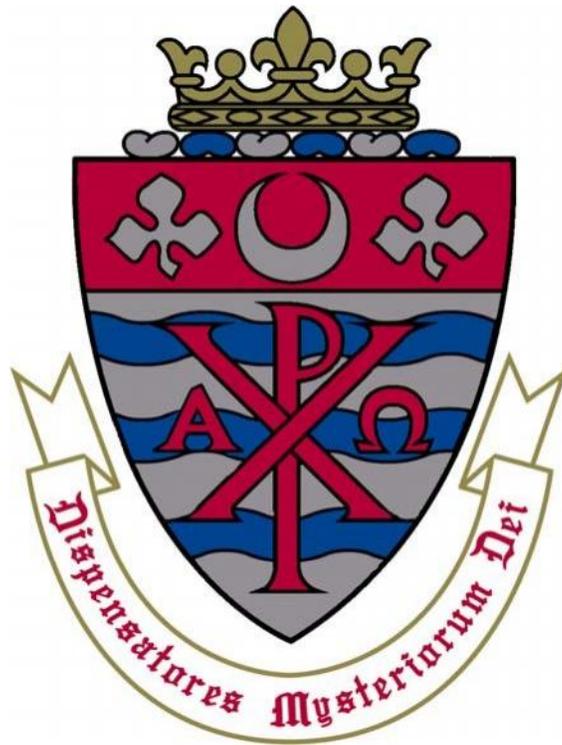


FACULTY GUIDE



Immaculate Conception Seminary

School of Theology

Seton Hall University

Approved by Office of the Provost, July 10, 2014

TABLE OF CONTENTS
FACULTY GUIDE

Table of Contents

Mission Statement..... 5
Preamble 7
Article 1: Definitions 8
Article 2: Nondiscrimination 10
Article 3: Appointments..... 11
 3.1 Probationary Appointments – Immaculate Conception Seminary..... 11
 3.2 Probationary Appointments – School of Theology 12
 3.3 Term Contract – Immaculate Conception Seminary 13
 3.4 Term Contract – School of Theology 13
 3.5 Summer Session Appointments 14
 3.6 Termination of Appointment 14
 3.7 Dismissals 14
 3.8 Termination of faculty by the Seminary and School of Theology..... 16
 3.9 Rights of terminated term contract faculty members..... 17
Article 4: Appointment, Promotion, and Evaluation Standards 19
 4.1 Administration 19
 4.2 Seminary Faculty 19
 4.3 School of Theology Faculty..... 20
 4.4 Criteria for Academic Ranks 22
 4.5 Substitutions for Doctoral Degrees 23
Article 5: Evaluation and Promotion Procedures..... 24
 5.1 Application Process – Seminary Formation Faculty 24
 5.2 Withdrawal – Seminary Formation Faculty..... 24
 5.3 Notification – Seminary Formation Faculty 24
 5.4 General Requirements – Seminary Formation Faculty..... 25
 5.5 Application Process – School of Theology..... 25
 5.6 Withdrawal – School of Theology 27

5.7 Notification – School of Theology	27
5.8 Composition of Rank and Evaluation Committee - School of Theology	27
5.9 General Requirements – School of Theology	27
Article 6: Leaves	29
6.1 Sabbatical leaves	29
6.2 Leaves of Absence	31
6.3 Medical Leave.....	32
6.4 Leaves for Political Activity and Governmental Service	34
6.5 Leaves for Jury Duty.....	34
6.6 Leaves for Church Service.....	34
Article 7: General Faculty Rights and Responsibilities	35
7.1 General Faculty Responsibilities	35
7.2 Academic Freedom	36
7.3 Academic Program Planning	37
7.4 Unpaid Professional Activities	38
7.5 Outside Employment of Faculty	38
Article 8: The Faculty of Immaculate Conception Seminary	39
8.1 Formation Faculty	39
8.2 Faculty Meetings.....	39
8.3 Spiritual Direction and Counseling.....	40
8.4 Priestly Services	40
8.5 Annual Assessment/Planning Sessions.....	40
8.6 Time	40
Article 9: The Faculty of the School of Theology	41
9.1 Instructional Duties	41
9.2 Overtime	42
9.3 Released Time.....	43
9.4 School of Theology Meetings	43
9.5 Professional Development	43
9.6 Annual Assessment/Planning Sessions.....	44
Article 10: Faculty Personnel Files	45
10.1 Categories of Files	45
10.2 File Inclusions	45
10.3 Availability of File to Faculty Member	45
10.4 Availability of File to Others	45

10.5 Challenges to Contents of Files	46
10.6 File Maintenance.....	46
Article 11: Faculty Research and Sponsored Activities	47
11.1 Research	47
11.2 General Principles.....	47
11.3 Obligations of Sponsored Activities	47
11.4 Administration and Procedures	48
11.5 University Research Council	48
11.6 Faculty Incentives	48
11.7 Travel to Pursue Funding.....	49
11.8 Patent and Copyright Policies.....	49
Article 12: Department Governance	50
12.1 Selection of Chairpersons	50
12.2 Term of Office; Absences; Removal	50
12.3 Responsibilities and Duties.....	51
Article 13: Immaculate Conception Seminary, School of Theology, Governance.....	53
13.1 Guidelines	53
13.2 Required Standing Committees –Immaculate Conception Seminary.....	53
13.3 Faculty Organization.....	54
13.4 Required Standing Committees – School of Theology.....	54
13.5 Organization of the School of Theology.....	55
Article 14: University Governance	56
14.1 Definition	56
14.2 Proposals to the Board of Regents	56
14.3 Academic Responsibility Exercise	56
14.4 Faculty Governance	56
Article 15: General Governance	58
15.1 Selection of Administrators	58
15.2 Search and Screen Committee - Composition	58
15.3 Search and Screen Committee - Process.....	58
Article 16: Complaints and Grievances	60
16.1 Informal Procedure	60
16.2 Grievances - Definition.....	60
16.3 Grievances - Limitations.....	60
16.4 Grievance Procedure - Step 1	60

16.5 Grievance Procedures - Step 2	61
16.6 Grievance Procedure - Step 3	62
Article 17: Interpretation and Amendment	64
17.1 Interpretation	64
17.2 Amendment	64
Article 18: Seton Hall University Policies and Procedures	65

Mission Statement

Immaculate Conception Seminary

Immaculate Conception Seminary is a House of Formation for the Roman Catholic Priesthood and the School of Theology of Seton Hall University.

As a House of Formation, the Seminary offers men preparing for the priesthood the personal, academic, ministerial and spiritual formation essential for conversion to Jesus Christ and for their commitment to a life of service to the Church.

As a School of Theology, the Seminary provides: a theological and philosophical foundation for men and women pursuing undergraduate studies; a theological foundation and a pastoral and spiritual formation for men and women preparing for ministries among the people of God; a theological foundation for men and women desiring to pursue doctoral studies; and varied opportunities for continuing theological education.

Approved by:
The Board of Overseers

June 2, 2008

Preamble

Immaculate Conception Seminary and School of Theology is that division of Seton Hall University whose primary mission is to provide an integral spiritual, academic and professional formation program for candidates for the priesthood in the Roman Catholic Church. Many of the faculty are priests who, as such, share in ministerial responsibilities in various degrees: the sacramental ministry of Eucharist and Reconciliation, spiritual direction, theological formation, preaching and availability. The evaluation of those preparing for sacred orders is the responsibility of those so designated by the Rector/Dean.

The mission of the Seminary and School of Theology also includes the education of religious and laity for their service and apostolate in the Church, especially as part of the New Evangelization. In fulfillment of this mission, all faculty recognize that the authentic interpreter of Roman Catholic doctrine and teaching for Immaculate Conception Seminary and School of Theology is the Archbishop of Newark.

Because of this mission, the School of Theology has a special character and certain arrangements that are specific to the School.

The academic faculty of Immaculate Conception Seminary serves as the School of Theology of Seton Hall University.

The School of Theology in its graduate division is a professional school licensed by the State of New Jersey and accredited by the Middle States Association of Colleges and Schools under the University's charter and accreditation respectively. It is also accredited by the Association of Theological Schools of the United States and Canada. The School of Theology is one of nine schools making up Seton Hall University and its faculty is part of the University's total faculty.

The School of Theology provides programs leading to the degrees of Bachelor of Arts in Catholic Theology, Master of Divinity, Master of Arts in Theology, and Master of Arts in Pastoral Ministry.

Article 1: Definitions

This Faculty Guide is intended for use effective 07/10/14, in Immaculate Conception Seminary and School of Theology of Seton Hall University. This Faculty Guide applies only to faculty of Immaculate Conception Seminary and School of Theology of Seton Hall University. The Seton Hall University Faculty Guide as ratified by the Board of Regents on March 26, 1987, and revised in April, 2008 and August, 2010 does not apply to the faculty of Immaculate Conception Seminary and School of Theology.

1. The terms “faculty” or “faculty member” denote a person having instructional and/or professional formational duties in Immaculate Conception Seminary and School of Theology of Seton Hall University.
2. a. “Full time” faculty are those individuals, with principally instructional and/or professional formational duties, whose contracts stipulate that they are full time faculty of Seton Hall University.
b. Adjunct faculty are those faculty who have instructional duties but are not on a full-time contract. Adjunct faculty enjoy academic freedom and such other rights and responsibilities as are specifically indicated in this document or are contained in their contracts.
3. The term “department” shall be defined as any academic instructional unit composed of one (1) or more faculty members and headed by a “chairperson,” who is the elected functional head of the department.
4. When individual departments have several instructional programs composed of two (2) or more faculty members, the needs of such programs may require a “program director/coordinator”; a program director/coordinator shall serve as the elected functional head of this department program. When a program has outside funding, the program director/coordinator shall be the principal investigator (or his/her appointee) as approved by the funding agency conditional on satisfactory performance.
5. “Administration” includes the President, the Provost (that is, the Chief Academic Officer), the Rector/Dean, the Spiritual Director, the Vice Rector, the Director of Formation, the Associate Dean for Seminary and Academic Studies, the Associate Dean for Graduate Studies and Administration, the Associate Dean for Undergraduate Studies, the Director of Pastoral Formation, and other administrative officers of the University, including those designated as “assistant” to any of the above.
6. “Seminary faculty” shall refer to all faculty who are appointed to Immaculate Conception Seminary. They include both Seminary formation faculty and School of Theology faculty.
7. “Seminary formation faculty” shall refer to those Seminary faculty who are appointed to formational work.
8. “School of Theology faculty” shall refer to Seminary faculty who also hold appointments in the School of Theology.

9. The “academic year” is defined as the fall and spring semesters and those days preceding and following those semesters needed for the proper academic functioning of those semesters.
10. “Academic calendar days” denotes days of the academic year (Monday through Friday). It does not include academic holidays.
11. “Calendar days” denotes the seven (7) days of the week.
12. Time of “service to the University” shall be computed from date of appointment to the faculty of Immaculate Conception Seminary, as well as from date of appointment to the faculty or administration of Seton Hall University, whichever is earlier.
13. The term “conflict of interest” as used in the Faculty Guide shall mean any situation where a faculty member’s judgment and partiality may be impaired by considerations of his/her own interest, and under circumstances where his/her refusal to act or disqualification from acting would be warranted under generally accepted standards of similar institutions of higher learning.
14. “Accredited institution” is an academic institution accorded that status by an accrediting agency approved by the Council on Post-secondary Accreditation.
15. “Notification” is a written communication that shall be effective if delivered personally to the faculty member or if sent by certified mail to the faculty member’s residence as reported to the Department of Human Resources, postmarked by the date specified.

Article 2: Nondiscrimination

Immaculate Conception Seminary and School of Theology does not discriminate in faculty hiring on the basis of race, gender or national origin. Because of the special mission of Immaculate Conception Seminary and School of Theology, in keeping with the ecclesiastical norms, those of the Roman Catholic faith will normally be given preference in hiring.

Article 3: Appointments

Appointments to Immaculate Conception Seminary and School of Theology shall be of two (2) kinds: probationary and term contract. Such appointments are limited to a specific term. They do not confer upon a faculty member any entitlement to continued employment after the term.

The terms and conditions of every appointment shall be stated in the contract, signed by the faculty member and, as appropriate, by the President or the Provost. A copy of the appointment document shall be given to the faculty member by the Rector/Dean. Any subsequent extensions or modifications of an appointment and any special understandings or conditions shall be stated in writing and signed as aforesaid. A copy of the contract shall be given to each Seminary formation faculty member by the President and to each School of Theology faculty member by the Provost within thirty (30) calendar days after signing by the faculty member. No verbal modification of the terms of any appointment or any other action contrary to this Guide shall be binding on the Immaculate Conception Seminary and School of Theology or on Seton Hall University.

Ordinarily, appointments are to a single department. A joint appointment is to two (2) departments or colleges. In such a case, the appointment document shall specify the primary department or college. A faculty member on a joint appointment shall not ordinarily teach more than one-half of the normal teaching load outside the primary department or college. In all cases of a joint appointment to two (2) colleges, the appointment procedures outlined in this article shall be followed.

Ordinarily, a faculty member's rights as to governance apply only to the primary department in which he/she is located. The School of Theology reserves the right to grant governance rights and the extent thereof to joint appointments in which it is the faculty member's secondary department. Such governance rights shall not extend to identical matters of business considered by the professor's primary department, essentially giving him/her two votes on the same topic. The decision to confer governance rights to joint appointments is the prerogative of the Rector/Dean. In an application for promotion and/or evaluation, the second department shall submit an evaluative report through its chairperson to the primary department by October 15, which report shall address specifically the criteria for promotion and/or evaluation prescribed herein. The failure of the second department or chairperson to submit timely evaluation reports regarding promotion and/or evaluation shall not prevent the review process from continuing.

All probationary and term contract appointments are to the ranks of instructor, assistant professor, associate professor, and professor.

3.1 Probationary Appointments – Immaculate Conception Seminary

- a. For each appointment to the faculty of Immaculate Conception Seminary, the Rector/Dean shall appoint a search committee.

- b. When the appointment is to a position with primarily formational and/or administrative responsibilities, the search committee shall consist of the Vice Rector, the Director of Formation and two (2) additional faculty members so that there shall be four (4) members of the committee.
- c. When the appointment is to a position with primarily academic responsibilities, the search committee shall consist of the applicable Associate Dean,¹ a member of the department concerned and two (2) faculty members who hold appointments in the School of Theology.
- d. The search committee shall present its recommendations to the Rector/Dean. The Rector/Dean, after consultation with the President, shall present his selection from those recommended to the Archbishop of Newark, Chairman of the Board of Trustees, for his approval. After approval is received, the Archbishop of Newark will issue a letter of appointment to Immaculate Conception Seminary.
- e. The probationary appointment shall be from one (1) to three (3) years, which shall be specified in the contract. The President will offer a contract to the candidate for this period, the terms of which shall not conflict with the terms and provisions of the Archbishop's letter of appointment.
- f. During the probationary contract, the faculty member will be evaluated according to procedures in this Guide, and, if approved, may apply for a seven (7) year contract.
- g. The employment of a faculty member with a probationary appointment shall be terminated automatically at the expiration of the term specified. No notice or action by the University is required to effectuate such termination.

3.2 Probationary Appointments – School of Theology

- a. After a candidate has been appointed to the faculty of Immaculate Conception Seminary (3.1.a. – d.), the Rector/Dean, after consultation with the Provost, will issue a letter of appointment to the School of Theology.
- b. The probationary appointment shall be from one (1) to three (3) years, which shall be specified in the contract. The letter of appointment will specify the academic or academic and formational responsibilities of the faculty member.
- c. The Provost shall offer a contract to the candidate for this period. The terms of said contract shall not conflict with the terms and provisions of the Archbishop's letter of appointment. Should the Provost deny a contract, he must state his reasons. Denial of contract to a candidate approved by the search committee and the Rector/Dean may be appealed to the President. The decision of the President shall be final and shall not be subject to appeal.

¹ The terms “applicable”, “appropriate” and “relevant Associate Dean” are used throughout the Guide based upon whether the faculty member and/or topic relates to the graduate or undergraduate divisions, corresponding to the Associate Dean for Seminary and Academic Studies, the Associate Dean for Graduate Studies and Administration, or the Associate Dean for Undergraduate Studies, respectively.

- d. During the probationary contract, the faculty member will be evaluated according to procedures in this Guide, and, if approved, may apply for a seven (7) year contract.

3.3 Term Contract – Immaculate Conception Seminary

- a. At the end of the probationary period, or at the end of a term contract period, if a faculty member has been positively evaluated, the Rector/Dean, after consultation with the President, may present the faculty member to the Archbishop of Newark for a seven (7) year term appointment to the faculty of Immaculate Conception Seminary.
- b. Only after the Archbishop of Newark issues a letter of appointment, a faculty member will be offered a seven (7) year term contract by the President.
- c. In the sixth year of each term contract, the faculty member shall be evaluated according to the procedures in this Guide, and, if evaluated positively, may apply for a new appointment to the faculty of Immaculate Conception Seminary.

3.4 Term Contract – School of Theology

- a. At the end of the probationary period, or at the end of a term contract period, if a faculty member has been positively evaluated, the faculty member may be appointed to the faculty of Immaculate Conception Seminary as outlined above (3.3a).
- b. Only then, after consultation with the Provost, may the Rector/Dean appoint the faculty member to a seven (7) year term in the School of Theology. The Provost shall offer a contract to the faculty member for this period. Should the Provost deny a contract, the reasons must be specified.
- c. Denial of a term contract may be appealed to the President. The President must decide the appeal within the thirty (30) days following his receipt of the appeal. If the President denies the term contract, the faculty member may appeal that denial to the Academic Affairs Committee of the Board of Regents. The appeal must be filed within thirty (30) days of receipt of the President's denial. For this purpose the membership of the Academic Affairs Committee shall consist of seven (7) members, four (4) of whom will be designated by the Archbishop of Newark and appointed by the President. The Academic Affairs Committee must decide the appeal within ninety (90) days of the filing of the notification of appeal. The decision of the Academic Affairs Committee shall be final and without any further right of appeal.

Failure to file an appeal within thirty (30) days of notification of denial shall constitute a forfeiture of the right to appeal.

- d. In the sixth year of each term contract, the faculty member shall be evaluated according to the procedures in this Guide, and, if evaluated positively, may apply for a new appointment to the Immaculate Conception Seminary faculty and a new term contract in the School of Theology.

3.5 Summer Session Appointments

Appointments to the faculty do not normally include the summer sessions offered at the School of Theology. The School of Theology is not obligated to offer the faculty member summer session assignments nor is the faculty member obligated to accept summer session assignments. In offering such assignments, the School of Theology shall give preference to full-time faculty members.

3.6 Termination of Appointment

Termination of appointment may come about by expiration of term, resignation, retirement, prior commitment of a priest or religious to the call of his bishop or legitimate superior, or by dismissal.

- a. Resignation-If a faculty member decides to resign, he/she should give adequate advance notice (normally, one (1) full academic year) to Immaculate Conception Seminary and School of Theology administration, so that the academic and formational programs of Immaculate Conception Seminary and School of Theology will not suffer unduly.
- b. Retirement-Members of the faculty become members of the emeritus staff at the effective date of retirement.
- c. All priest faculty members are subject to the norms of the Archdiocese of Newark governing retirement from active ministry.
- d. Prior Commitment-Priests or religious may be transferred to another facet of the active ministry at the discretion of their bishop or legitimate superior.

3.7 Dismissals

- a. Termination of a probationary or term contract appointment before its specified end shall be effected by the Seminary and School of Theology only for adequate cause or as specified in article 3.8.
- b. Adequate cause for a dismissal shall be related directly and substantially to the fitness of the faculty member in his/her professional capacity as a teacher or researcher or for behavior inconsistent with the stated mission. The burden of proof that adequate cause exists rests with the Seminary and School of Theology. Such a termination shall not be used to restrain a faculty member in the exercise of academic freedom or other rights of American citizens.
- c. Dismissal proceedings may be instituted only for one (1) or more of the following reasons:
 1. Teaching incompetence;
 2. Continued neglect of scheduled academic duties in spite of written warnings;
 3. Serious violation of the rights and freedoms of fellow faculty members, administrators, or students;
 4. Conviction of a crime directly related to the faculty member's fitness to practice his/her profession;

5. Falsification of credentials or academic experience;
6. Loss of required professional licensure;
7. Behavior inconsistent with the stated mission of Immaculate Conception Seminary and School of Theology;

Dismissal of a faculty member before the end of a specified term shall be preceded by:

1. Discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement. The faculty member may be suspended with pay, or assigned other duties in lieu of suspension, if immediate harm to the faculty member or others is threatened by continuance;
 2. An informal inquiry by the elected Faculty Governance Committee, which ceases if and when a statement of charges is provided by the Rector/Dean or his delegate.
 3. A statement of charges, framed with reasonable particularity by the Rector/Dean or his delegate.
- d. The faculty member shall have thirty (30) calendar days after receipt of a certified letter to respond to the statement of charges. In this response, the faculty member may elect to have the Seminary School of Theology's charges reviewed by an elected faculty committee. This committee shall consist of five (5) faculty members, elected by and from Seminary and School of Theology faculty, holding term contracts and presided over by the chairperson of the Faculty Affairs Committee unless disqualified for bias or conflict of interest. In such case, the Rector/Dean shall appoint another faculty member to chair the committee. Members deeming themselves disqualified for bias or conflict of interest shall remove themselves from the case, either at the request of a party or at their own initiative.

The charged faculty member and the Rector/Dean shall each have two (2) preemptory challenges. The committee shall adopt guidelines that are consistent with norms and guidelines accepted by the United States Conference of Catholic Bishops. Should these temporary guidelines adopted by this ad hoc committee conflict with this Guide, in this instance the Guide shall prevail. The committee shall have thirty (30) calendar days to make a report and provide recommendations to the Rector/Dean.

- e. After considering the faculty member's response and, if applicable, the committee report, the Rector/Dean shall notify the faculty member and the committee in writing of his decision. If the Rector/Dean's decision is counter to the committee's recommendation, the Rector/Dean shall state in writing his reasons for so doing, and shall provide opportunity for response.
- f. A decision by the Rector/Dean to dismiss a faculty member with a probationary appointment before the end of a specified term, or to impose a less severe sanction (except for suspension with pay or written reprimand) may be appealed to the

President. Such an appeal must be filed with the President within thirty (30) calendar days after the faculty member has received notification of said decision.

- g. A decision by the Rector/Dean to dismiss a faculty member with term contract appointment or to impose a less severe sanction (except for suspension with pay or written reprimand) may be appealed to the President. Such an appeal must be filed with the President within thirty (30) calendar days after the faculty member has received notification of said decision.

3.8 Termination of faculty by the Seminary and School of Theology

- a. Termination of faculty by the Seminary and School of Theology other than dismissal for cause, shall occur only from one (1) or both of the following two (2) circumstances:
 - 1. A decision to reduce or terminate a program or a faculty position through program review procedures initially undertaken by the faculty of the Seminary and School of Theology.
 - 2. A decision to reduce or terminate a program or a faculty position because of unforeseen, severe, drastic, or emergency institutional situations.
- b. It is understood that any reduction in force shall first take place from among nonterm contract faculty using existing procedures for non-renewal, including notification dates.
- c. With the consent of the faculty member, early retirement may be arranged as an alternative to any of the steps described in 3.8 d below.
- d. If it is determined that no alternative exists to further reduction in force, the steps below shall be followed in order, as applicable, before termination of the appointment of a term contract member.
 - 1. Shared load between disciplines, department, colleges. Whenever possible, a faculty member shall be given the opportunity to complete a full teaching load by teaching in his/her area of demonstrated competence in another department or college. The procedures for a joint appointment shall be applied in this instance.
 - 2. Reappointment to another department or college. Prior to actual termination of any term contract faculty member, a good-faith effort shall be made to place that faculty member in another department or college of the University, provided that the faculty member can be assigned courses which he/she is demonstrably qualified to teach, and provided that the reappointment of the faculty member is acceptable to the receiving department or college. The procedures for a joint appointment shall be applied in this instance.
 - 3. Supplementation of teaching with non-teaching duties. Whenever possible, a full-time faculty member shall be offered suitable, useful, and available non-teaching duties to complete a full load. In no case shall such non-teaching assignments carry a teaching load equivalent of more than nine (9) credit hours per academic year.

4. Shared teaching with other institutions. The University shall cooperate with affected faculty members in their seeking either shared or full-time appointments in other accredited institutions of higher learning.
 5. Reduced load with proportionate reduction of compensation. Where available, the affected term contract faculty member shall have the opportunity to accept a reduced load without loss of fringe benefits, but with a proportionate reduction of salary and University contributions to retirement.
 6. Transfer to a non-teaching position. If it is not possible to retain a term contract faculty member in a teaching position, the University shall attempt to place the faculty member in a University non-teaching position for which he/she is qualified with an appropriate adjustment in salary, provided that such placement does not adversely affect existing administrative or professional staff.
 7. In all cases, the obligation of the University ceases with the expiration of the term contract.
- e. When termination becomes necessary, the procedures below shall be followed:
1. The department shall initiate recommendations based on criteria of seniority (as defined by the date of hire to full-time faculty membership) giving due regard to the academic necessity of providing specialists in the relevant sub-disciplines.
 2. Primary consideration shall be given to the responsibility to offer an appropriate range of courses and services despite reduction.
 3. When individuals fulfill the same disciplinary needs in a department, seniority shall prevail. Seniority shall be based on the date of the initial appointment to full-time with Immaculate Conception Seminary and School of Theology if subsequent service has been continuous (including authorized leaves of absence). Those who resign from the University and are reappointed later shall count seniority from the time of reappointment.
- f. A terminated term contract faculty member shall continue to be employed by the University for one (1) academic year following the academic year in which written notice is given.

3.9 Rights of terminated term contract faculty members

- a. Term contract faculty who are terminated, other than dismissal for cause, shall have recall rights for an available departmental position for the unexpired period of their term contract, which period shall not exceed four (4) years. No new fulltime faculty member shall be hired for a teaching position in the same area of competence in the department as long as the terminated faculty member retains recall rights. If more than one (1) faculty member is found to have recall rights within the same area of competence, seniority shall prevail. Recalled faculty members shall have contract and rank reinstated and shall have the time of termination counted in total years of service for purposes of seniority.

- b. If a faculty member is recalled and fails to respond in writing sixty (60) calendar days after receipt of written recall, the faculty member is deemed to have forfeited recall rights.
- c. In all cases of termination under article 3.8, the facilities of the University may continue to be utilized free of charge by the faculty member in seeking employment elsewhere.

Article 4: Appointment, Promotion, and Evaluation Standards

Evaluation is an on-going process in each area of Immaculate Conception Seminary and School of Theology. The administration, the Seminary faculty and the School of Theology faculty are evaluated by students and peers in accord with the standards in this Guide.

4.1 Administration

The Rector/Dean shall meet with each member of the administration at the beginning of the academic year to discuss the goals, objectives and needs of the individual and of Immaculate Conception Seminary and School of Theology. At the end of the academic year they shall meet to discuss to what extent the items identified at the beginning of the year have been attained.

a. Rector/Dean

The Rector/Dean shall annually submit to the Board of Overseers an account of his stewardship. This shall cover the spiritual, formational, academic and financial state of the Immaculate Conception Seminary and School of Theology.

b. Spiritual Director

The Spiritual Director shall, in dialogue with the Rector/Dean, annually evaluate his performance.

c. Associate Deans, Vice Rector, Directors and Coordinators

Using the job description in the Administrative Handbook, these individuals shall annually submit to the person to whom they are responsible an account of their stewardship in the areas of their responsibility.

4.2 Seminary Faculty

The Rector/Dean or the Vice Rector shall meet with each faculty member at the beginning of the academic year to discuss the goals, objectives and needs of the faculty member and of the Seminary. At the end of the academic year they shall meet to discuss to what extent the items identified at the beginning of the year have been attained.

a. General

The Rector/Dean shall annually evaluate the faculty member's contribution to the community life of the Seminary. When appropriate, he shall submit this evaluation to the formation faculty and/or to the rank and evaluation committee.

b. Mentors

The Director of Formation shall annually evaluate the faculty member's service as a mentor. When appropriate, he shall submit this evaluation to the Rector/Dean, to the formation committee, and/or to the rank and evaluation committee. This evaluation should include but not be limited to statements on the faculty member's availability to students, his/her interest in students' welfare and development and his/her effectiveness as a leader. It shall also include the number of students for whom the faculty member serves as mentor and an estimate of the time committed to this task each semester.

c. Theological Reflection Group Leaders

The Director of Pastoral Formation shall annually evaluate the service of those faculty members who are leaders of theological reflection groups that focus on students' ministerial placement experiences. When appropriate, the Director of Pastoral Formation shall submit these evaluations to the Rector/Dean, formation faculty and/or the committee on rank and evaluations. This evaluation should include, but is not limited to, statements concerning:

1. The group leader's understanding of the program and fidelity to the curriculum.
2. The group leader's effectiveness, planning, and conduct of the meetings.
3. Timeliness and thoroughness of the group leader's evaluation of students.
4. Quality of the sessions.
5. Number of students in the group.
6. Time devoted by the faculty member to the group, per semester.

d. Spiritual Direction

The Spiritual Director shall annually submit to the Rector/Dean a statement discussing whether or not a priest faculty member is available as a Spiritual Director for priesthood candidates and estimating the time commitment involved each year.

4.3 School of Theology Faculty

The Rector/Dean or the applicable Associate Dean shall meet with each faculty member at the beginning of the academic year to discuss the goals, objectives and needs of the faculty member and of the school. At the end of the academic year they shall meet to discuss to what extent the items identified at the beginning of the year have been attained.

Search committees and rank and evaluation committees, when considering an applicant for appointment, evaluation or promotion, shall evaluate the application with reference to the criteria for the position or the rank for which application is made. In general, work performed before coming to the School of Theology is the basis for appointment, work performed during the probationary period is the basis of a seven (7) year term appointment, and work performed during each seven (7) year period is basis for a new appointment.

It is expected that those who evaluate an application for promotion or term contract shall forward with the application a precise and detailed statement on the attributes of the applicant as a teacher, scholar, and contributor to the Church, the University, the Seminary and School of Theology, the profession, and the community. The quality of scholarship, concern, and enthusiasm for teaching, rapport with students, specific contributions to department, school, University and Church activities, and leadership in the community should be included in the departmental evaluation and recommendation. The failure of the department or chairperson to submit timely evaluations regarding evaluation or promotion shall not prevent the review process from continuing. At any point following the departmental recommendation, evaluators are encouraged to contact professional colleagues outside the University to assist in the consideration of the quality of the scholarship.

Those concerned with making recommendations shall consider a faculty member's qualifications, teaching effectiveness or professional effectiveness, scholarship (including research or other creative work), and service to the Church, the University, the school, the profession, and the community, as more particularly set forth below.

- a. Teaching Effectiveness. Evidence of teaching effectiveness which must be submitted with the application includes but is not limited to:
 1. Applicant's statement of teaching objectives and significant teaching activities.
 2. Samples of instructional materials such as syllabi or other materials developed by the instructor for use by students in courses. Applicants do not need to include all instructional materials, but effective documentation requires a good sampling of materials.
 3. Evaluation and grading methods -- a statement on papers and other instruments as a means of determining student success in handling the materials in the course. The statement should emphasize the relationship between testing and the objectives of the course. The applicant should indicate whether comments have been made on examinations and papers.
 4. Records of supervision of independent study courses, honors theses, graduate theses and dissertations, field trips, internships, clinical supervision, and practica.
 5. Development of new courses or new approaches to teaching.
 6. Formal student evaluations of teaching.
 7. Classroom observation by the chairperson and/or by senior faculty members delegated to that task by the Rector/Dean. The applicant and the observers shall agree beforehand on the date for the observation and the characteristics to be observed.
 8. Publication of books or articles on teaching methods.
 9. Enrollment in courses or programs designed to improve teaching or to broaden one's expertise.
- b. Scholarship, including research or other creative work.
 1. Evidence shall include, but not be limited to: lectures and papers presented to professional organizations, articles in professional journals, books, personal research grants and awards, bibliographic research, manuscripts, public performances, audio or videotapes, film, computer software, multimedia presentations, and emerging forms of information technology.
 2. The applicant shall document this scholarship by submitting full bibliographic detail. A copy of each publication or other research or creative material shall be submitted along with any evaluations by colleagues, reviews, citations, awards and other forms of scholarly recognition. Manuscripts accepted for publication must be accompanied by a letter of acceptance from the publisher. Completed research that is not yet

accepted may not be listed under publications. The applicant shall clearly distinguish research in progress from publication.

3. In evaluating the merits of research or other creative work, greater weight shall be given to original authorship than to editorial work, to articles in refereed journals than in non-refereed journals, to non-refereed journals than to self-published or unpublished materials. In cases of multiple authorship, the extent of the applicant's role shall be determined.
 4. Given the professional nature of Immaculate Conception Seminary and School of Theology's primary mission, weight shall also be given to publications of a pastoral or spiritual nature.
- c. Service to the Church, the school, the University, the profession and the community.
1. Service to the Church: Lectures, panel discussions, workshops, membership on church boards and committees. Participation in diocesan activities, participation in consultative, advisory service to the Church at the diocesan, national and universal level.
 2. Service to the School and the University: Service to the students such as serving as faculty moderator of a student activity or engaging in extra academic activities with students. Service as directors and coordinators of various activities: service on committees, task forces, governmental bodies; offices held and specific contributions to the group.
 3. Service to the Profession: Membership and offices held in professional organizations; contributing consultative, advisory or editorial service in a professional capacity.
 4. Service to the Community: Lectures; panel discussions; membership on advisory boards or civic committees, involvement in community, political or charitable organizations; service to government.
- d. Formation Evaluation.

School of Theology faculty members who are directly involved in the formation program shall be evaluated on their performance of the specific formational duties assigned to them. (cf 4.2) The Rector/Dean, on behalf of the School of Theology faculty members directly involved in the formation program, shall adjust the proportion of accountability between the formational and academic areas, mindful of the difficulty of adequately quantifying some formational activities. The Rector/Dean shall specify these adjustments to the evaluators.

4.4 Criteria for Academic Ranks

- a. Instructor. A master's degree or its equivalent from an accredited institution and evidence of potential for effective teaching either as attested by recommendations or by documented success in teaching.
- b. Assistant Professor. A doctoral degree or commonly accepted terminal degree for that discipline or field from an accredited institution; evidence of teaching effectiveness or potential to teach effectively; evidence of research or potential to do research.

- c. Associate Professor. In addition to the credentials for assistant professor, four (4) years of full time undergraduate and/or graduate level teaching experience; evidence of teaching excellence; scholarly publications, research or other creative work in the appropriate discipline or field; service to the Church, the University, the Seminary and School of Theology, the profession or the community. Unlike the two (2) lower levels, promotion to this rank rests on proven academic ability and accomplishments. Promotion to this rank follows the process outlined in this Guide. In exceptional cases, the School of Theology may waive teaching experience for an initial appointment at this rank.
- d. Professor. In addition to the credentials for associate professor, four (4) years of full time undergraduate and/or graduate level teaching experience; demonstrated professional recognition of meritorious publications, research; continued and consistent excellence in teaching; service and leadership in the Church, the University, the Seminary and School of Theology, profession or the community. Promotion to this rank follows the process outlined in this Guide. In exceptional cases the School of Theology may waive teaching experience for an initial appointment at this rank.
- e. Adjunct Faculty. Ranking shall be assigned to adjunct faculty (e.g., “adjunct professor”, “adjunct assistant professor”, etc.) according to criteria established by the appropriate Associate Dean.

4.5 Substitutions for Doctoral Degrees

1. For those faculty members who teach Biblical Studies, the S.S.L. may be substituted for a doctoral degree.
2. For those faculty members who teach Pastoral Theology, the D. Min. may be substituted for an academic doctoral degree.

Article 5: Evaluation and Promotion Procedures

5.1 Application Process – Seminary Formation Faculty

- a. Each candidate for evaluation shall make written application with documentation, but this shall not preclude the Rector/Dean from initiating his own yearly review procedures and from making recommendations.
- b. All applications for evaluation must be submitted on appropriate forms provided by the Seminary. The application must include a table of contents listing every item submitted by the applicant. Additions to and subtractions from the dossier may be made only with the written consent of the applicant and for good and sufficient reason.
- c. Applications for review shall be submitted to the Rector/Dean by October 1.
- d. The Rector/Dean shall convene the Formation Faculty, which shall, for this purpose, constitute itself as the Formation Evaluation Committee. The faculty member being evaluated and the Director of Formation may not participate in the deliberations of this committee nor may any other member prevented by bias or conflict of interest. The Rector/Dean shall provide pertinent information and answer any questions from committee members. Thereafter, the Rector/Dean shall be excused from the deliberations, and the committee shall proceed to its review and recommendations of individual applicants.
- e. This committee shall submit its recommendations to the Rector/Dean on or before March 1.
- f. The Rector/Dean shall review the recommendation and make his own evaluation. He shall notify the applicant of his action by April 1. If the decision is favorable, the Rector/Dean, after consultation with the President, may then present the faculty member to the Archbishop for a seven (7) year appointment to the faculty of Immaculate Conception Seminary.

5.2 Withdrawal – Seminary Formation Faculty

- a. An applicant may not withdraw from a mandatory evaluation review without submitting a written letter of resignation from the Seminary to be effective no later than the end of the current academic year, i.e., June 30.
- b. An applicant who requests or agrees to an evaluation prior to the year of mandatory evaluation may withdraw the application at any stage of the process.
- c. All requests for withdrawal shall be in writing. The record of the stages of the process that were enjoined, the results of these stages, and the fact of withdrawal shall be placed in the faculty member's official personnel file.

5.3 Notification – Seminary Formation Faculty

- a. At each step of the process, the Director of Formation, the Rector/Dean and/or the Formation Evaluation Committee shall simultaneously notify the applicant and all appropriate parties in writing of the recommendations. They shall notify the applicant in writing of the reason(s) for the recommendation.

- b. Notification shall be effective if personally delivered to the faculty member or if sent by certified mail postmarked by the date specified. The certified letter shall be sent to the faculty member's residence as reported to the Department of Human Resources.

5.4 General Requirements – Seminary Formation Faculty

- a. The Formation Evaluation Committee shall keep records of its proceedings, including a tabulation of all formal votes taken. These records shall be kept by the Rector/Dean for a period of six (6) years following the date fixed for notification (April 1), after which they shall be destroyed.
- b. The applicant has the right to make a personal appearance and presentation to the Director of Formation, to the Rector/Dean, and to the Formation Evaluation Committee. This right may be waived, but such waiver must be in writing.
- c. At each level, voting shall be by secret written ballot. All eligible committee members shall vote either positively or negatively on each application, except for a conflict of interest. All eligible committee members shall also include a simple statement of reasons for their votes. A compendium of these statements shall be included in the record.
- d. The Formation Evaluation Committee may, in the course of its deliberations, invite the Rector/Dean and the Director of Formation to present evaluative statements and/or to respond to questions. The record shall summarize these statements/responses.
- e. The Formation Evaluation Committee shall adopt by-laws, which shall be made available to members of the faculty.

5.5 Application Process – School of Theology

- a. Each candidate for promotion or evaluation shall make written application, with documentation, but this shall not preclude the Rector/Dean or departments from initiating their own yearly review procedures of their faculty members and from making recommendations.
- b. All applications for promotion and evaluation must be submitted on appropriate forms provided by the University. The application must include a table of contents listing every item submitted by the applicant. Additions to, and subtractions from, the dossier may be made only with the written consent of the applicant and for good and sufficient reason.
- c. Applications for promotion to the rank of assistant professor may be submitted at any time but such promotion, if approved, shall not become effective until September 1 of the succeeding academic year unless the faculty member's contract provides otherwise. Such applications shall be submitted to the appropriate Associate Dean, who shall then submit his or her recommendation to the Rector/Dean. An applicant may appeal an unfavorable decision to the Provost.
- d. All applications for promotion to the ranks of associate professor, professor, and for evaluation are initially submitted to the department, and after departmental review and recommendation, to the Rector/Dean. The failure of the department or

- chairperson to submit timely evaluations regarding evaluation or promotion shall not prevent the review process from continuing.
- e. Applications shall be submitted to the department by October 1 and to the Rector/Dean by November 1.
 - f. The Rector/Dean shall convene the Rank and Evaluation Committee of the School of Theology, provide pertinent information and answer any questions from committee members. Thereafter, the Rector/Dean shall be excused from the deliberations and the committee shall proceed to its review and recommendations of individual applicants.
 - g. The Rank and Evaluation Committee shall submit its recommendations to the Rector/Dean on or before March 1.
 - h. In the case of the term contract, the Rector/Dean shall review the recommendations of the chairperson and the Rank and Evaluation Committee and shall make his own evaluation. He shall notify the applicant of the action by April 1. If these are favorable, the Rector/Dean, after consultation with the President, may present the faculty member to the Archbishop of Newark for a seven (7) year appointment to the faculty of the Immaculate Conception Seminary. The Rector/Dean should present the faculty member to the Archbishop of Newark by April 15. The Archbishop of Newark should decide on [re]appointment to Immaculate Conception Seminary, notifying the Rector/Dean and the faculty member of his decision, by April 30. If the Archbishop's action is affirmative, then and only then, the Rector/Dean may appoint the faculty member to the School of Theology for a seven (7) year term. The Provost shall offer the faculty member a contract for this period. The contract should be issued by the Provost's office by May 31. Should the Provost deny a contract, he must state his reasons. Denial of a term contract may be appealed to the President and to the Academic Affairs Committee of the Board of Regents in accord with the procedure stated in 3.4c of this Guide. Such an appeal must be filed to the President by the applicant by June 15.
 - i. In the case of a promotion, the Rector/Dean shall present the recommendations of the chairperson and the Rank and Evaluation Committee and his own recommendation to the Provost on or before March 1 for forwarding to the Board of Regents. Each applicant shall be notified of the action of the Board of Regents by April 30.
 - j. Should a decision favorable to the candidate be reached by the Board of Regents, the effective date of such promotion is September 1 of the following academic year.
 - k. Should an application for promotion be denied on its merits by the Provost, the decision of the Provost is appealable to the President PROVIDED that the application had been positively recommended by majority vote of the Rank and Evaluation Committee. The appeal must be made by letter addressed to the President within fifteen (15) days of receipt of notice of denial.
 - l. Should a decision favorable to the candidate be reached on appeal to the President and subsequently approved by the Board of Regents, the effective date of promotion

is September 1 of the academic year following that in which the application was filed, regardless of the date on which the decision is reached.

5.6 Withdrawal – School of Theology

- a. An applicant has the right to withdraw an application for promotion at any stage of the process.
- b. An applicant may not withdraw from a mandatory evaluation review without submitting a written letter of resignation from the University to be effective no later than the end of the current academic year.
- c. An applicant who requests or agrees to an evaluation prior to the year of mandatory evaluation may withdraw the application at any stage of the process.
- d. All requests for withdrawal shall be in writing. The record of the stages of the process that were enjoined, the results of these stages, and the fact of withdrawal shall be placed in the faculty member's official personnel file.

5.7 Notification – School of Theology

- a. At each step of the process the respective body or individual -- department, Rank and Evaluation Committee, Rector/Dean -- shall simultaneously notify the applicant and all appropriate parties in writing of the recommendations. The respective body or individual shall notify the applicant in writing of the reason(s) for the recommendation.
- b. Notification shall be effective if personally delivered to the faculty member or, if sent by certified mail, postmarked by the date specified. The certified letter shall be sent to the faculty member's residence as reported to the Department of Human Resources.

5.8 Composition of Rank and Evaluation Committee - School of Theology

- a. When this committee is considering a candidate for evaluation, it shall consist of four (4) faculty members of the School of Theology. They normally shall hold the rank of full or associate professor. When this is not possible, the Rector/Dean may appoint other senior faculty to this committee. The Rector/Dean shall act as non-voting chairperson of this committee.
- b. When this committee is considering an application for promotion, the Rector/Dean shall appoint three faculty members of the School of Theology who hold the rank of full or associate professor. The Rector/Dean shall act as nonvoting chairperson of this committee.
- c. In no case shall any member of this committee vote on a promotion to a higher rank than his/her own rank, vote on his/her own promotion or evaluation, hold a probationary contract or have a conflict of interest.

5.9 General Requirements – School of Theology

- a. All promotion and evaluation committees shall keep records of their proceedings, including a tabulation of all formal votes taken. These records shall be kept by the responsible administrator at each level (department chairperson, Rector/Dean,

Provost) for a period of six (6) years following the date fixed for regents' notification (April 30), after which they shall be destroyed.

- b. The applicant has the right to make a personal appearance and presentation to the Rector/Dean, and to the department and Rank and Evaluation Committee. This right may be waived, but such waiver must be in writing.
- c. At each level, voting shall be by secret written ballot. All eligible committee members shall vote either positively or negatively on each application, except for a clear conflict of interest. All eligible committee members shall also include a simple statement of reasons for their votes. A compendium of these statements shall be included in the record.
- d. Departments may set supplementary guidelines for promotion/term contract. Such guidelines must be committed to writing after formal departmental approval, and copies of same must be provided to all applicants for promotion/term contract.
- e. Written documents shall be the primary evidence considered at all levels in the promotion/term contract process. The Rank and Evaluation Committee may, during the course of its deliberation, invite the responsible official(s) at each level (department chairperson, Rector/Dean, Provost) to present evaluative statements and/or respond to questions. The record shall summarize these statements/responses.
- f. The Rank and Evaluation Committee shall adopt guidelines, which shall be made available to members of the faculty.

Article 6: Leaves

Full-time members of the faculty are eligible, consistent with provisions of this article, to apply for sabbatical leaves, unpaid leaves of absence, medical leaves, leaves for political activity, government service, military service, jury duty and service to the Church.

6.1 Sabbatical leaves

The major purpose of a sabbatical leave is to provide the opportunity for continued professional growth and new or renewed intellectual achievement through study, research, scholarly writing, or professionally related travel to permit special work in some related field of ministry. The number of sabbatical leaves awarded each year shall depend upon the University's financial ability to meet its continuing obligation to provide a balanced, quality academic program to its student body.

a. Eligibility.

1. All full-time members of the faculty have a right to apply for sabbatical leave of not more than one (1) academic year after each period of six (6) years of service with the Seminary and School of Theology, inclusive of time on loan to administrative duties to the Seminary and School of Theology, but exclusive of time on leave of absence. Time of service shall be computed from the beginning of full-time appointment at Immaculate Conception Seminary or from the beginning of full-time appointment to the faculty of Seton Hall University, whichever is earlier.
2. Ordinarily, a faculty member may take sabbatical leave in the seventh, fourteenth, twenty-first, etc., year with the Seminary and School of Theology.
3. If a sabbatical is taken with more than six (6) years of credited full time faculty service, those years in excess of six (6) years are credited toward the eligibility requirement for the subsequent sabbatical. There must, however, be a minimum of four (4) years between the taking of sabbatical leaves.
4. Up to two (2) years of faculty service at another accredited institution of higher learning at an unqualified rank may be credited in the letter of appointment toward a faculty member's application for sabbatical leave.

b. Application and granting procedure – Seminary.

1. Applications by Seminary formation faculty must be submitted to the Rector/Dean by October 1 of the year preceding the academic year in which leave is to be taken. After consultation with the Director of Formation, he shall submit his recommendations to the President by December 1. The President shall take action on applications before January 15.

c. Application and granting procedure – School of Theology.

1. Every applicant must apply for sabbatical leave on forms provided by the Office of the Provost.

2. Every applicant must state the purpose, as specifically as possible, in applying for sabbatical leave.
3. Every application must state that the applicant shall continue to serve the University for at least one (1) academic year after expiration of the term of the sabbatical leave unless this provision is waived in writing by the Provost.
4. Applications by School of Theology faculty must be submitted to the applicable Associate Dean by October 1 of the year preceding the academic year in which the leave is to be taken. Recommendations based upon a majority vote of the total full-time faculty members of the School of Theology are submitted to the Rector/Dean no later than November 1. He shall submit his and their recommendations to the Provost by December 1. The Provost shall take action on applications before January 15. Failure by the Provost to take action shall constitute denial.
5. At each step of the process, the respective body or individual shall notify the applicant and all appropriate parties (department chairpersons, committee chairperson, Rector/Dean, Provost, President), in writing, of the recommendations made.
6. The applicant has the right to appeal from the Rector/Dean to the Provost. Should an application for sabbatical leave be denied by the Provost on its merits, after approval by the school and Rector/Dean, the decision of the Provost is appealable to the President whose decision shall be final and binding.
7. The School of Theology endorsement must state that the work of the area in which the applicant serves can be so arranged as to be carried forward effectively during the period of the leave. An endorsement should not be contingent upon replacing the applicant during the leave. If the sabbatical is rejected on grounds that a particular applicant's services are necessary, such an application shall not be rejected in a following year on those grounds, nor shall this rejection prejudice the faculty member's eligibility under 6.1a.

d. Criteria for selection.

Every participant involved shall consider the advantages of such leave to the applicant and to the University. Primary consideration shall be given to the potential of the faculty member's proposal in terms of its contribution to the discipline, the intellectual development of the individual, or to the strengthening of the Seminary and School of Theology or the University. A faculty member's choice of a one (1) semester or one (1) year sabbatical is not a criterion for selection.

e. Salary.

1. Salary payments during sabbatical leave shall be three-quarters (3/4) pay if the leave is for one (1) academic year, and full pay if the leave is for one-half (1/2) of an academic year. Salary payments are calculated only on the faculty member's base salary.

2. School of Theology faculty who are members of the priest community shall receive salary payments based upon the University scale for their rank and seniority.
 3. Seminary formation faculty who are members of the priest community shall receive salary payments based upon the University scale for an assistant professor with equivalent seniority.
 4. The granting of sabbatical leave shall not affect any salary increment for which the applicant may be otherwise qualified.
 5. A faculty member on sabbatical leave shall be entitled to the continuation of pension and other fringe benefits provided by the University.
 6. A faculty member on sabbatical leave may accept remunerated employment only with the written approval of the Provost or the President (in the case of a Seminary faculty member who does not hold an appointment in the School of Theology).
- f. At the conclusion of a sabbatical leave, the faculty member shall forward to the departmental chairperson, the Rector/Dean, and the Provost copies of a report of his/her activities during the period of the leave.

6.2 Leaves of Absence

All full-time faculty members may apply for the following leaves of absence: 1) professional development of the faculty member, and 2) the protection and/or recovery of health, including family emergencies.

- a. The procedures for application and granting of a leave of absence are identical to the procedures described in the section 6.1b on sabbatical leave except that required deadlines may be waived in unusual circumstances, as when an applicant's leave depends upon approval by a grant external to the University such as a foundation grant or national fellowship.
- b. Leaves for the protection and/or recovery of health are frequently extraordinary requests and shall be expedited.
- c. In special circumstances, ordinary leaves of absence may be granted with compensation.
- d. For faculty members on term contract, a leave of absence shall not be deemed a part of the term unless this provision is waived in writing by the Rector/Dean.
- e. Where it enhances the professional development of the faculty member, a leave of absence may be granted by the Provost for the purpose of taking up temporary employment elsewhere.
- f. For School of Theology faculty, the continuation of the University's contribution to fringe benefits during the leave of absence shall depend upon the circumstances of the leave. The precise status of the faculty member's benefits shall be stated in writing by the Provost in the letter approving the leave of absence. For Seminary formation faculty, the same shall be stated in writing by the President in the letter approving the leave of absence. If the University does not continue its contribution,

faculty members have the option to maintain any or all of their fringe benefits at their expense during the leave of absence.

A faculty member on leave of absence for reasons of health, or to participate in a fellowship or a professional program (except when pursuing an advanced degree), shall have fringe benefits paid by the University during this leave of absence.

- g. The maximum period that may be spent on any single leave of absence is two (2) calendar years. The failure of any faculty member to return to his/her full-time appointment after the agreed upon leave shall result in termination of the appointment. The Rector/Dean shall notify the faculty member in writing of the requirement to return, at least one hundred and twenty (120) days before the scheduled termination of the leave.

6.3 Medical Leave

A faculty member who is unable to work because of illness or disability for one (1) to ten (10) academic calendar days must notify the applicable Associate Dean of the reason for the absence and its estimated duration. It is expected that, as a matter of professional courtesy, faculty colleagues shall substitute for absent members in teaching and other assignments without receiving additional compensation. Where this is not possible, faculty shall be expected to make up any missed classes as soon as possible upon returning to work.

- a. A faculty member who is unable to work for more than two (2) weeks (ten (10) academic calendar days) because of illness or disability shall be granted a leave of absence in accordance with the following procedures and conditions:
 - 1. Within these two (2) weeks the member is expected to notify, if possible, the Associate Dean of the member's illness or disability and to provide the Associate Dean with a physician's certificate indicating the date of the inception, nature, and estimated duration of the illness or disability. When a faculty member knows in advance of an expected absence due to illness or disability, the member shall notify the applicable Associate Dean immediately.
 - 2. Upon receiving the physician's certificate, the applicable Associate Dean shall transmit the certificate to the Provost through the Rector/Dean for leave approval.
 - 3. The leave shall be approved by the Provost and shall take effect two (2) weeks after the date of inception of the illness or disability and shall extend for the duration of the disability as attested by the member's physician or six (6) months, whichever is shorter. The Office of Personnel Services shall provide the member with a summary of medical benefits.
 - 4. Paragraph 6.3a.3 notwithstanding, a faculty member who is absent from teaching duties for more than four (4) weeks (twenty (20) academic calendar days) shall not resume teaching duties for the remainder of the semester in which the illness or disability occurred, but may be assigned other duties. Full salary shall be resumed upon return to University service.

- b. Disability Compensation

1. A faculty member in the first year of service at the University shall receive an amount equal to the difference between the temporary disability insurance payments to which the member is entitled and the member's base contract salary for one (1) month. Employment shall terminate after an uninterrupted absence due to illness or disability of more than three (3) months.
 2. A faculty member who has from two (2) to ten (10) years of service at the University shall receive for two (2) months an amount equal to the difference between the temporary disability payments to which the member is entitled and the member's base contract salary. For an additional period of leave of up to four (4) months in each academic year, such faculty members shall receive 60 percent of their base contract salary (disability plus University payments). A faculty member who has from ten (10) to fifteen (15) years of service at the University shall receive for four (4) months an amount equal to the difference between the temporary disability payments to which the member is entitled and the member's base contract salary. For an additional period of leave of up to two (2) months in each academic year, such faculty members shall receive 60 percent of their base contract salary (disability plus University payments). A faculty member who has fifteen (15) or more years of service at the University shall receive for six (6) months an amount equal to the difference between temporary disability payments to which the member is entitled and the member's base contract salary.
 3. In the event a faculty member's disability continues after being on medical leave for six (6) months, the member, if declared eligible by the University's insurance carrier, shall be entitled to benefits under the University's total disability plan. For faculty members on term contract or probationary appointment, the University shall pay health program premiums until the expiration of the contract. Members of the full-time faculty, ineligible for total disability, shall be placed on an unpaid leave of absence for one (1) year but shall have health program premiums for which they are eligible paid by the University during this period. In the event such a faculty member's disability continues after that period the University's obligations to such faculty member shall cease.
- c. Upon return from a medical leave, the faculty member shall submit to the applicable Associate Dean a physician's statement certifying that the member has recovered and can resume normal duties without restriction. The University may, at its option, refer the faculty member to a physician mutually agreeable to the University and the faculty member for an examination prior to the member's resumption of duties. The findings of such a physician with regard to the member's ability to return to work shall be conclusive.
 - d. Medical leaves in excess of six (6) months shall not be counted toward the term contract period.

- e. The provisions of medical leave (section 6.3) shall apply in all respects to a faculty member's illness or disability caused or contributed to by pregnancy, childbirth and/or recuperation therefrom.
- f. The provisions of medical leave (section 6.3) shall apply in all respects to a faculty member's illness or disability caused or contributed to while working at the University. Such illness or injury is covered by worker's compensation in accordance with the provisions of the Employer's Liability Insurance Law of New Jersey. All injuries in the performance of duties must be reported immediately to the University infirmary. The infirmary shall prepare the proper worker's compensation form, which is required in order to qualify for benefits.

6.4 Leaves for Political Activity and Governmental Service

Faculty members, as citizens, are free to engage in political activities. Leaves may be granted for political activity and governmental service in accord with procedures established in section 6.2. Where appropriate, such requests shall be expedited. The terms of each leave of absence shall be written, and any leave shall not affect unfavorably the status of a faculty member.

6.5 Leaves for Jury Duty

The University reserves the right to seek a delay in jury service to a time that shall not interfere with the faculty member's class or academic schedule. If the delay is not granted, the University shall provide substitutes and continue the faculty member with full salary and fringe benefits during the term of jury duty. A faculty member notified of jury duty is obligated immediately to inform the Rector/Dean or the applicable Associate Dean.

6.6 Leaves for Church Service

If a faculty member is called to serve in the national or international offices of the Roman Catholic Church, two (2) and only two (2) additional leaves of two (2) years (cf 6.2.g.) may be agreed upon by the School of Theology.

Article 7: General Faculty Rights and Responsibilities

7.1 General Faculty Responsibilities

- a. Full-time faculty holding academic year appointments have professional responsibilities to the University for the period of the academic year.
- b. Full-time faculty holding twelve (12) month appointments for the fiscal year have professional responsibilities to the University for the period commencing July 1 and ending June 30 with the understanding that such faculty member is entitled to one (1) month's vacation during that period, to be taken at time(s) consistent with assigned responsibilities and scheduled classes.
- c. Faculty members are obligated to follow the University calendar as amended for the Seminary and School of Theology.
- d. The primary professional responsibility of each member of the faculty is to the Seminary and School of Theology, the Seminary community, the University and the University community. Since faculty members should display a high degree of professionalism, they shall:
 1. Aspire to excellence in teaching, promote the learning process, and stimulate the intellectual development of their students.
 2. Keep informed of contemporary developments in pedagogy and in their fields of specialization.
 3. Accept a reasonable number of assigned or elected committee responsibilities and conscientiously serve on those committees of which they are members.
 4. Serve as resources to University, Seminary, School of Theology or department student organizations, where this is consistent with other commitments.
 5. Recognize their obligations to University graduates and their families by attending commencement exercises. The administration shall make every effort to promote a meaningful ceremony with an appropriate recognition of the faculty's role in the University.
 6. Adhere to reasonable deadlines and schedules established for the timely reporting of grades and for other matters related to student registration and record keeping.
 7. Assume a fair share of responsibility in student academic advisement, in the student academic review process, and in curriculum review and development.

7.2 Academic Freedom

- a. As an institution of higher learning drawing upon the resources of scholars in secular as well as religious fields, the School of Theology endorses the 1940 Statement of Principles Relative to Academic Freedom enunciated by the American Association of University Professors and the Association of American Colleges.
- b. As a school where the primary academic concern centers on the study of theology, the Seminary also subscribes to the Statement on Academic Freedom adopted by the Association of Theological Schools of the United States and Canada, and published in the ATS Bulletin 49, 2010, part 1, pp.22-23.
- c. As a community where candidates are prepared for priesthood, the Seminary abides by The Program of Priestly Formation issued by the National Conference of Catholic Bishops, Washington, D.C. Fifth Edition, 2006, especially in its recommendation that in the faculty's academic work, appropriate freedom should be granted them as professionals. "This freedom must be understood in the context of the purpose of the Seminary and balanced by the rights of the students, the institution, and the Church." (no. 365, p. 112)
- d. Academic freedom assures both faculty and students the climate most conducive to the pursuit and communication of truth. Its responsible exercise is limited by the end for which it is given. In a Catholic School of Theology, it presupposes respect for the teachings of the Catholic faith. Due regard for the degree of maturity of the students and respect for the reasoned opinions and sincere convictions of others should always characterize its exercise. In the theological investigation and exposition of the data of Revelation together with its ongoing interpretation in the tradition of the Church, professors, mindful of the different levels of theological certainty, should carefully distinguish between accepted Catholic doctrine and their own insights, developments and speculation.
- e. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties. Any challenge to the doctrinal regularity of a faculty member or any encroachment on his/her academic freedom will be subject to adjudication according to the standards and procedures set forth in this Guide.
- f. When faculty members speak or write, they are free from University censorship, but their special position in the community imposes special obligations. As scholars and members of the University, they should remember that the public might judge their profession and the University by their remarks. Therefore, they should at all times endeavor to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. While properly identifying themselves to outside audiences, they should not purport to function as institutional spokespersons unless specifically commissioned to serve in such a capacity.
- g. Faculty members' primary responsibility to their subject(s) is to seek and to state the truth as they see it. They are expected to devote their energy to develop and improve their scholarly competence. They are obligated to exercise critical selfdiscipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty.

- h. As professors, faculty members encourage the free pursuit of learning in their students and protect student academic freedom. They foster honest academic conduct and, on their part, provide equitable evaluations of student performance. They respect the confidential nature of the relationship between faculty member and student. They acknowledge significant assistance from students and avoid any exploitation of students for their own private advantage.

7.3 Academic Program Planning

A quality academic program requires effective program planning and a judicious selection of courses consistent with enrollment patterns and program needs. Moreover, the Seminary and School of Theology recognize that The Program of Priestly Formation governs the selection and distribution of a major portion of course requirements for candidates for priestly ordination. The School of Theology is committed to offering regularly courses both required and elective in a consistent sequence to assure completion of graduation requirements within the period stated for each degree program. In seeking to accomplish this end, the School of Theology is always mindful of the scheduling needs of both full and part-time students.

- a. The programs of the School of Theology shall undergo evaluation every five (5) years, to coincide with the decennial accreditation visitation by both the Middle States Association of Colleges and Schools (MSA) and the Association of Theological Schools of the United States and Canada (ATS) as well as with the University's Periodic Review report to MSA due the fifth year after accreditation. The self-evaluation of the School shall include:
 - 1. A statement of the purpose of each program;
 - 2. A five (5) year curriculum plan and schedule of courses to be offered. The statement of purpose, the curriculum plan and schedule shall be considered recommendations until approved by the Rector/Dean.
- b. To assist the School in such planning, the University Director of Planning shall issue to the department a four (4) year projection of University enrollments, planned changes in facilities, and other pertinent information.
- c. In developing this plan, the School of Theology shall recognize the desirability of pruning excess courses from its curriculum and of reducing the frequency with which low enrollment courses are offered.
- d. The Provost shall publish a timetable for the submission of statements of purpose and curriculum plans.
- e. Annually, the appropriate Associate Deans shall:
 - 1. Submit to the Rector/Dean a schedule of course offerings for the academic year. The schedule shall be based on the five (5) year plan. Deviations shall be noted and justified.
 - 2. Recommend maximum and minimum course enrollments for each of these course offerings.

7.4 Unpaid Professional Activities

The University encourages faculty participation in other unpaid professional activities that add to the faculty member's knowledge, qualifications, and reputation, and to the reputation of the University, so long as these activities do not interfere with his/her primary responsibility to the University. The faculty member shall cooperate with the University in striving to inform both the University community and the outside community of such achievements.

7.5 Outside Employment of Faculty

A faculty member may engage in professional consulting and/or outside employment provided the faculty member notifies the Rector/Dean of all such activities and provided further that such activity is not inconsistent with or does not interfere with the faculty member's responsibilities and obligations to the University as determined by the Rector/Dean.

Article 8: The Faculty of Immaculate Conception Seminary

Seminary faculty have specific duties and responsibilities as determined in their letter of appointment to a specific position described in this Guide and in their contracts. All those appointed to the Seminary faculty have a role in the formation of future priests and lay ministers. For some, this formational role is explicit in all aspects of their work. For some, it is exercised to a greater or lesser degree depending upon the amount of their academic and/or administrative responsibilities. Those faculty who reside in the Seminary share in the responsibility of forming with the seminarians a community of faith and Christian witness.

8.1 Formation Faculty

The assignment and quantification of formation activity is the responsibility of the Rector/Dean. Teaching loads will be adjusted in light of formational responsibilities.

a. Formation Faculty.

The Formation Faculty will oversee and direct all aspects of the formation program. They will meet weekly under the supervision of the Director of Formation, to coordinate and implement the formation program of the Seminary.

b. The Mentor Program.

This program requires formal supervision and counseling of designated students concerning their cooperation and progress in the Seminary program.

1. Faculty-Student Mentor Relationships

Normally, a mentor would meet individually with designated seminarians once every three (3) weeks.

2. Faculty Evaluation and Review of Students

- a. Each mentor will present a draft evaluation of the students in his charge to the Formation Faculty and revise it in accord with their observations.

Once the evaluation is completed, the Formation Faculty votes whether or not to recommend the candidate for advancement. The Rector/Dean communicates his decision to each candidate in a personal interview.

- b. Each mentor is available to consult with Vocation Directors in accordance with the established procedures of the sponsoring diocese or the religious community.

8.2 Faculty Meetings

a. Meetings

Meetings of Immaculate Conception Seminary and School of Theology faculty are held on a regular basis. Attendance at these meetings is expected. The Rector/Dean should be informed in advance if a faculty member is unable to attend.

b. Committees

Faculty are expected to serve on standing and ad hoc committees to which they may be appointed by the Rector/Dean or chosen by some other method.

8.3 Spiritual Direction and Counseling

Faculty members are expected to be available for spiritual direction and counseling to seminarians in accordance with guidelines established by the Spiritual Director of the Seminary. The Spiritual Director expects that a faculty member directing seminarians would normally meet with each at least once every three (3) weeks.

Faculty members are also available to assist with the spiritual needs of other graduate students in collaboration with the Associate Dean for Graduate Studies and Administration.

8.4 Priestly Services

- a. Priest faculty members participate in the celebration of the Eucharist, Liturgy of the Hours, retreats, individual celebration of the sacrament of reconciliation, penance services and other liturgical/sacramental celebrations within the Seminary.
- b. Priest faculty members are encouraged to be generally available to serve the needs of all students of the School of Theology.
- c. Whenever possible, faculty members should attend ordination ceremonies in the Archdiocese of Newark and in the home dioceses of the seminarians.

8.5 Annual Assessment/Planning Sessions

These meetings, at which attendance of all faculty is required, are distinct from and in addition to, departmental and committee meetings. They take place on no more than three (3) days in May or June.

8.6 Time

Participation in the various components of the formation program involves a major contribution of time by the faculty members. The Rector/Dean shall annually review the formational involvement of those faculty members appointed to the School of Theology and make appropriate course load reductions.

Article 9: The Faculty of the School of Theology

Those faculty members of Immaculate Conception Seminary who are appointed to the School of Theology have specific academic and scholarly rights and responsibilities.

9.1 Instructional Duties

- a. **Teaching Load.** A primary concern of the faculty must be the effective teaching of theology and auxiliary disciplines. In accordance with the norm of graduate professional education, the basic teaching load for full time faculty members is eighteen (18) credit hours per academic year and shall normally be nine (9) credit hours per academic semester unless administrative or formational responsibilities prevent his/her carrying a full teaching load. Likewise, the usual basic undergraduate teaching load for full time faculty members is eighteen (18) credit hours per academic year, normally divided evenly at nine (9) credit hours per semester.

Independent studies are arranged according to the policies governing these classes and are allowed only with the appropriate Associate Dean's permission and with the individual faculty member's consent. Independent studies do not normally count toward teaching load or as overtime.

A course load reduction of one (1) course shall be granted to those School of Theology faculty who contribute equivalent service to the professional formation program. The exact distribution of the course load throughout the academic year (fall and spring) is to be determined by the applicable Associate Dean in consultation with department chairpersons and with each faculty member.

1. Credit hours are described in hours per week of formal class meetings. Normally a maximum of two (2) sixty (60) minute periods of class meetings per week per semester equal three (3) credit hours. Normally, for undergraduate courses, two (2) seventy-five (75) minute class periods per week or three (3) fifty (50) minute class periods per week equal three (3) credit hours. Undergraduate night classes meet one single session for 150 minutes per week.
 2. In courses following the "team instruction" approach, the instructors shall receive credit teaching load proportional to their responsibility for the classroom or contact hours.
- b. **Course Preparation and Implementation.**
 1. The number of separate course preparations in any given semester ordinarily shall not exceed two (2).
 2. Each faculty member shall reasonably adhere to course descriptions published in the Seton Hall University Graduate and Undergraduate Catalogue and other media.
 3. Faculty shall meet each class as scheduled in the assigned classroom. Faculty must notify the appropriate Associate Dean of any cancellation or rescheduling of class.

4. At the beginning of each course, the faculty member shall establish clear course objectives and explain the evaluative techniques and standards to be used. Each enrolled student shall be provided with a course outline or syllabus. Copies of the syllabus shall be given to the appropriate Associate Dean within two (2) weeks of the start of each course.
 5. Faculty members shall evaluate assignments and examinations in a timely and effective manner, thereby promoting student development.
- c. Student Advising.
1. Faculty members are expected to advise a reasonably proportionate number of students majoring in their area of concentration. Assignments are made as equitably as possible by the appropriate Associate Dean.
- d. Office Hours.
1. All full-time faculty shall hold office hours, at least three (3) hours per week, during the fall and spring semesters. These office hours are to be posted in advance and made available to the office of the appropriate Associate Dean.
 2. Faculty members who do not have appropriate office facilities are requested to be available to students for consultation in the classroom immediately after class.
- e. Limitation on Advising and Committee work.
1. Faculty members (unless otherwise provided herein) shall not normally be required to exceed a maximum of nine (9) working hours per week, exclusive of the office hours indicated in article 9.1d, in the performance of professional duties such as student advisement and departmental committee work.
 2. This limitation does not apply to elected faculty offices or to voluntary committee assignments.

9.2 Overtime

- a. Overtime assignments shall be made by the relevant Associate Dean. Assignments of overtime may be made only with the permission of the affected faculty member. The relevant Associate Dean shall notify the Rector/Dean of each overtime assignment.
- b. Overtime shall not normally exceed three (3) contact hours or one (1) course, whichever is greater, per academic year without the prior written approval of the Rector/Dean and the Provost. Only with the Rector/Dean's permission shall a faculty member teach more than one (1) overtime course per semester.
- c. No faculty member may combine time released from teaching load for research or administrative duties, or overtime.
- d. Compensation for the preparation and/or teaching of noncredit courses or for extraordinary services shall be by special contractual arrangement between the faculty member and the University. Such arrangements shall be approved in writing by the Rector/Dean.

- e. There is no guarantee of the assignment of overtime.

9.3 Released Time

- a. The appropriate Associate Dean or a department chairperson may recommend to the Rector/Dean load reductions for faculty members engaged in the assignments listed below. Determination of reductions shall be made annually by the Rector/Dean whose decision in these matters is final:
 - 1. Service in administrative positions
 - 2. Service in formational activities
 - 3. Supervision of special academic programs
 - 4. Preparation of new programs of substantial scope
 - 5. Unusual academic or research assignments.
- b. Load reductions supported by funded research shall be made pursuant to the terms of the contract or grant award. All proposals for grants and contracts shall be approved in accordance with current University practices and policies.

9.4 School of Theology Meetings

The academic goals of the School of Theology must be constantly supervised, evaluated and restated. The faculty will meet formally on a regular basis to insure that the academic integrity of the institution is maintained.

- a. Plenary Meetings.

Plenary meetings of the Formation and Academic faculties of Immaculate Conception Seminary and School of Theology are held regularly. Meetings of the academic faculty are held regularly. Attendance at these meetings is expected. The Rector/Dean should be informed in advance if a faculty member is unable to attend.
- b. Committee Meetings.

Committee meetings are held periodically and attendance is expected.
- c. Department Meetings.

Departments shall hold meetings on a regular basis, on a schedule to be established by each respective department.

9.5 Professional Development

Continuing personal and professional growth is the shared responsibility of the faculty member and of the administration of the Seminary.

- a. A faculty member is expected to maintain active membership in appropriate professional associations.
- b. A faculty member who attends or participates in conferences directly related to development in his/her discipline will be eligible for faculty development funding to defray the costs of attendance and/or participation at such conferences. In addition, faculty on priest or religious salary will receive an allowance to be used

for books, software and other related professional needs. The amount of the allowance shall be stated in the individual faculty member's contract.

- c. A faculty member is encouraged to complete work toward a higher professional degree in his/her assigned field. The Seminary provides financial assistance wherever possible for full-time faculty and makes reasonable adjustments of schedule and course load consonant with his/her other Seminary responsibilities, to facilitate completion of the degree work.

9.6 Annual Assessment/Planning Sessions

These meetings, at which attendance of all faculty is required, are distinct from and in addition to departmental and committee meetings. They take place on no more than three (3) days in May or June.

Article 10: Faculty Personnel Files

10.1 Categories of Files

The University shall maintain only two (2) categories of personnel files for each faculty member.

- a. There shall be a pre-employment file which shall contain all materials requested or received by the University in connection with the original employment of the member. Initial letters of recommendation shall be kept confidential and destroyed after the search is completed. Copies of non-confidential materials received prior to the employment of the member shall be transferred to the member's official personnel file.
- b. There shall be an official personnel file, which shall be maintained by the office of the Provost. A copy of this file may be maintained by the Rector/Dean.

10.2 File Inclusions

The official personnel file of each faculty member shall include, but not be limited to, the following:

- a. Copies of non-confidential materials from the member's pre-employment file.
- b. An updated curriculum vitae. It shall be the member's responsibility to update his/her curriculum vitae.
- c. All faculty status recommendations and decisions.
- d. All non-student evaluations of teaching.
- e. Information relating to the member's academic and professional accomplishments. Bibliographic summaries may be substituted for bulky material at the discretion of the Provost.
- f. Signed memoranda of discussion between the faculty member and University officials and committees.
- g. Evaluation review data form for probationary faculty.

10.3 Availability of File to Faculty Member

The official personnel file and copies thereof held by the Rector/Dean and the relevant Associate Dean shall be available by appointment for examination and review by the member. Any faculty personnel documents other than copies of the official file held by the Provost, the Rector/Dean, or the relevant Associate Dean are in breach of article 10.1. Should any such documents exist, they must be made available to the faculty member upon request. The file shall be available within one (1) working day of a written request. Twice each year, a member shall be permitted to make copies of materials in his/her personnel file at the member's expense.

10.4 Availability of File to Others

The official personnel file of the faculty member shall be made available to the department chairpersons, the Rector/Dean, the Associate Deans, and the chairpersons of the Rank and

Evaluation Committee. All individuals having access to personnel files shall maintain the contents of such files in confidence.

10.5 Challenges to Contents of Files

If a member alleges that some of the contents of his/her file are demonstrably false (excluding judgmental observations such as faculty and student evaluations), the following opportunities shall be available to the member:

- a. The member may include in the file any rebuttal material and evidence he/she may choose.
- b. The member may appeal to the Provost to have such material removed from the file and destroyed.

10.6 File Maintenance

Nothing in this section shall limit the University in the maintenance and retention of records dealing with routine matters, including but not limited to payroll and benefits. Upon adequate notice, members shall be provided with appropriate information from such records to meet their stated needs.

Article 11: Faculty Research and Sponsored Activities

11.1 Research

Teaching and research are complementary activities. A faculty member's professional development requires a continuing commitment to scholarly research and publication. The University encourages faculty members to engage actively in research and other professional activities for the advancement and dissemination of knowledge. Such encouragement includes the promulgation of policies and procedures necessary to foster a climate for research, the provision for internally funded research, and the endorsement and support of acceptable proposals to external sources for sponsorship.

11.2 General Principles

The following are general principles established by University policy:

- a. The University imposes no limitation on the freedom of the faculty in the choice of fields of inquiry or the dissemination of the results obtained.
- b. The University shall accept or administer only those research grants and contracts that clearly retain for the faculty investigators unrestricted control with regard to the manner in which research is carried out and conclusions are reached.

11.3 Obligations of Sponsored Activities

The responsibilities of the University in accepting grants and contracts and the responsibilities of departments, faculty, and staff are as follows:

Seton Hall University encourages the development and implementation of projects involving fundamental and applied research, training, and community service activities by faculty, administrators, and students. To further these activities, the University, through the Office of Grants and Research, shall provide all necessary assistance that may be required by individuals and groups seeking to attract extramural funds to support such endeavors. The solicitation, acceptance, execution, and administration of grants and contracts, however, impose legal, fiscal, and moral obligations by sponsoring groups and agencies upon the University. It is therefore important and necessary that requests for extramural funding for projects be reviewed and approved prior to submission of proposals to potential sponsors. In accepting a grant or contract, Seton Hall University must provide the appropriate share of the time and effort of its personnel to perform work mutually agreed upon with a sponsor. Charges for the work shall be based on the employee's regular compensation, which, in accordance with University practice, constitutes the basis of his/her salary. Grant or contract funds should not be used to increase the total salary or rate of salary of an employee, nor may these funds be used for overload compensation. All personnel costs must be substantiated by payroll distribution records.

11.4 Administration and Procedures

The Provost is responsible for the formulation of policies and procedures relating to extramurally sponsored projects. This responsibility is carried out with the advice of the University Research Council.

The Office of Grants and Research is responsible for certifying that University and sponsor policies and procedures have been met. All official documents pertaining to grants and contracts are maintained by the Office of Grants and Research.

The review criteria and procedures for submitting proposals are outlined in administrative announcements and the “Seton Hall University Manual for Sponsored Activities” available from the Director of the Office of Grants and Research.

Proposals for research support in the form of grants from or contracts with outside agencies must be approved in accordance with current procedures and practices. Use of campus facilities and equipment for these purposes requires the prior written permission of the appropriate Associate Dean, the Rector/Dean, and the Provost. The appropriate Associate Dean and the Rector/Dean shall be advised periodically in writing of the progress of such programs. No faculty member is empowered to enter into any grant or contract in the name of the University.

Faculty interested in applying for a sponsored project should contact the Director of the Office of Grants and Research, who shall assist them in identifying appropriate sources and in preparing proposals.

11.5 University Research Council

The University Research Council was established to foster faculty research and to promote faculty development activities, including the identification of priorities and programs that shall provide opportunities for faculty growth and renewal.

The University Research Council conducts an annual awards competition for research expense grants and summer stipends in accord with guidelines approved by the University. The Provost appoints faculty members to the University Research Council for two (2) year terms from a list provided by the college and school assemblies. The University Research Council determines its own operating procedures. It is assisted by the Director of the Office of Grants and Research, who serves as an ex-officio member.

The annual competition for research grants and summer stipends is announced to the faculty during the fall semester by the Provost. Applications and guidelines are available through the Office of Grants and Research. Awards are made in the early spring.

Program guidelines and operating procedures shall be reviewed annually by the council and are available from the Office of Grants and Research.

11.6 Faculty Incentives

In addition to its sabbatical and released-time policies, the University implements a University Research Incentive Award Program. Research incentive awards are a sharing

of indirect costs recovered for sponsored research to encourage additional research activities.

Additional information is available through the Office of the Provost and the Office of Grants and Research.

11.7 Travel to Pursue Funding

Faculty in need of travel funds to pursue a funding possibility for a specific project with a sponsor may request same through the appropriate Associate Dean.

11.8 Patent and Copyright Policies

The respective rights of individual faculty members with respect to patents and copyrights are outlined in periodic administrative announcements. In such announcements the University's willingness to share in some of the costs and potential royalties or income is outlined. Since this is a highly specialized area, guidance should be sought through the University offices responsible for implementation.

Article 12: Department Governance

12.1 Selection of Chairpersons

- a. Department chairpersons are elected by majority vote of the full-time faculty members of the department. The selected chairperson must be approved by the Provost of the University. Full-time faculty who have been members of the department faculty from the beginning of the academic year in which the election is to take place shall be eligible to vote in said election.
- b. All full-time faculty members in the department are eligible to serve as chairperson.
- c. Elections shall be held in April; voting is by secret ballot.
- d. All elections under this article shall be conducted under the supervision of the standing school committee on Nominations and Elections.
- e. The results of each election shall be certified by said committee to the Rector/Dean. The Rector/Dean shall transmit the results to the Provost.
- f. Administrative officers who hold faculty rank (see article 1.5) do not have the right to be present during discussion or voting with respect to rank and evaluation recommendations. Such individuals may participate in other department decisions by department invitation.

12.2 Term of Office; Absences; Removal

- a. The term of office of department chairpersons is three (3) years. The term shall commence on July 1 following election, and shall end three (3) years later on June 30.
- b. A department chairperson holds an appointment that extends through an entire 12month, calendar-year period. However, a department chairperson may for adequate cause petition the Dean for an academic-year appointment; if the petition is granted, the department shall elect a temporary chairperson for the affected intervening period.
- c. Proceedings to remove a department chairperson may be initiated by the dean of the school or by the departmental faculty. A department chairperson may be removed by the Provost after consultation with the full-time faculty of the department. Said department chairperson shall be notified of such removal in writing by the Provost. The Provost's decision on removal is appealable to the President of the University by the chairperson or by the departmental faculty.
- d. In case of the death, disability, prolonged absence, resignation, or removal of a department chairperson or a vacancy in the office occurring for any other reason the Rector/Dean shall designate an acting chairperson. The acting chairperson shall serve no longer than thirty (30) calendar days following said appointment, during which time an election shall be conducted to choose a chairperson for the remainder of the original term of office or the specified length of the absence or leave, but not to exceed the original term of office.

- e. In case of absences of fewer than thirty (30) calendar days, the chairperson (or, in case of illness, the department) shall so advise the Rector/Dean, who shall appoint an acting chairperson.

12.3 Responsibilities and Duties

- a. A chairperson is responsible for the direction of all personnel in the department.
- b. In addition to teaching responsibilities, the chairperson shall perform the following duties either personally or by delegation:
 - 1. Make recommendations concerning the promotion, evaluation, and leaves of the department faculty, in accordance with approved procedures.
 - 2. Advise faculty of upcoming evaluations in a timely manner, and present at the conclusion of the academic year a written evaluation of each full-time faculty member to that member and then to the relevant Associate Dean.
 - 3. Notify the Director of the Msgr. James C. Turro Seminary Library of the department's library and media needs.
 - 4. Call at least two (2) regular meetings of the department during each semester.
 - 5. Prepare the agenda for and preside at department meetings, and appoint a representative to preside in his/her absence.
 - 6. Submit an annual report to the Rector/Dean on the work of the department, and make such other reports as are requested by appropriate authorities.
 - 7. Forward minutes of all department meetings, following department approval, to the Provost, the Rector/Dean and each faculty member of the department.
 - 8. Encourage and facilitate faculty research, effective teaching, and University/community service.
 - 9. Perform such other duties as are necessary for the efficient operation of the department.

At all times, chairpersons, individually or jointly, are expected to maintain a campus presence commensurate with their departmental needs.

- c. The chairperson shall, together with all full-time faculty members of the department meeting as a committee of the whole, be responsible for the following:
 - 1. Input into the budgets with regard to departmental needs.
 - 2. Propose to the appropriate Associate Dean a list of qualified adjunct faculty. Such a list must reflect an order of preference based on teaching competence, professional qualifications, and other criteria used in the hiring of full-time faculty.
 - 3. Developing and recommending any modification in course prerequisites, course requirements, and course sequences.

4. Making recommendations to the Rector/Dean and the school Educational Policy Committee for new courses and for modifications in program(s).
5. Making recommendations to the school Educational Policy Committee for new programs and/or majors.
6. Determining the department's infrastructure.

Article 13: Immaculate Conception Seminary, School of Theology, Governance

13.1 Guidelines

The entire full-time faculty of the Seminary and School of Theology must, by majority vote, establish guidelines for their own governance groups. Such guidelines are the preserve of the faculty, except that they shall not be in conflict with the established policies or by-laws of Seton Hall University, or with the provisions of this Seminary and School of Theology Faculty Guide.

Each of the standing committees below shall function by written guidelines, adopted either by the general faculty of the Seminary and School of Theology or by said committees.

13.2 Required Standing Committees –Immaculate Conception Seminary

The following elected standing committees shall be established in Immaculate Conception Seminary: The following committees, with membership limited to full-time faculty members, aid in the administrative processes. Unless otherwise indicated, appointments are made by the Rector/Dean and are for three (3) years, subject to renewal.

a. Nominations and Elections Committee.

This committee shall function for purposes of elections of faculty to appropriate University committees, institutions, or agencies, as well as to any offices and committees that the Seminary creates by its own guidelines.

b. Faculty Affairs Committee

The Faculty Affairs Committee provides a forum in which members of the faculty may express their views concerning Seminary and School of Theology policy, morale and personnel. The committee is consultative, answers directly to the Rector/Dean and, as needed, to other administrative officers.

The committee is made up of three (3) members of the faculty who are elected for three (3) year terms, on a staggered basis, with one (1) person elected in September of each year. With the exception of the Rector/Dean, all full-time faculty members are eligible for election, and all are entitled to vote. Each year in September, the members of the Committee elect one (1) of their number to serve as chairperson. Members are eligible for reelection.

Specifically, the responsibilities of the committee are to:

1. Coordinate the consultative process for the offices of Vice Rector and Spiritual Director.
2. Serve as Seminary and School of Theology Grievance Committee unless disqualified by conflict of interest.
3. Arrange and supervise the election of faculty members to the Seminary Council.

4. Recommend appropriate action as warranted on matters brought before it concerning Seminary policy, morale and personnel.
- c. Resident Faculty Committee

This committee consists of three (3) faculty members resident in the Seminary building who are elected for staggered three (3) year terms by and only by faculty members resident in the Seminary building. They will report to the Rector/Dean regarding policies, morale and other issues pertaining to the proper functioning of the residence building in particular with regard to those issues that pertain to the proper execution of the formation program.
 - d. Faculty Guide Committee

This committee consists of the Faculty Affairs Committee and the Educational Policy Committee. The chairperson shall be elected by the membership of both committees. This committee reviews and revises the Seminary Faculty Guide and presents its recommendations to the faculty for approval. It reviews revisions of the Administrative Handbook to ensure that they are in conformity with the Faculty Guide. It also provides interpretations of the Seminary Faculty Guide upon request.

13.3 Faculty Organization

The faculty of the Seminary is free to create such offices and agencies (committees, task forces, etc.), as it deems appropriate to promote the interests of such faculty. The offices and agencies shall be selected and function in accordance with the guidelines stipulated in article 13.1 and must, in all announcements, publicity, etc., be clearly identified as offices/agencies of the Seminary.

13.4 Required Standing Committees – School of Theology

The following elected standing committees shall be established in the School of Theology: The following committees, with membership limited to full-time faculty members, aid in the administrative processes. Unless otherwise indicated, appointments are made by the Rector/Dean and are for three (3) years, subject to renewal.

- a. Educational Policy Committee

This committee shall be responsible, consistent with established University academic policies, for recommending academic policy to the faculty of the School of Theology. It gives advice and assistance to each appropriate Associate Dean in the operation of the respective programs. The Associate Dean for Seminary and Academic Studies is ex-officio a member of this committee. The Rector/Dean, on recommendation of the same Associate Dean, appoints five (5) members of the School of Theology faculty to this committee for three (3) year terms.

Specifically, the responsibilities of the committee are to:

1. Advise the Associate Dean for Seminary and Academic Studies on the appointment and promotion of faculty members.
2. Advise the relevant Associate Deans on the appointment of adjunct faculty members.

3. Advise the relevant Associate Deans on the fulfillment of faculty responsibilities.
4. Supervise the nominating process for the office of Associate Deans.
5. Supervise the execution of academic policies as stated in the undergraduate and graduate catalogues.
6. Respond to requests for exemptions from academic norms stated in the catalogue.
7. Review and periodically recommend amendments to this Faculty Guide and the Administrative Handbook in collaboration with the Faculty Guide Committee and the associate dean.
8. Approve the creation or addition of any new departments in the School of Theology.

b. Rank and Evaluation Committee

This committee shall consider all faculty applications for evaluation and promotion within the school, as well as faculty status matters.

c. Academic Admissions Committee

The Academic Admissions Committee addresses graduate admissions only and shall consist of the Associate Dean for Seminary and Academic Studies and four (4) full-time faculty members. The committee members will elect the chairperson.

Specifically, the responsibilities of the Committee are to:

1. Evaluate the qualifications of all applicants to the Master of Divinity, Master of Arts in Theology, Master of Arts in Pastoral Ministry, Certificate, and Pre-Theology programs.
2. Formally accept, accept with qualifications, or reject, each candidate for admission. The chairperson will forward the decision to the candidate in writing. In the case of seminarian candidates, the decision will be forwarded to the Rector/Dean.
3. Be guided by the admissions requirements published in the catalogue.

d. Library Committee

This committee consists of two (2) faculty members appointed by the Rector/Dean who advise the Associate University Librarian for the Seminary Library concerning the purchase of books and periodicals and who make other appropriate recommendations regarding the operation of the library.

13.5 Organization of the School of Theology

Changes in the internal academic organization of the school, including the number of departments/division therein, are determined by majority vote of the full-time School of Theology faculty, and approved by the Rector/Dean.

Article 14: University Governance

14.1 Definition

The faculty of the School of Theology, as part of the faculty of the University, participates in the general governance of the University through its membership in the University Faculty Senate and on those committees of the University as stated in this article and as described in the Seton Hall University Faculty Guide as ratified by the Board of Regents on March 26, 1987, revised in 2008/2010, and as same may be amended from time to time.

14.2 Proposals to the Board of Regents

As part of the full-time faculty of the University it shares in the responsibility for recommending academic policy to the Board of Regents, through the Provost and the President, for the following:

- a. Academic standards for admission, recruitment, retention, and graduation of students.
- b. The academic calendar as to its educational parameters (accepting the right of all sections of the University relative to its implementation).
- c. Establishment and review of a core curriculum for the University.
- d. Establishment and review of University policies on matters of research assistance, community affairs, educational programs, and purposes, and faculty development.
- e. Review and coordination of all college curricula and academic programs, including continuing education, special community programs and services.
- f. Review and approval of all University degree programs, existing and proposed.
- g. Consultation in the preparation of the University's budgets and the monitoring of the adequacy of academic facilities and resources.

14.3 Academic Responsibility Exercise

The School of Theology faculty exercises its academic responsibility through the following agencies:

- a. Departmental faculty governance organizations;
- b. School of Theology faculty governance organizations;
- c. Membership in the University Faculty Senate, whose Charter is article 12.6 and whose duties include monitoring matters listed in articles 12.2a through 12.2g of the Seton Hall University Faculty Guide. In its operations, the Faculty Senate shall not replace, modify or assume any of the internal governance prerogatives of Immaculate Conception Seminary School of Theology.
- d. Executive Committee of the Faculty Senate of the University.

14.4 Faculty Governance

- a. The faculty of the University is free to create such offices and agencies (committees, task forces, etc.), as it deems appropriate to promote the interests of the faculty.

- b. The faculty of the School of Theology participates in all committees of the Faculty Senate of the University.
- c. The faculty of the School of Theology reserves the right to speak on its own behalf and, therefore, does not necessarily subscribe to statements of the Faculty Senate or other bodies.
- d. The School of Theology participates in the grievance procedure in accordance with the stipulations in Article 16 of this Guide.
- e. The School of Theology shall be eligible to participate in and serve on other University committees as shall from time to time be established.
- f. The School of Theology does not participate in the Rank and Tenure Committee of the University.

Article 15: General Governance

15.1 Selection of Administrators

- a. Authority for appointing the Rector/Dean resides with the Archbishop of Newark, the Board of Regents and the President.
- b. Other administrators are appointed in accordance with procedures in the Administrative Handbook (2003), as it is revised from time to time.
- c. The chain of academic responsibility proceeds from the President to the Chief Academic Officer (currently the Provost and Executive Vice President for Academic Affairs) to the Rector/Dean. Positions such as “associate,” “assistant,” or “assistant to” obtain their academic authority, if any, from one (1) of the positions indicated above, and do not possess the right of independent action. Persons holding such titles are administrators.
- d. The faculty of the School of Theology, as part of the full-time faculty of Seton Hall University, shall participate in the search and screen procedures for the administrative positions as set forth in article 13 of the Seton Hall University Faculty Guide as ratified by the Board of Regents on March 26, 1987, revised in 2008 and 2010, and as may be amended from time to time.
- e. There shall be a search and screen committee, as specified below, for the position of Rector/Dean.

15.2 Search and Screen Committee - Composition

- a. Search and screen committees for the position of Rector/Dean shall be composed as follows:
 - Four (4) faculty members elected by the full-time faculty of Immaculate Conception Seminary School of Theology;
 - The president of the Seminary council;
 - One (1) priest alumnus selected by the Archbishop of Newark;
 - One (1) nonvoting administrator appointed by the President;
 - One (1) faculty member appointed by the President to represent the faculty-at-large. This individual cannot come from the School of Theology.

15.3 Search and Screen Committee - Process

- a. The search and screen process for the Rector/Dean should generally be initiated by the Board of Overseers, within sixty (60) calendar days after a vacancy occurs or a resignation is effective.
- b. The charge to a search and screen committee for the Rector/Dean shall be given by the Archbishop of Newark and the President.
- c. The charge to any search and screen committee must include, but need not be limited to, the following:
 1. Position description, and responsibilities;

2. Experience and educational requirements;
3. Ecclesiastical requirements for the office;
4. Potential sources of candidates;
5. The budget allocation for the selection process;
6. Advertising procedures, and internal posting;
7. Desired date for start of the appointment.

The first meeting of a search and screen committee shall be convened by the Archbishop of Newark and the President. Said committee shall then proceed to elect its own officers.

The following steps shall be the basic modus operandi for a search and screen committee:

1. Place advertisements, initiate searches, and receive resumes;
2. Screen candidates and develop a list of those to be interviewed;
3. Interview those candidates decided on in step 2;
4. Recommend a slate of candidates to the Archbishop of Newark and the President. The slate should normally include no fewer than three (3) candidates;
5. The Archbishop of Newark and the President shall then interview the candidates on the recommended slate;
6. The Archbishop of Newark and the President shall make an appointment from the candidates on the recommended slate, the Archbishop of Newark appointing him as Rector, the President appointing him as Dean. If an appointment is not made, the Archbishop of Newark and the President shall notify the committee via a conference meeting at which the reasons for non-appointment shall be given;
7. If the particular office is not filled in step 6, the committee may be requested to provide a new slate; otherwise the convening authority shall dissolve the committee.

Article 16: Complaints and Grievances

16.1 Informal Procedure

- a. A member of the faculty must initially discuss a complaint with the individual (faculty member, committee, chairperson, Rector/Dean, et al.) responsible for the action to which the faculty member takes exception.
- b. A faculty member who takes exception to a University policy may initiate a complaint with the Provost.
- c. The University Faculty Grievance Committee may initiate a complaint with the Provost.
- d. The Seminary Faculty Affairs Committee may initiate a complaint with the Rector/Dean.
- e. A complaint must be presented within ten (10) calendar days of the occurrence or discovery of the alleged violation.
- f. No grievance may be filed without the initiation of this informal complaint procedure.
- g. Non-resolution of a complaint does not compromise the faculty member's grievance rights.

16.2 Grievances - Definition

- a. A grievance is herein an allegation by a faculty member or the Seminary Faculty Affairs Committee or by the University Faculty Grievance Committee that an action taken by a Seminary and School of Theology official or committee or by a University official or committee was a violation of provision(s) of this Faculty Guide or of written Seminary and School of Theology or University policy.
- b. Grievances concerning appointments, reappointments, renewal of contract, promotion, dismissal, sabbaticals, leaves, reductions in rank or force, job evaluations, assignments and reassignments shall be limited to allegations that Seminary and School of Theology or University policies or procedures have been violated, and shall not include the merits of the particular case except as otherwise provided in this Faculty Guide (e.g., Article 3).

16.3 Grievances - Limitations

- a. Nothing in the resolution of a grievance shall be inconsistent with terms of this Faculty Guide and the Administrative Handbook.
- b. Nothing in the resolution of a grievance shall be deemed a grant of power to a chairperson or administrator of any power(s) not otherwise his/hers, nor to provide a remedy that is not within the scope of power of said chairperson or administrator.

16.4 Grievance Procedure - Step 1

- a. A grievance shall be filed, on forms prescribed by the Provost or the Rector/Dean with the administrator of the unit in which the alleged violation occurred. Grievances against individual faculty members or department committees shall be

filed with the appropriate chairperson; against chairpersons or Seminary and School of Theology committees with the Rector/Dean; against the Rector/Dean acting in his capacity as a Dean of the University or against a University committee with the Provost.

- b. A grievance against the Rector/Dean acting in his capacity as rector of the Seminary shall be filed with the Archbishop of Newark.
- c. A grievance against the Provost or the President shall be filed with the University Faculty Grievance Committee.
- d. A copy of the grievance shall be provided to the individual whose action is being grieved.
- e. A grievance must be filed within twenty (20) calendar days of the occurrence or discovery of the alleged violation but not fewer than five (5) calendar days after the initiation of an informal complaint.
- f. The appropriate administrator shall communicate his/her decision in writing to the aggrieved party within fifteen (15) calendar days of filing.

16.5 Grievance Procedures - Step 2

- a. In academic matters, the aggrieved party may appeal a chairperson's or the Rector/Dean's decision up the academic chain of command to the Provost. Each appeal must be filed with the appropriate supervisor within fifteen (15) calendar days of receipt of the decision reached below. Each administrator shall communicate his/her decision in writing to the aggrieved party within fifteen (15) calendar days of filing, unless there is an investigation by the Seminary Faculty Affairs Committee or the University Faculty Grievance Committee pursuant to articles 16.5b, 16.5c, 16.5d below.
- b. Whenever a grievance is appealed from the departmental level, the aggrieved faculty member may request an investigation and written report by the Seminary and School of Theology Faculty Affairs Committee. This request must be made simultaneously with filing an appeal to the Rector/Dean. The Seminary Faculty Affairs Committee shall, within ten (10) calendar days, communicate to the Dean and faculty member whether or not it intends to examine the grievance. If the intention is to examine, the Seminary Faculty Affairs Committee shall have an additional fifteen (15) calendar days within which to issue its report to the Rector/Dean. Copies of the report shall be made available by the chairperson of the Seminary Faculty Affairs Committee to the faculty member and the department chairperson. The Rector/Dean shall communicate his/her decision in writing to the aggrieved party within fifteen (15) calendar days after receipt of the report by the Seminary Faculty Affairs Committee.
- c. When a grievance is appealed from the Rector/Dean to the Provost, the rights of the grievant under article 16.5b, if not exercised heretofore, shall be available to the grievant. The request of the Seminary Faculty Affairs Committee shall be filed simultaneously with the appeal to the Provost. If the faculty member has already exercised those rights, the report of the Seminary Faculty Affairs Committee shall be appended to the appeal at the time appeal is made to the Provost.

- d. If the aggrieved party decides to appeal the decision of the Provost, the aggrieved party must notify the chairperson of the University Faculty Grievance Committee in writing within fifteen (15) calendar days. At this stage of the procedure the Seminary and School of Theology Faculty Affairs Committee shall cede to the University Grievance Committee and provide it with copies of its report. A copy of such notice must be sent to the President of the University.
- e. When a decision of the Provost is appealed (article 16.5d) or when a grievance is filed against the Provost or the President (article 16.6b), the University Faculty Grievance Committee shall investigate the grievance and issue a written report within twenty (20) calendar days of receiving the grievance. If the grievance is filed against the Provost or the President by the University Faculty Grievance Committee, itself, the period of twenty (20) calendar days begins when the grievance is filed.
- f. Formal approval of the University Faculty Grievance Committee along with a written report is required to initiate fact-finding procedures of article 16.6.

16.6 Grievance Procedure - Step 3

- a. The University Faculty Grievance Committee shall have the sole responsibility of initiating and processing for its remedy a grievance that shall use this section of the grievance procedure.
- b. The University Faculty Grievance Committee and the University shall agree to a list of no fewer than three (3) and no more than five (5) individuals who shall serve as fact-finders to the University. Each panelist shall be designated by number. In the event that the University Faculty Grievance Committee decides to appeal a decision of the Provost, the appeal shall be sent in the first instance to the person having the designation No. 1 and, in the event that panelist is unable to serve, to the person with the designation No. 2, and so on through the entire list of panelists.

Once having served as a panelist, that individual shall be given the highest number designated and all other panelists shall be given a new number in accordance with the original ranking. All panelists shall serve for a period of three (3) years, at which time the University Faculty Grievance Committee and the University shall review the original list of panelists and make any additions to the list that are mutually agreeable to the parties. Either party may decide to delete the names of one (1) or more panelists from the list at the time of the review.

- c. Within ten (10) calendar days of the issuance of the written report and the formal decision to utilize this section of the grievance procedure, the University Faculty Grievance Committee shall transmit a letter to the appropriate panelist as provided in article 16.6b above. The President and Provost shall be provided with a copy of this letter. This individual, or any other subsequently contacted if he is not available, shall serve as fact-finder and shall conduct an investigation under the rules of the American Arbitration Association.
- d. The University shall bear the expenses and fees of the fact-finder described in this section of the grievance procedure.

- e. Fact-finding shall be restricted to a determination as to whether University policy was violated or whether the policies and procedures in this Faculty Guide were violated. No matter can be reviewed on its merits by the panelist. The panelist shall have no authority to add to, subtract from, modify, change, alter, or ignore in any way the provisions of this Faculty Guide or any expressly written amendment or supplement thereto unless the parties have expressly agreed in writing to give explicit authority to do so. The panelist shall arrive at a decision solely upon the facts and conditions as presented by the parties. The panelist shall not consider any facts which were not introduced by the parties in the steps of the grievance procedure as set forth herein unless either party could not have at that time reasonably known such facts.
- f. The findings of the panelist shall be transmitted in writing to the chairperson of the University Faculty Grievance Committee and to the President of the University within thirty (30) calendar days after the close of hearings. The findings of the panelist are not binding on the University, but the President shall inform the chairperson of the University Faculty Grievance Committee in writing of a final decision after receiving the findings of the panelist.
- g. The President's decision shall be communicated to the chairperson of the University Faculty Grievance Committee and, where appropriate, to the individual grievant within fifteen (15) calendar days after receipt of the panelist's findings.

Article 17: Interpretation and Amendment

17.1 Interpretation

- a. All requests of the University or Seminary administrators for interpretation of this Faculty Guide shall be communicated to the chairperson of the Seminary Faculty Guide Committee, who shall convene said committee to discuss the question(s).
- b. If agreement on an interpretation is reached by the committee and the appropriate administrator, such interpretation shall be stated in a letter of understanding, signed by both parties and sent to all full-time members of the faculty.
- c. In the event agreement is not reached under 17.1b, the University or the Seminary Faculty Guide Committee may initiate fact-finding procedures using panelists, as in article 16.6b operating under the rules of the American Arbitration Association. The University shall bear the expenses and fees of the fact-finder. The findings of this fact-finder with respect to the interpretation under question shall be recommendatory and shall be transmitted in writing to the Provost and to the chairperson of the Seminary Faculty Guide Committee within thirty (30) calendar days after the close of hearings.

17.2 Amendment

- a. Proposed amendments to this Faculty Guide may be initiated either by the University through the office of the President or the Seminary through the office of the Rector/Dean, or by the faculty through the Seminary Faculty Guide Committee. Any amendment or modification agreed to in writing by both the Seminary Faculty Guide Committee and the President and the Rector/Dean shall be incorporated into the Seminary Faculty Guide.
- b. In the event agreement regarding modification or amendment of the guide is not reached under article 17.2a, the University or the Seminary Faculty Guide Committee may initiate fact-finding procedures as contained in articles 14 and 15 operating under the rules of the American Arbitration Association. The University shall bear the expenses and fees of the fact-finder. No amendment or modification may be implemented by the University or the Seminary until the fact-finder has issued a report and recommendation.

Article 18: Seton Hall University Policies and Procedures

The Policies and Procedures website, <http://www.shu.edu/offices/policies-procedures/>, is the official repository for Seton Hall University, divisional, school, college and departmental policies currently in effect. The most current version of policies is found on the Policies and Procedures website. All students and employees are responsible for reading and following these policies and procedures.

Seton Hall University policies undergo continual revision, and policy revisions may be made without notification to the entire SHU community. Therefore, to keep abreast of the most current policies, each SHU community member should check the policies and procedures webpage directly.