

FACULTY MANUAL “MINOR CHANGE” AMENDMENTS (SPRING/FALL 2021)

Sec. IV, Paragraph 2 (p.50) of the *Faculty Manual*, per a 2016 amendment:

The Joint Faculty Senate-Provost Committee on the *Faculty Manual* is authorized to make minor changes that do not alter the substance or meaning of the text and that, as appropriate, reflect current usage. Such changes take effect when made and will be followed by timely documentation on the *Faculty Manual* website.

Accordingly, the Committee identified the modifications detailed herein for adoption at the time that the substantive 2021 amendments were adopted by the Board of Trustees. The 2021 edition of the *Manual* reflects both types of amendments, with the changes made by the Committee documented herein; this document is posted on the [Faculty Manual website](#).

Joint Faculty Senate/Provost Committee on *The Faculty Manual* (2020-2021):

Miriam Joseph, PhD, MLS – Assistant Provost for Academic Policy and Educational Compliance [Chair]*

Ruth Evans, PhD – Faculty Senate President

Terry Tomazic, PhD – Faculty Senate President-Elect

Julie Birkenmaier, PhD – Faculty representative appointed by the Faculty Senate Executive Committee

Amber Johnson, PhD – Faculty representative appointed by the Faculty Senate Executive Committee

Jane McHowat, PhD – Associate Dean for Faculty Affairs and Development/School of Medicine*

Michael Lewis, PhD – Associate Provost for Faculty Development* [non-participant 2020-2021]

Danielle Uy, JD – Senior Associate General Counsel*

*University Administration Representatives

- Text to be added or re-sequenced appears in **bold**
- Deletions appear in **red** with strikethrough
- Explanations appear in **blue** box.

SEC. II. ORGANIZATION OF SAINT LOUIS UNIVERSITY

B. GENERAL ADMINISTRATION OF THE UNIVERSITY

ITEM #1

II.B.2. Provost

The Provost is the chief academic officer of the University and reports directly to the President. The Deans of the University's Colleges, **and** Schools (**except for the School of Medicine and the Center for Advanced Dental Education**), **and Libraries** report directly to the Provost, as do the Vice President for **Research**, **Vice President for Student Development**, ~~the~~ Vice President for ~~Information Technology Services~~, ~~Vice President for~~ Enrollment and ~~Academic Services~~, **Retention Management**, ~~the~~ **Vice President for Diversity and Innovative Community Engagement**, ~~Vice Provost~~ **Director and Dean** for the Madrid Campus, ~~the Assistant Provost for University Libraries~~, ~~the Director of Athletics~~, ~~and several~~ Associate and Assistant Provosts, **and several Directors**.

EXPLANATION: Changes reflect current reporting lines and titles.

ITEM #2 [NEW - TO BE INSERTED FOLLOWING SEC. II.B.2. AS SEC. II.B.3 WITH RENUMBERING OF SUBSEQUENT *MANUAL* TEXT]

Vice President for Medical Affairs/Dean of the School of Medicine
TEXT PENDING...

EXPLANATION: Need to acknowledge this position and basic facts about it as a reference point.

ITEM #3

II.B.4.5 Chief Executive Officer of ~~the University Medical Group (UMG)~~ SLUCare (p.3-4)

The Chief Executive Officer of ~~the University Medical Group (UMG)~~ SLUCare is responsible for the conduct of all operational aspects of the ~~UMG Faculty Practice Plan~~, subject to the policies of the ~~UMG SLUCare~~ Governing Board. These aspects include operation of the specified facilities, employment, and supervision of personnel required for the operation of the ~~UMG practice plan~~, billing and collection activities, marketing and planning, preparation of the budget, approval of all new business initiatives subject to designated signatory limits, and cost accounting for ~~UMG SLUCare~~ operations. The Chief Executive Officer of ~~the UMG SLUCare~~ reports to the Chairperson of the ~~UMG SLUCare~~ Governing Board and is selected by the Governing Board upon recommendation of the ~~Executive Committee of the UMG designated search committee~~; the appointment is subject to the ultimate hiring authority of the President of the University.

EXPLANATION: Changes reflect current reporting lines and titles.

C. ACADEMIC ADMINISTRATION OF THE UNIVERSITY

ITEM #4

II.C.1. Colleges, Schools, and Departments

The academic body of the University consists of the faculty, the academic administrators and staff, and the students. The Provost is the chief academic officer of the University. The academic body is largely organized into Colleges and Schools, and then, **sometimes**, into Departments. A College or School is an administrative unit of the University consisting of a Dean or Director, the faculty, the administrative staff, and the students of the unit. A Department is an academic unit of the University consisting of faculty members who are engaged in instruction, ~~research, and/or administrative work~~ **research, service, clinical work, and/or administration** in a given subject area, a Department Chairperson or comparable administrator, and appropriate staff members. Centers and Institutes that have their own degree program or programs are considered to be comparable to Departments. Most Departments are subunits of a College or School, but some academic units have other reporting relationships designated by the Provost. These units are identified on the ~~Web site~~ **website** of the Office of the Provost.

EXPLANATION:

- (1) Recognizes that some colleges and schools, though not all, are organized into departments.
- (2) Recognizes that scope of faculty work often extends beyond teaching, research, and service.

ITEM #5**II.C.2. College, School, and Library Administrators****II.C.2.a. Dean**

The Dean of a College or freestanding School is the chief executive officer and administrator for that unit. The Dean is appointed by the President after consultation with the Provost and faculty members (see Sec. III.H.7). The procedures for the evaluation of the Dean (**except for the Dean of the School of Medicine**) are established by the Provost, following consultation with the faculty. Moreover, because it is important for academic administrators to continue developing their skills and abilities between formal evaluations, and because decanal evaluations typically cover multiple years, Deans should themselves establish means for obtaining timely feedback regarding their performance, such as seeking informal input from Chairpersons, Directors, and other faculty.

~~The Dean is~~ Deans reporting to the Provost (Sec. II.B.2.) are responsible ~~to the Provost~~ for leadership, planning, and administration of ~~the their~~ College or School so as to fulfill the mission of ~~the their~~ unit and of the University. As chief executive officer, the Dean executes University policies and procedures in the College or School. The Dean has the authority to make administrative decisions on matters that relate solely to his/her own College or School, except in those situations specifically reserved or allocated to the jurisdiction of the Provost, ~~or of University boards, committees, or offices~~ **President, or Board of Trustees**. In establishing academic policy within the College or School, the Dean consults with Department Chairpersons or comparable administrators and with the faculty members of the College or School, particularly the Faculty Assembly or equivalent group. The Dean is responsible for **assuring ensuring** that policies, faculty qualifications, and academic programs of the College or School are in compliance with the professional standards necessary for accreditation. The Dean is also responsible for negotiating and recommending approval of clinical affiliations, practica, and internship agreements. The Dean represents the College or School for development, public relations, and alumni activities.

In consultation with the appropriate faculty members, the Dean appoints search committees and recommends initial and emeritus/a faculty appointments, promotion, tenure, leaves of absence, notices of intent not to renew appointments of untenured faculty, and termination. Faculty workloads are ~~proposed by the Chairpersons or comparable administrators and by the Faculty Assembly or equivalent group and are~~ approved by the Dean. The Dean ensures that every faculty member, including every Chairperson or comparable administrator, is annually evaluated as provided in Sec. III.I.2. The Dean promotes the professional development of the faculty and is responsible for recommending merit salary increases and other compensation within the limits of available funds. The Dean is also responsible for recommending the appointments and renewal of appointments of Associate and Assistant Deans, Department Chairpersons or comparable administrators, and other administrative personnel of the College or School. When hiring for these positions, the Dean will consult with the affected faculty to the extent appropriate to the position.

The Dean is responsible for administering all academic aspects of the student programs within the College or School except those specifically within the jurisdiction of another College or School or of a University board, committee, or office. The Dean shall assure that academic advising is provided for all students. While the faculty, in consultation with the Dean, are responsible for establishing standards for the admission, transfer, and graduation of students, the Dean has final responsibility for implementing those standards. The Dean has the authority to dismiss students who have failed to meet the academic or professional standards of the College or School. Concern for the welfare and academic progress of students is a serious obligation of the Dean.

The Dean consults with the Department Chairpersons or comparable administrators and with faculty on all major matters of policy within the College or School. The Dean informs them of decisions that have been made. The Dean is empowered to call meetings, to appoint committees, and to obtain information from University sources pertaining to the College or School and its students. Department Chairpersons or comparable administrators, faculty members, and other personnel of the College or School transmit through the Dean any proposals or recommendations forwarded to the Provost or to University committees, boards, or offices. The Dean represents the considered position of the members of the College or School to the University and to the community, and s/he represents the views of the Board of Trustees, the President of the University, and the Provost to the members of the College or School. The Dean mediates relationships among students, faculty, staff, and administrators.

The Dean is responsible for the preparation and administration of the budgets of the Departments of the College or School. In formulating the budget for a College or School, the Dean consults with the Chairpersons and the appropriate committees of the Faculty Assembly or equivalent group. After consultation with the Department Chairpersons or comparable administrators as provided in Sec. III.H.4, the Dean prepares the budget of the College or School for submission to the Provost. When the Dean receives the approved budgets, they are conveyed to the Department Chairpersons or comparable administrators for administration. The Dean supervises the expenditure of approved funds and has the authority to reallocate the approved funds, in consultation with the Department Chairpersons or comparable administrators of the affected Departments, from and to the various Departments in the best interests of the College or School. In cooperation with the Department Chairpersons or comparable administrators, the Dean is responsible for the appropriate and productive use of building space assigned by the Provost.

The **Dean of Libraries** is appointed by the President of the University after consultation with the Provost and faculty members (see Sec. III.H.7) and is responsible to the Provost for the overall administration of every library operated by the University except those of the School of Law and the Madrid campus. The procedures for the evaluation of the **Dean of Libraries** are ~~established by the Provost, following consultation with the faculty within his/her jurisdiction identical to those for other deans.~~

~~The Assistant Provost for University Libraries is responsible to the Provost for leadership, planning, and administration of the Libraries within his/her jurisdiction so as to fulfill the mission of the Libraries and of the University. S/he also serves as coordinator, working with the other University Library directors, on matters of interest to all the Libraries.~~ The powers and responsibilities of the **Assistant Provost for University Libraries Dean of Libraries** are identical to those of **other** Deans in these areas: administrative decision-making; establishing policy; ensuring faculty qualifications of the Libraries are in compliance with both professional library standards and other standards that support accreditation of other University units; appointment of search committees; recommendations of initial and emeritus/a faculty appointments, promotion, leaves of absence, notices of intent not to renew appointments of Library faculty, and termination; preparation, administration, and communication of budgets; determination of faculty

workloads; annual review of faculty; promotion of professional development; recommendation of merit salary increases and other compensation within the limits of available funds; recommendation of appointments and renewal of appointments of Library administrators and other administrative personnel; appropriate and productive use of building space; and representation of these Libraries for development, public relations, and alumni activities. **In addition, the Dean of Libraries serves as coordinator, working with the other University Library directors, on matters of interest to all the Libraries.**

EXPLANATION:

- (1) Reworded to reflect that all deans don't report to the Provost.
- (2) Clarified administrative decision-making authority.
- (3) Corrected text re: faculty workload.
- (4) For many years, a dean—not Assistant Provost—has led the University libraries. The existing Dean section now incorporates the applicable text from the now eliminated separate section about the Assistant Provost for University Libraries.

ITEM #6

II.C.2.c. Department Chairperson

The Department Chairperson or comparable administrator is appointed by the Provost on recommendation of the Dean of the College or School or comparable administrator, who will have consulted with all faculty members of the Department. The appointment ordinarily is a twelve- month commitment, renewable annually for a three-year term; longer terms may prevail in the medical sciences. After evaluation by the faculty members of the Department, and upon recommendation by the Dean, a Chairperson or comparable administrator may be reappointed by the Provost.

In most instances, the Department Chairperson or comparable administrator reports to the Dean of the College or School to which the Department belongs. ~~For matters relating to the Graduate School, Chairpersons report to the Dean of the Graduate School.~~ **MOVED REMAINING SENTENCE TO END OF PARAGRAPH ABOVE**

The Department Chairperson or comparable administrator is the academic leader and administrative head of the Department. As such, s/he executes, within the Department, the policies and regulations of the College or School and of the University. As an academic leader, s/he consults with the faculty members of the Department as provided in Sec. III.H.4 and is responsible for establishing departmental goals, promoting excellence in teaching, ~~and~~ research, **and service**, encouraging and stimulating faculty members in professional development, providing academic advising for students, working toward obtaining appropriate resources, and establishing a climate of collegiality. As an administrative head, s/he is responsible for the professional excellence of the Department and has the obligation to consult with the faculty and staff on all major matters of policy within the Department, and to inform them of decisions that have been made. In developing the budget ~~for a Department~~, the Chairperson or comparable administrator takes into account the financial needs and recommendations established in Department meetings. The Department Chairperson or comparable administrator will represent the considered position of the members of the Department to the College or School and will represent the considered position of the Dean to the faculty.

After consultation with the appropriate faculty members, the Department Chairperson or comparable administrator makes recommendations to the Dean of the College or School for initial and emeritus/a faculty appointments, promotion, tenure, **sabbaticals**, leaves of absence, notices of intent not to renew appointments of untenured faculty, termination, and faculty workloads. S/he supervises instruction and the personnel of the Department, reviews each 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 of the College or School, ~~or of the Dean of the Graduate School~~, the Department Chairperson or comparable administrator assigns faculty members to teach courses at prescribed times and places. In meeting the responsibilities for the academic well-being of the Department, the Chairperson or comparable administrator consults with the other members of the Department and works toward a consensus on courses offered within the Department, course prerequisites, examinations and standards, Department schedules, and teaching assignments. The faculty members share with the Department Chairperson or comparable administrator responsibility for participation in registration procedures, for development of ~~bulletin and~~ catalog materials relating to the Department, for development of library holdings, and for advice concerning Departmental purchases. The Chairperson or comparable administrator solicits agenda items, and calls and presides at meetings of the faculty members of the Department at least once each semester.

In developing the budget of the Department, the Chairperson or comparable administrator shall consult with the faculty members as provided in Sec. III.H.4. S/he is responsible for the expenditure of Department funds, for safekeeping Department equipment and supplies, and for maintaining an inventory of Department equipment and property.

EXPLANATION: Minor edits/updates.

ITEM #7

II.C.2.d. Assistant Provost for University Libraries

CURRENT TITLE IS "DEAN OF LIBRARIES" – ELIMINATE THIS SEPARATE SECTION AND INCORPORATE CONTENT INTO SEC. II.C.2.a. Dean

EXPLANATION: See Item #5.

ITEM #8**ELIMINATE II.D. University Boards and Committees as a separate section.****EXPLANATION:**

- Re-sequence former II.D.E. Faculty Senate as II.D.
- Re-sequence former II.D.1. University Committee on Academic Rank and Tenure as II.E. No changes to text.
- Eliminate provision for former II.D.2. Provost's Committee on Conflict of Interest. It no longer exists and conflicts of interest are addressed through other offices.
- Eliminate provisions for former II.D.3. Institutional Review Boards (IRBs) and former II.D.4. Animal Care Committee. This avoids the need to update this text as these entities change. Further, they are only two of many entities important to faculty work and it is not feasible for the *Manual* to reference them all.
- Rename and re-sequence former II.D.5. Other Boards and Committees as II.F. University Boards and Committees; eliminate reference to website list.

~~II.D.~~—University Boards and Committees**~~II.D.1.~~ II.E. University Committee on Academic Rank and Tenure**

Note: No revisions to text of this re-sequenced provision.

~~II.E.~~ II. D. Faculty Senate

The Faculty Senate is the principal organ and voice of the faculty in matters of University-wide concern, and it is the primary means by which the faculty members of the University participate in governance of the University as a whole. The Senate consists of faculty members elected by the full-time faculty of the Colleges and Schools (~~except the Graduate School~~) and of the University Libraries, according to a system of proportional representation detailed in the bylaws of the Faculty Senate. The work of the Faculty Senate is accomplished principally through the deliberation and reports of its Committees, both standing and *ad hoc*. The President of the Faculty Senate is a member of the **President's Coordinating University Leadership Council and the Provost's Leadership Team**. S/he and the Faculty Senate Executive Committee serve as the primary liaison between the faculty as a whole and the administration.

An important responsibility of the Faculty Senate Executive Committee is to recommend to the President of the University and to the Provost faculty members to serve on University committees. Moreover, after consultation with the appropriate Vice President or comparable administrator, the Faculty Senate Executive Committee recommends a faculty member to serve on each of the standing committees of the Board of Trustees on which faculty hold membership. In the interest of shared governance, the Provost and President of the University, and the Faculty Senate, have a responsibility to consult with one another on matters of academic and institutional importance.

~~II.D. 5.~~ II.F. Other University Boards and Committees

The University establishes boards and committees, both standing and *ad hoc*. Ordinarily, such boards and committees include faculty representatives appointed in consultation with the Faculty Senate Executive Committee. ~~A list of these boards and committees and their members is available on the Web site of the Office of the Provost.~~

ITEM #9

Replaced *Manual* references to the University Medical Group (UMG) with "SLUCare"

ITEM #10

Replaced *Manual* uses of “Web site” with “website”

ITEM #11

Other proper names/titles that have been superseded and not accounted for above or no longer exist or are now subsumed under other entities:

- Page 37 – Sec. III.I. – Change Director of Diversity and Affirmative Action TO Director of Institutional Equity and Diversity
- Page 44 – Sec. III.I.9.a.6
 - Change John Cook School of Business TO Richard A. Chaifetz School of Business
 - Delete Center for Sustainability
 - Change School of Nursing TO Trudy Busch Valentine School of Nursing
 - Delete Gnaegi Center for Healthcare Ethics
 - Delete Center for Outcomes Research (SLUCOR)

ITEM #12

Revised in-text references to re-sequenced *Manual* content.