



**FACULTY HANDBOOK**

**Fall 2002**

**Our Lady of Holy Cross College is accredited by the Commission  
on Colleges of the Southern Association of Colleges and Schools  
(1866 Southern Lane, Decatur, Georgia, Telephone number 404-679-4501)  
to award the associate, baccalaureate and master degrees.**

**Our Lady of Holy Cross College is accredited by the  
National League for Nursing Accrediting Commission  
(61 Broadway, 33rd Floor, New York, New York 10006,  
Telephone number 212-363-5555) to award the baccalaureate degree.**

**The Marriage and Family Counseling Program of  
Our Lady of Holy Cross College is accredited by the  
Council for Accreditation of Counseling and Related Educational Programs  
(5999 Stevenson Avenue, Alexandria, Virginia 22304, 703-823-9800, ext. 301)**

**Our Lady of Holy Cross College is a ministry of the Marianites of Holy Cross,  
an international congregation of women religious serving God's people since 1841.**

## FOREWORD

This publication, a revision of the edition released four years ago, contains the policies and procedures that govern the work of faculty, and it serves as a convenient resource for matters of faculty interest and concern. Additionally, it serves as a book of reference in providing new faculty members with needed information about the College. Policies and procedures contained in the *Our Lady of Holy Cross Faculty Handbook* emanate from decisions of the Board of Regents, the President of the College, the Vice President of Academic Affairs, recommendations of the Executive Council and the Academic Council, faculty legislation, and actions taken by campus offices and committees. The *Our Lady of Holy Cross Faculty Handbook* is part of the faculty contract and a violation of the policies and procedures herein is considered a breach of faculty contract. All policies and procedures are changed by the appropriate authority.

The Commission on Colleges of the Southern Association of Colleges and Schools, in applying the *Principles and Requirements for Criteria*, views a full-time faculty member as one whose major employment is with the institution, whose primary assignment is in teaching and/or research, and whose employment is based on a contract for full-time employees. Both full-time and part-time faculty must meet the same criteria for academic and professional preparation. (*Principles and Requirements for Accreditation*, 2001)

In this handbook, faculty is defined as those individuals whose principal responsibility at Our Lady of Holy Cross College is providing or administering academic instruction. Faculty members are expected to: demonstrate currency in the knowledge of subject matter and in their choice of methodologies; manifest ability to advise and assist students in fulfilling the requirements of their program of study; exhibit continuous professional development; relate teaching to the mission of Our Lady of Holy Cross College; conform to procedural guidelines in the *Our Lady of Holy Cross Faculty Handbook* regarding didactic and classroom responsibilities. It is also expected that faculty members work harmoniously with their colleagues, conduct themselves with the acceptable standards of the academic profession, actively serve on assigned committees, and contribute significantly to the teaching, public service, and research mission of the College.



Dear Colleagues,

A decision about higher education is a choice that demands reflection and insight about the future. For those who select Our Lady of Holy Cross College, it is a choice for quality education at an affordable private college. When one invests in higher education, that individual is investing talents and intellectual potential into what can provide personal success for the future. Knowledge is the resource that energizes a person to be a relevant catalyst in society, to have a sense of worth and importance in making a contribution for the betterment of life.

Our Lady of Holy Cross College is a quality college whose mission and philosophy educate a person to be whole. The learning environment complements a student's learning style; the two are not in conflict, but in harmony. Faculty at OLHCC are committed to share their knowledge and expertise with students who have made a valid choice that the College is their place to learn and to become. I sense that, through the classroom instruction supported by a strong advising system, student intellectual development takes place. The core curriculum is the academic foundation through which the faculty permit their teaching style to influence students to be articulate in thought and expression--to be educated in the style of OLHCC.

A faculty who care, who are academically prepared, and who are enthusiastic about teaching, create a positive learning environment where students can develop a personal vision that leads to being a life-long learning person. One never fully perceives the depth of personal potential until there is the opportunity to experience and witness the power of becoming educated. Teacher and student together are being involved in the discovery of knowledge. That is what brings excitement to OLHCC education on all levels. It is a learning system between faculty and students in which the faculty-student ratio is 1 to 23, providing a learning situation that supports the process of education.

Quality of faculty, curricula, and instruction is a reality at the College. The faculty and curricula have the support of administration and staff. Together, we all share the responsibility of upholding our mission and philosophy. We all participate in the process of developing the minds and hearts of our students. Our Lady of Holy Cross College was founded by the Marianites of Holy Cross and is debt-free, providing quality education that is recognized throughout the United States and Canada.

The greatest gift a person can possess is education. To know is to be able to combat ignorance. Education is power, the power of being able to improve personal and social life. It is the opportunity to be creative with life. It is the chance to grow and develop ways and means to be happy, to be professional, to be spiritual, to be an authentic person. The College is that place where it can happen, this unique education, because faculty, staff, and administration work together to make it happen.

Our Lady of Holy Cross is a college with a vision, a strategic plan, excellent curricula, and a mission that has purpose. To be part of OLHCC is to be part of successful education.

Sincerely,

A handwritten signature in black ink that reads "Rev. Thomas E. Chambers, O.S.C." The signature is written in a cursive style.

(Rev.) Thomas E. Chambers,

C.S.C., Ph. D.  
President

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## **1.0 HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE**

### **1.1 History**

The history of Our Lady of Holy Cross College dates from the 1841 founding of the Congregation of the Marianites of Holy Cross by Father Basil Anthony Moreau in Le Mans, France. Two years after their founding, the Sisters were ready to leave Le Mans to set up foundations in North America. Several Marianites accepted the invitation of Archbishop Antoine Blanc in 1848 to come to New Orleans to work with the Holy Cross Brothers in administering the St. Mary's Orphan Boys Asylum. Soon, the Sisters became disturbed at the plight of young girls who were orphaned as a result of yellow fever. Thus, in 1851, the Sisters began the Immaculate Conception Industrial School to instruct orphan girls. In 1866, this school evolved into the Academy of the Holy Angels, a high school for girls and the parent school of Our Lady of Holy Cross College. Holy Angels was dedicated in 1866.

To prepare teachers for the many schools the Marianites opened in southern Louisiana, in 1916, the Louisiana State Board of Education granted the Marianites the right to open Holy Angels Normal School. This approval assured that teachers would be prepared according to the Louisiana State Norms of Education.

In 1938, the Louisiana State Department of Education, again at the request of the Sisters, approved a program which would lead to the Bachelor of Arts degree. Its first graduation was held in 1942 in the renamed College Department of the Academy of Holy Angels. Five years later, the Ernest B. Norman family presented the Sisters with a gift of forty acres of land on the West Bank of the Mississippi River to be used for educational and religious purposes.

In the early 1950s, the College admitted women who were teaching in schools administered by the Marianites. When it was moved to new quarters in 1960, the name of the College was changed to Our Lady of Holy Cross College. In that same year, the first lay student received her degree and women from both public and archdiocesan schools enrolled. The first male students were admitted in 1967.

The Marianite Corporation organized a governing board in the late 1960s according to the requirements of the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS). The provincial superior of the Marianites was the President of the College until 1969, when the two positions were separated. In that year, for the first time, the Board of Regents of Our Lady of Holy Cross College selected the president.

In the spring of 1971, the board of regents submitted the first status report and the COC of SACS approved candidacy for accreditation of the College. From 1971, the College grew in student numbers, adding new academic and professional programs to the initial teacher education curriculum. Between 1975 and 1976, the College awarded its first honorary degree and celebrated its sixtieth anniversary. In 1976, the College received from the COC of SACS accreditation for a ten-year period.

To coordinate the best use of faculties and facilities on the West Bank, in 1976, Our Lady of Holy Cross College and Delgado Community College, also accredited by the COC of SACS, formed the West Bank Higher Education Union and pledged cooperation, exchange of faculty, mutual support of programs, and agreements for joint degree programs and use of libraries. The colleges discontinued this arrangement in 1993.

In the first part of the 1980s, the College initiated two ventures. In the spring of 1984, the Louisiana State Board of Nursing (LSBN) granted approval for a four-year baccalaureate degree program. Today it remains the only Catholic generic baccalaureate nursing program in the state of Louisiana. The LSBN gave full approval to the program in July 1987. In the fall of 1989, a self-study was submitted to the Council of Baccalaureate and Higher Degree programs of the National League for Nursing and the nursing program was granted full approval.

A Master in Education program was begun in the fall of 1984. In 1986, the program received approval from the COC as a Level Three master degree program and graduated its first students. In 1990, the College received approval from the COC to grant the Master of Arts degree in Counseling. A student may select one of the following areas of specialization: Marriage and Family Counseling or School Counseling. Certification is offered at the post masters level in marriage and family counseling. The program educates students to provide services that are preventive and developmental in nature in order to help individuals and families deal more effectively with problems and decisions of everyday living in urban/rural environments. The department offers a comprehensive program in counselor preparation leading to professional licensure, professional certification, and state certification. It reflects the belief in individual differences among students, provides for a balance of didactic and experiential learning activities, and offers experiences for personal growth and development of students.

In June 1987, the Reverend Thomas E. Chambers, C.S.C., Ph.D., became President of the College. Under his administration, the College has attained financial stability, made substantial renovations of the physical plant, built an addition to the library, added classroom and office space, increased parking facilities, and established a program of long-range maintenance. The College has been successful in increasing student scholarships, increasing the endowment fund, and acquiring "Student Support Services," a federally funded program. Ongoing curriculum renewal mandated Bachelor of Science degrees in general studies, in management, in marketing, in tourism management, and in ultrasound technology. More effective marketing strategies have enabled the College to become better known in the wider community, thus helping to increase student population.

Today, as in the past, the College continues to meet the growing needs of its students, the civic community, and the Church. Rich in historical experience, the College is poised for the future and will continue to guide its students toward self-realization, professional competency, and dedicated service to the human family.

## 1.2 Description of Our Lady of Holy Cross College

Our Lady of Holy Cross College is a privately-administered, accredited, coeducational, Catholic college, offering undergraduate, graduate, and professional curricula to a student population that reflects the diversity found in Louisiana. Its primary focus is teaching, public service, and research.

The College remains faithful to its liberal arts tradition in committing itself to academic challenge, professional preparation, attainment of marketable skills, personal enrichment, and to the rightful integration of Catholic philosophy and theology. It takes pride in its low teacher/student ratio and in the quality of its diverse programs and services.

## 1.3 Vision Statement

Our Lady of Holy Cross College sustains a Catholic identity through a commitment to the tradition of the Marianites of Holy Cross of educating both the mind and the heart. The College invites students to join a diverse family which celebrates the uniqueness of each person, searches for the truth, and provides personal attention to individual needs. Through quality academic programs, students are challenged to promote Judeo-Christian values in their present and future positions in the market place.

## 1.5 Statement of Core Values

We believe that education flourishes in a community motivated by a Catholic Christian vision, Gospel values, and a commitment to the education of the total person. We accept the responsibility to respond to the needs of our students by challenging and empowering them to develop holistically in the attainment of knowledge, skills, and values necessary to thrive in an ever-changing world.

Therefore, we endeavor to foster in the College an environment that nurtures the following values:

### **We value**

#### **a clear Catholic identity and a strong commitment to Gospel principles.**

We relate with and serve others in a spirit of compassion, justice, and selflessness.

#### **healthy and growth-filled relationships within the College and between the College and the wider community.**

We welcome cultural diversity, and we foster effective communication, fairness, inclusion, respectfulness, and hospitality.

#### **student-centeredness.**

We value our students who are the primary reason for the existence of the College. We respect and treasure their diverse life experiences, their achievements, their contributions to the community, and reverence their human dignity.

**excellence in teaching and learning.**

We provide spiritual, intellectual, social, aesthetic, and physical education to develop the total person. We devote a generous share of the financial and the technological resources of the College to improve teaching and learning. We encourage research to improve both instruction and learning.

**responsible stewardship of resources.**

We acquire, maintain, update, and use our resources in a caring and responsible way.

**1.5 Mission Statement**

Our Lady of Holy Cross College participates in the teaching mission of the Catholic Church through the heritage and charisma of the Marianites of Holy Cross. The administration, staff, and faculty educate the minds and the hearts of the students through dedicated service and innovative teaching methods. All are challenged to seek truth, goodness, and beauty through critical thinking, research, and dialogue. Called to be a prophetic presence in an ever-changing world, the college community shares its spiritual, material, and educational resources with all.

**1.6 Accrediting**

Our Lady of Holy Cross College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate, baccalaureate, and master degrees. Programs in education are approved by the Louisiana State Department of Education, and the program in nursing is approved by the Louisiana State Board of Nursing. The program in nursing is also accredited by the National League for Nursing Accrediting Commission.

**1.7 Corporation and Board of Regents**

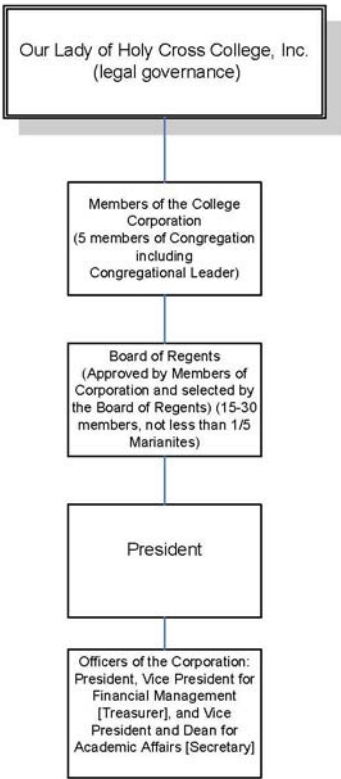
The objectives and purposes of the Our Lady of Holy Cross College Corporation are to further higher education by maintaining a college or university in the City of New Orleans. The Corporation is empowered to carry out the legal and financial acts for the furtherance of its objectives and purposes and holds all college property as a corporate entity. The Corporation is assisted in its work by a board of regents. The board, in conducting its business and establishing its policies, acts in a manner consistent with the established teachings of the College as a Marianite institution.

The board of regents consists of not fewer than fifteen nor more than thirty members. One-fifth of the members is selected from the membership of the Marianites of Holy Cross. As a rule, the board consists of members from widely different backgrounds and responsibilities, and no one is excluded from serving on the board solely by reason of religion, race, sex, handicap, or ethnic origin.

## **1.8 Administrative Structure**

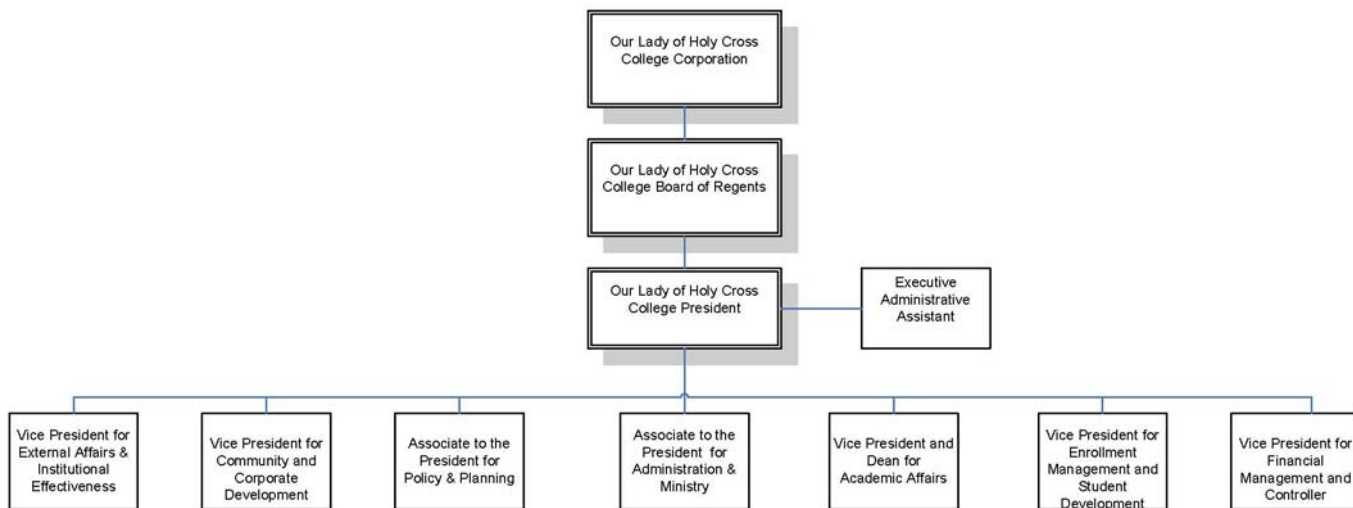
The implementation of the basic philosophy, goals, and specific aims of Our Lady of Holy Cross College is entrusted to a host of dedicated educators, both religious and lay. These individuals, in exercising their responsibilities, strive to be of service to all constituents of the College in the "true spirit" of Holy Cross. Job descriptions for the various positions within the College appearing on the Our Lady of Holy Cross College Organizational Charts (see Pages 7-14) are provided in the document entitled *Our Lady of Holy Cross College Job Descriptions*, Fall 2000.

# CORPORATION



Our Lady of Holy Cross College

# ADMINISTRATION



## Our Lady of Holy Cross College Administration

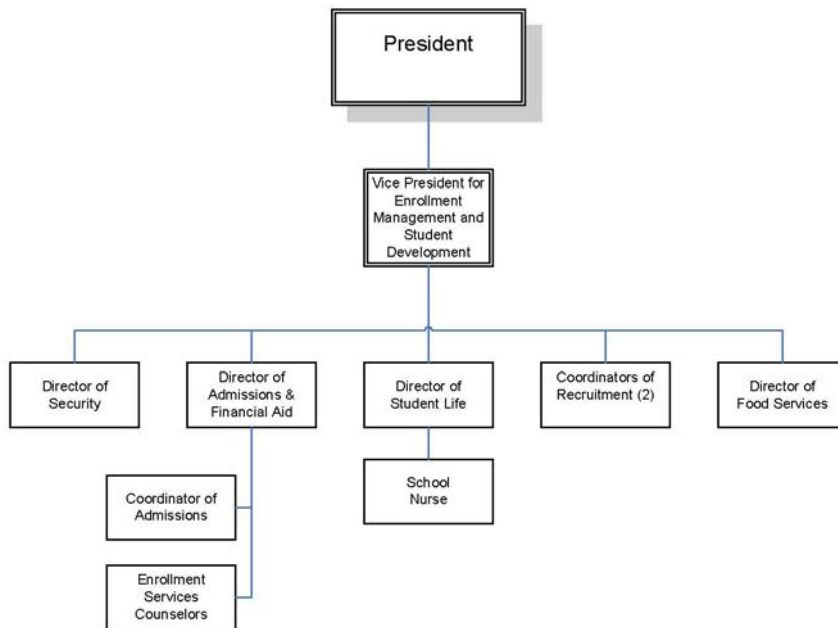
### ACADEMIC AFFAIRS



## Our Lady of Holy Cross College

Academic Affairs

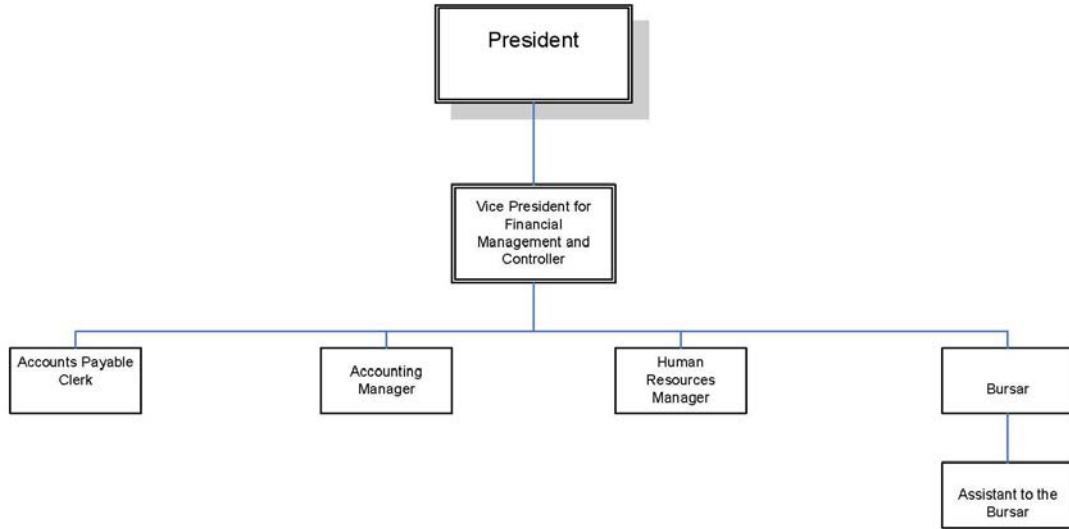
## ENROLLMENT MANAGEMENT & STUDENT DEVELOPMENT



### Our Lady of Holy Cross College

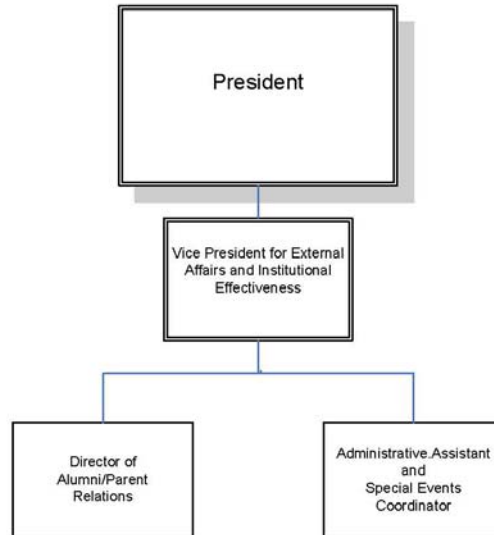
Enrollment Management and Student Development

# FINANCIAL MANAGEMENT



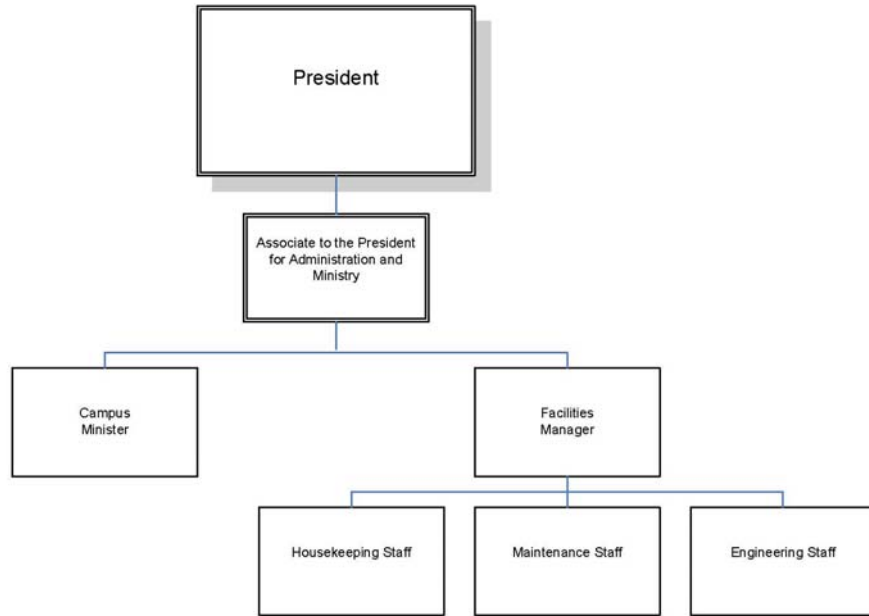
**Our Lady of Holy Cross College**  
Financial Management

## ADVANCEMENT



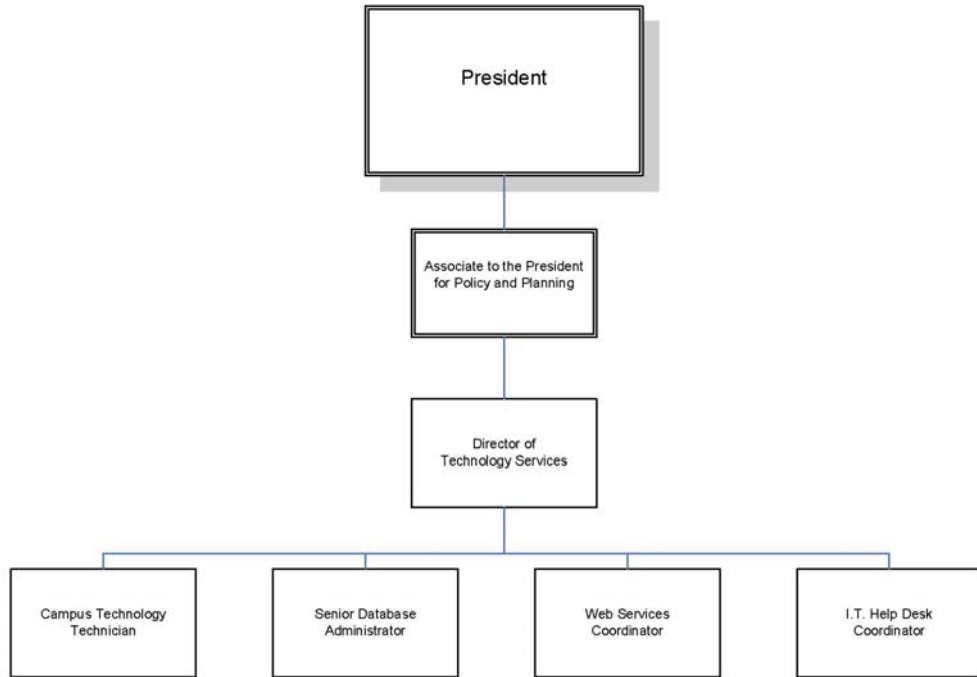
**Our Lady of Holy Cross College**  
Advancement Office

### ADMINISTRATION & MINISTRY



**Our Lady of Holy Cross College**  
Administration and Ministry

## POLICY & PLANNING



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**Our Lady of Holy Cross College**  
Policy and Planning

## **1.9 Governance Structure**

The governance structure of Our Lady of Holy Cross College provides for a broad-based participation of all levels of constituencies. It is the policy and practice of the College to provide the right of participation at the levels where one's area of responsibility is present.

### **1.9.1 General Institutional Governance**

General institutional governance affords the faculty the right of participation through the functioning of the academic units and the Faculty Assembly. The Student Government Association is the vehicle through which student participation is exercised. Staff and administration are provided participation as outlined in other published documents.

#### **1.9.1.1 Faculty Assembly**

### **Constitution of the Faculty Assembly of Our Lady of Holy Cross College**

#### **Article I Purpose**

The Our Lady of Holy Cross College Faculty Assembly is a permanent body operating under the authority of the President of the College in cooperation with the board of regents, students, and administration to further the goals and objectives of the College. Besides concerning itself with matters affecting the general welfare of the College, the Faculty Assembly will focus on the academic program and the areas of faculty welfare and professional affairs. It shall have the privilege of consultative review in the area of academic affairs, including the following: educational policies and programs; admission and retention standards and policies; instructional, academic and professional standards; introduction, development, and termination of curricular programs and courses; standards and requirements for degrees and honors; addition and improvement of instructional facilities and resources; general policies affecting the recruitment and rank of faculty members; general policies affecting faculty welfare, including teaching load, assignment of other duties, professional development, and general policies regarding academic freedom.

#### **Article II Membership**

The members of the Faculty Assembly shall be all full-time ranking faculty members who are either teaching or rendering direct services to students. Lecturers who have taught 30 semester hours or more are also included in the membership. Only members shall have the right to vote.

#### **Article III Organization**

The officer of this organization shall be a chairperson elected by the Faculty Assembly for a two-year term. A secretary shall be appointed by the chairperson.

The Chairperson of the Faculty shall be elected by a majority vote of at least two-thirds of the entire membership of the assembly.

The chairperson, or his/her designate in case of temporary absence, shall preside over meetings of the assembly. The chairperson shall communicate pertinent actions of the Faculty Assembly to the appropriate persons.

An election to fill the unexpired term of the chairperson shall take place within two weeks during the academic year when the College is in session should the office become vacant for any reason.

The chairperson shall notify members of regular and special meetings and communicate agenda for these meetings. The chairperson shall obtain from the Senior Vice President for Academic Affairs and publish each semester a list of faculty members eligible to vote using the criteria established in Article II of this Constitution.

#### **Article IV Meetings**

The Faculty Assembly shall meet in regular session at least once each month during the fall and spring semesters and in special sessions as specified in the By-Laws. Quorum for the meetings of the assembly shall be a simple majority of the members.

#### **Article V Committees**

The Faculty Assembly may establish such ad hoc or standing committees as the chairperson or a majority of the members may determine to be necessary and consistent with the purpose of this organization. Standing committees must be approved both by the president and the board of regents. In the case of ad hoc committees, the specific purpose of such committees shall be stated when they are created, and they shall cease to exist when their purposes are accomplished.

#### **Article VI Amendment**

This Constitution may be amended through the proposal of any regular member of the Faculty assembly, approved by the Faculty Assembly membership for the first time by 50% of the regular members of the Faculty Assembly and for the second time after an interval of thirty days by two-thirds of the regular members of the faculty, by the President, and finally, by the board of regents.

The By-Laws of the Faculty Assembly may be amended at any regular or special meeting of the assembly by a two-thirds vote of the regular membership, provided the proposed change(s) have been distributed two weeks before the meeting. Changes are subsequently approved by the President and by the board of regents.

### **Article VII Adoption**

The Constitution and appended By-Laws shall become effective immediately following approval by two thirds (2/3) of the persons delineated as members of the assembly in Article II of this Constitution, by the President of the College, and by the board of regents.

### **Article VIII Review**

This Constitution will be reviewed by the faculty, administration, and board of regents at least every five years.

### **Article IX Absentee Balloting**

Absentee ballots presented to the Chairperson of the Faculty before regular balloting shall be counted as part of any election.

## **By-Laws for the Our Lady of Holy Cross College Faculty Assembly**

### **Article I Meetings**

#### **Section 1**

Regular meetings of the Faculty Assembly shall be at least once a month during the fall and spring semesters. Election of a chairperson shall take place at the first meeting of the spring semester.

Special meetings may be convened by the chairperson on his/her own authority, and shall be convened on the signed petition of any four (4) members of the assembly or by the written request of the President or of the Senior Vice President for Academic Affairs. The Chairperson of the Assembly shall, when it is advisable, invite the appropriate officer(s) of administration to attend assembly meetings to discuss with the assembly pertinent matters before its deliberations. The invitation will include the items to be discussed.

#### **Section 2**

Agenda for regular and special meetings of the assembly shall be published three (3) class days in advance of meetings. Items may be placed on the agenda by the Chairperson of the Faculty Assembly, by divisional deans, by any member of the Faculty Assembly, or by any officer of the administration.

Agenda for regular meetings shall include matters referred to in Article I of the Constitution of the Faculty Assembly. Agenda shall also include reports on and review of the work of college committees and election of Faculty Assembly officers and of representatives to committees when appropriate.

Agenda for special meetings of the assembly shall be limited to consideration of requested items.

**Section 3**

Voting shall be by voice except that any member may move a vote by show of hands, by rising, by acclamation, by roll call, or by secret ballot. Elections shall be conducted by secret ballot.

**Article II  
Faculty Assembly Committee Membership**

The Faculty Assembly shall elect the members of its standing and ad hoc committees.

**Article III  
Absentee Balloting**

Absentee ballots presented to the Chairperson of the Faculty before regular balloting shall be counted as part of any election.

**Article IV  
Review**

These By-Laws will be reviewed by the faculty, administration, and board of regents every five years.

**1.9.1.2 Student Government Association**

The Student Government Association (SGA) consists of all students. This association elects a Senate and Executive Council to serve as representatives to the administration in regard to campus policies, programs, and issues. An active and effective SGA is the hallmark of a growing institution, and it depends upon the input and participation of every student. Detailed information on the functioning of the SGA is available in the office of Student Affairs.

### **1.9.1.3 Staff and Administration**

The organization and administration of both the staff and administration are explained in the *Employee Manual*, the *Our Lady of Holy Cross College Job Descriptions*, and the *Our Lady of Holy Cross College Committees*. These publications are also distributed to faculty.

### **1.10 Committee Structure**

Several committees, both standing and ad hoc, function within the governance structure of Our Lady of Holy Cross College. The membership, purpose, procedures, and meeting schedules of these committees are contained in the document entitled *Our Lady of Holy Cross College Committees*. Committee assignments are considered part of the contractual obligations of faculty members.

## **2.0 OPENING CONTRACTUAL STATEMENT**

Members of the teaching faculty are employed by formal contract. Contracts are signed by the President or the Senior Vice President for Academic Affairs and the faculty member. Two copies of the formal contract are executed--one for the faculty member and one for the Senior Vice President for Academic Affairs. Contracts are bilateral and cannot be canceled except by mutual agreement, by termination for cause, layoff, or for financial exigency. Acceptance of a contract includes an agreement between the College and the faculty member to comply with appropriate regulations of the College. The contract refers to the sections of this *Faculty Handbook* that set the contractual conditions of the teaching faculty.

In the event of disassociation with the College, remuneration is based on days actually worked.

The definition of days actually worked is those days which faculty/employee is/may be required to be present at the College or at College sponsored events. Days actually worked are computed on the basis of the total number of contract days in the contract period(s) above which includes the beginning and ending dates of each semester as indicated above and on which attendance is required.

All contracts indicate that faculty are working at Our Lady of Holy Cross College in a non-tenured position governed by the *Faculty/Employee Manuals* promulgated by the Board of Regents.

### **2.1 Definition of Faculty Status**

Those individuals contracted for specific professional responsibilities of teaching, along with those of service or research and publication, are granted faculty status. Individuals enjoying faculty status with Our Lady of Holy Cross College are expected to pursue excellence in the preparation for and performance of teaching responsibilities. Additionally, these individuals are expected to contribute to the life of the College and the general welfare of the community through active participation in activities. Faculty status is classified as full-time or part-time.

#### **2.1.1 Ranked Faculty, Full-time**

Members of the instructional faculty appointed on a full-time basis are assigned to one of four ranks: instructor, assistant professor, associate professor, or professor. These ranked faculty are afforded the rights and privileges outlined in this handbook. They are expected to support the institutional goals of Our Lady of Holy Cross College and assume all professional responsibilities by virtue of contract.

#### **2.1.2 Pro-rata Ranked Faculty**

Pro-rata ranked faculty are those who serve the College half-time or more, but not full-time. These faculty have the rights and privileges afforded full-time ranked faculty. They are expected to support the institutional goals of Our Lady of Holy Cross College and assume all professional

responsibilities by virtue of contract. Pro-rata ranked faculty are hired on a term contract and are paid according to the part-time salary scale in effect for that term.

### **2.1.3 Per-course Faculty**

Per-course faculty are those who serve the College in a part-time capacity as lecturer, senior lecturer or affiliate adjunct. Ordinarily, per-course faculty may not teach in excess of six semester hours or two four semester-hour courses. These faculty are eligible for membership in the Faculty Assembly, as defined by the Constitution of the Faculty Assembly, can enroll in one course per semester without charge during the time of their employment with the College, and are eligible for parking and library privileges. They are expected to support the institutional goals of Our Lady of Holy Cross College and assume all responsibilities by virtue of contract.

### **2.1.4 Special Appointment Faculty**

Special appointment faculty are those with the designation of emeritus, alumnus, or visiting. Emeritus status is granted to all Assistants, Associates, and Professors of Our Lady of Holy Cross College upon retirement. Emeritus status is also granted to all academic administrators upon retirement.

Alumnus faculty are those graduates of Our Lady of Holy Cross College recognized for their expertise and contributions to the life of the College. Visiting faculty are those who, while holding professional rank at another institution, are temporarily serving as a full-time faculty member at the College.

All faculty classified as special appointment faculty are expected to support the institutional goals and assume all professional responsibilities by virtue of contract. They are afforded the rights of per-course faculty.

### **2.1.5 Administrators with Rank**

The President and the Senior Vice President for Academic Affairs of the College hold ordinary faculty status and are assigned the rank of Professor "de jure" and "ipso facto." Other officers of administration because of their academic credentials and teaching responsibilities are afforded the privilege of extraordinary faculty status which is affirmed in writing at the time of their initial appointment. They are eligible for promotion according to the criteria for "evaluating faculty for promotion."

Officers of administration, who do not have teaching responsibilities, because of their academic credentials and the para-educational nature of their responsibilities, are afforded the privilege of extraordinary faculty status which is affirmed in writing at the time of their initial appointment. Because of the nature of their work, the initially assigned rank is frozen.

### 2.1.6 Special Academic Support Staff and Categories

Support staff are those who provide a special service to the institution but hold positions which do not carry rank. They are not considered part of the teaching faculty. Support staff fall into the categories of data processing personnel, media, laboratory, and library assistants.

### 2.1.7 Qualifications for Appointment to Rank

New full-time faculty members with no previous college teaching experience are assigned the rank of Instructor. New full-time faculty members with previous college teaching experience are assigned academic rank by the President according to their degrees and teaching/research experience. Ordinarily, faculty appointed to serve the Master Degree programs must hold a terminal degree and possess a high level of competence in teaching and scholarship.

#### 2.1.7.1 Instructor

To be considered for the rank of Instructor, an individual will present evidence of:

- (1) an earned Master degree
- (2) the ability to teach.

#### 2.1.7.2 Assistant Professor

To be considered for the rank of Assistant Professor, an individual will present evidence of:

- (1) an earned Master degree plus three years of full-time college teaching (or its equivalent) or an earned terminal degree
- (2) the ability to teach
- (3) scholarship via one of the following:
  - (a) progress toward a terminal degree;
  - (b) publications, presentations, and/or research;
  - (c) active membership in professional organizations.

#### 2.1.7.3 Associate Professor

To be considered for the rank of Associate Professor, an individual will present evidence of:

- (1) an earned terminal degree plus four years of full-time teaching at the assistant level at Our Lady of Holy Cross College (or its equivalent) or an earned Master degree plus thirty hours and eight years of full-time teaching at Our Lady of Holy Cross College (or its equivalent) at the assistant level
- (2) excellence in teaching
- (3) contributions to the College
- (4) scholarly attainment through publications, presentations, and/or research
- (5) contributions to the profession

#### 2.1.7.4 Professor

To be considered for the rank of Professor, an individual will present evidence of:

- (1) an earned terminal degree plus five years of full-time teaching at the associate level at Our Lady of Holy Cross College (or its equivalent)
- (2) excellence in teaching
- (3) continued record of scholarly attainment through publications, presentations, and/or research
- (4) contributions to the institution in a leadership capacity (i.e., chair of committee, elective position)
- (5) leadership role within the profession

**2.2 Endowed Professorships**

**2.2.1 Mission Statement**

Our Lady of Holy Cross College desires to serve the community through effective stewardship of our resources. Consistent with the teaching mission of the Catholic Church in the spirit of the Marianites of Holy Cross, the College educates the minds and the hearts of its students through dedicated and creative teaching. In meeting the educational needs of the community, Our Lady of Holy Cross College seeks to attract and maintain outstanding faculty that will provide a quality educational experience for students through the endowed professorship program. This program recognizes and fosters faculty excellence by allowing faculty to demonstrate commitment to quality instruction. Through this program, outstanding faculty are provided with recognition, reward, and an opportunity for professional development in the form of a monetary supplement.

**2.2.2 Goals**

The goals of the Endowed Professorship Program are to:

- encourage, promote, and reward excellence and innovation in instruction;
- foster program and curriculum development;
- encourage, promote, and reward excellence in scholarly accomplishments through research, publications, and presentations;
- encourage, promote, and reward outstanding contributions to Our Lady of Holy Cross College and to the community it serves.

**2.2.3 Eligibility**

Endowed professorships are awarded to faculty members whose accomplishments have resulted in a significant impact on the development of the college or to individuals who show great potential as a major contributor to the further development of the College and its academic programs.

Applicants must meet these criteria:

- minimum rank of Assistant Professor
- three years of full-time service to Our Lady of Holy Cross College

In any case in which the donor of the endowed professorship places restrictions on the professorship that conflict with these eligibility requirements, the procedures will be modified to be consistent with the donor's restrictions.

#### **2.2.4 Application and Selection Process**

A list of available endowed professorships will be presented to eligible faculty by the Senior Vice President for Academic Affairs in December. A letter by the faculty member stating interest in applying for an endowed professorship must be sent to the Senior Vice President for Academic Affairs by February 1<sup>st</sup>. Support materials for endowed professorships beginning the following fall semester will be submitted to the chairperson of the Promotion in Rank Committee by March 1<sup>st</sup>. Recommendations by the committee will be presented to the Senior Vice President for Academic Affairs in April who will, in collaboration and consultation from the Divisional Deans, present the recommended candidates to the President, who will make the appointment to the professorship(s).

Supporting material to be submitted to the Chairperson of the Promotion in Rank Committee by March 1<sup>st</sup>:

- current curriculum vitae
- statement indicating how the endowment is to be used
- faculty evaluation (from the Divisional Dean) from the previous year

#### **2.2.5 Duration and Distribution of Awards**

Each endowed professorship will be awarded for a maximum period of three years (beginning on July 1<sup>st</sup> of the first year and ending on June 30<sup>th</sup> of the final year). Funds to support the recipient will be provided on an annual basis and will be disbursed during the first week of August. Award presentations will be made at the Fall Faculty Convocation. During the time of the award, the recipient will be required to maintain full-time status at Our Lady of Holy Cross College. If the recipient retires, resigns, suffers an incapacitating illness extending beyond the year, or otherwise ends full-time faculty status, the salary supplement and other benefits of the endowed professorship shall immediately cease. Any funds remaining in the award will be reinvested in the professorship account.

Endowed income support may include, but not be limited to:

- clerical support
- research support
- computation and data collection

- travel
- research materials
- equipment
- conferences or seminars
- publication support
- other professional materials

All requests for endowed funds should include a detailed budget which contains benefits and tax allocations. Fund payout is defined as the dollar amount for current expenditure made available from an endowment held by Our Lady of Holy Cross College. The recipient of an endowed Professorship is responsible for maintaining an accurate records of expenditures made with the award money. By accepting the award, the faculty member agrees to carry out the expectations and goals of the professorship.

Applicants will be considered for all endowed professorships for which they qualify. A faculty member may not be named to an endowed professorship for consecutive terms. Recipients of endowed professorships will write a report (to be submitted to their academic Dean and the Senior Vice President for Academic Affairs) evaluating the effectiveness of the endowed professorship program in instruction, scholar/research activity, and community/college service. This report will be submitted at the end of the term by the endowed professor. A budget report must be submitted at the end of each semester to the Academic Dean and Senior Vice President for Academic Affairs.

If it is determined that there are no qualified applicants, endowed funds will remain in the appropriate account until a selection is made.

**2.2.6 Endowed Professorship Application** (See next page.)

Endowed Professorship Application

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Division: \_\_\_\_\_

Completed years of service at Our Lady of Holy Cross College: \_\_\_\_\_

Please indicate the two areas for which you are applying:

- 1. Publications/Presentations
- 2. Teaching/Enhancement
- 3. Professional Development
- 4. Enhancement of Program/Department Quality
- 5. Uniting College/Community/and Business and Industry
- 6. Curriculum Innovation/Development
- 7. Enhancement and Development of College Mission
- 8. Scholarly/Creative Activities

Provide a narrative, listing objectives and how you will achieve these objectives (anticipated length, budget costs, etc.). This should not exceed two typed, double-spaced pages.

Submit application and vita to the Chairperson of the Promotion in Rank Committee no later than

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2.3 Types of Contracts**

Members of the teaching faculty, in all classifications, are employed by formal contract. Two copies of a contract are executed--one for the faculty member and one for the Senior Vice President for Academic Affairs. Contracts reflect rank, salary, dates of employment, academic unit(s) served, and terms. Contracts are bilateral and cannot be canceled except by mutual agreement or for serious causes, layoff, or financial exigency. An acceptance is indicated if the faculty member signs, dates, and returns the contract within thirty days. Contracts returned by the faculty after thirty days of issuance will not be honored.

### **2.3.1 Term**

Term contracts are those awarded for one academic year, excluding the summer session. Summer services are based on need and are engaged by separate contract.

#### **2.3.1.1 Full-time**

All appointments for full-time faculty are term appointments ending on a specific date. They can be renewed only as a result of specific recommendation for reappointment, and they presume no right to reappointment. A full-time faculty member hired in the spring semester is hired for that semester only and under a term contract. Contract renewal is based on a specific recommendation for reappointment. Faculty hired in the spring semester may not presume the right to reappointment. Contracts for term appointments of the faculty are normally presented by the President before April 1.

#### **2.3.1.2 Part-time**

Part-time faculty are hired on a semester basis. Contracts awarded part-time faculty can be renewed only as a result of specific recommendation for reappointment, and they presume no right to reappointment. Contracts for part-time appointments of the faculty are normally presented by the President at the end of the day before classes begin for a given semester.

### **2.3.2 Consultant**

Services of consultants are arranged through special contracts. Contracts for consultative services must be consistent with the purposes, policies, and procedures of the College. All contracted services remain under the control of Our Lady of Holy Cross College.

## **2.4 Search, Appointment, Orientation**

The hiring procedures used at Our Lady of Holy Cross College are designed to employ individuals who can work within the philosophy of the College. The College strives to obtain as large an applicant pool as possible, thus affording equal opportunity for all qualified persons. Consultation at the levels concerned is inherent in the hiring process.

### **2.4.1 Search Procedures**

Should a full-time vacancy occur, the division dean consults with the Senior Vice President for Academic Affairs regarding filling the vacancy. The vice president assesses faculty needs and reviews the budget. After careful consideration of both, and should it be deemed necessary to hire a faculty member, the vice president then calls for a selection committee.

The selection committee acts according to specific procedures and gives its recommendations to the vice president who will satisfy himself/herself that all equal opportunity employment procedures have been followed, and qualifications as required by the Southern Association of Colleges and Schools have been met. The candidate's name is then submitted to the vice president for an interview and decision as to hiring.

Should the need arise for a part-time faculty member, the division dean is responsible for seeking the faculty member with appropriate credentials. After the candidates have been screened by the dean and the appropriate divisional faculty, the dean interviews prospective faculty members and consults with the vice president regarding final selection.

#### **2.4.2 Appointment Procedures**

All appointments are made at a rank and salary commensurate with the qualifications and experience of the candidate. New full-time faculty members with no previous college teaching experience are assigned the rank of Instructor. New full-time faculty members with previous college teaching experience are assigned academic rank by the President.

New part-time faculty are assigned the rank of lecturer. Adjunct faculty are assigned an adjunct rank comparable to the rank held at another college or university.

#### **2.4.3 Orientation**

New faculty are introduced to the administration, faculty, and staff of the College by the Chairperson of the Faculty. The Chairperson of the Faculty and the Senior Vice President for Academic Affairs provide an overview of the institutional policies and procedures. The dean of the academic unit in which the newly hired faculty is to serve presents an overview of divisional operations. Adherence to the orientation stipulations published in the *Employee Manual* is required.

#### **2.4.4 Special Appointment Categories**

Special appointment categories are those for which individuals are employed to perform highly specialized functions. Appointments to these categories may be made only by the President.

### **2.5 Personnel Records**

It is the responsibility of the faculty member to cooperate in establishing the personnel file. Needed materials are identified by the administrator in charge of records.

### **2.5.1 Pre-employment**

Prior to being considered for employment, prospective faculty must submit the following: curriculum vitae, official copy of all transcripts, and three letters of recommendation from individuals capable of assessing one's qualifications for the faculty position being sought.

### **2.5.2 Roster**

The College prepares a roster of all faculty. Faculty members have the right to refuse listing in the roster. When a faculty member does not wish to be listed, the individual should inform the Senior Vice President for Academic Affairs. There is a statement on the roster that the telephone numbers of faculty should not be given to anyone. This request should be honored.

### **2.5.3 Promotion**

All documentation pertaining to the promotion of faculty is maintained by the Promotion in Rank Committee. Access to the documentation is assured through written request to the administrator in charge of records.

## **2.6 Evaluation**

All faculty members--full-time, part-time, off-campus, and week end--are evaluated each academic year. Evaluations are done by deans and students. Self- and peer-evaluations are optional. Results of evaluations are used for instructional improvement and professional development.

### **2.6.1 Criteria**

Student evaluation of faculty, conducted each semester, assesses the following: course organization and planning, communication, faculty/student interaction, competency assessment, course evaluation, and overall instructor effectiveness.

Evaluation by a dean, conducted at least once an academic year, assesses faculty members in relation to course development, remaining current in their discipline, instructional creativity, instructional methodology, involvement in administrative and professional development activities, and overall competency in the delivery of instruction and service.

### **2.6.2 Standards**

Excellence in teaching is characterized by sound scholarly judgment regarding what is appropriate for inclusion in a particular course of study. Active service is expected of faculty in meeting the needs not only of the College but also of the civic community. Active scholarship is characterized by an involvement in publication and research.

**2.6.3 Evidence**

Continued growth and development are evidenced by creativity in instruction, development of new courses, updating of textbooks and reading lists used, and implementation of innovative teaching methods.

Evidence of service includes, but is not limited to, membership and office holding in various community organizations, ad hoc committees, membership in professional organizations, and participation in professional programs.

Scholarly papers delivered at professional meetings or for publication by recognized journals are evidence of active scholarship. Research publication may also be in the realm of the literary, artistic, and/or creative works.

**2.6.4 Evaluation Process**

Listed below are the timetable and procedures for the evaluation of faculty performance.

First week of April/ November	Division deans distribute student evaluation forms.
Second through last weeks of April/	Evaluations are conducted, both student and administrative (Administrative evaluations are completed on full-time November faculty only. If done in the fall, do not re-evaluate unless there is a need.)
Second week of May/ December	Division deans meet with faculty members individually for a discussion of results.
May/December 20	Results are summarized and submitted to the appropriate administrative office.

**2.6.5 Professional Growth Plans**

Faculty members are responsible for their own professional development. Growth contracts for the academic year should be prepared for approval and submitted to the appropriate division dean and Senior Vice President for Academic Affairs by November 1. The division dean and/or Senior Vice President for Academic Affairs reserves the right to require appropriate faculty development activities as part of contractual agreement. In the event that the Senior Vice President for Academic Affairs and/or the appropriate division dean require(s) of a faculty member advanced course work, the course load for any given semester must not exceed one graduate course. Exceptions are to be requested of the President in writing.

## **2.7 Promotion**

Through the promotion of faculty, the academic credibility of an institution is enhanced. It is the responsibility of each faculty member to apply for promotion in rank.

### **2.7.1 Policy**

Members of the instructional faculty appointed on a full-time basis are assigned to one of four ranks: Instructor, Assistant Professor, Associate Professor, or Professor. Promotion from the rank of Instructor will not be made until a faculty member has held the rank for at least three years, and promotion from the rank of Associate Professor will not be made until a faculty member has held the rank for at least five years. Norms for appointment and advancement fall into three major areas: teaching, service, and research and publication.

Excellent teaching is demonstrated through the use of student, peer, and administrative evaluation and observation. Continued growth and development could also be evidenced in creativity in instruction, development of new courses, updating textbooks and reading lists used, and implementation of innovative teaching methods.

The faculty member is expected to be available to serve not only the College but also the entire community. Evidence of such service includes but is not limited to membership and office-holding in various community organizations, ad hoc committees, membership in professional organizations, and participation in professional programs.

Scholarly papers, read at professional meetings or for publication by recognized journals, are evidence of active scholarship. Research and publication may also be in the realm of the literary, artistic, and/or creative works.

### **2.7.2 Procedures**

Procedures governing the promotion of faculty are the responsibility of the Promotion in Rank Committee. Complete information is found in the *Procedural Manual of the Promotion in Rank Committee*. A copy may be requested from the Chairperson of the Faculty.

## **2.8 Faculty Rights and Responsibilities**

Following are the rights and the responsibilities afforded faculty. A thorough understanding of these rights and responsibilities is expected of all faculty.

### **2.8.1 Academic Freedom**

Our Lady of Holy Cross College is a community of individuals engaged in the task of a liberal arts and professional education. This community institutionalizes itself in order to enter into the process of self-directed search of knowledge and truth. As a college in the Roman Catholic tradition, Our Lady of Holy Cross promotes this heritage while committed to truth and academic freedom. The tradition is not wedded to, nor does it embrace, a particular philosophy but is grounded in the Gospel message. To the extent of his/her ability, everyone, especially every teacher and every student, has not only the right but also the obligation to participate in the free and unhampered communication of truth once it is discovered and understood. All members of the academic community must be free to adapt their methods to the conditions under which they work, to their own personalities, and to the nature of the subject matter with which they are dealing.

Even though this community institutionalizes itself, no member who accepts a position on the faculty or staff, nor any student who enters the College, relinquishes any of his/her rights of free inquiry and expression, freedom of association, participation in institutional decision making, and the procedures of due process. This academic community upholds and affirms the basic Constitutional freedoms of religion, press, peaceful assembly, and redress of grievances. All of these are the rights and privileges for all to enjoy as the citizens of a free and democratic society. All members of the academic community are free to examine and discuss all questions of interest, newly discovered facts and laws, new developments or new applications of old knowledge, and new theories which may be advanced in explanation of known data. All are, likewise, free to communicate their own opinions, however controversial, provided they label them as opinions and not as facts or certain truths. It must be clear, however, that in any and every public expression or demonstration, one speaks only for himself/herself and not for the College. Any form of protest, dissent, or disruption that interferes with the rights and freedoms of others must be considered a serious breach of these responsibilities and obligations. However, under no circumstances should institutional control be used as a means of censorship. Members of the academic community are to be honored and respected for their personal integrity and commitment, as well as for their scholarly achievement and dedicated teaching.

In light of the Roman Catholic tradition and heritage, all are expected to understand, even though there is no imposition of any personal religious requirements, that Christian morality is accepted as the rule of life, that Christian Revelation is accepted as a source of knowledge as valid as natural human experience or reason, and that Catholic Christian theology is recognized as a science in its own right.

The Roman Catholic tradition envisions that scientific experimentation and discovery, philosophical demonstration, human experience and insight, and divinely guaranteed Revelation work together to enable and to equip men and women with a knowledge and understanding of themselves and the world.

A living out of the Christian message requires not only protection and safeguards for the exercise of one's rights and privileges but also special obligations and ethical responsibilities. In the academic community, the primary responsibility is to seek and to state unhampered the truth as one sees and understands it, thereby accepting the obligation of exercising critical self-discipline and judgment in using, extending, and transmitting knowledge. Every effort must be made to foster honest academic conduct and to ensure the respect of free inquiry of associates. Faculty members must strive to be objective in the judgment of their colleagues. It is the duty of the faculty to protect the academic freedom and the rights of students, to avoid exploitation of them, as well as to acknowledge significant assistance from them. In the exchange of criticism and ideas, everyone must maintain due respect for the opinions of others. Faculty members accept their share in the responsibilities for the governance of the institution by actively participating in determining policies and procedures. Each faculty member observes the stated policies and procedures of the institution provided they do not contravene academic freedom. Each maintains his/her right to criticize them constructively and to seek revision of them.

It is the role of each individual, more especially the President and the administrators, to protect and safeguard the exercise of academic rights and freedom. It is important and necessary that the academic community preserve and defend these rights and freedoms by its own actions. It is also imperative that the academic community, under the leadership of the President, create an atmosphere of Christian living, promote an understanding of and adherence to the principles essential to academic freedom, and establish channels of communication that enable shared responsibility and cooperative action among the members of the academic institution.

With respect to violation of academic freedom, a special committee will be appointed by the Senior Vice President for Academic Affairs to conduct an informal investigation of the matter and to attempt an informal reconciliation between parties. Failing informal reconciliation of the case, it will be referred to the Faculty Grievance Committee.

### **2.8.2 Professional Ethics**

Faculty members must support the institutional goals of Our Lady of Holy Cross College. The way of supporting these goals varies according to each one's religious beliefs and conscience. When speaking or writing as private citizens, faculty members are free from institutional censorship. However, each faculty member should remember that the public may judge the College and his or her profession by these statements.

### **2.8.3 Institutional Policies, Expectations**

The professional responsibilities of faculty members fall into three categories: teaching, community service, research and publication. Faculty members are expected to carry the established workload for teaching, serve on various committees, advise students, be present at commencement exercises and other exercises determined by the President of the College, assist in serving community needs, and become involved in research activities.

Faculty members are responsible for understanding and conforming to all institutional policies and fulfilling the obligations of their academic relationship.

## **2.9 Faculty Development**

Our Lady of Holy Cross College is committed to on-going faculty development. While the responsibility for professional development rests primarily with the individual faculty member, the College assists faculty in promoting their growth as instructors, scholars, and practitioners.

Our Lady of Holy cross college makes provisions for full-time faculty to attend professional development conferences, meetings, etc. The full-time faculty member may personally make the necessary travel, room, board, and registration plans but must submit a completed "Travel Proposal Form" to the appropriate dean no fewer than ten days before the planned departure date. The full-time faculty member will be reimbursed for travel, registration, room, and board expenses up to a total of \$500.00 for each conference, meeting, etc. In order to receive reimbursement, the faculty member must present original receipts for travel, etc. to the appropriate dean who will in turn promptly forward them to the business Office. Full-time faculty members receiving endowed professorship monies are ineligible for the above-mentioned funding, except when attending conferences, etc. that were not included in the endowed professorship proposal.

### **2.9.1 Sabbatical Leave**

A sabbatical leave, an integral part of any development program, is among the most important means by which a faculty member's teaching effectiveness may be enhanced, his/her scholarly usefulness enlarged, and an institution's academic program strengthened and broadened. The major purpose of a sabbatical leave is to provide opportunity for continued professional growth and intellectual achievement through study, experience, and research. Sabbatical leaves may also be provided in appropriate circumstances for projects of direct benefit to the institution and for public or private service outside the institution.

A sabbatical leave is ordinarily one academic year in length, excluding summer. After each six years of continuous, full-time employment at Our Lady of Holy Cross College, a faculty member is eligible to apply for a sabbatical leave. At least 12 months prior to the sabbatical requested, the candidate submits to the dean of the division in writing the purpose of the requested sabbatical and the foreseen productive results. The dean recommends to the Senior Vice President for Academic Affairs those to whom the sabbatical should be granted. The Senior Vice President for Academic Affairs determines the

recipients of these sabbatical leaves and makes recommendations to the President. The President makes the final decision about the request for a sabbatical leave.

During a sabbatical, the faculty member is paid a salary equivalent to half his/her regular salary for that year, in accordance with College payroll procedures in effect at that time. A faculty member must sign an agreement stating that he/she will return for at least two years full-time service following the sabbatical or refund to the College the salary he/she received during the sabbatical year. Should the returning member leave after one year of full-time service, he/she shall refund to the College half of the salary received during the sabbatical year. The particulars of the sabbatical are to be in writing and agreed upon by the President and the faculty member prior to the commencement of the sabbatical.

**2.10 Workload**

Our Lady of Holy Cross College believes it must determine early in each academic session the workload for each faculty member. The purpose of this determination is to enhance the quality of work that a faculty member is employed to perform for the institution. It takes into account a realistic amount of time needed to perform assigned tasks. All full-time faculty members are assigned and are expected to perform a full workload (100%) based on the assigned values found in the document entitled *Workload Considerations*.

**2.10.1 Academic**

Teaching Load

The usual teaching load of full-time faculty for each semester is a maximum of 15 semester hours or three four-semester hour laboratory courses. Variations will occur among divisions and between individual faculty members within a division. The teaching load for each full-time faculty member is approved by the Senior Vice President for Academic Affairs in consultation with the dean of each division no later than the end of the first week of the semester. The Senior Vice President for Academic Affairs, after consultation with the President, reserves discretionary rights in permitting a reduced load or an overload.

Preparation

Ordinarily there is a maximum of 15 semester hours or three four-semester hour laboratory courses in the workload for each full-time faculty member. There is no minimum in regard to class preparations.

Committee

Both standing and ad hoc faculty committees exist as policy-proposing and as advisory bodies in the College and divisional organization. When faculty are appointed or elected to sit on such committees, this activity is considered part of their workload for the semester. Active participation in

and regular attendance at committee activities are considered important elements of faculty responsibility to the College. Members of a given committee serve on that committee until new members are elected or appointed.

Research

Faculty members are encouraged and expected to initiate individual and group research projects in their area of specialization. The objectives of such research should be to improve one's effectiveness as a teacher and to generate new knowledge. Research undertaken by the faculty must be in accordance with the goals and aims of the College. Research for which a faculty member receives workload consideration must be approved by the Senior Vice President for Academic Affairs in collaboration with the division dean. The amount of time assigned for the research is determined by the Senior Vice President for Academic Affairs, division dean, and the faculty member.

**2.10.2 Student Advising**

Student advising is the vehicle through which students are assisted in meeting their goals and developing their potential. Faculty selected to serve as advisors are expected to be cognizant of and adhere to all advising guidelines published in the *Student Advising Handbook*. Proper advising requires on-going contacts with the student to discuss educational and personal goals, explore career opportunities, develop individual action plans, review requirements, and evaluate progress. Advisors are held responsible for being available during pre-registration and regular registration periods.

**2.10.3 Mentoring Program**

First year student mentors are both administrators and faculty who volunteer their time to work with a designated group of first year students. Mentoring takes place primarily in the fall semester in order to prevent attrition of these students. Mentors meet in groups and individually with each assigned student to discuss and evaluate a student's preparedness for college and to help provide direction for those students having difficulty with either academics or extra curricular involvement.

**2.10.4 Office Hours**

Full-time faculty are expected to keep regular office hours. The number of hours required is specified at the beginning of each semester. At least one office hour between 8:00 a.m. and 5:00 p.m. should be scheduled each day. Exceptions to the office hours rule are made when teaching schedules and/or circumstances are extenuating. Such exceptions are made by the Senior Vice President for Academic Affairs. Division deans are consulted before exceptions are approved by the Senior Vice President for Academic Affairs. Such exceptions are made by the division deans who must consult the Senior Vice President for Academic Affairs before approving them.

Part-time faculty are expected to be available to students prior to and immediately after class sessions. It is suggested that part-time faculty make other meeting times available to students.

## **2.11 Miscellaneous Considerations**

Miscellaneous considerations for the faculty are presented below. An understanding of these considerations is expected of all.

### **2.11.1 Academic Regalia**

All full-time faculty members are expected to participate in the graduation ceremony. Academicals are required. Shoes and other articles of visible apparel must harmonize with the academic costume. It is traditional that the cap be worn with the mortar board parallel to the floor.

Exceptions to the requirement of academicals follow:

- 1) Members of the governing body of the College, and they only, whatever their degrees may be, are entitled to wear doctoral attire, but their hoods may be only those of the degrees actually held or those especially prescribed for them by the College.
- 2) Individuals who hold degrees from foreign universities may wear the entire appropriate academic costume, including cap, gown, and hood.
- 3) Members of religious orders and similar societies may wear their customary habits. The same principle applies to persons wearing military uniforms or clad in special attire by a civil office.

### **2.11.2 Patent Policy**

Inventions resulting from work carried on by, or under the direction of, college personnel, supported, in whole or in part, by funds under control of the College, or involving college facilities, should be used and controlled to produce the greatest benefit to the College and the public. The College reserves the right to acquire and retain legal title to any such inventions. An employee responsible for such invention, upon the request of the board of regents of the College, is to assign all rights, title, and interest to the College. The board of regents may apply for a patent in its own name or the evaluation of the invention and application for patents may be made by contractual arrangement or assignment as approved by the board. If the board declines to pursue a patent application, it may release its rights to the inventor. The board of regents respects and recognizes the right of sponsors of research and development to the title of such invention as may arise from projects sponsored by them in conformance with this policy, explicitly stated contractual agreements covering such sponsorship, or applicable law.

### **2.11.3 Research Policies**

All full-time faculty members, who hold the rank of Assistant Professor or higher, are expected to engage in research. Each division should establish research policies for its members.

Faculty members are encouraged and expected to initiate individual and group research projects in their area of specialization. The objectives of such research should be to improve one's effectiveness as a teacher and to generate new knowledge.

**2.11.4 Copyright Policy (Photocopying)**

Faculty members are to adhere to the federal copyright laws regarding photocopying of material for classes/students. These laws are readily available for review in the library.

Faculty retain the right to all royalties resulting from the publication of their scholarly works.

**2.11.5 Internet Usage Policy (Terms and Conditions for Use of the Internet)**

Internet access is now available to students, faculty, staff and administrators at Our Lady of Holy Cross College. The College is pleased to bring this access to the College Community and believes that the Internet offers vast, diverse and unique resources. The goal in providing this service is to promote educational excellence at Our Lady of Holy Cross College by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of subscribers. The College Community has access to:

- Electronic mail communication with people all over the world.**
- Information and news.**
- Public domain and shareware of all types.**
- Discussions groups on a plethora of topics.**
- Access to many university catalogs.**

**Internet - Terms and Conditions**

**1). Acceptable Use** - School use must be in support of education and research and consistent with educational objectives of the College. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Access and/or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is prohibited. Use for commercial activities is not acceptable.

**2). Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will, at a minimum, result in cancellation of those privileges. The system administrator and Executive Council will deem what is inappropriate use and their decision is final. The appeals process is described in the current Faculty Handbook and Employee Manual. These publications can be obtained from the Office of Academic Affairs.

3). **“Netiquette”** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a). **Be polite. Your messages should not be abusive to others.**
- b). **Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.**
- c). **Do not reveal your personal address or phone numbers or the address and/or phone number of students or colleagues.**
- d). **Illegal activities are strictly forbidden.**
- e). **Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.**
- f). **Do not use the network in such a way that you would disrupt the use of the network to other users.**
- g). **All communications and information accessible via the network should be assumed to be private property.**

4). Our Lady of Holy Cross College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Our Lady of Holy Cross College will not be responsible for any damages suffered. This includes, but is not limited to, loss of data resulting from delays, nondeliveries, viruses, misdeliveries, or services interruptions caused by negligence error or omissions. Use of any information obtained via the Internet is at the users own risk. Our Lady of Holy Cross College is not responsible for the accuracy or quality of information obtained.

5). **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, or any agencies or other networks that are connected to the Internet, you must notify an Executive Council member who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual’s account without written consent. Attempts to access Internet as a system administrator will result in cancellation of user privileges. Any user identified as security risk or having a history of problems with other computer systems may be denied access to the Internet. (*See Our Lady of Holy Cross College Technology Security Policy Manual*).

**6). Unacceptable Use:**

**Anything deemed illegal by Federal, State or local laws.**

**Anything deemed academically dishonest.**

**Unauthorized use of equipment or resources.**

**Theft of equipment, software, and/or data.**

**Harassment/Stalking.**

**Willful impeding of networking traffic or hoarding of resources (equipment, software, and/or data).**

**Misrepresentation of OLHCC or its entities.**

**Use of OLHCC trademarks, logo, insignia or copyrights without prior approval.**

- Access or proliferation of pirated software, offensive material or pornography.**
- Executing unauthorized software applications.**
- Installation of software without obtaining prior approval.**
- Willful proliferation of computer viruses.**
- Any action that would inhibit access to resources (such as implementing passwords of systems or applications) or restrict their use by other users.**

*Engaging in any of the above will result in disciplinary action, including but not limited to, suspension, expulsion or termination.*

**7). Vandalism** - Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the knowing or intentional uploading, creation, or dissemination of computer viruses.

**8). E-Mail** - Our Lady of Holy Cross College provides all administrators, faculty, staff, and students of the College with college e-mail account with the suffix - olhcc.edu. This account is to be used by members of the College community for all College-related communication between personnel, students, and/or outside individuals or organizations. The College e-mail system provides a means of communication which is secure, efficient, reliable, and easily accessible through the World Wide Web.

The College e-mail system is to be used by all administrators, faculty, staff, and students as the default means of communication. All official e-mail correspondence from the College is to be sent through the College’s e-mail system. No College personnel are to require e-mail correspondence with students to be sent to or received from an e-mail service other than the College’s.

**9). Terms and Conditions** - All terms and conditions as stated in this document are applicable to all students and employees at Our Lady of Holy Cross College. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties

**2.11.6 Human Subjects Policy**

All research projects involving human subjects, both sponsored and non-sponsored projects, must be reviewed and approved by the Senior Vice President for Academic Affairs before the research project is initiated and periodically during the research period. This is to protect any individual who may be at risk as a consequence of participation as a subject in research. "At risk" is defined as the exposure of an individual to the possibility of harm (physical, psychological, sociological or other) as a consequence of participation in activities which go beyond the application of those established and accepted methods necessary to meet the needs of the subjects. Normal student-professor, patient-physician, professional-client, and employee-employer relationships are excluded from this definition.

Principal investigators of proposed research projects must thoroughly inform all human subjects involved in the project before obtaining their consent and should be aware of and must include the appropriate "Informed Consent Statements" for the participants in their studies. The Senior Vice President for Academic Affairs must be provided a copy of the form through which subjects indicate by signature their willingness to participate in a research project.

### **2.11.7 Use of Computers and Networks**

OLHCC provides the use of technological resources to meet the needs of the administrative, academic, and support services of the College. All users are expected to employ these resources with the highest regard for OLHCC, other users, and themselves. Technological resources is the term used to refer to every aspect of electronic transfer and data manipulation to include, but not limited to, data, voice, fax, and video communications. Any misuse is subject to disciplinary action.

Activities listed below are in violation of the "Standards of Student Conduct" as specified in the *Our Lady of Holy Cross College Student Handbook* and the "Standards of Conduct" as specified in this manual.

- 1) Anything deemed illegal by federal, state, or local laws;
- 2) Anything deemed unethical;
- 3) Unauthorized use of equipment or resources
- 4) Theft and/or vandalism (equipment, software, and/or data);
- 5) Harassment/stalking;
- 6) Willfully impeding or networking traffic or hoarding of resources (equipment, software, and/or data);
- 7) Misrepresenting OLHCC or its entities
- 8) Using OLHCC trademarks, logo, insignia, or copyrights without prior approval;
- 9) Accessing or proliferating pirated software, offensive material, or pornography;
- 10) Executing unauthorized software applications;
- 11) Installing software without obtaining prior approval;
- 12) Willfully proliferating computer viruses;
- 13) Performing any action that would inhibit access to resources (such as implementing passwords of systems or applications ) or restrict their use by other users.

All users are to be aware that OLHCC takes no responsibility for lost or damaged data as a result of the use of the resources of the institution. The College takes no responsibility for the compatibility of its resources, whether hardware or software, with the resources of users. All data and information residing within the confines of the technological infrastructure of the College are subject to search and deletion.

## **2.12 Grievance**

### Conciliation

The academic community affirms the preference for resolving disputes and grievances through a process of conciliation of the parties involved, rather than through a process of assertion of legal rights. Most controversies, issues, or grievances can and should be settled through conciliation.

1. When a grievance occurs, the parties concerned should seek a solution among themselves by direct confrontation and discussion, without bringing in other parties.
2. If the parties concerned cannot reach an agreement, the immediate supervisor(s) is/are informed by the parties claiming the grievance. The supervisor(s) seek(s), with the parties involved, an amicable solution to the grievance.
3. If no solution has been reached, either party concerned may bring the matter to the next higher level (e.g., Senior Vice President for Academic Affairs, President). A solution is then sought through discussion with the parties claiming the grievance and in the presence of the immediate supervisor(s). Once the grievance is solved, the appropriate authorities are informed.

Due Process

Conciliation is not always possible to the mutual satisfaction of the parties involved and, in such cases, the academic community must establish procedures ensuring the rights of all, whereby grievances, issues, or disputes not resolved by conciliation are resolved by due process.

1. Faculty Grievance Committee

a. Committee

If faculty members feel they have cause for grievance in any matter other than termination of appointment or contract, they may petition the Faculty Grievance Committee in writing. The petition is to state in detail the nature of the grievance and against whom the grievance is directed. It is also to contain any factual or other related data which are considered pertinent to the case. The committee must investigate in detail every case brought to it as well as ascertain whether or not regular channels (conciliation procedures) have been exhausted. Only if and when all regular channels have been followed and no settlement of the issue has been forthcoming will the committee seek to bring about a settlement of the issue to the satisfaction of the parties involved.

b. Authority

The Faculty Grievance Committee receives its authority from the academic community as duly elected and appointed members. It has the authority to:

1. establish its own internal operating procedures;
2. dismiss a case;

- 3. recommend the imposition of sanctions and/or recommend an appropriate course of action;
- 4. recommend suspension or dismissal.

c. Jurisdiction

The Faculty Grievance Committee has jurisdiction in all cases concerning grievances. All sanctions and/or recommendations of the Faculty Grievance Committee are sent to the President and to the parties involved. The President informs the parties of his/her decision which is final. In the event that the President is a party to the grievance, the recommendations of the Faculty Grievance Committee are sent to the Chairperson of the Board of Regents whose decision is final.

The Faculty Grievance Committee does have jurisdiction in cases of suspension or dismissal, and it retains the right to make such recommendations to the Faculty Judicial Board.

d. Membership

The membership of the Grievance Committee consists of five elected full-time employees. All personnel of the College are eligible to vote in the election of four members. One member is appointed by the President of the College.

No division dean or administrative officer may serve on the Faculty Grievance Committee.

e. Vacancy

Vacancies in the membership are filled by election in the case of elected members and by appointment in the case of the appointed member.

f. Term of Office

The term of office consists of three academic years. No member is to serve more than two consecutive terms.

2. Faculty Judicial Board

a. Board

Disputed cases of dismissal or suspension are referred to the Faculty Judicial Board. Non-reappointment following the expiration of any contract does not constitute dismissal and is, therefore, not grounds for an appeal.

b. Authority

The Faculty Judicial Board receives its authority from the academic community as duly elected members and establishes its own operating procedures. All findings, decisions, and recommendations of the board are final and are submitted in writing to the President of the College, the members of the Executive Council, and the parties involved. The President informs all parties, within fifteen days, of his/her decision which is final.

c. Jurisdiction

The Faculty Judicial Board has jurisdiction in all cases involving suspension and/or dismissal of an employee, as well as all cases in which the Faculty Grievance Committee has recommended suspension or dismissal. All decisions and recommendations must be made by majority vote.

d. Membership

One member elected by and from the Executive Council.

One member of the full-time personnel, other than an administrator, appointed by the President.

Three members elected by the full-time personnel.

No member of the Faculty Grievance Committee may serve on the Faculty Judicial Board.

e. Vacancy

If there is a vacancy, or if a member of the committee is unavailable to attend the hearing, the respective constituency appoints or holds an election to fill the position.

f. Term of Office

The term of office for all members consists of three academic years. No member may serve more than two consecutive terms.

g. Time for Appeal

An employee who wishes to appeal a dismissal or suspension must file a written notice of appeal with the President within ten (10) calendar days after the dismissal or suspension. The dismissal or suspension becomes final if the notice of appeal is not filed in a timely manner. The President is charged with the responsibility of convening the Faculty Judicial Board for the purpose of scheduling a date of hearing. The hearing date must be set not sooner than ten (10) days nor more than thirty (30) days after the notice of appeal.

h. Suspension During Appeal

Pending a decision by the Faculty Judicial Board, the employee is suspended without salary. Should the Faculty Judicial Board overrule the decision for suspension/dismissal, the employee will be reinstated, with salary, effective with the original date of dismissal or suspension.

**3.0 ACADEMIC POLICIES AND SERVICES OF INTEREST TO THE FACULTY**

**3.1 Library**

The Blaine S. Kern Library is staffed with professional librarians who hold faculty status. The purpose of the library is to support Our Lady of Holy Cross College in its mission of excellence in teaching, public service, and research by providing the best academic resources and quality instruction in their use.

To accomplish the mission of the library, the professional staff has adopted the following goals:

- 1) To procure, organize, and service those resources used to support and enrich the curricula;
- 2) To provide the physical facilities and equipment that make possible the most effective use of these resources;
- 3) To assist in the development of life-long learning skills of reading and research;
- 4) To instruct students in the effective and efficient use of the library resources, including the automated systems;
- 5) To assist and cooperate with faculty members in their instructional and research programs;
- 6) To enhance library resources by networking with other libraries in and beyond the local community.

**3.2 Classes**

Classes are expected to be held as scheduled. The faculty do not have the authority to change the time or the place of meeting nor arbitrarily to dismiss a class. The normal class period ranges from 50-75 minutes. Some classes that meet once per week meet for 150 minutes. Laboratory sessions and other

special classes may follow a different schedule. Classes should be conducted in assigned locations. Class changes should be made only through the Senior Vice President for Academic Affairs. Notice should be given to the students, and notice placed on the door as to the new location. If classes must be canceled, notification must be given to the appropriate dean who must then notify the Senior Vice President for Academic Affairs. When an alternate instructor has been arranged for a class, notification must be given to the aforementioned personnel.

### **3.3 Registrar**

The office of the Registrar serves as a document center for all academic records of students. The federal right to privacy is maintained. The Registrar posts all academic records for all students and retrieves from these records data for transcripts, teacher certification, staff research on students, student progress, and, in consultation with the Deans, the checking of graduation requirements. The Registrar is coordinator of the registration process.

Change of courses which include dropping and adding are included in the Registrar's jurisdiction.

Records are not to be removed from the Registrar's office by faculty.

### **3.4 Program Evaluation**

Each program is evaluated once every five years according to the criteria developed by the Academic Council. The cycle and procedures for program reviews are published by the Senior Vice President for Academic Affairs.

### **3.5 Academic Services**

#### Academic Skills Center

This center exists to provide computing services to students, faculty, staff, and administration. The center provides state-of-the-art personal computers equipped with software for word processing, spreadsheets, and data base management; with self-help programs for personal enrichment; and with courseware for computer-assisted instruction in discrete courses.

During the hours of operation, the center is supervised and monitored, and assistance is available

## **4.0 STUDENT AFFAIRS POLICIES OF INTEREST TO THE FACULTY**

### **4.1 Student Handbook**

The office of Student Affairs publishes the *Student Handbook* in order to inform all members of the College community of rules and regulations, policies, and procedures related to student life. The *Student Handbook* discusses student rights and responsibilities and addresses breaches of conduct. Resulting judicial procedures are outlined in this handbook with appropriate disciplinary sanctions. The *Student Handbook* outlines the procedures for the official recognition of organizations on campus. It also includes the official campus calendar of events.

In addition to the *Student Handbook*, all academic divisions have additional policies which are given to students majoring in these areas of study.

#### **4.2 Student Conduct Code**

By enrolling at Our Lady of Holy Cross College, individuals give up neither their rights nor their responsibilities as citizens. Neither does a student acquire any sort of special status which exempts him or her from the requirement of all citizens to obey the laws of the land. In fact, a student is placed in a position of also accepting the rules and regulations of the institution in which he/she elects to enroll. Such rules and regulations as may be adopted by the College are for the benefit of an orderly academic community. There can be no conflict between college rules and regulations and law. A student who violates law, and at the same time is in violation of college rules and regulations, may expect to be dealt with by both civil authority and the institution, since each has its own jurisdiction and responsibilities.

#### **4.3 Buckley Amendment Policies**

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P.L. 93-380, Education Amendments of 1974, which amends the General Educational Provision Act. Sec. 438) post-secondary students over 18 years of age at Our Lady Holy Cross College are hereby informed of their right of access to their official records as described in the act. For further information, they should contact the Registrar. The act further provides that certain information designated as "directory information" may be released. Thus, the student's name, address, telephone listing, and classification are listed in the student roster. A student desiring that all or any of the above listed information not be released must complete a specified form in the office of the Registrar within two weeks after the final day of registration.

#### **4.4 Student Discipline Code**

The academic community feels that for the growth and development of every individual there are times when certain corrective measures contribute to the process of maturity. These corrective measures or sanctions are never an end in themselves, but are the means which enable one to reflect on his/her actions and behaviors. The following sanctions are imposed according to the gravity of the offense. Violations of the terms of any sanctions subjects a student to more severe action.

- 1) Admonition: An oral statement to the student offender that he/she has violated college regulations.

- 2) Formal Warning: Written notice to the student indicating certain behavior is unacceptable and improvement expected or certain disciplinary action will be taken.
- 3) Restitution: Compensation or reimbursement for damage to property and/or appropriate action for a grievance caused to a member of the academic community.
- 4) Campusing: Any appropriate action whereby the individual sanction imposed is related to the offense but does not warrant probation, suspension, or dismissal. The action may include loss of privileges.
- 5) Probation: A temporary suspension whereby the student remains enrolled in the College, but under the stated conditions of temporary status as outlined in the notification of probation.
- 6) Suspension: Suspension establishes a fixed period of time during which the student is physically separated from the College and must leave the campus. The Vice President for Student Affairs and Admissions must clear all students for admission who have been suspended from the College for disciplinary reasons. Disciplinary suspension is entered on the student's non-academic file until he/she withdraws from the College.
- 7) Dismissal: Permanent termination of student status. The fact that a student has been dismissed becomes a permanent part of the student's non-academic file.

#### 4.5 Rights and Responsibilities

Upon enrolling at Our Lady of Holy Cross College, the student neither loses the rights nor escapes the duties and responsibilities of a citizen. As benefactor of great opportunities, partially at the expense of the State of Louisiana, the student-citizen has a responsibility to himself/herself, to fellow students, to the laws of the land, and to the institution in which, by individual choice, he/she has enrolled. The College holds the rights and responsibilities of students to include:

- 1) Rights
  - a. The right to expect a quality education.
  - b. The right to develop his/her potential to the best of his/her abilities.
  - c. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students. This right is best exercised through the use of appropriate channels provided by the S.G.A. and campus officials.
  - d. The right to a fair hearing and appeal when a disciplinary action is applied to him or her as an individual or as a group member.
- 2) Responsibilities
  - a. The responsibility to be fully acquainted with regulations published in the *Our Lady of Holy Cross College Catalog*, the *Student Handbook*, and other publications and to comply with them in the interests of an orderly and productive academic community.
  - b. The responsibility to know that student conduct reflects not only upon the student involved but also upon the institution and the faculty, staff, and other students.

- c. The responsibility to follow tenets of common decency and behavior expected of any citizen in a democratic society, particularly in view of the aspirations implied by a college education.
- d. The responsibility to accept full responsibility for the consequences of any action which might be detrimental to the student involved, to the institution, faculty, staff, and other students, and to society in general.

#### **4.6 Sponsorship and Organizations**

All clubs and organizations are required to follow the specified rules for Organizations Seeking and Retaining Official Recognition as published in the *Student Handbook*.

### **5.0 EXTERNAL RELATIONS POLICY OF INTEREST TO THE FACULTY**

#### **5.1 Communication Channels**

Each division has an organizational chart. Formal communications should follow lines of authority of the chart. Faculty members are encouraged to follow lines of authority for communicating. For specifics on communications, refer to divisional policies.

The public relations function of the College is responsible for all formal communications regarding college activities. Specific procedures for this function may be obtained from the Development Office.

#### **5.2 Publicity for Faculty Activities**

Publicity for faculty activities is channeled through the Director of Marketing/Public Relations. Specific guidelines are available for publicity. Refer to policies of the Development Office for pertinent information.

#### **5.3 Grants Policies**

Grants activities compatible with institutional mission are encouraged. All grants within the College must have the prior approval of the President. Adherence to the guidelines and timelines found in the Management Instruction entitled *Preparation of and Approval Process for Grant Proposals*, revised August 10, 1995, is required.

#### **5.4 Patent and Copyright Policies**

Any discovery, invention, or development which is made possible wholly or in part (1) through the use of college funds, and (2) while using college-owned facilities, is the property of the College.

### **5.5 Use of Institutional Letterhead**

The institutional letterhead must be used on all college-related correspondence. The use of the College letterhead for non-college business is not allowed.

### **5.6 Political Activities**

Political activities that interfere with the College goals and objectives are not allowed.