The Faculty Manual

Saint Louis University

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Policy Statement—Equal Opportunity Employment

Saint Louis University Affirmative Action Plan

The management of Saint Louis University views Affirmative Action and Equal Employment Opportunity as a major policy commitment and as an important management goal. Thus, it is our policy to recruit, hire, train, promote and in all ways provide fair treatment on the basis of

2. The University will be motivated by the moral, spiritual and religious [illegible]

D. Mission of the University

1. Statement

The mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research and

II. Administration and Structure of Saint Louis University

A. The University Corporation

support services on these campuses, including University libraries, instructional media, academic advising, registration and records.

(b) Vice President for Business and Finance

The Vice President for Business and Finance is responsible for the overall supervision of fiscal, business and plant operations of the University.

(c) Vice President for Health Sciences and Chief Executive Officer of the Health Sci-

The Vice President for Health Sciences and Chief Executive Officer of the Health Sciences Center is responsible for the educational and health care activities of the Health Sciences Center. Specifically, he or she has academic and administrative responsibility for the Health Sciences Center campus and the schools assigned to it, including the School of Allied Health, the School of Medicine, the School of Nursing, the School of Public Health, the Center for Health Care Ethics, the Institute for Graduate Dental Education, and the University hospitals.

(d) Vice President for Human Resource Management

The Vice President for Human Resource Management is responsible for staff development, employment, employee and labor relations, compensation and benefits administration.

The Vice President for Institutional Advancement is responsible for alumni relations, development activities, and public relations.

(f) Vice President and Legal Counsel

The Vice President and Legal Counsel is responsible for providing legal counsel to the University and for management of the legal affairs of the University.

(g) Vice President for the Madrid Campus

The Vice President for the Madrid Campus is responsible for all of the

C. Academic Administration of the University.

1. Colleges, Schools and Departments

The academic body of the University consists of the faculty, the academic administrators and

of the department to the college or school.

After consultation with the appropriate faculty members and in accord with Sec. III, the department Chairperson or comparable administrator makes recommendations to the Dean of the college or school for initial and emeritus faculty appointments, promotion, tenure, leaves of absence, notices of intent not to renew appointments of untenured faculty, termination, and faculty workloads. He or she supervises instruction and the personnel of the department, reviews each full-time faculty member's performance annually, and discusses the evaluation with the faculty member before sending it to the Dean. In consultation with and at the direction of the Dean

III. Faculty

A. Definition of Faculty

All officers of instruction and professional librarians are members of the faculty of Saint Louis University. Other employees of the University are members of the faculty if their contracts or letters of appointment so state and if they are among the [illegible]

libraries, in clinical instruction, in research positions, or as aviation specialists

3. Members of Centers and Institutes

Centers and institutes that have their own degree program or programs are considered to be comparable to departments, and the policies governing their faculty members are the same as those that apply to departments.

An individual primarily occupied with work in a center or institute that does not have its own degree program must have a primary appointment from another department, center or institute that does have its own degree program. The primary appointment must be awarded using the procedures in Sec. III.B.1. The primary appointment will be listed first in the title for such a faculty member, but the center or institute will also be given. (Example: Adjunct Associate Professor of History in the Center for Interdisciplinary Studies.)

4. Appointments in Non-Departmental Disciplines

Faculty members who profess a discipline that is not represented by the name of the department or comparable unit through which they have obtained their appointment in the regular manner shall be designated by both their discipline and the department. (Example: Tenure-Track Profes-

5. The Graduate Faculty

The Graduate Faculty, as an academic body, consists of all those faculty members of the various

D. Types of Faculty

1. Tenure-Track Faculty

Tenure-track faculty members are individuals who

2. Non-Tenure-Track Faculty

b. Evidence of such outstanding abilities in teaching, counseling of students, and service to the University and the community as to merit general recognition throughout the University, particularly among its faculty and students, as an effective educator, advisor and faculty member.

consent. Faculty members will follow the Student Records Policy

Full-time faculty members give their full time and attention to their duties at the University during the entire academic year (in some cases an entire calendar year, and in others a period of from nine to eleven months), unless excused by the appropriate administrator or absent on leave or regular vacation. Therefore, no full-time faculty member may be employed in any other occupation that may interfere with the thorough, efficient, and earnest performance of his or her responsibilities. Specifically, the teaching of any course, beyond those assigned by the appropriate officials of the University, is likely to be incompatible with full-time employment and must therefore be approved in advance and in writing by the appropriate Dean and Vice President.

Full-time faculty members may, and indeed are encouraged to, engage in extramural research, consulting, scholarly and clinical activity, so long as this activity is proper to their academic and

health care organization that pays directly instead of by contract with the University, in which case that individual's total professional compensation is to be approved by and reported to the department Chairperson or comparable administrator and to the Dean of the School of Medicine

developments or new applications of [illegible]

Senate are available from the Senate Officers.

Also at the University level, faculty members participate in governance by serving on University committees, boards and councils, whether advisory, judicial or administrative. In particular, faculty members serve on those committees [illegible]

concern, in a manner determined by the accrediting commission or by the program evaluators. All faculty members and administrators participating in the program or programs evaluated shall be informed of the results and significant recommendations resulting from the evaluation.

6. Participation in Program Reviews

A program review is an [illegible]

9. Vacations and Leaves

(a) Vacations

Normally, each full-time faculty member with an academic year of twelve calendar months is entitled to one month (22 working days) of

(c) Leaves of Absence without Pay

Leaves of absence without pay for up to one calendar year at a time may be granted to a full-time faculty member whenever such leaves will clearly add to the teaching effectiveness, research pro-

faculty members may receive recompense from outside sources for moving expenses, for travel, and to replace the reduction of

salary should contact the University Benefits Office concerning possible continuation of benefits.

I. Contract Rules

1. Contractual Status

All provisions of this Manual, and all subsequent amendments as provided in Sec. IV, are incorporated by reference in the contractual relationship between the University and individual faculty members.

Tenure is a contractual recognition by the University of a faculty member's right to continuing employment. Contracts between the University and tenured faculty members are permanent in the sense that they may be terminated by the University only for situations involving medical or other extended leaves, and then only as provided for in Sec. III.H.9, or for cause, and then only on the grounds given in Sec. III.I.5 and only according to the [illegible]

In general, the hearings of the *ad hoc* Judicial Committee are private, and public statements about the nonrenewal by the faculty member, the administration, or the *ad hoc* Judicial Committee should be avoided. However, at the discretion of the committee and with the agreement of both the faculty member and the appropriate Vice President, the hearings may be held in public.

Both the faculty member and the appropriate Vice President (or their designees) have the option of attendance during the hearing and of engaging counsel or other representation. However, the

Vice President and Provost within 30 days of the notice of termination, or in case of violations of Sec. III.I.8(e) or (f) within 30 days of the new appointment.

The *ad hoc* committee will hold a hearing to consider the following [illegible]

a. whether a state of financial exigency or the need for academic reorganization was declared by the Board of Trustees in accordance with the provisions above.

b. whether the criteria used to identify faculty members to be [illegible]

IV. Periodic Review and Amendments

This manual shall be