
FACULTY HANDBOOK

Saint Patrick's Seminary & University

Fall, 2014 Revision



ST. PATRICK'S SEMINARY & UNIVERSITY
FACULTY HANDBOOK 1999-2013

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I. INTRODUCTION

1.1 HISTORY OF THE SEMINARY

The opening of St. Patrick's Seminary & University in 1898 climaxed almost fifty years of efforts to establish a place to train priests for the West coast. In 1853 the newly named Archbishop of San Francisco, Joseph Sadoc Alemany, O.P., opened the Seminary of St. Thomas Aquinas at Mission Dolores, then two miles outside the limits of San Francisco. After thirteen years this program closed its doors. In 1883 the Archbishop reopened St. Thomas Seminary at Mission San Jose in the Santa Clara Valley.

In 1884 Archbishop Patrick Riordan succeeded Archbishop Alemany, who resigned and returned to his native Spain. In 1885 the new Archbishop decided to close St. Thomas Seminary. Immediately he began to plan for a new seminary in a new location. After journeying to Paris, then to Rome and back to Paris in 1888, he was able to get the promise of Sulpician priests to staff his proposed seminary. Once back in California he received both money and land to aid him. Through the generosity of Mrs. Kate Johnson he received a tract of 88 acres in Menlo Park on which to build.

St. Patrick's Seminary & University was incorporated according to the laws of the State of California in 1891. Construction of the present main building was begun in 1894. Four years later (1898) the seminary opened to receive its first students and to establish the Department of Classics (the high school). In 1902, it established a Department of Philosophy, and in 1904 a Department of Theology. During the first decades of its existence all twelve years of the seminary program--high school, college and theologate--were located in Menlo Park.

In 1924, St. Joseph's College in Mountain View was completed and the four years of high school and the lower division of the college moved to that campus. In 1926, the west wing of St. Patrick's, which had housed the younger students, was remodeled and became the Philosophy wing. In the fall of 1969 the upper division of the College relocated to the Mountain View Campus. St. Patrick's Seminary in Menlo Park now offers a Pre-Theology program and a Baccalaureate completion program. Its School of Theology prepares men immediately for the pastoral ministry *as priests in the Western United States*.

When the seminary was first planned, it was to serve as a House of Studies for all the Dioceses of the west coast. When it actually opened, seminarians did come from the Pacific Northwest, even though Mt. Angel Seminary in Oregon had already opened in 1889. In the intervening decades several other seminaries opened to serve the needs of the growing Church of the West with the effect that St. Patrick's came to serve only the Province of San Francisco. Now, however, with costs escalating as theological education has become more complex and professional, and with the need for amalgamation of resources becoming consequently more evident, St. Patrick's is again accepting students from outside the Province of San Francisco as well as from religious communities.

Throughout its existence, the seminary has operated under the direction of priests of the Society of St. Sulpice.

1.2 MISSION STATEMENT

St. Patrick's Seminary & University (SPSU) maintains as its primary purpose the initial and ongoing formation of Roman Catholic priests in a contemporary multicultural world, especially for dioceses within the Western United States and the Pacific Rim. Through human, spiritual, intellectual, and pastoral development, it enables Christ-centered men to grow and excel as collaborative, culturally-aware leaders committed to Jesus and His Church.

This mission of priestly formation is carried out according to the Church's magisterial teaching, under the direction of the Archbishop of San Francisco, in accordance with the U. S. Bishops' Program of Priestly Formation (the "PPF"), and the values of the Sulpician tradition.

All full-time and adjunct Faculty members, like all members of the Seminary community, should remember at all times (and as a condition of employment, Faculty members acknowledge) that the work of each and every Faculty member at SPSU is essential to, and integrally and inextricably entwined with, the Seminary's Program of Formation of candidates for the Roman Catholic priesthood. The primary role of all those employed as Faculty members is to fulfill the ministry of inculcating and teaching specifically Roman Catholic values, irrespective of the Faculty member's specific job description, individual subjective beliefs, or the subject matter being taught. Each Faculty member must perform his or her duties as a minister of the Roman Catholic Church, embodying a clear manifestation of the principles especially characteristic of an educator in a Roman Catholic institution (including inculcation and exemplification of the values and beliefs of the Roman Catholic Church).

1.3 ACADEMIC PROGRAM

The academic curriculum of SPSU teaches Roman Catholic theology from an integrated perspective. The primary goal of the curriculum is to help students bring together all aspects of their formation with a view to readiness for pastoral ministry in the Church. Thus, all of the theological courses incorporate the following themes:

1. The Church as the people of God;
2. The Church as a community of Word and Sacrament, with special emphasis on the Eucharist;
3. The role of the priest as minister of Word and Sacrament;
4. The prophetic call to social justice and its implications for contemporary living;
5. Ecumenism and the promotion of understanding of and respect for other faiths;
6. The importance of family life and the dignity of the human person as a basis for society;
7. The implications of living in a multicultural Church and world.

These seven themes, which apply in all dimensions of the curriculum, are interwoven throughout the students' theological studies in order to provide a vision of the future and to help form priests with a truly "catholic" vision of the world.

1.3.1 B.A. Completion Program

This degree is designed primarily for those men who wish to study for the priesthood but who do not have the required college background. The program provides the opportunity for prospective students to finish college studies, earn a Bachelor of Arts in Philosophy, and continue their formation in the Seminary.

Once these prerequisites have been reviewed and approved by the Academic Dean, students will be able to apply for entrance into the B.A. Completion Program. This program consists of a combination of philosophy and theology courses, amounting approximately to sixty (60) units. Upon successful completion of those 60 units, students will then be prepared to enter the Theology Program, which leads to ordination to the priesthood.

All prospective students will meet the Academic Dean to review student transcripts and develop an appropriate program for the students.

Students wishing to enter this B.A. Completion Program for the purpose of continuing on to ordination for the priesthood should contact their Bishop or Vocation Director for preliminary consultation. The Vocation Director will give prospective seminarians the appropriate information and papers they will need.

1.3.2 Pre-Theology Program

As a prerequisite for theological studies and for admission to the theologate, *The Program of Priestly Formation (2006)* of the U.S. Bishops requires 30 credits in philosophy (#186) and 12 credits in religious studies (#187). SPSU offers these pre-theology courses, as well as a range of other preparatory experiences to seminarians in a two-year pre-theology program.

SPSU's Pre-Theology Program includes classes, addressing topics concerning spirituality and the integration of Philosophy, Theology, and the Humanities. The principal goals of the Pre- Theology Program intend to achieve the following:

- a solid foundation for doing graduate theological work
- the development of a philosophical habit of thought
- the development of critical thinking and communication skills
- an introduction to the full range of the Catholic Intellectual Tradition
- basic cultural competence that is theologically grounded

1.3.3 Bachelor of Sacred Theology (S.T.B.)

The Bachelor of Sacred Theology (S.T.B.) is an ecclesiastical degree program offered by affiliation with St. Mary's Seminary & University in Baltimore, Maryland. The purpose of this degree is to offer the student an organic exposition of Roman Catholic doctrine together with an introduction to the scientific, academic pursuit of Theology.

Applicants for admission to the S.T.B. program must have a bachelor's degree from an accredited college or university. The applicant must have a minimum of thirty (30) semester credit hours in philosophical studies and twelve (12) semester credit hours in theology or religious studies. This program is open to all seminarians who have completed the appropriate prerequisites.

1.3.4 Master of Arts (Theology)

The Master of Arts (Theology) is an academic degree distinct in purpose from the Master of Divinity degree, which is a professional degree oriented to ministry. The M.A. is more appropriate for those who may go on for further study after completing the program at SPSU. This degree is more restricted in scope than the M.Div. and requires greater academic proficiency. The M.A. may be attained in one of the following areas of concentration: Systematic Theology, Sacred Scripture, Church History, Moral Theology,

Spirituality, and Liturgy. More specific topics are possible within these general areas by agreement among the student, the thesis director, and the Academic Dean.

1.3.5 Master of Divinity Program (M.Div.)

The Master of Divinity (M.Div.) is the ordinary professional degree for those preparing for ordained Roman Catholic Priesthood. It is also open to people qualified with an appropriate background. SPSU expects that seminarians pursuing the Master of Divinity will be concurrently enrolled in the S.T.B. Program. Exceptions to this policy will require a determination by the Faculty. The Master of Divinity is earned by the successful completion of the regular Seminary academic and pastoral curriculum requiring 126 credit units (118 required units plus eight elective units) as outlined below in the "Course of Studies for M.Div." (For students who are not pursuing ordination to the Roman Catholic priesthood, the total number of units is 108.)

The goals and objectives of the M.Div. degree at SPSU are:

- A thorough knowledge of the Catholic tradition in all its many dimensions
- Pastoral skills and capacities that provide a bridge between the human family and God and foster conditions of fellowship in the community entrusted to their care
- Knowledge and pastoral skill necessary for service as sacramental ministers
- The ability to teach and preach the Gospel to all people
- Mature and theologically grounded cultural competence

1.3.6 Field Education and Pastoral Year Program

The Field Education Program at SPSU offers students the opportunity to exercise and develop their academic, social and ministerial skills in diverse pastoral settings. Primary among the available placements is the parish, but experience in hospital, campus, prison, urban and ethnic ministries is also provided and encouraged.

A wide variety of specialized social service placements is also used.

1.3.6.1 Supervisory Workshop

To enhance the quality of field education experience, the Field Education Department regularly provides an orientation and training workshop, which is required for new field education supervisors in order to assure that they can engage in this work effectively and professionally.

1.3.6.2 Field Education

All SPSU students spend a required number of hours each week in pastoral work, under the supervision of trained personnel. During their course of studies, students are required to have eighteen credit hours of pastoral experience. Twelve are awarded for field education experiences and six for the completion of the Pastoral Year. Students are expected to gain a reasonable competence in the following areas: Rite of Christian Initiation of Adults (RCIA) and sacramental preparation, religious education, ministry to the sick, liturgical celebration, team ministry and collegial parish leadership, and, if possible, other important ministries, such as involvement with social justice.

1.3.6.3 Pastoral Year

Students are offered the opportunity to further develop their pastoral skills by participating in a Pastoral Year, normally after their second year of studies. This positioning in the curriculum allows for two things: 1) students are able to complete two full academic years, thus allowing them to experience the Pastoral

Year with a certain degree of theological expertise; and 2) students return to the seminary program with new insights about their pastoral abilities that they are able to further develop, test, refine and master during his final two years of seminary training.

The Pastoral Year is normally a ten-month (September-June), full-time, parish-based experience of pastoral ministry in the student's own diocese, under the direction of SPSU. The essential elements of the Pastoral Year include supervision, evaluation, and theological reflection.

1.3.7 English Programs

The central responsibility of the priest is service to the Word of God. For this reason, effective communication is essential for ordained ministry. The SPSU English language program is designed to assure proficiency for all seminarians in reading, writing, research, critical thinking, grammar, pronunciation, and public speaking.

II. GOVERNANCE AND ADMINISTRATION OF ST. PATRICK'S SEMINARY & UNIVERSITY

In accordance with the directives of *The Program of Priestly Formation* (Chapter 4), the Constitutions of the Society of St. Sulpice, and the Bylaws of the Seminary, the Archbishop of San Francisco, together with the Board of Trustees, has primary responsibility for the entire seminary formation program. To exercise this primary responsibility effectively, the Archbishop has entrusted the direction and conduct of the seminary to the Society of St. Sulpice (agreement of April 24, 1934). Other diocesan priests, religious men and women, and laypeople, because of their spiritual, academic, professional competence and pastoral experience, share the responsibility for the seminary formation process and its spiritual, academic, disciplinary, and pastoral programs (PPF, 484-495). Lines of responsibility run from the Archbishop and the Board of Trustees to the seminary Faculty and the various units of the seminary.

2.1 THE BOARD OF TRUSTEES

"The Roman Catholic Seminary of San Francisco," incorporated in 1891, is the civil holder of the property and assets of St. Patrick's Seminary & University, as well as its ultimate decision-making body. Classified as a "religious corporation" under the terms of the Nonprofit Corporation Law of the State of California, the seminary is a "subordinate corporation" to "The Roman Catholic Archbishop of San Francisco, a Corporation Sole of the Archdiocese of San Francisco." The Bylaws of the seminary reserve governance of SPSU's temporal activities to the board of trustees and give official recognition to the various pieces of Church legislation that pertain to the operation of a Roman Catholic seminary. The "academic Administration, government and direction of the seminary" are delegated by the Bylaws to the President/Rector and the Faculty appointed or approved by the Archbishop.

The incumbent Roman Catholic Archbishop of San Francisco is *ex officio* President of the Corporation and Chancellor of the Seminary. As President, he is the "general manager and chief executive officer of the corporation and has the general supervision and control of the affairs of the corporation and its officers." As Chancellor, he is "vested with all of the non-temporal authority and responsibilities (e.g. academic/theological/Administration) of a bishop of a diocesan seminary as set forth in the Code of Canon Law and pursuant to general Church law..."

There number of trustees of SPSU shall be no less than fifteen members and no more than twenty five

members. At present, there are eighteen members of the Board of Trustees, including the Archbishop of San Francisco who is the chair. At least three members of the board must be Roman Catholic priests possessing faculties from the Ordinary of the Archdiocese of San Francisco; at least two bishops from dioceses other than San Francisco, and preferably sending dioceses, also sit on the board at any given time. Finally, all lay trustees must be in good standing in the Catholic Church. Trustees are appointed by the Archbishop and they serve for six year terms.

A regular meeting of the Board of Trustees is held three times a year on call of the President (usually in October, February and May). Special meetings may also be called by him.

The Archbishop presides at all meetings of the Board of Trustees. Decisions are made by a majority vote of the quorum of members in attendance, excepting such powers as are reserved to the President.

2.2 ORGANIZATION AND ADMINISTRATION

Faculty members cooperate with students in shared responsibility for effecting the goals of a community of priestly formation. The principles followed in the organization and government of SPSU are derived from the directives of the Second Vatican Council (*Decree on Priestly Formation* or *Optatam totius* and the *Decree of the Ministry and Life of Priests* or *Presbyterorum ordinis*), the papal exhortation, *Pastores dabo vobis*, the Basic Program for Priestly Formation (*Ratio fundamentalis institutionis sacerdotalis*) of the Congregation of Catholic Education, the USCCB *Program of Priestly Formation*, and the Constitutions of the Society of Saint Sulpice.

To live firmly rooted in faith, attentive to the Word Incarnate, and open to every genuine inspiration of the Spirit, to help each other investigate with care the signs of God and to discern the calls of his grace in the happenings of one's life, one's church, one's world, requires all the members of the seminary community to achieve a unity of heart and purpose, which manifests itself in a unity of action; in the cordiality of human relations; in the understanding and mutual trust existing in a truly fraternal community; in effective collaboration for the sake of the common purpose; in an acceptance of responsibility for the development and implementation of the various programs for priestly formation" (S. 25 and S. 26 of the Final Revision of the Sulpician Constitutions, Summer 1976, pg. 13).

As the chief representative of Jesus Christ in the Local Church and as head of the Christian community, and therefore of the seminary, the Archbishop has the primary responsibility for the entire seminary formation process (PPF 445-451). To exercise this primary responsibility effectively, the Archbishop has entrusted the Administration of the Seminary to the Society of Saint Sulpice who work in collaboration with the Seminary Faculty. The SPSU Faculty is composed of members of the Society of Saint Sulpice, other diocesan priests, religious and lay members who, because of their spiritual, academic and professional competence and pastoral experience, share direct responsibility for the seminary formation process and its spiritual, academic, pastoral and formation programs (PPF 484-505).

The House Government Structure consists of seven standing committees, which will monitor the needs and problems of the seminary community in various areas. These will be Faculty-student committees. These committees will formulate proposals for decisions in those areas of competence that specifically belong to each committee.

Each committee will meet and consider the concerns submitted to it by the President/Rector, the Faculty Assembly, the other standing committees or the Student Council. Concerns of individual students may be presented to any standing committee through the Student Council or through the usual channels: the standing committees, Faculty members, etc. The committee may then propose changes in seminary policy that it deems appropriate by a majority vote of its members. Such proposals are then submitted to the Faculty Council for confirmation, amendment or veto.

The Faculty Assembly, which is composed of all approved full-time Faculty members, has direct responsibility from the Archbishop, through the Society of Saint Sulpice, for the seminary formation process and its various programs. For this reason the Faculty Assembly retains the authority and right to confirm, amend or veto all proposals submitted to it by the various standing committees. All proposals vetoed by the Faculty Assembly shall be returned to the appropriate committee for its further consideration, action and possible re-submission. Likewise, all proposals amended by the Faculty Assembly shall be returned to the appropriate committee for its approval of the amended section, whereupon the proposal will be submitted to the Faculty Assembly for final confirmation. In matters of dispute between the various committees, the Faculty Assembly will determine the proper jurisdiction in the case in question.

2.2.1 The Seminary Faculty

Article VI of the SPSU Bylaws confides the academic Administration, government and direction of the seminary to the President/Rector and Faculty appointed or approved by the Archbishop of San Francisco. The Archbishop has entrusted the Administration of the Seminary to the Society of Saint Sulpice who work in collaboration with the Seminary Faculty.

The Sulpician Constitutions recognize that the mission of the Sulpicians is exercised directly within each seminary community (Article 127). The Constitutions call for a Local Council at the internal governance level (Article 128) and allows for a Local Assembly (Article 133) distinct from the Council, which will "gather together all the confreres who are affiliated in some way with the community" (Article 133). This Assembly also includes all non-Sulpician Faculty members. The rationale for designating the two bodies at St. Patrick's is the distinctly different roles the two play.

2.2.2 The Faculty Council

At SPSU, the Local Council required by the Constitutions is called the Faculty Council. It consists of those full-time Faculty members who are appointed to it by Sulpician provincial authority for the primary purpose of promoting candidates to Orders (Article 129). It serves an ecclesial role by conducting evaluations of students and submitting to the bishops its recommendations of seminarians for ordination. The Faculty Council reserves to itself its voting competence in accepting an evaluation as its own and all recommendations for Holy Orders.

In accord with the Constitutions, the Faculty Council is the highest internal deliberative body responsible for setting "the direction of the community and its activities" (Article 128). This means it could approve, alter, or reject policies or practices proposed or carried out at any subordinate level of the internal governance structure. In actual practice at SPSU, the Faculty Council has delegated the normal deliberative functions of internal governance to the Faculty Assembly.

2.2.3 *The Faculty Assembly*

The Faculty Assembly is SPSU's regular internal policy-making body. It deals with the policies and practices that affect the academic, pastoral, spiritual, and community-life aspects of the seminary program. It generates and acts on its own proposals, and receives and acts upon reports and proposals from the Student Council or any committees set up within the internal governance structure.

The membership of the Faculty Council and the Faculty Assembly is largely, but not entirely, overlapping. While the large majority of Faculty members sit on both bodies, full-time Faculty members who do not have responsibilities that concern the promotion of candidates for Orders are on the Faculty Assembly but not on the Faculty Council.

The Faculty Council/Assembly meets each Monday afternoon from 1:15 to 4:00p.m. The President/Rector prepares the agenda in consultation with his executive council and the President/Rector presides at the Faculty meeting. Others may also preside, depending on the topic. A secretary takes minutes of the meeting. All decisions are made by a majority vote of the members in attendance. The President/Rector may (but need not) break a tie vote.

2.2.4 *Standing Committees*

The seminary Faculty is served by eight standing committees. Seven of these committees are Faculty-student committees. Each of these seven committees meets to consider the concerns that are brought to it. It then submits, by a majority vote of its members, proposals and recommendations to the Faculty. The Faculty will confirm, veto or amend all proposals submitted to it. Proposals that are vetoed or amended will be returned to the appropriate committee. Amended proposals will be submitted to the appropriate committee for its approval before final confirmation by the Faculty.

2.2.4.1 *Community Life and Growth Committee*

The C.L.G. Committee should be guided in its deliberations by the appropriate sections of the PPF (Chapter 3, Article 2). It will make proposals to the Faculty Assembly in the areas that concern community life and spirituality, the evaluation process and appeals procedures. It will be composed of at least four members; the Dean of Men is *ex officio* Chair of the committee. There will be one additional Faculty member nominated by the President/Rector and approved by the Faculty Assembly. There will be two student representatives; the Student Body President will be *ex officio* a member of the C.L.G. Committee. There will be a second student representative elected by the student body. Both will be elected in the manner described in the section of this document dealing with student elections. The Committee will meet monthly during the school year to plan such yearly events as Orientation, Community Day, Afternoon of Dialogue, and to deal with other community issues as they arise. No more than one consecutive meeting may be omitted. Each year the Chair and members of the C.L.G. Committee will name a subcommittee whose primary responsibility is the planning and facilitating of the seminary's annual Community Day.

2.2.4.2 *Academic Committee*

The Academic Committee should be guided in its deliberations by the appropriate section of the PPF (Chapter 3, Article 3). It will make proposals to the Faculty Assembly in the areas which concern the academic program. The Academic Committee will be composed of at least five members; the Academic Dean is *ex officio* Chair of the committee. There will be one additional Faculty member nominated by the President/Rector and approved by the Faculty Assembly. There will be two student representatives who will be elected in the manner described in this document in the section that pertains to student elections.

The Registrar serves as staff to this Committee. The Academic Committee will meet monthly during the school year. No more than one consecutive meeting may be omitted.

2.2.4.3 *Field Education/Pastoral Year Committee*

The Field Education/Pastoral Year Committee should be guided in its deliberations by the appropriate section of the PPF (chapter 3, Article 4). It will make proposals to the Faculty Assembly in the areas of Field and Pastoral Education. This committee is composed of at least five members and the Director of Field Education and the Director of Pastoral Year are *ex officio* Chairs of the Committee. The Field Education Committee will meet monthly during the school year. No more than one consecutive meeting may be omitted.

2.2.4.4 *Library Committee*

The Library Committee will make proposals to the Faculty Assembly in matters that pertain to the Library. It will be composed of at least four members; the Chief Librarian is *ex officio* Chair of the Committee. There will be Assembly one additional Faculty representative nominated by the President/Rector and approved by the Faculty Council. There will be two student representatives elected in the manner described in this document in the section pertaining to student elections. The Committee will meet monthly during the school year. No more than two consecutive meetings may be omitted.

2.2.4.5 *Liturgy and Spiritual Life Committees*

The Liturgy and Spiritual Life Committees are guided in their deliberations by the appropriate section of the PPF (43-80; 215-233; 264-303; 312-322). In the area of liturgy, it is the specific function of the Liturgy Committee to facilitate and coordinate liturgical and spiritual aspects of Seminary life, particularly those of most interest and concern to the students. The Liturgy and Spiritual Life Committees will administer those policies and programs approved and established in the areas of liturgy and spirituality, and will make appropriate further proposals to the Faculty Assembly. In the area of spiritual life, the Liturgy and Spiritual Life Committees will:

- select speakers, topics, and sites for days of recollection;
- provide input on retreat directors;
- offer suggestions on the number and type of devotional practices to be included on the yearly calendar;
- make suggestions regarding topics for the "Rector's Conferences;"
- help formulate the structure of preparation in celibate chastity.

The Liturgy and Spiritual Life Committees will each be composed of at least four members; the Director of Liturgy for one committee and the Director of Spiritual Life on the other will be *ex officio* Chairs. One faculty member for each committee will be nominated by the President/Rector and approved by the Faculty Assembly. There will be two student representatives elected to serve on each Committee. The procedure for these elections is described in this document in the section dealing with student elections. The Committees will meet monthly during the school year. No more than one consecutive meeting may be omitted.

2.2.4.6 *Peace and Justice Committee*

The Peace and Justice Committee will make proposals to the Faculty Assembly in the areas of peace and justice issues (see PPF, 20, 302, 303). They will seek to keep the community informed of these issues.

They will provide a context and atmosphere of reconciliation in which the peace and justice issues can be openly presented and discussed in a truly Christian manner by all concerned. The President/Rector will nominate two Faculty members to this Committee, to be approved by the Faculty Assembly. Three students will be elected to the Committee in the manner described in this document in the section dealing with student elections. The Chair of this Committee will be elected. The Committee will meet monthly. No more than one consecutive meeting may be omitted.

2.2.4.7 Ethnic Affairs Committee

In light of the ever-growing multicultural elements within the Church and American society, we are called as Church to develop an awareness of and sensitivity to the values of ethnic and racial groups other than our own. (PPF, 194, 306). In light of the increasing number of students who come from diverse ethnic and cultural backgrounds here at SPSU, we are called as Church to provide support and mutual encouragement, to participate in seminary programs and supportive associations so as to foster a sense of ethnic identity and pride. The Ethnic Affairs Committee will make proposals in matters that pertain to ethnic affairs within the house and to international students, convoke and facilitate official meetings of the international students, assist the international students with whatever ethnic activity where assistance may be needed, encourage the international students to become more involved in seminary activities and house functions and so fully participate in the life of the seminary community, and meet monthly during the school year, or as the need arises. It shall be composed of at least four members distributed as follows: two Faculty members and two student representatives.

The Faculty Director of Ethnic Affairs is *ex officio* a member of the Committee. There will be one additional Faculty member nominated by the President/Rector and approved by the Faculty Assembly. The two student members shall be elected in the manner prescribed in the Student Handbook dealing with student elections. The Chair of this Committee will be elected. No more than one consecutive meeting may be omitted.

2.2.4.8 Grievance Committee

The eighth standing committee that serves the Faculty is the Grievance Committee. When the Academic Dean recommends that a Faculty member be terminated, he or she may appeal that decision to this committee. All full-time department heads serve as members of the Grievance Committee, which is chaired by the head of the Systematic Theology Department. The Grievance Committee reviews the case and makes a recommendation to the President/Rector who can accept, reject, or modify the recommendation of the committee.

2.2.4.9 Ad hoc Committees

The Faculty Assembly may appoint ad hoc committees with specific mandates setting out the purpose of the committee and its tenure. Proposals of ad hoc committees will be submitted to the Faculty Assembly for confirmation, amendment or veto in the usual manner.

2.3 THE ADMINISTRATIVE OFFICERS OF THE SEMINARY

2.3.1 Appointments

The President/Rector and Vice-Rector of the seminary are appointed by the Sulpician Provincial Council. The President/Rector's appointment is subject to the approval of the Archbishop. The Vice-Rector's appointment comes on the recommendation of the President/Rector to the Provincial Council. All other

administrative officers are appointed by the President/Rector after due consultation. They report to him and are responsible to the Faculty Assembly. Administrative officers are in charge of various aspects of the seminary or the seminary's programs. If there is a Faculty/student committee in their area of competence, they normally serve as Chair of that committee.

2.3.2 *President/Rector*

The President/Rector is the chief administrative officer. Consequently, he bears a unique responsibility for all aspects of seminary life. Because of the scope and complexities of the seminary program he shares definite responsibilities with other members of the Faculty, observing principles of collegiality and subsidiarity. He should be attentive to concerns of Faculty and students as expressed to him through the Academic Dean, the Dean of Men, and the Director of Spiritual Formation. More than others, the President/Rector influences the direction and tone of the seminary program. By creating a climate of mutual confidence and trust, he will elicit the full cooperation and involvement of Faculty and students. He is the official spokesperson for the Seminary to the outside public. He is responsible through his senior administrators for the general coordination of the seminary program as a whole. For Faculty Council and Faculty Assembly he approves the agenda and generally presides over the meetings, always giving due deference to the Academic Dean. With proper consultation, he gives ultimate approval for all part-time and full-time non-Sulpician Faculty members. Also with proper consultation, he appoints all senior administrators. He represents the Faculty to the bishops and brings the bishops' concerns to the Faculty. He keeps the Archbishop informed of significant items on the seminary agenda and consults with him in regard to personnel as well. He conducts the scrutinia (i.e., interview examinations) with seminarians before the reception of Holy Orders.

Key Responsibilities:

- Is official channel of communication between SPSU, the Archbishop and the Board of Trustees;
- Serves as an integral part of the SPSU community, participating in community activities and worship;
- Serves as the representative of SPSU in dealing with the public and is the official agent of contact between the Archbishop and all other personnel in the seminary;
- Advises the Archbishop about the agenda for each board meeting and in a timely manner makes available to the trustees all materials necessary for adequate deliberation by the trustees at board meetings;
- Prepares and submits to the Board of Trustees an annual report on the condition of the Seminary. In this report he makes such recommendations as may be expedient;
- Is responsible for the administrative, academic, and formational development of SPSU in accord with the stated purposes and policies, through the coordination of the Faculty, administrative officers, and other personnel;
- Bears the ultimate responsibility for the hiring and firing of all personnel. He is aided in this endeavor by the Administration, the Provost, the Academic Dean, Vicar of Finance of SPSU. Accordingly, it is under supervision of the President Rector that the Academic Dean coordinates the negotiation of contracts for all teaching personnel, and individual supervisors coordinate search/screening process for non-teaching personnel;
- Is responsible, with the assistance of the Admissions Committee, for the careful evaluation and admission to the seminary of students who are candidates for the priesthood; he is also

- responsible to receive and preserve the psychological and other confidential records of all accepted candidates;
- Oversees the students' choice of a spiritual director. He should allow all students to make this choice each year, thus assuring the necessary freedom. He should require all new students to make this choice by about the fifth or sixth week after the beginning of the school year;
- Prepares the agenda and formally presides over all meetings of the Faculty Council and Faculty Assembly. He makes sure minutes of the Faculty Assembly are taken and are made available to senior Administration;
- Receives copies of the minutes of all standing committees and where appropriate refers issues discussed in such groups to Faculty Assembly for appropriate action;
- Has final responsibility, within the limitations imposed by the Constitutions of the Society of St. Sulpice, for the discipline of the Seminary and, in the case of serious student problems, executes the decisions of the Faculty;
- Works above all for the human, Christian, and priestly development of the students by a series of conferences, by personal counsel, by opportune advice, and by pastoral concern;
- Is responsible, with the assistance of the entire Faculty, for the compilation and transmission of annual student evaluations and recommendations for sacred orders to the bishops of the students;
- Verifies that all canonical and sacramental documents required before orders are provided to the proper authorities.

2.3.3 *Vice Rector & Academic Dean*

The Vice Rector assumes all duties of the President/Rector in his absence or incapacity, or upon request. In this capacity the job description is derived on an ad hoc basis from that of the President/Rector and is determined by the length of time that the President/Rector will be absent.

The Vice Rector reports directly to the President/Rector, and serves as a principle member of his Cabinet (which comprises those executive and senior administrators whose respective areas of responsibility together embrace all staff, Faculty, and student concerns).

Key Responsibilities:

- Serves as an integral part of the seminary community, participating in community activities and worship;
- Chairs Faculty Council meetings in the absence of the President/Rector;
- Serves as an *ex officio* member of the Administration and Admissions Committee
- Assists the President/Rector in recruitment of dioceses and seminarians;
- Other responsibilities as designated by the President/Rector.

The Academic Dean is the chief academic officer of SPSU and reports to the President/Rector. The Academic Dean has immediate responsibility and authority over SPSU's curriculum, programs, teaching, and academic budget. In cooperation with the Provost, the Dean is responsible for accreditation; evaluating the teaching performance, scholarship, service contributions, and professional accomplishments of the Faculty; appointing such Faculty committees as may be appropriate; and, in cooperation with the appropriate Faculty committees, recommending to the President/Rector candidates for Faculty

appointments. This position manages responsibilities for all matters relating to the Faculty including support, academic policy, planning and resource allocation, budgetary oversight, Faculty recruitment and contract Administration. Reporting directly to the President/Rector and working collaboratively with the Provost and the executive council, the Academic Dean is responsible for academic strategic planning including the direction and growth of the academic program for all facets SPSU.

Key Responsibilities:

Academic Dean

- Prepares and administers Faculty contracts;
- Recommends the appointment, salary, promotion, and dismissal of Faculty members after consultation with the Provost and department heads;
- Serves as the medium of communication for all official academic business of SPSU with University officers, students, and the community;
- Recommends the appointment, salary, promotion, and dismissal of staff in the Dean's office; supervises and evaluates staff;
- Develops an annual academic budget for SPSU;
- Completes yearly reports to accrediting agencies and represents SPSU at meetings of education associations (ATS, WASC, NCEA, IPEDs, etc.);
- Exercises general supervision over the work and conduct of Faculty;
- Coordinates the curriculum, courses, and methods of instruction and works cooperatively with the Faculty to establish and implement processes that ensure effective instruction;
- Empowers and supports Faculty so their performance is consistent with the SPSU mission;
- Directs academic advisement and semester scheduling of course offerings;
- Nominates candidates for degrees and other awards;
- Reviews and updates the Faculty Handbook annually;
- Serves as a liaison to the other administrative units of SPSU to promote institution-wide endeavors;
- Prepares an annual report for the President/Rector that describes the academic work and accomplishments of SPSU;
- Serves as Primary Designated School Officer [PDSO] for the International Students on F-1 visa;
- Certifies enrollment for the Veterans' Benefits Program and verifies enrollment for students participating in Military Chaplaincy Programs;
- Oversees the annual student enrollment report;
- Coordinates the Faculty In-Service Day;
- Performs other responsibilities as designated by the President/Rector.

2.3.4 Provost

The Provost, working closely with the President/Rector, is responsible for overseeing the overall academic integrity of SPSU and for coordinating institutional academic, financial and facilities planning. The Provost serves as a creative facilitator for SPSU's academic mission and promotes academic excellence campus-wide. The Provost builds on the institution's academic and programmatic strengths, while exploring new and innovative opportunities for future development. The Provost works collaboratively and effectively with the Faculty, staff, students and administrators in a consultative decision-making process toward promoting SPSU's overall goals of providing exceptional theological education and priestly formation; developing and recruiting outstanding Faculty; engaging in strategic planning for long-term institutional success; enhancing

the academic and cultural experience at SPSU; and promoting Faculty-driven scholarly and creative endeavors.

Key Responsibilities:

- Directs the attention of the Faculty to changing educational thought and methods;
- Facilitates and advocates for ongoing Faculty development;
- Oversees Faculty development and assessment program;
- Serves as Assessment Liaison Officer (ALO) for SPSU's institutional accreditors: the Association of Theological Schools (ATS) and the Western Association of Schools and Colleges (WASC);
- Oversees the Office of On-Going Formation;
- Oversees the Front Office;
- Oversees Facilities and Maintenance Departments;
- Oversees Dining Services and Housekeeping Departments
- Oversees Institutional Research;
- Oversees Faculty Portfolio Process;
- Coordinates institutional academic, financial and facilities planning
- Serves as administrative liaison to the Board of Trustees;
- Advises the President/Rector in matters of policy and Administration;
- Serves as an integral part of the seminary community, participating in community activities and worship;
- Participates in the orientation program for new students, and the orientation of new Faculty;
- Performs other responsibilities as designated by the President/Rector.

2.3.5 Dean of Men

The Dean of Men is responsible for the coordination of the seminary program in the areas of community life, formation, and evaluation.

Key Responsibilities:

- Serves as an integral part of the seminary community, participating in community activities and worship;
- Facilitates communication between students and Faculty/Administration;
- Meets on a regular basis for Administration meetings as scheduled by the President/Rector;
- Interviews all prospective students and is responsible for student orientation at the beginning of each semester;
- Coordinates various activities of the orientation program and oversees the responsibilities of the members of the Student Council at the opening of the school year;
- Oversees the students' choice of an advisor and mentor;
- Oversees the Workshop on Sexual Abuse for all new Faculty, Staff, and students;
- Chairs *ex officio* the Community Life and Growth (CLG) Committee;
- Coordinates, under the President/Rector, the evaluation of all students in the seminary;
- Meets regularly with the Academic Dean to alert him to student trends and potential difficulties;

- Schedules the entire evaluation process: i.e., the dates of the evaluative Faculty meetings; the dates when various evaluations are due: e.g. the field education evaluations;
- Communicates to all new students the necessary information regarding the seminary, the institutional calendar, and orientation program;
- Coordinates the choice of student rooms each year;
- Other relevant duties as assigned and agreed upon.
- Maintains regular communication with vocation directors (or directors of seminarians) of sending dioceses and prospective new dioceses;
- Meets with vocation directors during their regular visits to SPSU;
- Other responsibilities as designated by the President/Rector.

2.3.6 Director of Spiritual Life Programs

The Director of the Spiritual Life Programs serves as the advisor to the President/Rector in matters pertaining to the spiritual life for the community and, with him, exercises oversight for that area of seminary life.

Key Responsibilities:

- Serves as an integral part of the seminary community, participating in community activities and worship;
- Serves as member of and resource to the Faculty in its responsibility for the dimensions of the seminary program pertaining to spiritual formation;
- Coordinates regular meetings of the Spiritual Directors;
- Offers a monthly Rector's conference with the President/Rector on a topic concerned with spiritual formation for pastoral ministry;
- Assists the Academic Dean and Chair of the Moral Theology/Spiritual Theology Department in the development of curricula for spiritual theology;
- Assists the Academic Dean and Dean of Men in the development, coordination, and oversight of programming regarding celibate ministry for all students as well as the preparation for the Ministries of Acolyte and Reader, for the Candidacy, and for Diaconate;
- Coordinates the Discernment Retreat Weekend;
- Collaborates with the Director of Liturgy in the following areas: liturgical worship of the seminary community, e.g. the celebration of the Eucharist; the Liturgy of the Hours; the Sacrament of Reconciliation; the atmosphere of prayer in the community; the devotional practices; the annual retreat programs; the Days of Recollection; the Orientation Program regarding the Spiritual Life Program of the Seminary;
- Serves as Chair of the Spiritual Life Committee
- Offers credited courses in spirituality;
- Other responsibilities as designated by the President/Rector.

2.3.7 Vicar for Finance

The SPSU Vicar for Finance is responsible for advancing the mission of the Seminary and University through the development and oversight of comprehensive budgets, financial systems, and payroll. This position reports directly to the President/Rector, oversees the Director of Finance, and works in collaboration with senior staff, the Finance Committee and the Board of Trustees. The Vicar of Finance

provides to the President/Rector regular evaluations of the SPSU Finance Department and makes recommendations for compensation changes, budget adjustments, and alterations to the financial systems that align with Generally Accepted Accounting Principles (GAAP).

Key Responsibilities

- Provides timely financial advice to the President/Rector;
- Acts as the liaison with the chair of the Finance Committee of the Board of Trustees;
- Regularly consults with the Director of Finance on all matters pertaining to finance;
- Prepares materials for Finance Committee meetings and the meeting of the full Board of Trustees;
- Works with the Director of Finance on developing proposed tuition increases, salary increases and levels, and an overall budget for SPSU;
- Consults with the Director of Finance to develop a list of important capital projects;
- Suggests names to the president/rector of qualified people to serve on the trustee Finance Committee;
- Reviews the annual budget, monitors the monthly budget to actual comparisons; Creates ad hoc reporting and analysis;
- Develops, with the Director of Finance, strategies that preserve the real value of the endowment;
- Other responsibilities as designated by the President/Rector.

2.3.8 Director of Liturgy

The Director of the Liturgy oversees and monitors the liturgical life of SPSU in such a way that the community is enabled to take collaborative responsibility for communal prayer.

Key Responsibilities:

- Serves as an integral part of the SPSU community, participating in community activities and worship;
- Oversees the preparation process for the liturgies of the entire academic year in collaboration with the Director of Spiritual Life Programs, the professor of liturgy and the students;
- Introduces pre-theologians and first year students to the liturgy preparation process and to the way of celebrating the Liturgy of the Hours at SPSU;
- Helps students develop skills as readers, cantors, presiders and coordinators of liturgical music;
- Oversees the organizational development of music groups and musical leadership in the community;
- Develops multi-lingual resources for community worship and strengthens the multi-lingual and multi-ethnic elements of community worship;
- Continues to develop the Spanish liturgies and serves as Chair of the Liturgy Committee;
- Creates the master liturgical calendar each semester;
- Coordinates the schedule for seminary and convent liturgies;
- Coordinates the days of recollection and conferences for the Oblate Sisters;
- Oversees the sacristan responsibilities and the ordering of items needed for worship;
- Oversees the Director of Liturgy budget and serves as Seminary Master-of-Ceremonies;
- Oversees the immediate preparation for the ministries of acolyte, reader, and deacon;
- Schedules and thanks guest presiders, and prepares stipends for bishops presiding at episcopal liturgies;

- Responds to particular needs of the Faculty Assembly during the academic year: e.g., guidelines for guest presiders, guidelines for class Morning Prayer, etc.;
- Oversees training of Masters of Ceremonies, readers, acolytes and deacons;
- Oversees implementation of liturgical directives received from the Holy See; the Archbishop of San Francisco; the rector;
- Orders, distributes, and maintains songbooks and choral subscriptions;
- Other responsibilities as designated by the President/Rector.

2.3.9 *Director of the Pastoral Year*

The Director of the Pastoral Year is responsible for the coordination of the overall Pastoral Year Experience. The Director is a member of the Pastoral Studies Department, reporting to the Executive Vice-President and Academic Dean. As a full-time Faculty member, the Director of the Pastoral Year participates in the Evaluation Process for Pastoral Year students, serves on Standing Committees as assigned and attends all regular Faculty Assembly meetings and events.

Key Responsibilities:

- Serves as an integral part of the SPSU community, participating in community activities and worship;
- Responsible for the coordination of the Pastoral Year Program and supervision of members of the Pastoral Year Team;
- Works with Vocation Directors of participating dioceses to secure a sufficient number of parish placements;
- Coordinates the consultation process with supervisors/students on any matters that have to do with the Pastoral Year;
- Works with the Pastoral Year Team to provide adequate orientation for students prior to the beginning of Pastoral Year;
- Responsible for the supervisor orientation process;
- Coordinates and with the Pastoral Year Team conducts mid-year review and evaluation with SPSU's Pastoral Year students;
- Responsible for the annual retreat for the Pastoral Year students;
- Performs, in concert with the Pastoral Year Team, parish visitations to interview students and supervisors;
- Works with the Pastoral Year Team to provide comprehensive, written evaluations to supervisors and Pastoral Year students and communicates accurately the evaluation results to the Faculty Council;
- Assures that the Pastoral Year Team maintains regular communication with the Vocation Directors of participating students throughout the Pastoral Year;
- Serves as a liaison between the students and the Faculty Council, keeping them up to date on the student's progress in Pastoral Year;
- Other responsibilities as designated by the Executive Vice-President and Academic Dean.

2.3.10 *Director of Field Education*

The Director Field Education is responsible for the coordination of the overall Field Education Experience. The Director is a member of Pastoral Studies Department, reporting to the Executive Vice-President and Academic Dean. As a Faculty member, the Director of Field Education participates in the Advisory

Program and Evaluation Process, serves on Standing Committees as assigned and attends all regular Faculty meetings and events.

Key Responsibilities:

- Serves as an integral part of the SPSU community, participating in community activities and worship;
- Prepares annual Field Education materials for student and supervisors;
- Develops Field Education sites and keep supervisors current;
- Grants seminarian Field Education assignments;
- Approves Field Education learning agreements;
- Performs regular site visitations;
- Reads and evaluates two theological reflections for each Field Education seminarian;
- Plans annual workshops for new students, seminarians, and supervisors;
- Participates in Pastoral Studies Department, Faculty and Council Meetings;
- Prepares annual report for each advisee;
- Participant on WASC Steering Committee, Strategic Planning Development Committee, Field Education Seminary Committee;
- Other responsibilities as designated by the Executive Vice-President and Academic Dean.

2.3.11 Department Chairs

Department Chairs collaborate with the academic dean and the ALO in assuring that the academic program at SPSU maintains the highest standards. They have a range of responsibilities that include the following:

- coordinating departmental activities, including submission of all departmental syllabi
- catalyzing a culture of assessment within their own departments
- with respect to new hires, making suggestions to and consulting with the academic dean
- participating in the faculty assessment program
- orienting new faculty - both adjunct and full-time faculty
- serving on the SPSU assessment steering committee
- providing an annual departmental outcomes assessment report, by July 1, to the Academic Dean
- other responsibilities as designated by the academic dean

To fulfill these responsibilities, the department chair should be a well-organized, effective leader and enjoy solid professional standing by having a doctorate and/or professional publications.

2.3.11.1 Annual Report

All Department chairs will provide an annual departmental outcomes assessment report, by July 1, to the Academic Dean. These reports must include the following information:

1. Departmental goals and learning outcomes
2. Course mapping in relation to goals and outcomes
3. Departmental assessment instrument and rubric
4. Discussion of Assessment results for the academic year
5. Analysis of where the department stands in relation to meeting its goals and outcomes
6. A discussion of future directions in light of assessment analysis

These reports are shared with the President and the Academic Affairs Committee of the Board of Trustees.

2.3.12 Director of Development

The Director of Development is responsible for raising the visibility and profile of SPSU while expanding SPSU's capacity to generate outside support. This position reports directly to the President/Rector and works in collaboration with a small but high functioning Advancement Team. The overall charge of the Director is to assist with implementing SPSU's communications strategy; including fundraising development and relations with alumni, friends, and the community. The Director manages SPSU's online and print media, marketing and outreach programs and community events.

The Director has responsibility for various facets of advancement. In particular, the annual fund that is focused on alumni giving, coordinates requests for major gifts, manages solicitations from foundations, determines the contours of capital campaigns, and arranges campus events that promote giving to SPSU and its visibility in the broader community. Assisted by others, the Director also makes sure that SPSU maintains accurate data on actual and potential donors. In order to fulfill these responsibilities, the Director will necessarily have close interaction with all important constituent groups.

Key Responsibilities:

- Creates and executes print and online media campaigns in support of SPSU's annual appeals and fundraising events, including the Rector's Appeal, the annual gala and the *Patrician* magazine;
- Works closely with institution senior management in developing communications materials, proposals, and presentations that support advancement efforts;
- Writes and edits external correspondence, invitations and other event materials;
- Participates in and helps facilitate development of communications strategies for key fundraising objectives and development priorities;
- Works as part of a team on the Website design and content;
- Works as part of a team on community and alumni events, including the Annual Gala, Priest's Day, holiday celebrations, and donor recognition events;
- Cultivates and manages relationships with donors—including preparation of donor proposals and donor appreciation events;
- Is responsible for developing and building a major gifts program at SPSU;
- Works within the SPSU community (Faculty, staff, seminarians) to identify and cultivate new donors;
- Cooperates with the SPSU Finance Department in providing past and current information on donor and event income;
- Oversees donor records and the records associated with obtaining and maintaining grant funding;
- Other responsibilities as designated by the Executive Vice President.

2.3.13 Director of Alumni Relations & Associate Director of the Pastoral Year

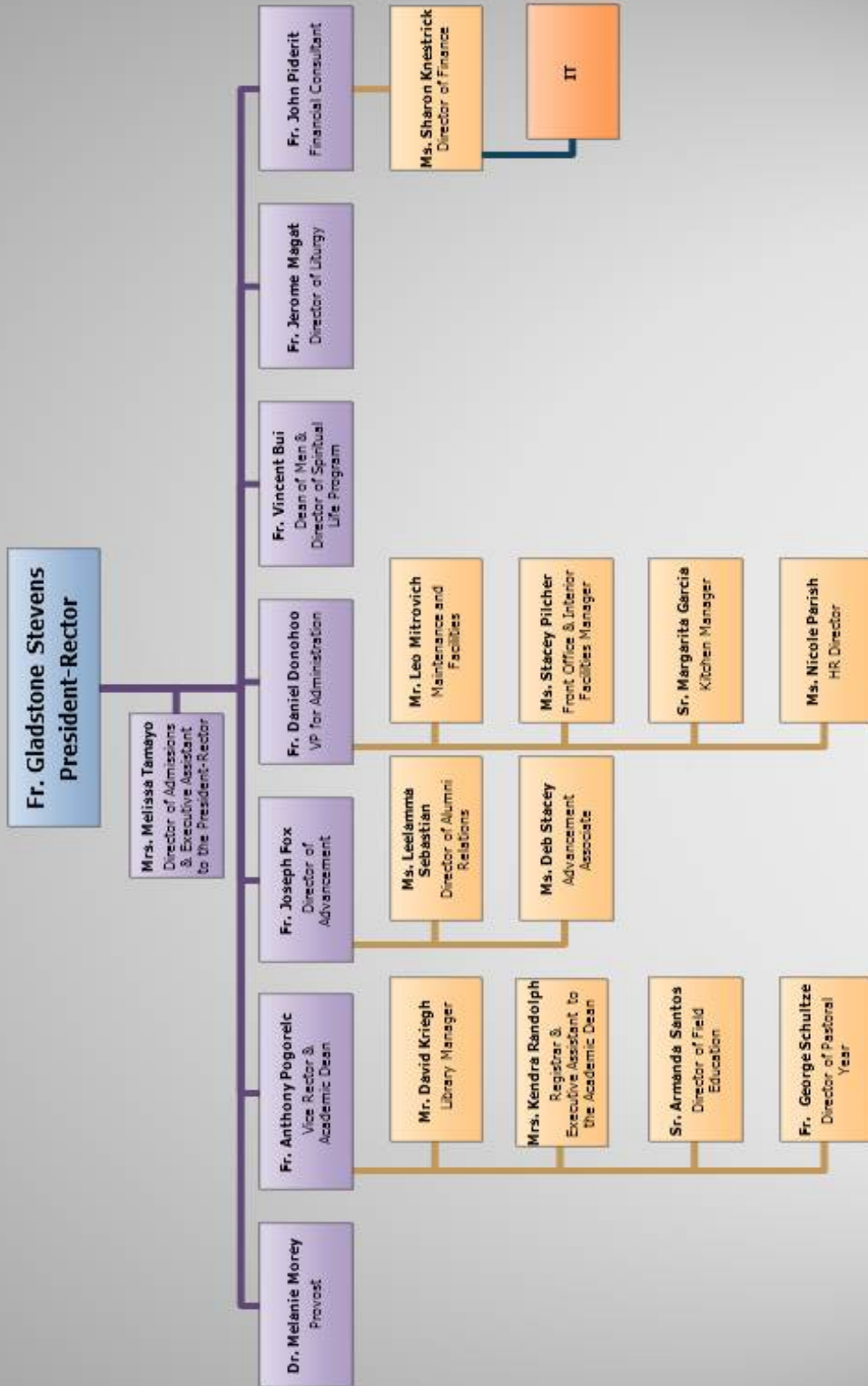
The Director of Alumni Relations works in collaboration with a small but high functioning Advancement Team providing tangible support to SPSU's annual giving programs. This position reports directly to the Executive Vice President and is a leader for annual giving strategy and accountable for developing programs that help fulfill SPSU's financial goals. Within this framework, the Director is responsible for building a strong network of alumni support by expanding alumni involvement and commitment to SPSU

while enhancing electronic and direct mail communications, personal contacts, Priests' Day and other alumni reunions, and special events. The Director collaborates with a variety of stakeholders to build a strong connection between all alumni and SPSU and to connect alumni with each other. Working in cooperation with the Director of Communications and Outreach, the Coordinator of Alumni Relations is responsible for expanding annual giving support and participation from all SPSU alumni.

Key Responsibilities:

- Coordinates and trains volunteers and work/study students associated with annual giving societies;
- Collaborates with the SPSU Faculty, staff, and students to create a culture of philanthropy within the SPSU community and facilitates donor cultivation and stewardship;
- Represents SPSU during events and gatherings, as assigned by the Executive Vice-President;
- Develops a strategy to capture and store accurate alumni information;
- Fosters positive relationships with alumni by initiating events that provide interaction among alumni and between alumni and SPSU;
- Identifies alumni in key positions to build support for SPSU and its mission;
- Evaluates current programs making recommendations for program changes;
- Develops comprehensive plans to increase annual gifts and participation;
- Corresponds regularly with and extends invitations to Alumni;
- Other responsibilities as designated by the Executive Vice President.

St. Patrick's Seminary & University Organization Chart – Academic Year 2014-15



III. FACULTY: PERSONNEL POLICIES AND PROCEDURES

3.1 DEFINITION OF FACULTY

The Faculty consists of all those who hold teaching appointments at SPSU and those professional librarians and academic administrators whose contracts indicate that they hold Faculty rank. Faculty members with full-time contracts are eligible for promotion in academic rank. Adjunct Faculty members are appointed for specific instructional tasks. Adjunct Faculty members are not eligible for promotion or, normally, benefits. The status of a Faculty member as adjunct or full-time is determined by his/her contract. The President/Rector is the determining authority in matters of Faculty status.

3.2 FACULTY

3.2.1 Criteria and Appointment of Faculty

- All Faculty members must meet the relevant criteria of the Western Association of Schools and Colleges (WASC).
- The Academic Dean, in conversation with the department chair is responsible for securing Faculty. The Academic Dean must verify that the essential criteria have been met and ensure that the necessary documentation is supplied.
- Faculty members are normally appointed on a yearly basis. SPSU makes no commitment for employment beyond the year during which the contract applies. Full-time Faculty teaching is counted toward Faculty will not be contracted to teach more than 15 credit hours in a single year unless the Academic Dean approves an exception. Advising and/or direction can result in the reduction of the ordinary number of credit hours taught.
- To avoid financial loss to SPSU, low-enrollment courses, that is, those with an enrollment of fewer than five students, will be canceled or the salary prorated by the Academic Dean in consultation with the department chair.

3.2.2 Faculty Records

- Before a Faculty member is contracted, the department chair or dean must review that member's curriculum vitae to ascertain that he/she has the required academic preparation and secure at least two references concerning the applicant's teaching. These materials must be sent to the Registrar for inclusion in the individual's personnel file. References obtained by telephone must be reported in writing, signed by the chair or dean, and supplemented by written letters of recommendation from the referees. References must be on file prior to the issuance of a contract. If employment continues, the curriculum vitae must be updated annually.
- Prior to the beginning of the first semester or other session of initial employment, but no later than the end of the initial semester or session, all Faculty must arrange to have sent to the Academic Dean official transcripts from every institution in which the individual has been enrolled since receiving his/her first degree. A Faculty member lacking the terminal degree in his/her discipline must also provide transcripts of undergraduate education. Transcripts are official only if they come directly from the credit/degree granting institution and carry the appropriate institutional seal.
- A subsequent contract will not be issued to any full-time Faculty member in noncompliance with providing an up-to-date curriculum vitae and required transcripts.

3.2.3 Orientation for Full-time Faculty

The department chairs are responsible for ensuring that Faculty members are properly oriented to SPSU's mission, its academic policies and procedures and matters of special interest to the department. The

Academic Dean must ensure that additional needed orientation is given to new faculty members. Departmental chairs and the Academic Dean should invite Faculty to participate in Faculty Convocation, Faculty Assembly, and appropriate department meetings. New faculty serving as advisors should be given thorough training in advising at St. Patrick's. Where appropriate, Faculty members should be involved in curriculum development, textbook selection, and similar matters.

3.2.4 *Workload*

A Faculty member at SPSU will be considered a full-time member according to the designation in the Faculty member's contract with the seminary. The Administration seeks to distribute Faculty work-load as evenly as possible. A full-time Faculty member's work-load includes the following expectations:

- Two courses (5-6 units) per semester unless excused from full-time teaching duties because of extra administrative duties or extra formational or advisory duties. Pastoral and Field Education involvement is computed on a different but comparable basis.
- Participation in the Advisory Program and Evaluation Process. Each full-time Faculty member is responsible for 6-8 students assigned to him/her as an Advisor, and is expected to meet with those students individually at least once a month for a period of at least 45 minutes. The Faculty member compiles evaluations for his/her advisees for the Faculty Council's discussion and vote.
- Each full-time Faculty member is expected to participate in two major committees (Community Life and Growth, Academic, Field Education, Liturgy, Library, Peace and Justice, Ethnic Affairs). Normally, this will mean one major committee and one ad hoc committee (if asked). In addition, all full-time Faculty members are expected to assist in committee work associated with regular self-studies for accreditation purposes.
- Each full-time Faculty member is expected to attend and participate in all regular Faculty meetings. A meeting may be missed only for extraordinary reasons and the President/Rector should be consulted in advance.
- All priest full-time Faculty members are expected to be available to serve as spiritual directors to seminarians (if asked). The normal limit is ten students per director. They should also be willing to take a turn at the weekly "Rector's Conference" if asked (not more than twice a year).

3.2.5 *Teaching Responsibilities*

A full time teaching load is normally six fifty-minute class periods each week per semester (six semester hours) or twelve semester hours distributed over the fall and spring semesters. Normally in the fall and spring semesters, the combined number of different preparations for lecture courses should not exceed four. Directed Reading/Independent Study courses and Internships are not calculated in determining a Faculty member's full-time teaching load.

Required Directed Reading/Independent Study courses are eligible for compensation as follows, so long as the Faculty member is not compensated in some other way (e.g. annual salary):

1. Supervision of at least ten students in one academic year will be considered an overload equivalent to a three-credit course and compensated according to the current rate. For this computation the year consists of a fall semester and a spring semester.
2. Supervision of fewer than three students will not be compensated.
3. Supervision of between three and nine students in one academic year will be compensated on a prorated basis, with each student constituting one-tenth in the calculation.
4. Supervision of optional Directed Reading/Independent Study courses will be offered pro bono.

5. Special compensation will not be provided for SPSU Faculty offering occasional lectures in their areas of expertise in courses other than their own. They are expected to provide such lectures, at their own discretion, as a service to their colleagues in the Seminary.
6. When a colleague is ill or when an emergency situation requires it, Faculty may be asked to carry an increased course load temporarily. In these instances the non-instructional workload may be reduced.
7. No Faculty member shall teach more than two additional credit hours per semester as overload without the permission of the department chair and the approval of the Academic Dean.

3.2.6 *Orientation and Mentoring*

All new Faculty members must participate in an orientation program sponsored by the Academic Office and the Human Resource Office. This orientation takes place prior to the start of each semester and prior to opening Faculty meetings. It will include an orientation to the seminary plant, staff, and other practicalities such as the opportunities available in the Menlo Park area, nearby cultural events, and so on. All new Faculty members who are priests will also receive orientation from the Director of Spiritual Life Programs regarding their responsibilities as spiritual directors and from the Director of Liturgy regarding their role in the liturgical life of SPSU. They will also receive an introduction to the local presbyterate.

SPSU also requires that all new full-time Faculty members participate in a year-long Faculty mentoring program that is conducted by the senior Faculty member designated by the President/Rector as the official Faculty Mentor. The Faculty mentoring program is designed to help new Faculty more fully understand and appreciate the overall program at SPSU and to assist them in becoming effective formators. The program addresses Faculty responsibilities as teachers, advisors, and mentors.

3.2.7 *Advisory Program and Evaluation Process*

The SPSU Faculty role in advising and evaluation of seminarians is delineated in two sources: the *Rule of Life* and the SPSU Handbook, *The Mentoring and Advising of Seminarians*. The Faculty Council as a whole sustains responsibility for the evaluation process and monitors the seminarian's progress in integrating into his life these major areas:

1. Spiritual maturation
2. Academics
3. Pastoral development
4. Social interaction with peers, Faculty and others

It is the responsibility of the advisor to guide and monitor the seminarian's activities in the various areas of his life in order to foster the seminarian's integration of personal spirituality and social effectiveness, theology, and pastoral experience. The advisor writes the seminarian's evaluation by the designated time each year in the second semester.

Each advisor is to meet with a seminarian advisee at least once every three weeks for approximately a forty-five minute period. The purpose of this meeting is to provide the greatest opportunity for knowledgeable exchange between the advisor and the seminarian as they discuss the integration of the various components mentioned above. The advisor not only represents the Faculty to the student, but also represents the seminarian to the Faculty. A depth of sharing between these two persons is thus important and encouraged.

During the first semester, the name of each seminarian is brought before the Faculty Council. The purpose of this discussion is to provide a forum for individual Faculty members to exchange their perceptions of a student, and to have these perceptions passed on to the student through his advisor. At this time, the advisor will present to the Faculty Council a student's stated goals for the year. Part-time Faculty members are invited to submit in writing any evaluation of a student they may wish to contribute.

During the second semester, the advisor/mentor of each seminarian will compile and write the final evaluation. The advisor/mentor writes this evaluation in consultation with the seminarian and synthesizes his own evaluation of the student as well as the evaluations that come from the seminarian himself, his academic record, his Spanish and English competency report, his field education placement evaluation, and his Vocation Director.

At the same time, the seminarian composes his self-assessment, which he submits to his advisor before the advisor completes his written evaluation. If the student is in the first year or new to the community, he is also asked to compose his autobiography. Both documents become part of the total student evaluation.

This synthesis comes to be the seminarian's evaluation. At a designated time in the second semester, this evaluation is made available to the Faculty Council. The Faculty Council then discusses the evaluation and the recommendation. The seminarian is to see the latest version of his evaluation submitted to the Faculty Council.

The results of this discussion are then brought back to the seminarian by the advisor and any necessary changes in the evaluation are discussed with the student. The student is then asked to sign the evaluation; this signature indicates that he has seen the final evaluation and that he agrees that the evaluation process has been properly followed in his regard. In the event that a seminarian and an advisor cannot agree on some item or items in the final evaluation, the seminarian is invited to type a one-page statement clearly detailing the item(s) that he would like to see considered by the Faculty Council.

This final, signed evaluation is then returned to the Faculty Council for voting. Should a seminarian have appended a page as described above, this statement is then discussed by the Faculty Council. A student also has the right to appear personally before the Faculty Council to speak about his evaluation.

The Faculty Council's vote is final regarding the manner of incorporating suggested changes/alterations in the evaluation. The Faculty Council then votes on the final evaluation. The kinds of votes by the Faculty Council are: affirmative, negative, and abstention. The category "affirmative with notation" denotes an observed deficiency in the candidate that needs correction and improvement.

The final evaluation, signed by the student and approved by the Faculty Council, is given to the President/Rector. The student's advisor also gives him and the student an unsigned copy of the evaluation, which includes the final vote and any notations. Copies of this unsigned text are then sent to the student's Bishop and Vocation Director.

3.2.8 Academic Ranks

3.2.8.1 Ranked Faculty

Ranked Faculty members are those full-time members of the SPSU academic community who have been appointed to one of the four academic ranks: instructor, assistant professor, associate professor, professor.

For compelling reasons the President may approve granting academic rank to an adjunct Faculty member. The minimum qualifications for rank and promotion are set forth below. All references to teaching or research experience apply only to full-time academic appointments.

At present, rank promotions are considered by the Faculty Rank Committee (one full professor from each department: Moral, Scripture, and Systematics).

Instructor:	Full-time Faculty member who has a master's degree in his/her teaching field or recognized equivalent. In no case will someone be assigned to teach who has not completed at least eighteen hours of graduate courses in the teaching field or a recognized equivalent, appropriately documented.
Assistant Professor:	Full-time Faculty member who (a) has an earned doctorate or (b) a post-graduate degree other than a doctorate recognized by SPSU as comparable for his/her teaching field and at least two years of successful full-time college or seminary teaching or research experience in the teaching field
Associate Professor:	Full-time Faculty member who has (a) an earned doctorate and at least five years of successful full-time college teaching or research experience in appropriate field or (b) post-graduate degree other than a doctorate that is recognized by SPSU as comparable for the Faculty member's teaching field and at least six years of successful full-time college or seminary teaching or research experience in the appropriate field
Professor	Full-time Faculty member who has (a) an earned doctorate and at least ten years of successful full-time college or seminary teaching or research experience in appropriate field, with at least six of the years as associate professor or (b) post-graduate degree other than a doctorate recognized by SPSU as terminal for the Faculty member's teaching field and at least twelve years of successful full-time college teaching or research experience in the appropriate field (at least six years of which have been at SPSU)

3.2.9 Adjunct Faculty

3.2.9.1 Salary Levels

There are four salary levels established for adjunct Faculty based on academic degrees. The levels are as follows:

1. Adjunct with a BA or BS only
2. Adjunct with an MA in a field that does not correspond exactly with what the adjunct is teaching
3. Adjunct with a doctorate in the area as he/she is teaching
4. Adjunct with an ecclesiastical degree in the area in which he/she is teaching

3.2.9.2 Criteria and Appointment of Adjunct Faculty

- All adjunct Faculty members must meet the relevant criteria of the Western Association of Schools and Colleges (WASC).
- The Academic Dean, in conversation with the department chair is responsible for securing adjunct Faculty. The Academic Dean must verify that the essential criteria have been met and ensure that the necessary documentation is supplied.

- Adjunct Faculty members are normally appointed on a semester basis. SPSU makes no commitment for employment beyond the semester during which the contract applies. Adjuncts do not receive notice that their appointment will not be renewed. With the approval of Academic Dean, such appointments may be renewed indefinitely.
- Part-time teaching is not counted toward rank even if the Faculty member's status is altered to a full-time appointment.
- Adjunct Faculty will not be contracted to teach more than 9 credit hours in a single year unless the Academic Dean approves an exception.
- To avoid financial loss to SPSU, low-enrollment courses, that is, those with an enrollment of fewer than five students, will be canceled or the salary prorated by the Academic Dean in consultation with the department chair.

3.2.9.3 Adjunct Faculty Records

- Before an adjunct Faculty member is contracted, the department chair or dean must review that member's curriculum vitae to ascertain that he/she has the required academic preparation and secure at least two references concerning the applicant's teaching. These materials must be sent to the Academic Affairs Office for inclusion in the individual's personnel file. References obtained by telephone must be reported in writing, signed by the chair or dean, and supplemented by written letters of recommendation from the referees. References must be on file prior to the issuance of a contract. If employment continues, the curriculum vitae must be updated annually.
- Prior to the beginning of the first semester or other session of initial employment, but no later than the end of the initial semester or session, all adjunct Faculty must arrange to have sent to the Vice President for Academic Affairs official transcripts from every institution in which the individual has been enrolled since receiving his/her first degree. A Faculty member lacking the terminal degree in his/her discipline must also provide transcripts of undergraduate education. Transcripts are official only if they come directly from the credit/degree granting institution and carry the appropriate institutional seal.
- A subsequent contract will not be issued to anyone on adjunct status in noncompliance with providing an up-to-date curriculum vitae and required transcripts.

3.2.9.4 Orientation for Adjunct Faculty

The department chairs are responsible for ensuring that adjunct Faculty members are properly oriented to SPSU's mission, its academic policies and procedures and matters of special interest to the department. The Academic Dean must ensure that orientation takes place and covers necessary matters. Departmental chairs and the Academic Dean should invite adjunct Faculty to participate in the Opening Faculty Meeting and appropriate department meetings, though they are not required to attend and may not vote on motions. Where appropriate, adjunct Faculty members should be involved in curriculum development, textbook selection, and similar matters.

3.3 RECRUITMENT & HIRING

SPSU operates within the specific limitations established by the special nature of its program and documents of the Holy See and the U.S. Bishops Conference regarding seminary education. Employment and subsequent development, promotion, and retention at SPSU will, within the context of those limitations, go to those individuals whose training and experience most nearly qualify them for the positions offered.

Chairs of Departments are expected to notify the President/Rector and Academic Dean of prospective needs for full and part-time Faculty in their departments. Department heads should discuss their needs at departmental meetings and submit recommendations to the Academic Dean. Commitments to any individual being considered for a position are reserved until the recommendation meets with the final approval of the President/Rector, in consultation with the appropriate individual and groups concerned (e.g., Provincial Council of Sulpicians, Archbishop of San Francisco, and appropriate individuals on the seminary Faculty).

Formal requests for hiring full-time Faculty will be conducted in one of the following ways:

1. When an unplanned Faculty vacancy occurs, or when a Faculty member retires, the Academic Dean in consultation with the department chair, will seek approval from the President/Rector to fill the vacancy.
2. At times the Academic Dean or the President/Rector may perceive a departmental need for additional Faculty, and that will trigger a Faculty search.
3. In cases of the incapacity or loss of current Faculty during the semester, or when a decision must be made quickly due to unforeseen circumstances, the Academic Dean will discuss the situation with the President/Rector and, with his approval, take appropriate action.

3.3.1 Contracts

A full-time Faculty contract is for one academic year. At the time of initial appointment, to be negotiated with the Academic Dean and approved by the President/Rector, a Faculty member will be given an initial rank. If a full-time Faculty member is not to be reappointed for the following year, he/she will ordinarily be informed in writing no later than March 1 for the following academic year, although on occasion notice may be given later. Lack of notice should not be taken as an invitation to return. Faculty Members should be aware that many factors, including for example such things as enrollment, budget, interpersonal relationships, ministerial effectiveness, spiritual suitability for the formation process, consonance with Church teaching and other things, can affect the decision to renew or not renew a teaching appointment, and that even adequate performance does not guarantee reappointment. All appointments are “at will” except as may be specifically provided in the written contract, and therefore any appointment may be non-renewed by the seminary with or without cause. All Faculty Contracts may be terminated before expiration for cause, for the grounds set forth in the contract, including for example elimination or curtailment of a program, moral turpitude, non-compliance with the *Oath of Fidelity*, or failure to abide by the academic regulations of SPSU.

3.3.1.1 Contract Conditions

Teaching contracts are in writing and are negotiated only by the Academic Dean with the approval of the President/Rector. No oral contracts or oral modifications of contracts will be entered into. Only written contracts signed by the President/Rector and the Academic Dean will be honored. No discussion about courses or teaching duties will be considered a contract.

Acceptance of an SPSU contract by the Faculty member includes acceptance of the general conditions of employment and responsibilities set forth in the *SPSU Faculty Handbook*. Contracts should be signed and returned within two weeks (14 calendar days). If no reply is received within 14 days, SPSU will assume that the Faculty member is discontinuing employment with SPSU and any offer of reappointment will be automatically rescinded at that point. (Sulpicians are exceptions to this policy.)

It is recognized that a Faculty member may have other related interests, activities and obligations, and SPSU encourages consulting work and other service to the local Church. However, SPSU believes the primary professional responsibility of full-time and adjunct Faculty members is to SPSU. Therefore, any consulting or extra-contractual activities should not interfere with these primary obligations.

3.3.1.2 Outside Employment

A full-time Faculty member may not accept outside employment (including a regular teaching assignment) during the academic year without the prior approval of his/her dean and the Vice President for Academic Affairs. Outside employment, such as consulting (from Monday through Friday), must not exceed the equivalent of one full day of a five-day week's workload, nor should it interfere with the occasional weekend or evening events in which Faculty are normally expected to participate (for example, special liturgies, community celebrations, graduation and related events, or occasional committee work). Outside employment must not inhibit the Faculty member from keeping required regular office hours as listed and approved by the Academic Dean.

3.3.1.3 Resignation

A Faculty member may terminate an appointment effective at the end of the academic year provided that he/she gives notice in writing at the earliest opportunity before the end of the fall semester, but no later than March 15. The Faculty member may properly request a waiver of this requirement of notice in case of hardship. Early discussion and notice are necessary to minimize hiring problems for SPSU and to safeguard the individual's record of Faculty service. Where a priest or religious is involved, the matter of resignation must be taken up with his or her respective superiors.

3.3.1.4 Non-Renewal or Termination of Faculty

If the Board of Directors determines that it is necessary to terminate Faculty positions because of a decline in enrollment, consolidation of departments or other reorganization, termination of courses or programs or financial exigency, wherever possible, Faculty reduction will first be accomplished through attrition.

The President/Rector may immediately suspend a Faculty member whom the Academic Dean recommends be terminated. Once suspended, the Faculty member can avail himself or herself of the SPSU Grievance Procedure. As indicated in the SPSU Grievance Procedure, the suspended Faculty member may appeal the decision of the Academic Dean to a standing Grievance Committee comprised of all full-time department heads. The suspension shall continue until a final recommendation is made by the Grievance Committee regarding dismissal or continuance which is then approved, rejected, or modified by the President/Rector. The Faculty member's salary shall be paid during the period of suspension. Beyond the review by the Grievance Committee and the final decision of the President/Rector, there is no right of appeal.

3.4 ADVANCEMENT IN RANK

3.4.1 Criteria for Granting Promotion

SPSU places the highest value on excellence in teaching. This standard of excellence is clear in the criteria for Faculty evaluation and in various SPSU publications. The Seminary also values research, scholarly and creative activity, and service. Achievements across all areas are considered in the assessment process. Each person will have areas of greater or lesser strength and thus may receive different evaluative ratings in each. In every case each area (teaching, scholarly/creative activity, service to SPSU, and service to the Church and community) is reviewed and weighed.

Over time each Faculty member is expected to become at least a very good teacher and to maintain at least that level of performance. As one rises through the ranks, the expectation of achievement in all areas increases. Thus, Faculty members are expected to be increasingly engaged in scholarly activity and in professional service to SPSU and the community.

The Academic Dean is responsible for discussing requirements for promotion to all new full-time members. Although the criteria have general applicability, SPSU recognizes the necessary and stimulating diversity of its departments, as well as the varied contributions of the individual Faculty members within them. In instances of consideration for promotion in rank, however, the candidate's record must reflect demonstrated, consistent competency in teaching and a serious commitment to SPSU's mission.

3.4.2 Procedure for Promotion

The procedure for promotion is as follows:

- No later than November 1 the Faculty member seeking promotion must initiate the request by asking the department chair to verify that the Faculty member has accrued the required number of years of service to be eligible for promotion. The supervisor should state in writing, in a memorandum to the Faculty member, that he/she has fulfilled this requirement. A copy of this memorandum must be forwarded to the Academic Dean for inclusion in the Faculty member's file.
- The Faculty members applying for promotion will present their portfolio, which will include the following supporting materials: introductory cover letter; current curriculum vitae, copies of publications, student course rating reports (numerical summaries are required; students' comments may be included at the Faculty member's discretion); representative samples of syllabi, tests, assignments, and handouts; pertinent information about service contributions; and any other information the Faculty member considers relevant to the evaluation process. No later than November 20 the Faculty member must submit this portfolio to the Academic Dean.
- Letters of recommendation are required for a completed portfolio. The Faculty member may personally request recommendation from individuals or request in writing that the Academic Dean solicit recommendation from individuals specified by the Faculty member. All recommendations must be sent by the writer directly to the Academic Dean so as to arrive no later than November 20.
- The department chair is responsible for sending his/her written recommendation to the Academic Dean no later than November 20. The Academic Dean will include all letters in the portfolio.
- Letters of recommendation may come from colleagues and associates on or off campus, students, and anyone else qualified to give relevant information and judgments about the Faculty member's contributions to teaching, creative or scholarly work, service to SPSU, or service to the Church, the profession, or the community. There is no limit to the number of letters; however, Faculty members are advised to exercise prudence.
- Letters of recommendation are considered to be confidential throughout the evaluation process and are not available to the Faculty member until the President/Rector has made a decision and it has been communicated to the Faculty member.
- The Academic Dean will present all dossiers to members of the Promotion Committee, which, through its chair, will submit its recommendations and all supporting materials to the President no later than February 10. The Academic Dean will also make his/her own written recommendation to the President.
- The President will review the materials, consult where necessary, and render a decision no later than the first day of April.

- The President/Rector will provide written notice of all promotion decisions to the Academic Affairs Committee of the Board of Trustees prior to the May meeting of the Board of Trustees.
- Following the May Board of trustees meeting, each Faculty applicant will receive written notice from the President of the final decision.
- For demonstrably justifiable reasons, the President may approve exceptions in individual cases to the minimum rank promotion criteria.

3.4.3 *Teaching Effectiveness*

Considering the primacy of teaching at SPSU and its consequent importance for promotion, the means for assessing teaching performance must be both appropriate and varied. To this end candidates will present a portfolio of teaching activities that demonstrates the following:

- current knowledge of the discipline;
- serious preparation for courses;
- skill in challenging students;
- the ability to devise appropriate learning objectives
- the ability to devise appropriate means by which students can achieve them;

The portfolio should indicate results achieved. The SPSU's *Faculty Portfolio Handbook* details exactly what should be contained in the portfolio, as well as detailed information about assessment for promotion.

3.4.4 *Faculty Records*

Faculty members are responsible for assembling the required documents for their official Faculty file and keeping it up to date. In turn, it is SPSU's responsibility to keep on file for all full-time and adjunct Faculty members documentation of academic preparation, such as official transcripts, and, if appropriate for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications, and certifications and other qualifications.

The official files of all full-time and adjunct Faculty members are kept in the Academic Office. Department chairs may keep nonofficial files on Faculty under their supervision. The basic documents to be included in each Faculty member's file in the Academic Office are:

- letters of application;
- appointment and acceptance letters;
- references;
- personal data information;
- assessments by students and supervisors;
- change in status documentation (promotion, dismissal);
- contracts and payroll documents;
- official transcripts listing degrees from all post-secondary institutions attended;
- an updated curriculum vitae;
- official correspondence;
- information regarding professional background and accomplishments the Faculty member wishes placed in this file.

This official file is available on a need to know basis only to the Board of Trustees, President/Rector, Academic Dean, Provost, department chair, and the staff of the President/Rector and Academic Dean. The Faculty member may, however, authorize access in writing to his/her file to another party.

Except for “directory information,” outside access to information in a Faculty member’s file will be granted only in the case of subpoena or other lawful requests from federal and state agencies relevant to investigations, hearings or other proceedings pending before such agencies or the courts.

Concerning promotion documents, in certain instances the Academic Dean and the Promotion Committee may determine that letters of evaluation clearly intended to be confidential be kept in a sealed file, not in the Faculty member’s file, for two years after the Committee’s recommendation. Sealed files are available only to the President/Rector, Academic Dean, Provost, and, should it be necessary, to the Faculty Grievance Committee.

In the Academic Office, the Faculty member may at any time review his/her official file, except for professional evaluation materials received in confidence from peers and others. This office is responsible for making any copies of material in the file desired by the Faculty member. The files may not be taken from this office. To safeguard the interests of SPSU and the Faculty member, only the Faculty member, the President/Rector, the Academic Dean or the Provost may authorize making a copy of any document or any other item contained in the file.

Payroll records, including information on social security, medical and hospital insurance benefits, dental plan, life insurance and annuity plans, are filed in the Office of Human Resources and are kept confidential to the extent required by law.

3.5 POLICIES AND PROCEDURES

3.5.1 Syllabi

Every Faculty member must prepare a syllabus for each course that he/she teaches consistent with the institutional format for syllabi. Copies of all syllabi must be submitted to the department chair, who will keep them on file. The syllabus must also be distributed to students during the first full week of classes. It is the responsibility of department chairs to see that this procedure is followed. Department chairs must submit copies to the Academic Dean and the Provost at least one full month before the start of class each semester.

3.5.2 Scheduling of Classes

All classes are scheduled by the Registrar. Changes of place or time for classes may not be made without consulting the Registrar. Once the final semester schedule has been published, changes will not ordinarily be made and should be requested only for serious reasons. Special requests regarding the scheduling of classes must be made when the Registrar asks for course projections. All course offerings must be submitted to the departmental chair and the Academic Dean. The Academic Dean will forward them to the Registrar.

3.5.3 Office Hours

All full-time Faculty members must post and keep regular office hours at times convenient for their students. Department chairs must ensure that all full-time Faculty members within their departments maintain at least seven office hours per week, spread over a minimum of three days. Each semester the Academic Dean will request to review the office hours of each full-time Faculty member.

3.5.4 Punctuality and Attendance

Faculty must begin and end classes on time and leave the classroom in readiness for the following classes. Faculty should also insist on punctuality and regularity by their students and must state in their syllabi any penalty that will be imposed for tardiness or absence from class. Faculty members must keep attendance records for each of their classes. These records may be indispensable at a later time.

3.5.5 Enrollment Lists

Faculty will receive from the Registrar lists of the students enrolled in their courses. Faculty must notify the Registrar in writing of discrepancies in the enrollment lists, noting both the names of students listed who are not attending and those of students who are attending but not listed. Names of students who are attending but not listed must be sent promptly to the Registrar's Office to verify their course registration.

3.5.6 Suspension of Classes

Only the President/Rector or, in his absence, the Academic Dean or the Provost can suspend classes for any reason. Should a decision be made to suspend classes, notification will be sent to all members of the SPSU community by the Director of Communications.

3.5.7 Faculty Absence

If a Faculty member is unable to be present for scheduled classes because of illness or other serious reason, he/she should notify the Academic Dean as soon as possible so that arrangements can be made to cover the classes or, if necessary, to inform students of the circumstances.

3.5.8 Duration of Classes

Normally three credit courses will meet throughout the semester for fifty minutes each week for each semester hour assigned. Classroom time varies proportionately for one, two, three or more semester-hour courses. Standard time slots are determined by SPSU's master schedule of courses and must be adhered to. Exceptions must be approved by the Academic Dean and the Registrar.

3.5.9 Assignments

Faculty members are expected to require students to hand in papers and other assignments on time unless the Faculty member has granted the student an extension in advance. Students may not assume the privilege of handing in work after a deadline has passed. Should a student do so, the Faculty member will reduce the grade on the assignment by at least one letter grade. Any professor has the right to refuse unexcused late work. When that is the case, the student may receive no credit for the assignment.

3.5.10 Examinations

It is the responsibility of each professor to develop an appropriate manner for evaluating the students' progress in each course. All grades for all courses are due in the Dean's office on the date specified by the Dean before the end of the semester (one week after the scheduled final examination). All quarterly academic evaluations of students are likewise due one week after the scheduled examination.

3.5.11 Grades

The majority of courses at SPSU are graded on a letter basis (A through F). Some skills courses are graded on a Pass/Fail basis. In those courses, however, professors are asked to provide a one-paragraph written evaluation of the strengths and weaknesses of the student's performance in that course to the Dean's office. These will be shared with the student's advisor for the sake of the evaluation process. Please consult the current catalogue for more explicit information on grades.

3.5.12 Incompletes

Students may not simply assume that a professor is willing to grant a grade of "Incomplete" for any course. There is supposed to be some good reason why the student cannot complete the work in the proper schedule and this should be cleared with the professor and approved by the Academic Dean before the deadline for assignments or examinations comes due. If the student has not discussed the matter with the professor in advance, he or she should expect a failing mark in the assignment, examination, or course. The student should also note that when an Incomplete for a course is granted by a professor, there will be no further extensions beyond the scheduled deadline in the following semester. This deadline (usually the fifth week of the following semester) is found in the academic calendar in the Catalog Supplement. See the current catalog for specific regulations.

3.5.13 Academic Honesty and Plagiarism

Students are responsible for the honesty and truthfulness of all of their academic work. Academic dishonesty in *any* form (cheating; plagiarism; fabrication of sources, information, or quotations; sharing one's assignment with another student or collaborating with another student [or with other students] on an assignment without the professor's expressed consent; submission of work other than one's own; and all other types of dishonesty in research and writing is *absolutely unacceptable*).

Students should already have basic skills in library usage, reading and research, writing term papers, and acknowledging sources. Written work must be the student's own, and each student must take care to give full documentation for all material quoted or paraphrased from other sources, including the Internet. The standard reference work is Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, Chicago: University of Chicago Press, 2013.

Students should note that stringing a series of quotations and/or ideas from other sources together, even when they are properly documented, does not constitute an original paper. At the discretion of the professor, such work may be deemed a failure or returned for revision. Students are responsible for consulting with their professors when questions arise regarding proper citation.

Plagiarism is perhaps the most common form of academic dishonesty. *We define plagiarism as the use of another person's ideas or words without appropriately indicating them as such.* Examples of plagiarism include:

1. any direct use of another's words without properly indicating such use (including the appropriate use of quotation marks or indentation), without attributing the words accurately and exactly, and / or without properly documenting the source
2. any use of another's words by changing a word or phrase here or there without appropriately indicating and documenting the source as described below
3. any indirect use (e.g., by paraphrasing or summarizing) of another's ideas, arguments, thesis, or organizational structure without attributing and documenting those ideas or structures
4. buying, downloading, or copying someone else's work and passing it off as one's own

Proper presentation and documentation of another's words and/or ideas include:

1. for direct quotations: use of quotation marks and/or indented block quotes, plus specific source attribution in a parenthetical note, footnote, or endnote;
2. for indirect quotations, paraphrases, and summaries: general acknowledgment of the source in the body of the text, plus specific source attribution in a parenthetical note, footnote, or endnote.

All forms of academic dishonesty are serious offenses and grounds for grave consequences; these may include one or more of the following: required revision of the assignment, failure of the assignment, failure of the course, academic/formation probation, and dismissal from SPSU.

3.5.14 Student Academic Grievances

Valid student academic grievances regarding a Faculty member include but are not limited to:

1. failure to provide a course syllabus and/or a written statement describing the course content and objectives, method of determining the final grades, office hours and any other specific information relevant to the course or method of evaluation within the first full week of classes;
2. failure to follow the syllabus and course description or to give adequate notice of changes in the planned conduct of the course;
3. consistent digression from the proper content of the course without sound academic reason and/or failure to cover the necessary content of the course;
4. failure to correlate instruction and examinations to the course content announced in the syllabus;
5. consistent failure to grade and return assignments in a timely fashion or with adequate explanation of the grade assigned;
6. failure to assign grades equitably;
7. failure to follow the announced grading policy;
8. consistent failure to be present and prepared for scheduled classes, to inform students of changes in the schedule or to provide alternative or substitute coverage for classes;
9. consistent failure to be available to students for office hours;
10. failure to protect the privacy of students or to respect the confidentiality to which they are entitled;
11. failure to abide by those SPSU policies that guarantee the orderly and equitable conduct of academic course work.

Students who consider that they have a valid grievance regarding a Faculty member should seek initial resolution and redress of the grievance by bringing the matter to the attention of the following persons listed: first the Faculty member concerned, then the advisor, and then the Academic Dean. Students who consider that approaching these persons has not achieved appropriate resolution and redress may follow the procedures outlined in the *Rule of Life*.

3.6 FACULTY DEVELOPMENT

3.6.1 Professional Organizations and Meetings

All Faculty members are encouraged to belong to and participate actively in professional organizations in their discipline. If attendance at meetings of an organization would interfere with scheduled teaching duties, the department chair should be consulted and approval to be absent obtained. The Faculty member should assist in finding a qualified replacement. The department chair is responsible for ensuring that the Faculty member's classes are covered.

All full-time Faculty members are entitled to funds for their continuing professional development. Each year they may apply for up to \$1000.00 for workshops, courses, etc., that serve to enhance their professional development. In order to access these funds, Faculty must submit an application form to the Academic Dean and provide the Director of Finance with appropriate invoices. Forms are available in the Academic Dean's Office. Faculty members are particularly encouraged to apply these funds to such things as:

- presenting a paper at a conference or professional meeting;

- chairing or serving on a panel discussion or workshop;
- attending a meeting of an organization in which the Faculty member holds an elected office;
- serving as commentator at a session of the meeting.

3.6.2 Commencement Exercises

All members of the Faculty and academic Administration are expected to participate in the religious, academic and social functions that constitute the commencement exercises of SPSU. They are also required to attend the opening liturgy that marks the beginning of each semester and convocation. Administrators are encouraged to participate in these events, as well, including all academic processions.

3.6.3 Participation Obligations

Sulpician tradition stresses the value of a *communaute educatrice*, a formational community in which the Faculty share the life of the students as much as possible. For this reason, full-time resident Faculty are expected to attend the community's liturgical celebrations, unless other duties prevent them. They are also encouraged to assist in representing the seminary at local diocesan ordination ceremonies. A number of times during the academic year there are days dedicated to matters of concern to the whole Faculty such as Faculty In-Service, the Day of Dialogue, Recollection Days, etc. All Faculty, unless excused by the Academic Dean, are expected to attend these activities.

All full and part-time Faculty members are invited to attend community prayer, liturgies, special events (e.g., opening day, community day, Christmas and year-end celebrations) as well other specially scheduled workshops and programs.

3.6.4 Evaluation of Full-Time Faculty

In order to maintain a high level of support for SPSU's mission, teaching effectiveness, and professional competency, the Academic Dean and Provost, together with the department chairs, administer the annual evaluation for all full-time Faculty. This program serves two purposes:

1. To guide the improvement and development of Faculty performance by providing feedback for self-assessment and personal professional growth;
2. To provide a basis for equitable, impartial decisions regarding retention, promotion, and merit increases.

The time period covered by the annual evaluation of full-time Faculty will be the previous academic year. The evaluation process must exclude arbitrary judgments and make every effort to accommodate legitimate differences in teaching style and approaches to creative and scholarly work. The criteria used in the annual evaluation to assess teaching effectiveness, creative and scholarly work, and service are outlined in the Faculty Portfolio Handbook.

The primary duty of a Faculty member is effective teaching, the task to which Faculty devote the most time. SPSU recognizes that in some years a Faculty member may not contribute beyond what is rated as satisfactory in the area of creative and scholarly work. However, the Faculty member must plan so that this area will be adequately addressed by the time of a request for promotion in rank.

3.6.4.1 Procedure

All full-time Faculty members are evaluated regularly. The annual evaluation process is described in detail

in the Faculty Portfolio Handbook. It is concluded prior to the issuance of contracts for the next academic year.

Using the form outlined in the *SPSU Faculty Portfolio Handbook* and approved by the President/Rector, each Faculty member will evaluate his/her own performance in the areas of teaching effectiveness, creative and scholarly work, and service as well as his/her overall level of performance. Faculty will also submit a portfolio in support of their self-evaluation according to an announced schedule. The portfolio indicates the manner in which department chairs and the Academic Dean and Provost will submit their evaluations of each Faculty member.

All evaluations are maintained in the files in the Academic Dean's Office. Copies of these evaluations are available to Faculty members after the annual evaluation process is concluded and contracts have been presented. The evaluations of the Faculty member, chair, Academic Dean and Provost are forwarded to the President/Rector who, for the purpose of merit, will determine the level of overall performance.

3.7 FACULTY LEAVES AND ADJUSTMENTS

3.7.1 Sabbaticals

Sabbatical leaves are intended to provide Faculty members with opportunities for research and writing or other kinds of professional development normal and expected in their teaching fields.

The following guidelines apply:

1. First Time Applicants: Faculty applying for sabbatical leave for the first time at SPSU must have completed at least seven years (fourteen regular – i.e., fall and spring – semesters) of full-time teaching at SPSU prior to the beginning of the sabbatical.
2. Subsequent Applications: Faculty applying for sabbatical leave for the second or subsequent time must have completed at least seven years (fourteen regular – i.e., fall and spring – semesters) of full-time teaching at SPSU since the previous sabbatical leave before a new sabbatical leave can begin.
3. Applications for sabbatical leave must be made in the fall semester of the academic year preceding the one for which leave is sought, whether the request is for leave during the entire year or fall or spring semester. By October 1 the request must be submitted to the department chair. The chair will forward the request, with his/her recommendation, to the Academic Dean no later than November 1. The recommendation of the chair, whether as applicant or supervisor, must state the department's plan for replacing the person on leave, including the cost to SPSU.
4. Request for sabbatical leave must include a detailed, convincing statement of its purpose and the value of the project. The President/Rector will reply in writing to the request after consultation with the Academic Dean.
5. If the number of Faculty requesting sabbatical leave within a year would be an undue burden on SPSU or a specific department, the decision will be made in favor of Faculty members with seniority.
6. The Faculty member must submit a written report describing research and/or development activities during the leave no later than one month after returning to full-time teaching at SPSU.
7. A maximum of 50% of a Faculty member's salary will be paid for a full year's sabbatical leave. For a single semester leave, 100% of a Faculty member's salary will be paid. All current retirement and health insurance plans will be maintained in force on the usual basis (e.g., the Faculty member must continue to make his or her ordinary contribution payments to any health

- insurance benefits) unless equally adequate protection is otherwise provided. Normally, a Faculty member on sabbatical leave may not be employed, whether full-time or part-time, by a party other than SPSU. As part of a Faculty member's application, he/she must disclose any planned employment.
8. SPSU may reduce the salary of a Faculty member on sabbatical leave who is permitted to accept employment. If the remuneration is equal to his/her SPSU salary, the Faculty member will not receive a salary from SPSU during the leave.
 9. A Faculty member must disclose any funding he or she will receive from sources such as foundation or grants during the leave period, either when applying for leave or, if the award has not been yet made, to the Academic Dean within two weeks of receiving notification. Funding from such sources, as long as it does not constitute employment, will have no effect on the Faculty member's sabbatical salary
 10. During Sabbatical Leave the Faculty member also has access to the professional enrichment fee for all full-time Faculty members. (The current rate is \$1000.00 per year.) Sulpicians have arranged to finance their own sabbaticals, so they are given no salary during Sabbatical Leave.
 11. All Faculty members receiving sabbatical leaves must return to SPSU for at least one academic year of full-time service or refund the full salary and institutional costs of fringe benefits received while on leave. The repayment obligation will be prorated, according to the percentage of the year of service that is actually performed, and will be due in full within one calendar year after the end of the leave period. A Faculty member who cannot perform return-to-service obligations due to health or permanent and total disability or reduction in force may be released of all repayment obligations. Determinations for release from repayment obligations will be recommended by the President/Rector and approved by the Board of Trustees.
 12. Upon receipt of a positive response to the request for sabbatical leave, and as a final step in the approval process, the Faculty member must sign an official letter of agreement. The Academic Dean's office will send this agreement form to the Faculty member. The signatory for SPSU is the President/Rector.

3.7.2 Professional Leaves

Unless otherwise permitted by the President/Rector and the Academic Dean, full-time Faculty members are allowed five days per semester for professional leave. Professional leave may be for professional meetings, giving workshops or lectures, or special teaching engagements. In planning their absence from campus, Faculty members shall, with the approval of the Academic Dean, re-schedule the classes and/or appointments that will be missed during his or her absence.

3.7.3 Special Personal Leaves and Leaves Without Pay

These may be granted after appropriate recommendations and approval of the President/Rector.

3.7.4 Adjustments

Full-Time Faculty Adjustment excuses certain full-time Faculty from the responsibility of Administration, teaching or formation. The process to attain such status is available to any member of the Faculty Assembly of SPSU who has attained the rank of Professor, as outlined in the *SPSU Faculty Handbook* or who has attained Faculty seniority by at least seven years of service in a Sulpician-sponsored program. An individual Faculty member meeting the criteria mentioned above can initiate a proposal to SPSU Administration to be excused from the responsibility of Administration, teaching or formation. This request

can be made for a period of up to three years and may be renewed upon review. Should this request be granted, there will be no increase in responsibilities that are retained.

3.7.4.1 Criteria

Faculty member requesting an adjustment in full-time Faculty status should consider the following criteria-for-application to the Administration:

1. Has achieved the rank of Professor as outlined in the *SPSU Faculty Handbook* or has achieved Faculty seniority as outlined above;
2. Has achieved a level of self-assessment that demonstrates need to withdraw from administrative, teaching or formational responsibilities.

3.7.4.2 Entry Level Faculty Membership

Persons newly appointed to the Faculty Assembly and/or Faculty Council are expected to take up all the duties and responsibilities assigned to these positions in the Faculty Handbook. The President/Rector, in consultation with the Administration, may allow an entry level Faculty member a necessary period of adjustment by assigning lighter duties for a limited period of time, e.g., a lesser number of advisees, mentees, or directees, or a lighter teaching responsibility. The following administrative considerations apply:

1. Can the request be absorbed by SPSU in light of the number of Faculty proportionate to the number of students: that is, will other Faculty members be overburdened beyond the limits described in the Faculty Handbook for formational duties and teaching responsibilities?
2. If a Faculty member is excused from responsibilities as advisor/mentor, this Faculty person will not serve on the Faculty Council, but will retain voting membership on the Faculty Assembly: How does this fact affect the voting balance of the Faculty Council?
3. At any one time, there should be no more than one-fifth of the Faculty Assembly permitted on this special status.
4. The effect of this request on SPSU's budget: e.g., will another Faculty member need to be hired as a replacement?

3.8 PROFESSIONAL AND ETHICAL RELATIONSHIPS

Sulpician seminaries have as a defining characteristic a collegial method of operation. Each member of the full-time Faculty, regardless of position, rank, or age, has an equal voice in the determination of educational and financial policies, the evaluation of students, and any other matters involved in the operation of the institution. The Faculty is thus a truly collegial community.

For this reason, all Faculty members are expected to show loyalty both to SPSU and to their colleagues: They should be loyal to the ideals of SPSU and respectful of the opinions and actions of their fellow Faculty members. Such loyalty or respect does not mean blind acceptance of abuses or agreement with all that is said and done. It does mean avoidance of imprudent criticism of SPSU policies or of Faculty members. The balance, and the resulting tension among personally differing convictions, joint policies, and individual choices, is a responsibility for each Faculty member that requires charity as well as justice and prudence. A breadth of opinion and a respect for a defensible position should be characteristic of a Faculty schooled in a Christian conception of personal dignity and committed to the search and dynamics of continued growth both of the institution and of themselves as well.

What the majority of the Faculty decides upon in keeping with legitimate norms of authority external to the house, is house policy until determined otherwise; meanwhile, Faculty members are expected to abide by the policy in practice. Personal opinions should be expressed as such and not as indicative of Faculty opinion.

Confidentiality of Faculty meetings is considered essential to the effective operation of SPSU. Faculty members are not to reveal details of those discussions to those outside the Faculty. While Faculty advisors may be asked to communicate information and decisions to the students with whom they are working, it is understood that they will not reveal specific information on what was said by any particular Faculty member. Moreover, policy discussions are not to be shared with those outside the Faculty.

Faculty members are expected to assume the responsibilities of committee memberships or of moderators of various curricular and extra-curricular activities of SPSU. While most of the activities have existing procedures, Faculty moderators are encouraged to review them and to suggest more appropriate and effective ones. The Administration should look favorably upon efforts to improve existing programs and authorize changes that seem advantageous. However, should the change be of major import, it must first be presented for consideration and decision to the full-time Faculty.

Fundamental to the structure of excellent morale among Faculty members is the close relationship that exists among them. With few exceptions, the members of the Faculty live together as community. Business meetings of the Faculty are held weekly. These meetings insure participation and voice in policies, real responsibility in evaluating the students' adjustment and progress regarding personal, academic and pastoral achievement, in the dialogue of understanding and encouragement with administrative and instructional heads, and in the confidence of a school in creating a climate for individual differences in teaching within departmentally set limits.

Faculty members may be asked from time to time to attend inter-seminary, civic and academic meetings in which SPSU is expected to participate. All are urged to accept such assignments or invitations willingly and even at the expense of some personal inconvenience.

All Faculty members are responsible for promoting the overall good of the students. Faculty members have a special responsibility to foster an atmosphere of trust and openness.

Teaching Faculty members shall strive to make a just and impartial appraisal of the work of each student. It is the responsibility of the Faculty member to establish appropriate criteria for evaluating learning and for assessing individual performance vis-à-vis such criteria. The Faculty member shall be responsible for creating and maintaining an environment in which students are challenged and encouraged to do original thinking, research and writing. Also, students should be accorded the freedom of inquiry and interpretation of evidence that the whole Faculty justifiably demands of itself. The Faculty member shall maintain confidentiality regarding information about students, and shall exercise prudence in discussing students.

Teaching Faculty should secure the best possible formal education and maintain throughout their careers an adequate contemporary understanding of problems on the frontier of the field, in order to do creative teaching and to make original contributions in research and writing.

3.8.1 Policy on Respect of Persons

SPSU wants to uphold the dignity of persons in all aspects of its community life. To this end, we consider any attitudes, statements, or behaviors of a racial or sexual nature that offend the dignity of persons to be contrary to the style of life we are trying to foster within the community. Therefore, if any member of the SPSU community perceives another person, resident or visitor, to express offensive statements or behaviors, then he or she should first try to communicate directly to the offending person his or her disapproval and discomfort. If the offense is of a particularly serious nature, or if the offense persists, then the Dean of Men or the President/Rector should be informed.

3.8.2 Faculty-Student Relations

3.8.2.1 Respect of Persons and Professional Conduct

Open and adult relationships between Faculty and students are encouraged. Should anyone believe that a Faculty member is showing favoritism to some students, he is asked to share his concerns either with the Dean of Men or the President/Rector. Any Faculty member accused of favoritism must be confronted with specific activity that is the basis of the charge, and the person making the accusation must be made known to the one being accused.

3.8.2.2 Ethical Standards for Treatment of Students

The following are some ethical standards that students can expect from SPSU Faculty.

- To receive appropriate assessment of their educational and formational needs.
- To receive a clear description regarding each SPSU official's responsibility. In particular, a clear delineation between the role of spiritual director (internal forum, strictly confidential) and the role of advisor (external forum, public as regards Faculty evaluation).
- To receive the highest level of competence and professionalism reasonably possible in regard to the dispensing of services.
- To live in an environment free of sexual innuendo, inappropriate touching and inappropriate socializing at any time by Faculty and professional staff.
- To be informed in a timely and thorough manner about formation and evaluation criteria.
- To receive timely and appropriate information regarding observed problems and formational concerns. Students should also receive timely and appropriate information regarding non-recommendation for continuance or dismissal.
- To receive competent and confidential record-keeping, and minimal intrusion governing what information about the student may be communicated to outside parties, as framed by civil and canon law.

If a student feels the behavior of a Faculty member has not been in accord with professional standards, he has a number of options:

1. First he should discuss the matter with his advisor. The advisor should ascertain the facts of the matter and, if possible, the complaint should be settled at that level.
2. If this procedure does not resolve the matter, the matter should be brought to the attention of the Dean of Men who will either address it personally or inform the Rector.
3. At any and all times student have the right, but not the duty, to bring any concerns directly to the attention of the Rector. This would include inappropriate behavior on the part of a Faculty member.
4. Should a student have ethical concerns about the President/Rector, these concerns should be brought to the attention of the Vice-Rector who would be responsible for informing both the

Archbishop of San Francisco, who is the Chancellor of SPSU, and the Provincial of the Society of St. Sulpice.

3.8.3 Policy on Confidentiality

3.8.3.1 Faculty Meetings

Faculty members are not to talk to a student about other students with regard to academic performance, formation or personal opinion. Also, Faculty members should make no mention to students or non-Faculty of issues under discussion by the Faculty. Once a decision is reached, Faculty members are to follow the standard procedures for announcing any such decisions. Before an Advisor shares information with a student, he/she should ascertain the extent to which an expressed opinion about a student by a Faculty member is representative of the Faculty as a whole.

3.8.3.2 Spiritual Director/Confessor

The role of spiritual director and confessor remains utterly confidential; Faculty members may speak neither for nor against students who are or were either their directees or confesseees.

3.8.3.3 Professional Behavior

Faculty members should express any personal misgivings about individual students or raise any issues to individual students directly as it may be deemed necessary. When Faculty members are approached by students concerning another Faculty member or members, they should only take the role of active listener. Faculty members should exercise caution when engaging in table or casual conversation not to exceed professional bounds by falling into "casual evaluation" of students.

3.8.4 Professional and Academic Rights

3.8.4.1 Statement on Academic Freedom

In the Decree on Priestly Formation the Second Vatican Council acknowledges the importance of academic freedom (paragraph 15). The very manner of teaching should inspire in students a love for seeking, honoring and defending the truth vigorously, along with an honest recognition of the limitations of human understanding.

This notion is further upheld by *The Program of Priestly Formation* (503). The teacher must be free to participate in the search for and communication of truth, and to adapt his/her methods to the conditions under which s/he works, his/her own personality, and to the talents of the students. This position does not deny the reality of order or of boundaries and limits.

Personal sincerity and subjective convictions are no guarantees against error. For all, positive facts are not whims; for Catholics, the teaching role and authority of the Church are realities of the revelation that itself has brought the Church into being. Accordingly, it is expected that professors at SPSU will always communicate the teaching of the Church with clarity and respect, and that their presentation of hypothesis, theory, and fact will be given the objectivity and nuance demanded in each instance. For the professor who is Catholic, commitment to the faith of the Catholic Church will be reflected in a natural and harmonious way in his/her teaching.

3.8.4.2 Resolution of Conflicts of Interest

SPSU exerts all reasonable efforts to assure that all its actions, and those of its administrators, Faculty, and staff are consonant with the highest ethical standards. In light of its position as a Catholic institution and its concern for future ministers of this Church, SPSU exercises a great deal of sensitivity in the area of promoting justice, peace and Christian moral standards in its policies and among its employees.

It is the policy of the seminary to encourage resolution of any real or perceived conflicts of interest and redress of grievances between or among administrators, Faculty, and staff or students on the level at which these may occur. If substantial disagreement should continue to persist, either the Academic Dean or the President/Rector should be apprised of the difficulty. They will then take steps to seek to resolve it.

3.8.4.3 Grievances

A grievance is an allegation by a Faculty member on his/her own behalf that SPSU has violated, misinterpreted, or misapplied the express terms of his/her contract, of this Handbook or another formal policy. Faculty members are encouraged to work out grievances within their departments, administrative or program units, and with administrative officials of SPSU on an informal basis, without resort to the formal grievance procedure, whenever possible. If it is not possible to resolve the grievance informally, and the Faculty member desires to pursue the matter, the following procedures shall apply:

1. A grievance must be submitted in writing
2. A grievance shall contain:
 - a. a clear and concise statement of the facts concerning the grievance;
 - b. the specific provision of the contract alleged to have been violated;
 - c. the relief requested; and
 - d. whether the Faculty member attempted an informal adjustment of the grievance and, if so, with whom.
3. A grievance must be filed within thirty (30) calendar days of the date following the alleged violation giving rise thereto, or the date on which the Faculty member first knew or reasonably should have known of such alleged violation, whichever date is later.
4. There shall be no obligation by SPSU to consider any grievance not filed within the specified time limit and in accordance with the specific procedure stated herein
5. A grievance shall be filed with the Chairperson of the Grievance Committee – the Chair of the Systematic Theology Department – which shall schedule a hearing within ten (10) calendar days of the filing of the grievance.
6. The Administration, through the President/Rector or his delegate, shall be invited to issue a written response to the grievance, to be in the hands of the grievant and the committee members within the time specified above for the scheduled hearing.
7. Both the grievant and the Administration shall have the option of being represented at the hearing by one additional party on each side.
8. Having considered the written and oral evidence, the committee may request any other information it deems necessary or helpful before reaching a decision.
9. After all necessary information has been received, but in no case any later than fifteen (15) calendar days after the date of the hearing, the committee must make a recommendation in writing concerning the grievance to the grievant, the President/Rector, and the Board of Trustees.
10. The committee Chairperson shall keep minutes at the hearing and these minutes, as well as all pertinent documentation, shall be kept on file.
11. The President/Rector shall, at his earliest convenience, consider the recommendations of the committee

12. Should the President/Rector decide to accept this recommendation, the case will be considered closed *ipso facto*.
13. Should the President/Rector decide not to sustain the recommendation of the committee, he shall send his objections, in writing, back to the committee, with copies furnished to all parties.
14. The committee shall then reconsider the case and render a decision within fifteen (15) calendar days of receiving the communication of the President/Rector.
15. This decision, with copies to all interested parties, shall be forwarded immediately to the President/Rector who shall render a definite decision within five (5) calendar days. This definite decision closes the case.

3.8.5 Reporting Misconduct

SPSU requires the highest standards of professional, spiritual and personal conduct by its Faculty, staff, and students. These standards are uncompromising, and it is the duty and responsibility of all Faculty members to promote and maintain these principles. Notwithstanding our goals, from time to time the Faculty may become aware of instances of serious misconduct on the part of other Faculty members, students or staff. Such misconduct, which is not condoned at SPSU, may range from cheating, to the use of illegal drugs, to improper sexual actions, or to any other inappropriate behavior. In the case of the Faculty, it may also include instances of professional or spiritual malpractice, e.g., providing incompetent spiritual guidance or teaching at an inappropriate level of professional excellence.

3.8.6 Administrative Responsibility for Handling Cases of Misconduct

The President/Rector and, in his absence, the Vice-Rector, has the duty and responsibility of handling certain instances of reported misconduct by students, Faculty, or staff members. While in many instances he will have the duty and authority to resolve situations of alleged misconduct on his own, in cases of serious misconduct, he should notify the Archbishop and the Provincial Superior of the situation.

Cases of serious misconduct shall include the following:

1. Cases that could lead to adverse public relations for SPSU
2. Cases that pose the risk of an adverse financial result to SPSU
3. Cases involving the need to make personnel decisions affecting Sulpicians

The legal implications of all instances of serious misconduct should be examined, and in such cases the Provincial, the President/Rector or Vice-Rector should contact SPSU's attorney.

3.8.7 Sexual Harassment by a Priest or Other Member of the SPSU Community

3.8.7.1 General Policies

No member of the SPSU community may sexually harass another. Any employee or student will be subject to disciplinary actions for violation of this policy.

Society today recognizes incidents of sexual misconduct by priests and other employees of the Roman Catholic Church as the cause of severe spiritual and emotional harm. SPSU is committed to addressing this problem not only as an educational institution and an employer but also as a bearer of the Gospel message of reconciliation and healing. SPSU values open communication and dialogue with the community

concerning sexual abuse by any member of the SPSU community, within the confines of respect for the privacy of the individuals involved.

Sexual misconduct by a priest is contrary to Catholic moral teaching and a violation of Canon 277 of the Code of Canon Law. Sexual misconduct abuses the power and authority of the pastoral role committed to the priest and violates the rights and dignity of the persons affected by such misconduct. Sexual misconduct with a child (in California a person under 18 years of age) or a vulnerable adult inflicts special grave harm upon the victim and subjects the perpetrator to both criminal prosecution and civil liability.

Human progress is measured, among other things, by “the increasingly mature recognition of the purpose of work and increasingly universal respect for the rights inherent in work” (*Laborem exercens*, 18). Among these rights is respect for the integrity and privacy of the person in the workplace. SPSU acknowledges and protects this right and, therefore, does not tolerate any sexual harassment. SPSU employees are expected to foster a working environment in which no person experiences “a lowering of dignity” owing to sexual harassment and everyone is free to be a productive, collaborative member of the SPSU community.

3.8.7.2 Sexual Harassment Definitions

- Sexual activity, consensual or non-consensual, with, or harassment of, a child, (a person under 18 years of age) or a vulnerable adult (a person 18 years of age or older whose mental, physical or emotional function is impaired and makes them unable or unlikely to report abuse without assistance). Non-consensual sexual activity with or harassment of an adult of either sex.
- Consensual sexual activity with an adult of either sex which adversely affects the spiritual and psychological health of the adult, the ministry of the priest, or the reputation of the Church.

3.8.7.3 Misconduct Involving Suspicion of Abuse of Minors

All SPSU personnel, employees, and volunteers must read and acknowledge the Archdiocese of San Francisco Policies and Procedures concerning the prevention and reporting of childhood sexual abuse before commencing their appointments. Where an incident involves a suspicion of abuse of a minor (by any person, whether seminarian, staff, Faculty or any other person), the reporting person shall immediately contact the local police and/or child protective services as set forth in the Archdiocesan policy handbook, and then report the matter directly to the Archdiocesan Victim’s Assistance Coordinator and the President/Rector. This duty of reporting cannot be delegated to others.

Instances of suspected child abuse are to be reported by Faculty members (and students assigned to parishes as teachers/teachers' aides) to child protection agencies as required by law. Members of the Archdiocese of San Francisco Team responsible for investigating instances of child abuse and sexual misconduct involving adults are also to be notified immediately. The President/Rector will retain a current list of the names of such Team members.

Faculty members shall promptly report any suspected misconduct by a member of the Faculty, to the President/Rector. Where a Faculty member is the subject of a report of serious misconduct, the president/Rector shall make a report to the Provincial Superior and the Archbishop. In the absence of the President/Rector, the initial report shall be made to the Vice-Rector. The individual receiving the report shall confer with the Faculty member who is the subject of the report.

Allegations of a serious nature shall also be reported by the President/Rector, the Vice- Rector, or the Provincial Superior to the Society's attorneys and to SPSU’s legal counsel for advice and guidance.

Reports, whether written or oral, are to be treated as confidential and private, and wherever possible, measures shall be taken to insure the confidential nature and privacy of the individuals involved. Where appropriate, a record of the report and its resolution may become a part of the individual's permanent file.

Any questions concerning this policy should be directed to the President/Rector.

3.8.7.4 Misconduct Not Involving Minors

It is the duty and responsibility of Faculty members to promptly report suspected misconduct by a student to the President/Rector, or in his absence, the Vice-Rector. The President/Rector may then choose to discuss the report with the student's advisor. In particularly serious situations, the matters shall be referred to the Provincial Superior and the Archbishop.

Faculty members are obligated to report promptly any suspected misconduct by a member of the non-teaching staff directly to the President/Rector.

Sexual harassment is illegal under both California and federal law. All reported incidents of sexual harassment will be promptly and thoroughly investigated, and all substantiated acts of sexual harassment will result in immediate and appropriate corrective actions, up to and including immediate dismissal. Confidentiality will be maintained in any reported case of sexual harassment.

The Faculty, staff, administrators and students of SPSU are responsible for maintaining a working and learning environment free from sexual harassment. It is the duty of each Faculty member, employee, and student to become fully informed of the provisions of this policy and ensure individual compliance. Any supervisor to whom harassment is reported or who becomes aware of harassment by a co-worker or subordinate is responsible for taking immediate steps to end the discriminatory practice and/or for reporting the harassment to administrators with authority to take such action.

The following options are available to those who believe they have been subject to sexual harassment:

1. Any Faculty member who believes that he/she has been subject to sexual harassment should report the incident immediately to the Academic Dean and/or to the Office of Human Resources. If the Academic Dean is involved in the harassment, the violations should be reported to the President/Rector.
2. Students should report incidents of sexual harassment to the Dean of Men.
3. Reports may be verbal, but written statements may later be taken in an effort to protect the rights of the individual alleging to be harassed.
4. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he/she has been subject to sexual harassment.
5. All SPSU employees are bound by the Archdiocese of San Francisco Policy Against Harassment

3.8.8 Computer Policy

The use of computers and the Internet must give faithful witness to Christian practices and be consistent with the mission and values of Jesus Christ and His Church. All members of the SPSU community need to be aware that they are vulnerable to use the Internet in ways which contradict the Christian life especially with images of pornography and the objectification of the human person.

The computer usage policy of SPSU states that computers and technological resources may not be used for illegal or unethical purposes. This applies to all computers and computer equipment, including those which

are used on Seminary property but not owned by the Seminary. All computers accessing the Internet through the Seminary's network are monitored. Examples of unacceptable or illegal or unethical purposes include, but are not limited to, the following:

- Viewing, collecting or distributing inappropriate material, including pornography, anti-religious, racist or other hate sites
- Harassment of other users
- Libeling or slandering other users
- Disruption or unauthorized monitoring of electronic communications
- Unlicensed copying of copyright-protected material
- Reading or attempting to read another person's electronic mail or protected files
- Stealing or attempting to steal another person's computer passwords
- Hacking computers or tampering with others' software
- Conducting business or commercial enterprises using the educational status of the Seminary

No person under 18 years of age may use a computer on SPSU grounds unless that person has permission from the appropriate administrative authority and has appropriate supervision. Violations of SPSU computer usage policy may result in disciplinary or legal action.

Computer and office automation equipment leased or owned by SPSU and purchased time sharing services, may be used only to conduct SPSU business. SPSU computers may not be used to develop programs for outside use. Computer software developed by employees or contract personnel on behalf of SPSU, or purchased for the use of the SPSU, is SPSU property and may not be sold or distributed to outsiders unless authorized in writing by the President/Rector.

Contracts with vendors or proprietary software packages clearly define the limits of their use. Employees are forbidden to copy or use software contrary to the contract's provision. Products purchased and/or leased to run on a specific central processor may not be copied or run on additional processors until an agreement that provides for such usage is obtained from the vendor. Personal computer software products may not be copied except to the limit provided by the vendor's contracts (e.g., a backup copy for protection).

SPSU reserves the right to examine Faculty, staff and student computer files and usage information in those rare instances where it is deemed necessary to do so, by the Rector or his designee, to protect the safety, health or welfare of the community or assure conformity with applicable norms of conduct. Access to the Internet on the seminary's systems may not be used to transmit, retrieve or store any type of communication, message, image or material that is illegal or contrary to SPSU's policy of professional conduct.

3.8.9 Policy on Use of Video Cameras During Ceremonies

No large video cameras are allowed in the sanctuary of the seminary, or in its main aisle, at the celebrations of Candidacy, Ministries and Ordinations. All cameras must be lodged in the back or sides of the chapel. The seminary allows only one person to have responsibility for videoing these liturgical ceremonies.

3.8.10 Non-Smoking Policy

Smoking is prohibited in all indoor areas of the Seminary. Anyone wishing to smoke must do so outside, at least 20 feet from any building.

3.8.11 Policy on Drugs and Alcohol

SPSU recognizes that the abuse of alcohol and other drugs is a threat to the health and welfare of the entire community. Students, staff and Faculty have a mutual interest in maintaining an environment that encourages intellectual, social, and, personal growth in a Christian atmosphere. The abuse of alcohol or the promotion and use of illicit drugs are not compatible with such an environment. SPSU also recognizes that alcoholism and drug addiction are illnesses and should be treated as such. For this reason SPSU following policy on Alcohol and controlled substances.

1. SPSU is and intends to remain a drug-free environment. The Seminary strictly prohibits the unlawful manufacture, distribution, dispensing, sale, possession or use of controlled substances and will take appropriate action in accordance with local, state, and federal laws against any member of the SPSU community who violates this prohibition, up to and including termination for just cause.
2. SPSU has voluntarily registered its compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), which requires institutions of higher education to make efforts in good faith to establish a drug-free environment.
3. As a condition of employment, employees will notify the Administration of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

3.9 BENEFITS FOR FACULTY AND ADMINISTRATORS

3.9.1 *Social Security*

SPSU comes under the provisions of the Federal Government regarding social security.

3.9.2 *Medical Insurance*

All Faculty members and administrators who meet the eligibility requirements can participate in medical programs offered by the Archdiocese of San Francisco through SPSU. The number of programs offered and carriers may change from time to time as necessary to accommodate changes in the insurance market. Additional information can be obtained from the Office of Human Resources.

3.9.3 *Dental Insurance*

All Faculty members and administrators who meet the eligibility requirements can participate in a dental program offered by SPSU. Additional information can be obtained from the Office of Human Resources.

3.9.4 *Jury Duty*

- Faculty who are summoned for jury duty will receive their regular compensation.
- Faculty are authorized to accept the fees ordinarily paid to a juror.

3.9.5 *Retirement Policy*

In accordance with federal law, there is no mandatory retirement.

3.9.6 *Vacation*

All administrators, beginning with completion of one month through completion of their tenth year, receive 15 working days of vacation each year (1.25 days per month of employment). Beginning with eleventh year and thereafter they receive 20 working days of vacation each year (1.66 days per month of employment). Additional information can be obtained from the Office of Human Resources.

3.9.7 *Sick Leave or Bereavement Leave*

Full-time Faculty and administrators are eligible for sick leave in case of personal illness, family illness, death of a relative or other temporary disability (for example, injury or pregnancy) such that they cannot perform the normal duties of their position. Additional information can be obtained from the Office of Human Resources.

3.9.7.1 The Family and Medical Leave Act (FMLA)

In accordance with federal FMLA requirements, SPSU will provide up to 12 weeks of unpaid leave to any FMLA qualified full-time employee for the following reasons:

1. the birth of the employee's child or the need to care for such a child
2. a child's placement with the employee for adoption or foster care
3. to care for a spouse, child or parent (but not parent-in-law) who has a serious health condition
4. the employee's own serious health condition

Upon returning from FMLA leave, employees will be restored either to their old positions or to an equivalent position. Additional information, clarification of definitions, and other procedures and regulations as they apply to Faculty and administrators under FMLA can be obtained from the Office of Human Resources.

3.9.7.2 Faculty

- Requests for disability leave must be accompanied by a physician's statement of the diagnosis, prognosis and probable length of such incapacity
- Nine days of sick leave is accrued by full-time Faculty for each year of service
- If illness interferes with teaching duties, the full-time Faculty member will notify the Academic Dean as soon as possible of the expected duration of the leave-of-absence so that appropriate arrangements can be made
- If the absence is for more than 3 working days, the Faculty member may be required to send to the Academic Dean a doctor's certificate verifying the absence due to illness
- If the absence is more than a week, the Faculty member needs to contact the Office of Human Resources and apply for a Family Medical Leave
- All medical information related to the medical condition of the Faculty member will be kept in the Office of Human Resources and will not be shared with third-parties except as necessary for the Administration of benefits claims

3.9.7.3 Administrators

- Full-time administrators accrue sick leave at the rate of .75 days per month of continuous employment up to a maximum of 15 working days. No compensation is given for unused sick leave upon resignation or termination
- Personal or family illness is a reason for absences that should be charged to sick leave.
- Administrators may be required to furnish a physician's statement concerning the nature of the illness if absent for 3 or more consecutive days. Such statement needs to be forwarded to the Office of Human Resources. It will not be shared with any third-party except as necessary for the Administration of benefits claims
- Sick leave should be reported to the Office of Human Resources on a time sheet at the end of the pay period during which sick leave was taken

3.9.8 Short-Term Disability for Administrators

Information can be obtained from the Office of Human Resources regarding short term disability for full-time benefit-eligible administrators

3.9.9 Workers' Compensation

- Employees of SPSU are covered under the California Workers' Compensation Act in accordance with the laws of the State of California. This insurance covers medical expenses and may cover limited wages for occupational injuries that occur during working hours in the course of employment
- All work-related injuries need to be reported to the Office of Human Resources as soon as they occur

3.9.10 Exit Interview

Upon retirement, resignation or termination of employment from SPSU, all full-time Faculty and administrators must participate in an exit interview with the Human Resources Department.

3.9.11 Pay Periods

Employees are paid on the 15th and last day of the month. When the 15th or last day of the month falls on a weekend, employees will be paid on the Friday preceding payday. When the 15th or last day of the month falls on a Holiday, employees will be paid on the last business day preceding the Holiday.

SPSU encourages Faculty and administrators to institute direct deposit of their paychecks into a bank account of their choice. More information on the direct deposit program can be obtained from the Office of Human Resources.

3.10 INSTITUTIONAL SERVICES FOR FACULTY MEMBERS

3.10.1 Mailboxes

Each Faculty member has a mailbox located in the front office. Each Faculty member will be given a key to the mail closet, as well as a front door key. The latter will open any external door of SPSU.

3.10.2 Faculty Lounge

The key that opens the Faculty mail closet will also open the Faculty Lounge (Room B-109). All Faculty members are welcome to use this lounge.

3.10.3 Photocopies

Two photocopy machines are available to all Faculty members. One is located in the library. Charges for photocopies should be noted in the appropriate section of the notebook kept by the copier. A second machine is located in the Main Office. Faculty members may leave materials to be copied with the Director of Hospitality who arranges the copying schedule.

3.10.4 Telephone

The seminary provides telephone service to each Faculty office. Phones in each residential Faculty suite are intercom phones that do not include an outgoing line. Faculty members in residence must make their own provisions for private telephone service.

3.10.5 Meals

Whenever business requires the presence of a non-resident Faculty member at the seminary, that Faculty member is welcome to take meals at the seminary. Lunch is available in the cafeteria. Full-time Faculty may also take supper in the Faculty dining room, but they should notify in advance the Sister in charge of the dining room.

3.10.6 Facilities Operations

The Maintenance and Facilities Department is responsible for building and grounds maintenance, pest control, utility operations, construction and remodeling. The Hospitality Office is responsible for housekeeping, the front office and guest relations. Faculty members should direct all requests for routine service to the Director of Hospitality (ext. 101).

Faculty members should report any building or campus problems to the Maintenance and Facilities Supervisor as promptly as possible. Emergency service after normal hours can be requested by calling the Dean of Men.

3.10.7 Campus Security

Every student, Faculty member and staff member has an obligation to cooperate in maintaining the security of SPSU. The principal way to help preserve the security is to make sure that doors are closed and locked at the appropriate times. In addition, if anyone observes someone on the property who does not seem to belong, this fact should be reported to the President/Rector, the Vice Rector, or the Maintenance and Facilities Supervisor.

In the event that someone witnesses a crime being committed on campus, the crime should be reported to the President/Rector or the Vice Rector who, in turn, will take proper measures. If the crime is of a very serious nature and neither of the above is available, the Provost, Dean of Men, or the Academic Dean should be contacted and police will be called.

IV. LIBRARY HANDBOOK

4.1 Introduction

The Carl Gellert and Celia Berta Gellert Foundation Memorial Library (Gellert Library) is located on the first floor and basement of the C Wing (East). It houses more than 150,000 bound volumes plus 5,000 volumes of bound periodicals. There is seating for 70 patrons at tables, carrels, and lounge chairs. There are eight desktop computer stations and Wi-Fi is available for laptop, tablet, and mobile device use throughout the facility. Additionally, as a community center for the Seminary, the library offers three restrooms, a drinking fountain, and an informal board game collection.

4.2 Hours

When classes are in session at either St. Patrick's Seminary or Fuller Theological Seminary's Northern California campus, the library is open Monday through Thursday from 8:00 AM to 6:30 PM, Friday 8:00 AM to 4:00 PM, and Saturday 10:00 AM to 4:00 PM. At least one librarian is on duty during these hours except for the lunch hour, between 12:00 PM and 1:00 PM. Additionally, the library is open from 6:30 PM to 9:00 PM Monday through Thursday and Sunday from 11:00 AM to 4:00 PM. Although a librarian is not on duty during these hours, a member of the Seminarian Library Team (a work-study program) is present to assist patrons wishing to borrow materials. Faculty and key holding seminarians are permitted to use the library facilities outside of the above hours, but materials may only be borrowed during the posted hours. When classes are not in session at either SPSU or Fuller, the library is open five days a week, Monday

through Friday, from 8:00 AM to 4:00 PM. Current hours are posted on all library entrances, noticeboards for SPSU and Fuller, and the library's website. One-time and permanent alterations to the operating hours will be communicated as far in advance as possible.

4.3 *Catalogs*

The book collection of the Gellert Library may be searched via online catalog (<http://books.stpsu.org/>) and card catalog. The online catalog does not require a password and may be searched from anywhere with an Internet connection. At this time, some parts of the collection accessioned prior to 1992 may only be findable through the card catalog, although the online catalog will soon contain the records of the entire library collection and is the preferred method for discovering library materials.

4.4 *Circulation*

The students, Faculty and staff of SPSU and Fuller Theological Seminary (Northern California) may borrow library materials. Local clergy, members of fellow Catholic institutions, students of the Graduate Theological Union in Berkeley, and students of the Christian Leadership Institute in Sunnyvale may also borrow materials with authorization from the librarian. SPSU students, Faculty, and staff may borrow materials by presenting their seminary ID card to a member of the library staff. All other borrowers may apply for a library card upon their first borrowing of materials. All materials to be borrowed should be presented to a member of the library staff or the work-study seminarian on duty ("self checkout" is not available at this time). The loan period for books and multimedia materials are as follows, in order of precedence:

1. SPSU Faculty: 1 year
2. Students (SPSU): 8 weeks
3. Fuller (Students and Faculty): 5 weeks
4. All Other Users: 4 weeks

Materials may be renewed for an additional borrowing period (effective from the date of the renewal request) unless the item has been requested by another patron. Patrons may initiate renewals and review their accounts by clicking the "My Account" link in the online catalog.

To ensure borrowed materials are properly returned to the library collection upon completion of use, they must be returned via book drop, either through the indoor slot by the circulation desk or the outdoor box located by the library's main entrance. Books not placed in one of these book drops may remain on the patron's record and will continue to be considered on loan to the patron.

Any book in circulation may be recalled immediately for course reserve or for an individual after the designated borrowing period has elapsed. A borrower may request an item checked out to another patron (place a "hold"), and the item will be routed to the requesting patron upon the return of the item. Additionally, patrons may request materials currently on the shelf (not checked out) to be collected by the library staff and held for pickup within one week of the request.

The patron is responsible for all books and other material checked out of the library and will be expected to replace or provide financially or in-kind for the replacement of any lost, misplaced, or damaged items.

4.5 *Hold Shelf*

The hold shelf serves as the collection point for all hold types (on shelf requests and requests for materials checked out to another patron), including received interlibrary loan items. Library materials may be set aside for patron pickup within one week of the hold request being filled by the library staff. Materials are not checked out to the patron until the time of pickup, except for interlibrary loans (see section below).

4.6 *Course Reserves*

Books and other materials required for seminary courses may be placed on reserve by Faculty members. Since these titles are in demand for intensive use by many students, the materials are restricted to library use only. Course reserve books may only circulate with the express permission of the course instructor and library staff and should be returned directly to a librarian upon completion of use.

4.7 *Interlibrary Loans*

Interlibrary loan services are available to all library patrons. If the library does not have a needed item, an interlibrary loan request should be made to the librarian, using either a paper form (available at the circulation desk) or the online form available from the online catalog. Depending on the location of the lending library, patrons should allow a minimum of one to two weeks to obtain an item. Current editions of textbooks, newly-released titles and video/multimedia are typically not loaned from other libraries and should not be requested via interlibrary loan.

Interlibrary loan items are checked out upon receipt by the library and the due date is established by the lending library. If a patron wishes to renew an interlibrary loan, he or she must inform the librarian one week before the item is due so the librarian may secure permission from the lending library. The patron must see that the item is returned to the Gellert Library (NOT the lending library) by the due date. Delinquent borrowers may be asked to pay fines assessed by the lending library.

Periodical and reference resource (e.g. encyclopedia, dictionary) articles may be requested in the form of photocopies, rather than a physical loan, as these materials typically do not circulate from libraries. Photocopied material does not need to be returned to the library.

4.8 *The Graduate Theological Union*

The Graduate Theological Union (GTU) is a consortium of seminaries and religious institutes in Berkeley. The Flora Lamson Hewlett Library serves as a common library for these institutions, containing a majority of their theological resources and producing a distinguished theological collection. Students and Faculty of St. Patrick's Seminary may elect to borrow books directly from the GTU Library in lieu of initiating an interlibrary loan. If visiting the GTU, please be prepared to show seminary ID to initiate borrowing privileges.

4.9 *Periodicals*

The print periodical collection of the library is composed of the 120 periodicals currently received by the Library, as well as a substantial collection of titles which are no longer being published or are not currently being ordered. Religion and philosophy titles constitute the majority of the collection, but periodicals dealing with other areas of the curriculum may also be found. Current periodicals are displayed on the display racks in the reference room, with back issues and bound volumes shelved in the periodical stacks (located in on mezzanine and basement levels) in alphabetical order.

Most of the library's periodicals are indexed by either the ATLA Religion Database or the Catholic Periodical Literature Index. Additionally, the online databases may either link to or directly provide access

to an additional number of electronic journals, many of which are not available from the library's print collection.

Periodicals are for library use only, and do not circulate outside of the library, though photocopies may be made for personal use in compliance with current copyright law.

4.10 Audiovisual Materials

The library owns approximately 325 DVD's and 100 CD's. All titles are searchable via the online catalog and may be borrowed for the same length of time as books. Audiovisual materials are shelved on the first floor in acquisition order. Cameras and video accessories (e.g. tripods, projectors) are also available for checkout and should be requested through a member of the library staff. The library is also home to the Seminary's Proclamation Lab, which features state-of-the-art recording and playback equipment to help seminarians practice and refine their homiletic skills.

4.11 Computers & Internet Access

To use the Internet via the library's desktop computers or the Wi-Fi networks (for laptops), non-SPSU patrons should request a username and password from the library staff or work-study seminarian on duty. SPSU patrons can access the internet with credentials provided by the Seminary.

4.12 Photocopies, printing and scanning

Multifunction machines on each floor of the library are available for the printing, copying and scanning needs of the all library patrons. Printing and copying cost 5 cents per page. Scanning a file to e-mail is free of charge. The librarians and seminarian support staff are available to help patrons using the machines.

4.13 Databases

The library currently subscribes to the following full-text databases: ATLA Religion Database with ATLASerials, EBSCO Religion & Philosophy Collection, ProQuest Religion and Gale/Infotrac Religion & Philosophy. These databases offer direct access to a variety of electronic journal resources. Additionally, the library subscribes the following databases: the Catholic Periodical Literature Index, Philosopher's Index, Old Testament Abstracts, and New Testament Abstracts. These databases primarily provide indexing services for the library's print collection as well as citation data for use in interlibrary loan requests. The databases may be accessed from any of the SPSU networks without a password and are intended for the use of the SPSU community only. Students from other schools should access the databases provided by their institutions.

4.14 Free Materials

The table in front of the library director's office holds books that are free to the seminary community due to duplication in the existing collection or because the materials are outside the scope of the library's collection. They do not need to be checked out.

The SPSU Faculty Handbook will be updated once a year prior to April 30 and voted on by the faculty assembly. If approved by the faculty, it will be voted on by the trustees at their May meeting. References in faculty contracts each year will be the most recently approved SPSU Faculty Handbook. A comprehensive revision of the handbook will be undertaken by a faculty committee every six years.