25

1.00 - *Lowest Passing Grade*

0.00 - *Failure*

E - Incomplete ([click for further explanation](#))

P - Pass in Pass/Fail Option ([click for further explanation](#))

W - Withdrew

WM - Medical Withdrawal

X - Deferred ([click for further explanation](#))

U/W - Writing Competency

6. Student Attendance at Classes

Within the limits set by the statement on class attendance, faculty are free to establish their own attendance policies and are expected to announce these policies at the beginning of the semester. The University statement on class attendance is as follows:

- St. Lawrence University believes that the process of education can best be furthered through the interaction of students and instructors within the classroom.
- Students are expected to be present and punctual for academic appointments. It is the responsibility of the student to abide by the standards for attendance as set forth by the individual instructors at the beginning of each semester. It is also expected that the student will confer with the instructor whenever circumstances prevent the keeping of academic appointments.
- Students should not anticipate that absence from a class, a laboratory, or other academic functions will excuse them from being held responsible for work expected or materials covered, including quizzes and tests whether announced or unannounced.
- As in the past, co-curricular activities sponsored by the University are in accordance with the aims of a liberal arts college and complement the educational process. The University policy on class attendance is interpreted to indicate that students who miss class due to participation in a sponsored, co-curricular activity, will be treated with consideration. Attendance policies of individual faculty members should be flexible enough to allow for participation in such activities.
- Faculty members will not schedule co-curricular activities that infringe upon student course obligations. Every effort should be made to reduce academic conflicts. For example, such experiences which necessitate absence from campus will, whenever possible, be scheduled at a time when classes are not in session. This is particularly important for those events which involve absence from two or more consecutive classes in a course. Exceptions to this policy may be granted by the Dean of Student Life and the Dean of Academic Affairs.

7. Off-Campus Activities During Final Examination Periods

It is the policy of St. Lawrence University that off-campus activities by University-sponsored organizations should not be scheduled during final examination periods. If, however, a University-sponsored organization is presented with an opportunity of extraordinary distinction which would involve its participation in an off-campus event during a final examination period and it is clearly established that the event cannot be rescheduled, the organization may petition the Dean of Academic Affairs in writing for an exception. Any petition shall address these concerns and be considered on its own merits. Statements of support by the appropriate department or program chair and the Dean of Student Life shall accompany each petition. In addition, a petition shall be accompanied by a complete list of all students requesting to participate whose examination schedule will be affected by participation.

In the case of athletic teams invited to participate in post-season competition, the competition must be sanctioned by the appropriate governing body, a sufficient number of players and coaches must consent to compete, and the record of competition must make the team a legitimate contender.

In the event that the Dean makes a decision in favor of the petition, his/her designated representative will notify all faculty whose final examinations schedule will be affected by participating students.

Participating students will be responsible for making appropriate arrangements with their instructors for the satisfactory completion of course requirements.

8. Community Auditing Program

Any person over 21 years of age (or in exceptional cases, persons under 21) will be permitted to audit as many as two courses a semester with permission of the instructor and the Academic Dean's Office and upon payment of a non-refundable fee which includes the registration fee. Laboratory fees will be assessed where appropriate.

Each instructor will determine the extent to which the participation of auditors in the work of the class will be permitted. No grades will be recorded in the office of the Registrar; however, a certificate of attendance may be issued.

9. Student Consultation

Office Hours

Faculty are expected to be available for consultation with students. One method of facilitating consultation is to post scheduled office hours, so that students are informed of a faculty member's availability.

Advising of Students

While students are responsible for defining and pursuing their own liberal educations, the faculty's role in understanding students' goals and advising in light of them is critical. Faculty advising is teaching. The advising system ensures that each student has a formal advisor to turn to as their education unfolds. With the exception of faculty in their first year of service, all ranked members of the faculty are expected to serve as academic advisors and supervise programs of study. Assignments are made by the Associate Dean of the First Year and by the chairs of departments and programs. Parity in numbers of advisees is sought.

Access to Student Records and Letters of Recommendation

A student has the right of access to any of their records and recommendations held in the University Registrar's Office. The student may challenge the accuracy of any document, and in the case of recommendations, may request removal of such from the file.

Should the student's challenge not result in a considered appropriate action by the responsible faculty member or administrator, the student may initiate grievance procedures

A student does not have the right of access to any recommendations requested of a faculty member to be sent directly to another party and not filed with the St. Lawrence Career Services and Leadership Education Office. This applies whether or not the student has signed a waiver of his/her right to access.

For further information regarding rules and regulations concerning access to student records and letters of recommendation, [click here](#) and see [the US Department of Education webpage](#).

10. Academic Conflict Resolution

The Conflict Resolution Committee (faculty) shall be responsible for attempting to resolve conflicts in an academic context involving faculty, students and administrative staff and for convening hearing boards according to the provisions of these Conflict Resolution Procedures.

The following procedures are based on the premise that, in most cases, faculty will be the final arbiter of academic standards and policies in their courses. The CRC will not normally intervene in cases involving disagreement about a grade, unless it can be demonstrated that stated procedures for assessment have not been followed. Furthermore, St. Lawrence University believes that the majority of conflicts in the academic sphere can be settled through prompt and adequate communication and attention, usually obviating the need for more formal procedures.

1. Procedures governing students:

The student's first responsibility is to discuss the matter thoroughly with the faculty or staff member. If the student continues to believe that a conflict still exists, they should direct the matter to the department chair or administrative supervisor in writing within 30 days of the conflict's having arisen but no later than 30 days into the subsequent semester. For students in off-campus programs, the program director shall be considered the department chair in the case of conflicts involving program faculty; the Associate Dean of International and Intercultural studies shall act as administrative supervisor in conflicts involving program directors. Students in direct entry programs or consortia will be subject to the appropriate organization's conflict resolution procedure. Communication between parties will be facilitated by the office of international and intercultural studies. In the event that the student believes there is a conflict of interest involving the department chair, the student will consult with the dean of academic affairs to identify an appropriate substitute. The faculty member also should submit his/her written account of the case and also may choose an alternate to the department chair/administrative supervisor in the event that they feel there may be a conflict of interest. These written statements will form the basis for discussion among the department chair or administrative supervisor, the faculty member and the student, after which the department chair or administrative supervisor will discuss the matter with the faculty or staff member and propose an appropriate resolution to all parties in writing.

If a student continues to believe that the matter has not been resolved, he/she may direct the matter in writing to the Conflict Resolution Committee (CRC) submitted through the associate dean for faculty affairs. This step must be taken within 10 days of the student being notified by the department chair/administrative supervisor of the decision. The associate dean for faculty affairs will then convene the CRC, which will read the written accounts of the conflict. If the CRC determines that there are not sufficient grounds to warrant further action on the issue, the complainant will be notified of this decision. If the CRC determines that there is sufficient cause to proceed, it will convene a hearing board composed of three faculty members, chosen from the larger committee of twelve faculty appointed by Faculty Council, on a rotating basis from all tenured faculty members, in a manner to ensure that no member hearing the case knows either party well. The hearing board will determine the appropriate procedures to be followed and will communicate that to the parties at the start of the process. The hearing board will notify both parties of its findings. If the complainant rejects the findings of the hearing board, he/she may ask the dean of academic affairs for a final ruling on the matter.

2. Procedures governing faculty:

A faculty member who finds themselves in academic conflict with a student should first attempt a resolution through negotiation with the student and the department chair or administrative supervisor. That

negotiation should be conducted on the basis of a written account by the faculty member and a response by the student submitted to the chair or supervisor within 30 days of the faculty member's determination that no resolution is to be expected without such a proceeding. In the event that the student concerned believes there is a conflict of interest involving the department chair, the student will consult with the dean of academic affairs to identify an appropriate substitute. If the faculty member is dissatisfied with the outcome of this negotiation, he/she may ask the Conflict Resolution Committee, in writing and within ten days of being notified of the chair or supervisor's decision, to convene a hearing board to adjudicate the matter. The Committee shall convene a board within ten working days of its receipt of the faculty member's request. The hearing board will be composed of three faculty members chosen from the larger committee of ten appointed by Faculty Council in order to avoid conflicts of interest. The hearing board will determine the appropriate procedures to be followed and will communicate that to the parties at the start of the process. The hearing board will notify both parties of its findings. If the faculty member rejects the findings of the board, he/she may turn to the Faculty Grievance Committee for final redress.

3. Any matters arising that were not dealt with by the original hearing board may be resolved by a majority of the available members of the CRC.

11. Certification of Degrees

- 1) It is the prerogative of the faculty to determine whether or not a candidate for a degree in course has fulfilled the requirements for that degree.
- 2) No candidate may be certified for a degree in course over the objections of the faculty.
- 3) An appeals policy has been established as a means for a student to appeal if he/she has not been certified for graduation by the faculty but believes he/she is entitled to graduate. See the *Student Handbook* for details.

B. Scholarship

Believing that effective teaching gains fortification from an atmosphere of scholarship and creativity, St. Lawrence expects each faculty member to maintain a focus of professional interest and encourages them to achieve professional recognition.

For additional information and details, see the relevant sections of the Policy on Tenure and Promotion. (II.D.)

C. University Community Service

1. Membership on Committees

Faculty members not on leave or in their first year of employment with the University are normally expected to be available to serve on a standing faculty or university committee. In alternate spring semesters, the Committee on Committees of Faculty Council, through a questionnaire, requests faculty preferences for committee membership, and with this information assigns the necessary number of faculty to committee openings. The period of appointment for chairs and members is two years.

The system of University committees is described under "Standing Committees Involving Faculty."

2. Attendance at University Functions

Faculty are expected to meet their classes regularly. If absence is unavoidable, courtesy requires that the department chair or program coordinator and the class be informed in advance so as to minimize

inconvenience.

Faculty are expected to attend Faculty Meetings, usually held at 4:30 p.m. on the first and third Tuesday of each month during the academic year.

Faculty are also expected to attend convocation and graduation ceremonies as part of the procession unless previously excused by the Dean.

D. Annual Faculty Report

Each year the Dean's Office asks all full-time faculty to complete a professional activity report. The report solicits information on teaching activities, achievements in scholarship and/or the arts, and service to the community and professional organizations.

¹ Motion 2013-2014-18 (Faculty Council Minutes April 10, 2014, Approved via electronic ballot, May 1, 2014)

² Motion 2018-2019-2 (Faculty Council September 6, 2018) Change Faculty Council term of non-tenured faculty to 1 year.

³ Motion 2011-2012-4 (Circulating written mail ballot, April 20, 2012)

⁴ Motion 2021-2022-5 (Faculty Council, Discussed April 21, 2022, Approved May 5, 2022)

⁵ Motion 2011-2012-18 (Circulating written mail ballot, April 20, 2012)

⁶ Motion 2013-2014-19 (Faculty Council Minutes April 10, 2014, Approved via electronic ballot, May 1, 2014)

⁷ Motion 2011-2012-18 (Circulating written mail ballot, April 20, 2012)

⁸ Motion 2011-2012-5 (Circulating written mail ballot, April 20, 2012)

⁹ Motion 2011-2012-18 (Circulating written mail ballot, April 20, 2012)

¹⁰ Motion 2021-2022-06 (Faculty Council, May 5, 2022). Removed the following statement: "Each finalist for election to Faculty Council will be invited by the Teller to share with the Faculty a brief statement in support of their candidacy."

¹¹ Motion 2014-2015-3 (Faculty Council meeting, October 2, 2014)

¹² Motions 2011-2012-22 to 2011-2012-26 (Faculty Council Meeting March 8, 2012) adjusted membership and charges of some committees based on results of Committee Self-Review process.

¹³ Motion 2013-2014-1 (Faculty Council, September 4, 2014) Disband Faculty Life Committee

¹⁴ Motion 2018-2019-13 (Faculty Council, April 25, 2019). Remove the requirement that one of the faculty members (or, the Associate Dean of Academic Advising can represent that role of the faculty member) on the Academic Advising committee be a member of the Health Careers Committee.

¹⁵ Motion 2018-2019-1 (Faculty Council, October 11, 2018) Update membership of Academic Petitions and Standing Committee

¹⁶ Motion 2020-2021-1 (Faculty Council, November 12, 2020)

¹⁷ Motion 2011-2012-2 (Faculty Council meeting November 3, 2011)

¹⁸ Motion 2018-19-21 (Faculty Council May 2, 2019)

¹⁹ Motion 2013-2014-3 (Faculty Council, September 5, 2013, responsibility for salary and benefits were subsumed by the Salary and Benefits Committee.)

²⁰ Motion 2018-2019-17 (Faculty Council, April 25, 2019), Adjust the membership and charge of the Buildings, Grounds, and Campus Support Committee

²¹ Motion 2013-2014-3 (Faculty Council, September 5, 2013)

²² Motion 2017-2018-9 (Faculty Council, January 25, 2018, removed the requirement that at least one faculty member also be a member of Faculty Council).

²³ Motion 2018-2019-14 (Faculty Council, April 25, 2019), Increase the number of students in the Educational Technologies Committee to four and adjust the title Director of Educational Technologies to reflect their current title of Executive Director of Services and Outreach.

²⁴ Motion 2018-2019-15 (Faculty Council April 25, 2019). Adjust the membership of the Faculty Development committee and its charge to reflect all of the activities this committee helps organize

²⁵ Motion 2018-2019-12 (Faculty Council, April 25, 2019). Increase membership of ISAC to 5).

²⁶ Motion 2017-2018-16 (Faculty Council, April 5, 2018, revised the membership of the Library and Art Gallery Committee)

²⁷ Motion 2018-2019-16 (Faculty Council, April, 25, 2019). Adjust titles of Library and Art Gallery Committee membership as needed and update the charge.

²⁸ Motion 2012-2013-4 (Faculty Council, October 25, 2012 and March 28, 2013)

²⁹ Motion 2018-2019-11 (Faculty Council, April, 25, 2019). Update charge of University Advancement and University Communications Committee

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- ³⁰ Motion 2018-2019-08 (Faculty Council, March 14, 2019; passed by faculty electronically, April 15, 2019). Adopt the new description of the Conflict Resolution Committee and the Faculty Grievance Procedures as submitted by the Conflict Resolution Working group
- ³¹ Position description updated by Faculty Council (Motion 2015-2016-3; Faculty Council, December 3, 2015, January 28, 2016, and February 4, 2016)
- ³² BOT committee names and delegate information accurate (from Lisa Cania) as of April 29, 2012.
- ³³ Motion 2010-2011-25 (Faculty Council, April 21, 2011).
- ³⁴ Motion 2012-2013-17 (Faculty Council, March 28, 2013)
- ³⁵ Motion 2011-2012-20 (Faculty Meeting, February 21, 2012).
- ³⁶ The addition of language saying “or commensurate experience as determined by the department and/or program, the Dean, and PSC” was approved at the Faculty Meeting of February 17, 2004, but did not appear in the Faculty Handbook until August 2016. This oversight was discussed at Faculty Council, November 5, 2015.
- ³⁷ Motion 2013-2014-15 (Faculty Council, January 30, 2014)
- ³⁸ Motion 2011-2012-19 (Faculty Meeting, February 21, 2012)
- ³⁹ Motion 2020-2022-07 (Faculty Meeting April 13, 2021) Approved a one-year extension to the prior policy.
- ⁴⁰ Motion 2014-2015-1 (Faculty Meeting, November 4, 2014) Approved wording changes to sections specifically about criteria for tenure and promotion in rank.
- ⁴¹ Motion 2014-2015-3 (Faculty Meeting, December 2, 2014) Approved wording changes to the entire section regarding tenure and promotion.
- ⁴² Motion 2018-2019-10 (Faculty Council, May 10, 2019) Added handbook language regarding expectations that come with having a shortened probation period.
- ⁴³ Motion 2012-2013-15 (Faculty Council, March 28, 2013)
- ⁴⁴ Motion 2012-2013-16 (Faculty Council March 28, 2013)
- ⁴⁵ Motion 2020-2021-1 (Faculty Meeting October 6, 2020) Moved the adjunct review policy from the home page of Academic Affairs to the Faculty Handbook
- ⁴⁶ Motion 2018-2019-08 (Faculty Council, March 14, 2019; passed by faculty electronically, April 15, 2019). Adopt the new description of the Conflict Resolution Committee and the Faculty Grievance Procedures as submitted by the Conflict Resolution Working group
- ⁴⁷ Motion 2018-2019 (Faculty Council meeting October 11, 2018) Altered wording of faculty handbook language regarding grants/fellowships and sabbatical leaves.
- ⁴⁸ Motion 2013-2014-5 (Faculty Council, September 26, 2013, September 12, 2013)
- ⁴⁹ Motion 2006-2007 (Faculty Council, April 5, 2007)
- ⁵⁰ Motion 2013-2014-6 (Faculty Council, September 26, 2013, September 12, 2013)
- ⁵¹ Motion 2017-2018-3 (Faculty Council, September 27, 2017)