

FACULTY MANUAL “MINOR CHANGE” AMENDMENTS (SPRING 2024)

Sec. IV, Paragraph 2 (p.50) of the *Faculty Manual* (2021 edition):

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

Accordingly, the Committee has identified the modifications of the 2023 *Manual* detailed herein for inclusion when the substantive Spring 2024 amendments are adopted by the Board of Trustees. The 2024 edition of the *Manual* will reflect both types of amendments, with the changes made by the Committee documented on the [Faculty Manual website](#).

Joint Faculty Senate/Provost Committee on *The Faculty Manual*:

Miriam Joseph, PhD, MLS – Special Assistant to the Provost [Chair]*

Chris Rollins, JD – Faculty Senate President

Terry Tomazic, PhD – Faculty Senate Past President

Kris L'Ecuyer, PhD, RN, CNL – Faculty representative appointed by the Faculty Senate Executive Committee

Julie Howe, MBA, RHIA, D-ABMDI – Faculty representative appointed by the Faculty Senate Executive Committee

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

Danielle Uy, JD – Vice President and General Counsel*

*University Administration Representatives

ITEM #1

Sec. II.2.a. Dean (p.5) → Second full paragraph

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

EXPLANATION:

The parenthetical text reflects the fact that the Dean of the School of Medicine does not report to the Provost.

ITEM #2**Sec. II.F. University Board and Committees (p.8) → Last sentence**

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

EXPLANATION:

Delete this sentence as boards and committees with FSEC-nominated faculty appointees are noted on the web pages of the pertinent entities.

ITEM #3**Sec. III.B.1. Regular Appointments (p.9) → Paragraph 1, Second to last sentence**

...The type of faculty position and rank offered a new faculty member must be in accord with the descriptions in Secs. III.D and III.F. Copies of employment offers and commitments affecting the terms of employment must be sent promptly to the ~~University Committee on Academic Rank and Tenure~~ **Office of Faculty Affairs in the Office of the Provost**. Comprehensive guidelines for faculty recruitment and hiring are available on the website of the Office of the Provost.

EXPLANATION:

The change reflects long-time practice. Note: The last sentence remains intact as revision of faculty recruitment and hiring guidelines is pending and will again be posted on the website of the Office of the Provost.

ITEM #4**Sec. III.B.4. ~~The~~ Graduate Faculty (Page 11) → Heading****EXPLANATION:**

Eliminate "The" in the heading so it refers more generally to graduate faculty. The provision itself needs no change.

ITEM #5**Sec. III.D.1. Tenure-Track and Tenured Faculty (Page 11) → Paragraph 3**

The University upholds the value...In those rare cases where a senior appointee is hired with tenure, the Provost will ensure that appropriate faculty review has been obtained prior to authorizing the appointment, ~~and will transmit this information to the University Committee on Academic Rank and Tenure.~~

EXPLANATION:

Eliminate this text because the UCART has no role in faculty hiring.

ITEM #6**Sec. III.D.1. Tenure-Track and Tenured Faculty (Page 12) → Paragraph 2, Last sentence**

Subject to the qualifications noted below... The Provost will forward a copy of the written approval to extend the probationary period to the Dean or comparable administrator ~~and the University Committee on Academic Rank and Tenure.~~

EXPLANATION:

Eliminate this text because this documentation is included in P&T dossiers.

ITEM #7**Sec. III.E.5. Adjunct Faculty (p.18) → Last sentence**

Each College or School establishes procedures for applications for advancement by adjunct faculty members...The final decisions rest with the Provost, ~~who notifies the University Committee on Academic Rank and Tenure of the decisions.~~

EXPLANATION:

Eliminate this text because the UCART is not involved in reviewing adjunct faculty promotion applications.

ITEM #8**Sec. III.I.1. Contract Status (p.35) → Last paragraph of section**

Tenure-track ~~faculty, tenured,~~ and non-tenure-track faculty members ... or other opportunity.

EXPLANATION:

Change clarifies that this provision applies to tenured faculty as well as TT and NTT faculty.

ITEM #9**Sec. III.I.9.b.3. Grievance Process (p.45)**

A faculty member who believes that they have cause for grievance in situations of nonrenewal of contract, a serious sanction, or termination has no recourse under this *Manual* other than to follow the procedures in Secs. III.I.65, III.I.7, and III.I.9, respectively.

EXPLANATION:

Typo correction; should be III.I.5.

ITEM #10**Sec. III.I.10.c.2. Contract Rules: Grievances and Appeals: Limitations of Authority (p.46) → Professional Relations Committee (Paragraph 4)**

The Professional Relations Committee has no authority to set aside the factual findings and determinations by ~~the vice president of compliance and ethics, vice president of research, or the vice President for medical affairs/Dean of the School of Medicine, when interpreting the current COI policy (Individual Outside Interest Policy) conflict of interest policies~~ in making a recommendation to the Provost. However, sanctions imposed upon a faculty member for failure to adhere to decisions that proceed from a conflict of interest review are grievable.

EXPLANATION:

The Provost's Committee on Conflict of Interest no longer exists, and oversight of the current COI policy ([Individual Outside Interest Policy](#)) rests with the VP of Compliance and Ethics, the VPS for Research, and the VP for Medical Affairs/Dean of the School of Medicine. Reword to acknowledge the roles of these University officials. Also, instead of referencing the "current COI policy" and naming it, refer to COI policies generally to avoid having to make future changes to this text.

ITEM #11**Update these outdated references to "Office of the Vice President for Research" from "Research Services Administration"**

- p.22 – Research and Scholarly Activity – Paragraph 3, Last line
- p.23 – Research and Scholarly Activity – Paragraph 4, Last line
- p.24 – Extramural Activities – Full paragraph 1, Last line

ITEM #12**Revise these academic unit references.**

- P.13 – Non-Tenure-Track Faculty – Paragraph 1, Line 8
 - Change "Law School faculty" to "School of Law faculty"
- p.44 – Professional Relations Committee – Section (6)
 - Change "Parks College of Aviation, Engineering and Technology" to "School of Science and Engineering"

ITEM #13**Update these outdated policy titles/references to these policies, etc.**

- P.8 – Regular Appointments – Paragraph 2
 - Change “Equal Employment Opportunity Policy and Affirmative Action Plan” to “*Equal Employment Opportunity and Affirmative Action Policy*”
- P.22 – Research and Scholarly Activity – Paragraph 3, Last sentence
 - Change “In furtherance of these principles, the University has adopted its *Policy on Conflict of Interest* and *Effort-Reporting Policy*, both of which are available on the website of the Office of Research Services Administration.” to a more general reference to COI policies, i.e., “...the University has adopted conflict of interest policies and the *Effort Reporting Policy* which are available on the Office of the Vice President for Research website”
- P.22 – Research and Scholarly Activity –Paragraph 2, Last line
 - Delete “In furtherance of these principles, the University has adopted a *Research Integrity Policy*, which is available on the website of the Office of Research Services Administration” because this policy is no longer available
- P.23 – Extramural Activities – Paragraph 4, Line 2
 - Change “Unless specifically required by statute, governmental guidelines, or the University policy on conflict of interest, when...” to “Unless specifically required by statute, governmental guidelines, or University policies on conflict of interest...” because there are several COI policies
- P.24 – Extramural Activities – Full paragraph, Last sentence
 - Change “*Policy on Private Use of Saint Louis University Research Facilities*” to “*Private Use of Saint Louis University Research Facilities Policy*”
- P.25 – Professional Activities – Paragraph 3, Last sentence
 - Delete “The *Faculty Handbook for the Preparation and Submission of Proposals for Extramural Support* is available on the website of the Office of Research Services Administration” because this document is no longer available
- P.27 – Privacy – Paragraph 1
 - Change “The University’s *Information Technology Services Appropriate Use Policy* to “*Saint Louis University Information Technology Appropriate Use Policy*”
- P.37 – Nonrenewal of Contracts – Paragraph 3, Line 4
 - Change “University’s Director of Institutional Equity and Diversity” to University’s Director of the Office of Equal Opportunity and Title IX”
- P.42 – Procedures for Termination – First full paragraph, Line 8
 - Change “sexual misconduct policy or harassment policy” to “sexual misconduct or harassment policies” because multiple policies address aspects of these issues

- P.43 – Sanctions (9a), Line 16
 - Change “University’s *Policy on Harassment*” to “University’s harassment policies” because multiple policies address aspects of this issue

- P.46 – Limitations of Authority (c.2) – Last Paragraph
 - Change “The Professional Relations Committee...in accordance with the current research integrity policy (available from the website of the Office of Research Services Administration)” to “The Professional Relations Committee...in accordance with the *Responding to Allegations of Research Misconduct Policy* (available from the website of the Office of the Vice President for Research)”

ITEM #14

Modify gender-inclusive language throughout the text, e.g., “his/her” and “s/he” to “they/their” and “emeriti/ae” to “emeriti”

ITEM #15

Modify hyphenation of terms “tenure-track” and “non-tenure-track” for consistency throughout the text when used as an adjective
