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INTRODUCTION

Mission Statement
From its establishment as a free-standing seminary in 1923 by the Archdiocese of New Orleans, Notre Dame Seminary has as its primary mission the preparation of men for the ministerial priesthood in the Roman Catholic Church. The seminary, through an integrated and balanced program of priestly formation, seeks to prepare competent pastors for the Church in the Spirit of Jesus Christ, the Good Shepherd. Additionally, in order to foster a broader outreach in service to the needs of the local Church, the seminary offers educational and formational opportunities to other applicants.

As a graduate school of theology, the seminary offers those preparing for the priesthood a Master of Divinity degree program of study. A pre-theology program is also offered to prepare seminarians for entry into this graduate theology program. Additional degree programs are offered to applicants seeking to deepen their understanding of the Catholic intellectual tradition for leadership in the Church.

While primarily preparing men to serve as priests in the southern region of the United States, Notre Dame Seminary participates in the missionary activity of the Church by promoting a spirit of mission among its candidates for priesthood and by assisting certain missionary dioceses in other areas of the world.

Memberships
Notre Dame Seminary is a member of the American Catholic Philosophical Association, the Association for Clinical Pastoral Education, the Association of Theological Field Education, the Catholic Association of Teachers of Homiletics, the Federation of Seminary Spiritual Directors, National Association of Independent Colleges and Universities, the National Catholic Education Association, the Midwest Association of Theological Schools, and the Society of Christian Ethics.

Respect for Equality
Notre Dame Seminary adheres to the principle of equal educational and employment opportunities without regard to race, sex, color, creed, age or national origin. This policy extends to all programs and activities supported by the seminary. In addition, Notre Dame Seminary conscientiously seeks to comply with all applicable legislation concerning nondiscrimination in employment practices and in development of personnel. This pertains to the protection of faculty and student rights of privacy and access of information concerning accommodations for the handicapped.

Bearing in mind that language reflects, reinforces and creates social reality, the seminary expects class conversation and written work to employ language that respects the equal dignity and worth of all human beings. Notre Dame Seminary believes in the equality of all people and respects the dignity of people from all races, cultures, religions and ideological preferences.
ADMINISTRATION AND ORGANIZATION

Notre Dame Seminary
Organizational Chart

**Governing Board**

**Board of Directors**
Notre Dame Seminary, its’ property and buildings, belong to the Archdiocese of New Orleans and are subject to its Corporation and to the Board of Directors for ownership, capital improvements, and disposition of title. The Corporation of the Archdiocese of New Orleans, with the Archbishop of New Orleans as President, exercises fiscal and titular responsibility over Notre Dame Seminary, which was incorporated in 1948 by the State of Louisiana and by an act of the state legislature (Act 136, House Bill 832) authorized to grant degrees.
The members of the corporation are the Archbishop or administrator of the Archdiocese of New Orleans and such other persons as may be designated by the Chancellor (Archbishop). The officers are three: President, Vice-President, and Secretary-Treasurer.

**Board of Trustees**

In January 1970 a charter was granted to Notre Dame Seminary by the State of Louisiana for operation of the institution by a Board of Trustees, including ex-officio the Archbishop of New Orleans as President, a Vicar General of the Archdiocese, the Rector-President of Notre Dame, and other appointed members for an aggregate of 15 trustees. The Board of Trustees is to establish, conduct and maintain a seminary, college, and/or university, to further advance the cause of education, to promote and disseminate the study and knowledge of philosophy and theology.

In 1975 the charter was amended so as to officially designate the Archbishop of New Orleans as Chancellor of the Seminary. It was revised again in 1995 designating the Archbishop as ex-officio Chairperson of the Board of Trustees, and emphasizing the requirements of the *Code of Canon Law* and the USCCB’s *Program of Priestly Formation* in the operation of the Seminary.

The Board of Trustees shall consist of no less than five but no more than twenty-five members. By custom and practice, the bishops of the province are permanent members of the board. Other members are appointed by the membership of the Corporation of Notre Dame Seminary. The officers of the board are three: Chairperson, Secretary, and Treasurer.

The Board functions as committee of the whole in the exercise of the following responsibilities:

- To appoint the Rector-President of the seminary.
- To approve the incurring of extraordinary indebtedness.
- To approve tuition, fees and all significant changes in seminary programs.
- To approve candidates for graduation.
- To examine and approve the seminary budget.
- To approve the Rector-President’s term of office.

**Faculty Council**

The Faculty Council is comprised of all full-time faculty members, both lay and clergy. The Chair of the Council is the Rector-President who convenes the Council on a regular basis. The Registrar is also a member of the Council. The secretary of the Council is the administrative assistant to the MA Program.

The Faculty Council is responsible for all curriculum and graduate programs, faculty recruitment and advancement, faculty welfare and domestic concerns of the full-time faculty, election of faculty members to the standing committees. The Faculty Council is responsible for determining conformity of all accreditation requirements and the implementation of governing documents in priestly formation relative to the intellectual formation of seminarians and matters related to faculty development.
The Faculty Council is convened for workshops and other development initiatives. The Rector-President may also consult the Faculty Council regarding other matters related to the priestly formation.

The Faculty Council functions as an open forum of communication between the various parts of the seminary community. Other professors and administrators (part-time and/or non-resident) may be accorded membership by the Faculty Council on a year-to-year basis or as determined by the responsibilities of such persons.

The standing committees of the Faculty Council are comprised of faculty and seminarians meeting at various times during each semester. These committees provide the opportunity for dialogue about different aspects of the formation program among representatives of seminarians and faculty. Proposals from the committees which have an impact on the academic program are forwarded to the Faculty Council for approval.

Other proposals relative to the formation program are subject to review by the Priestly Formation Board or the Administrative Board depending on the subject matter. Each standing committee submits a written report to the Faculty Council at the conclusion of the academic year. The Rector-President meets monthly with the President of the Seminarian Association. The Rector-President reports to the Faculty Council on the actions and concerns of the Seminarian Association.

The Faculty Council has the following standing committees:

**The Academic Affairs Committee:** Membership on this committee consists of the Academic Dean as Chair, the Director of the Master of Arts Programs, the Registrar, two faculty members, one seminarian according to the Student Association Governing Board, and a student from the Lay Student Association. This committee brings to the Faculty Council recommendations and motions regarding all aspects of the academic program of the seminary.

**The Library Committee:** Membership on this committee consists of the Librarian as Chair, one faculty member, one elected seminarian representative, and a student from the Lay Student Association. This committee brings to the Faculty Council reports and motions on the library services, dealings with consortium libraries, notice of notable acquisitions and notable losses in the number of books from the collection, and also any plans for renovations or expansion.

**Contract Review Committee:** Membership of this committee consists of the Rector-President and 4 faculty members who are not currently having their contact reviewed. The Committee brings to the Chancellor the results of their discussions on those faculty members that have been reviewed.

**Institutional Effectiveness Committee:** The primary vehicle for assessing the seminary’s effectiveness and for implementing those changes that will improve the overall operation of the institution is the Institutional Effectiveness Committee. This committee is chaired by the Director of Institutional Effectiveness and is comprised of representatives from the faculty and administrative staff. The Institutional Effectiveness Committee meets on a regular basis to analyze and assess all data that was collected prior to a given meeting. At the end of each semester the Director of Institutional Effectiveness presents a report to the Faculty Council with regard to the data it has
collected and presents recommendations with regard to any enhancements or improvements that need to be effected. A report is also forwarded to the Board of Trustees so that the findings and recommendations of the Institutional Effectiveness Committee can be utilized in shaping the budget for the seminary.

**The Pastoral Field Education Committee:** Membership on this committee consists of the Director of Pastoral Formation and Field Education as Chair, one other full time faculty member elected by peer vote, and one seminarian member from each class. This committee brings to the Faculty Council reports and motions on the plans and activities of the field education program.

**ADMINISTRATIVE OFFICERS**

**Rector-President**
The Rector-President is Chief Executive of Notre Dame Seminary. It is his responsibility to ensure faculty, seminarians, students, and staff work harmoniously toward the implementation of the stated goals and responsibly carry out the programs of the institution. He is accountable directly to the Chancellor and through him to the Board of Trustees.

Moreover, because of his canonical appointment as Rector-President, he is specifically responsible for implementing the USCCB’s *Program of Priestly Formation* at Notre Dame Seminary in accordance with the norms of Canon Law and the Second Vatican Council, and is charged with coordinating the work of all personnel involved in priestly formation.

**As Chief Executive Officer:**
- Assumes overall responsibility under the Chancellor and the Board of Trustees for overseeing the administration of Notre Dame Seminary. In day-to-day administration, the Rector-President is assisted by an administrative board.

- Submits to the Board of Trustees, twice a year, a report on the condition of Notre Dame Seminary and to offer proposals from the Faculty Council concerning the welfare of the institution.

- In concert with the faculty and seminarian community, participates in the formulation of major decisions regarding general policies, and to convene and chair the Faculty Council in pursuit and review of the same.

- Represents Notre Dame Seminary, its mission and policies, to the Board of Trustees, the bishops of the province, diocesan and religious authorities and personnel, the alumni, education agencies, and the general public.

- Promotes the search for qualified faculty and staff and to foster the programs developed by the faculty and other personnel.

- Assumes responsibility in accordance with the norms approved by the Board of Trustees for presenting proposals to the Chancellor for the hiring and termination of faculty and other personnel.
• Fosters collaboration with the New Orleans Consortium, Our Lady of Holy Cross College and St. Joseph Seminary College.

• In collaboration with the Director of Development and Special Projects, searches out and pursue feasible sources for the endowment of Notre Dame Seminary and to encourage recruitment programs.

• Reports to and collaborates with accrediting agencies as well as state and federal bureaus in matters relating to the seminary.

As Canonical Rector:
• Oversees the admission of candidates to Notre Dame Seminary. In carrying out this duty, he is assisted by the Admissions Board.

• Assumes responsibility on all matters concerning priestly formation and is directly responsible to the ecclesiastical authorities regarding the status of seminarians.

• Reviews all formation and evaluation procedures, and the progress of candidates for priesthood.

• Chairs all meetings of the Priestly Formation Board which coordinates the spiritual, human development and pastoral programs for the seminarians.

• Interprets and articulates to all those concerned the norms of the Holy See, the USCCB, the Board of Trustees, and the proper Ordinaries concerning priestly formation.

• Coordinates the evaluation of candidates for ministries and Holy Orders and informs the appropriate persons of time, place and procedure.

• Oversees the retention of the personal files of seminarians.

• Secures and presents to the appropriate Ordinaries and religious superiors the results of the evaluation of seminarians and the final vote on candidates petitioning for advancement to ministries and Holy Orders.

The Rector-President’s Contract:
• The Rector-President is initially appointed by the Chancellor, with the approval of the Board of Trustees, for a period of three years.

• After evaluation by the board and faculty consultation, his term may be extended for another five years.

• After similar evaluation and consultation, it may be extended a further two years.
• Subsequently, his appointment must be reviewed every two years by the Chancellor, faculty and Board of Trustees.

The following administrative job descriptions are abbreviated. Please see the Formation Handbook for more information about these positions.

**Vice Rector/Director of Human Formation**
The Vice Rector is responsible for implementing the Rule of Life for seminarians and represents the Rector-President to the community in his absence. The Vice Rector also serves as the Director of Human Formation implementing the goals and objectives of human formation as outlined in the Formation Handbook.

**Academic Dean/Director of Intellectual Formation**
The Academic Dean is responsible for all matters of curriculum, advancement and conferral of degrees. The Academic Dean is charged with implementing the entire instructional program and the development of plans for the improvement of the Graduate School of Theology.

**Assistant Academic Dean/Director of the B. Phil. And M.A. in Phil. Programs**
The Director of the Bachelor of Philosophy and Master of Arts in Philosophy Programs, in cooperation with the Academic Dean and Vice Rector, is responsible for coordinating these programs.

**Director of the Master of Arts Programs**
The Director of the Master of Arts Program, in cooperation with the Academic Dean, is charged with the responsibility of the students in the Master of Arts in Theological Studies and the Master of Arts in Pastoral Leadership Programs.

**Director of the Pre-Theology Program**
The Director of the Pre-Theology Program, in cooperation with the Academic Dean and Vice Rector, is responsible for coordinating the pre-theology program including the priestly formation of seminarians and their academic standing.

**Director of Spiritual Formation/Spiritual Director**
The Director of Spiritual Formation is responsible for coordinating the spiritual formation program of Notre Dame Seminary. He is directly responsible to the Rector-President and for implementing policies and directing all the activities of the spiritual formation program.

**Director of Pastoral Formation and Field Education**
The Director of Pastoral Formation and Field Education is responsible for the preparation of seminarians for priestly ministry, especially through the program of supervised pastoral field education in the areas of parish ministry, religious education, clinical pastoral education and internship in parish ministry.
**Director of Liturgy**
The responsibility of the Director of Liturgy is to promote and to facilitate the proper planning, execution and evaluation of liturgical celebrations within the seminary community. The Director of the Liturgy works in collaboration with the Director of Spiritual Formation.

**Director of Music**
The Director of Music is responsible for the liturgical music program of the seminary. As such, he is directly responsible for the music at all special liturgies of the seminary as well as coordinating the music at daily liturgies.

**Registrar**
The Registrar, as the officer chiefly responsible for the academic reports of the Graduate School of Theology, provides the students and administration, as well as other institutions and appropriate persons, with analysis and interpretations of the academic program.

**Director of the Library**
The Director of the Library is responsible for the administration, supervision and development of the Notre Dame Seminary Library. The Director provides library facilities within the limitations of the budget, in keeping with the stated purposes of the seminary and the desired intellectual and scholarly growth of the faculty and students.

**Director of Development and Special Projects**
The Director of Development and Special Projects is responsible for coordinating the fund-raising activities of Notre Dame Seminary in conjunction with the Development Office of the Archdiocese of New Orleans. The Director of Development and Special Projects serves under the direction of the Rector-President, in the capacity of Public Relations Director for the seminary.

**Financial Consultant**
The Financial Consultant in cooperation with the business manager is responsible for the control of business activities and the control of the budget.

**Director of Facilities and Student Services**
The Director of Facilities and Student Services is responsible for the maintenance of the plant and all student services.

**Associate Academic Dean/The Director of Institutional Effectiveness**
The Director of Institutional Effectiveness works collaboratively with all administrators of the seminary including department heads, formation directors, and educational support programs of the seminary to ensure data-driven decision-making and continuous quality improvement by facilitating and coordinating systematic, integrated, research-based institutional effectiveness planning and reporting. The Director of Institutional Effectiveness also provides the management and coordination for the effective and efficient maintenance of all policy manuals. In collaboration with the Academic Dean, the Director reports to the Faculty Council, especially at
the end-of-the semester meeting. The Director also serves as Chair of the Institutional Effectiveness Committee and is a member of the Faculty Council.

**Chair of Department/Discipline**
The Chair of a Department/Discipline is responsible for all matters of curriculum development and review for their department or discipline. The duties include:

- To work in conjunction with the Director of the Program(s) and the Academic Dean to review curricula and pedagogy for the department/discipline.

- To stay abreast of current research, trends in pedagogy, and any other significant developments within the department/discipline.

- To work in conjunction with the Director of the Program(s) to ensure compliance with ATS and SACS standards.

- To complete all annual reporting for the department/discipline.

- To assist with special projects as needed.

- Other duties as assigned by the Academic Dean.

**Ecumenical Representative**
The Ecumenical Representative, not strictly an administrative officer, but elected by vote of the full time faculty, is responsible for matters pertaining to the seminary’s ecumenical relations. The duties of the representative are the following:

- To act as principal advisor to the Rector-President in whatever concerns ecumenical relations.

- To arrange suitable services or functions for the annual Week of Prayer for Christian Unity and to make provision for a guest speaker.

- To serve as a resource for faculty members who address ecumenical material in their courses.

**FACULTY POLICIES**

**Faculty Qualifications and Status**
Those individuals contracted for specific professional responsibilities of teaching, instruction or administrative duties are granted faculty status. Individuals enjoying faculty status with Notre Dame Seminary are expected to pursue excellence in the preparation and performance of their assigned duties. Additionally, faculty members are expected to contribute to the life of the seminary through active participation in the various activities within the life of the seminary.

Notre Dame Seminary understands that the quality of education it offers is directly related to the quality of the faculty who teach the various courses in the pre-theology and graduate programs. It is for this reason that Notre Dame Seminary is committed to hiring the most qualified professors.
who possess the following qualifications: expertise in their respective disciplines, a strong classroom presence, and a commitment to seminary formation.

Full time and adjunct faculty must normally have an earned doctorate or a degree that qualifies them to teach in a specific content area or class level. In some circumstances, full time and/or adjunct faculty may be pursuing a doctorate in their field of specialization. Exceptions can be made if a faculty member has demonstrated experience and/or scholarship in their field of specialization or has the teaching experience in a given discipline that merits an appointment.

Notre Dame Seminary hires teaching staff without discrimination with respect to sex, race, or religion. However, as a Roman Catholic Graduate School of Theology, the particular need it has for a full time faculty qualified to train men for the priesthood and help them to accept a lifestyle expected of them, requires that at least 50% of the full time faculty be priests themselves. At the same time, subject to approval by the Chancellor, the seminary is open to the inclusion of other competent men and women as full time members of the academic and formation faculty.

NDS faculty may fall into three categories: full time faculty, adjunct faculty, and special appointment faculty. Each category of faculty has specific characteristics and responsibilities.

**Full Time Faculty**
Faculty and administrative staff who are appointed to full time positions are full time faculty. These faculty members and administrators enjoy membership on the Faculty Council with all privileges and responsibilities. These faculty members are engaged in priestly formation, teaching or administration on a full time basis, and although they might have other obligations outside of the seminary, these other responsibilities should in no way detract from full time faculty members performing their duty at Notre Dame Seminary. A normal full time teaching load is three courses per semester.

Notre Dame Seminary does not employ a system of tenure. A full time faculty member is, however, considered to have the rank of full professor if they have been offered and has accepted a three year contract and holds a terminal degree in their field of specialization.

**Recruitment of Full Time Faculty**
When a faculty position opening occurs, advertisements are placed in appropriate media for needed faculty. The best candidates are then invited to the seminary to address the resident faculty on a topic appropriate to their field of competence, be interviewed by administration officials and as many faculty members as possible, and have the opportunity to present a lecture to students. The Rector-President, in consultation with the Academic Dean and the Faculty Council, then appoints the candidate to the faculty.

In some circumstances, Notre Dame Seminary graduates from the Archdiocese of New Orleans or other dioceses could be recommended for higher studies or special training with a view to joining the faculty after the completion of an advanced degree. This recommendation would come from the administration and faculty of Notre Dame Seminary and would require the approval of the Chancellor as well as the approval of the candidate’s bishop or superior.
Hiring of Full Time Faculty
The Rector-President of Notre Dame Seminary has the final responsibility of appointing faculty members. Before a candidate for a full time faculty position is invited to join the seminary, the following procedures are observed:

- A consultative vote by the Faculty Council.
- A deliberative vote by the Contract Review Committee.
- Approval by the Chancellor.

Full Time Faculty Evaluation
Full time faculty are evaluated on an ongoing basis by the Academic Dean. As part of this process, faculty are required at the end of each semester to write a written response to student course evaluations that proposes strategies for growth. The Academic Dean then meets individually with each faculty member to review both student evaluations and faculty response, and addresses questions of effectiveness in pedagogy, classroom management and assessment methods.

After the Spring semester, this evaluation meeting includes an inquiry into the faculty member’s commitment to ongoing professional development in their field of discipline. In addition, the Academic Dean periodically visits classes and offers written feedback to the faculty member, including positive and critical assessments of classroom pedagogy with suggestions for continued improvement.

Prior to renewal of contract, full time faculty members must update their portfolios kept on file in the Academic Dean’s office. The portfolios should contain the following:

- An updated curriculum vitae.
- A self-assessment of one’s pedagogical effectiveness.
- Any published work (offprint of full articles, title and table of contents of any books, monographs, etc.). Any ongoing research can also be included in this section.
- A record of involvement in the formation program of Notre Dame Seminary. Faculty members are asked to account for the various ways they are involved in the formation program and to assess their strengths and weaknesses.
- A record of community services outside the seminary (parish assistance, committees, retreat work, lectures, etc.).
- A record of any professional development education or professional seminars attended within the last twelve months.

Full Time Faculty Contracts
New full time faculty members are offered a one year contract. This is subject to renewal following an evaluation by the Contract Review Committee.

Full time faculty members who have completed a year of service are offered a one or two year contract, depending on the recommendation of the Contract Review Committee.

Full time faculty members who have completed three years of service are offered a three year contract. This offer is contingent upon the recommendation of the Contract Review Committee,
an affirmative vote from the ranking members of the Faculty Council, and approval by the Chancellor.

If the Rector-President, in consultation with other members of the Contract Review Committee, does not wish to offer a faculty member the contract that he or she would be entitled to according to the normal schedule for renewal of contracts, but wishes to renew it for only one year, they should discuss their reasons with the faculty member and make specific suggestions in writing about how the faculty member can make improvement and a timeline for this improvement. The decision not to offer a contract following this schedule is made by a deliberative vote of the Contract Review Committee.

**Contract Renewal Process and Timeline for Full Time Faculty**
The following is the process in which contracts are renewed for full time faculty:

1. Rector notifies in late September faculty members whose contracts expire on June 30. A self-evaluation is distributed at that time. The form is returned in a couple of weeks.

2. The faculty of rank (terminal degrees and those who are on a three year contract cycle) are then asked to vote on those faculty members who are eligible for a three year contract. No vote is needed for faculty members who are eligible for contracts less than three years. The vote would be taken in October.
   a. The offer of a three year contract is contingent upon the recommendation of the Contract Review Committee, an affirmative vote from the ranking members of the Faculty Council, and approval by the Chancellor.

3. The contract review committee is convened in November to review the self-evaluations and the action of the faculty votes. The committee then offers its own consultative vote on any faculty member eligible for a contract renewal.

4. The Chancellor is consulted by the rector for faculty members who are eligible for three year contracts to receive his approval. All other contracts are approved by the rector. This process takes place in December.

5. Faculty members are notified by January 15 if their contracts are to be renewed or not. For those eligible for a contract renewal, the contracts are distributed by January 15.

6. Signed contracts (and notifications of non-renewal) are to be returned to the rector by February 15.

**Non-Renewal of Full Time Faculty Contracts**
When reasons arise for non-renewal of a full time faculty contract, the Contract Review Committee should discuss the matter in a personal conference with the faculty member concerned. If the non-renewal of the contract is for professional deficiencies, specific recommendations and suggestions should be made in writing to the faculty member for his or her
improvement. A contract would be renewed if said recommendations have been addressed by the faculty member in an appropriate manner within the time period specified in writing.

Since adjunct and special appointment faculty members are offered a one semester contract, there is no system of contract renewal. New contracts will be issued at the beginning of each semester in which the teaching or other responsibilities are required.

**Adjunct Faculty**
Adjunct faculty members are those who serve the seminary in a part time capacity as instructors as contracted per course, per semester. Like all faculty members, the adjunct faculty members are expected to pursue excellence in their teaching, and fulfill all duties as outlined in their contracts. Adjunct faculty members enjoy library lending privileges and are invited to participate in faculty seminars and symposia. Adjunct faculty members are encouraged to participate in student evaluations through the submission of written comments addressed to the Rector-President for those students in their courses who are being evaluated.

**Recruitment of Adjunct Faculty**
The process of recruiting adjunct faculty members is more informal, being generally executed by the Academic Dean with the approval of the Rector-President. The Director of Pastoral Formation and Field Education can also recruit for those courses within the purview of his department, receiving approval by the Academic Dean and the Rector-President. Frequently, there is faculty input by way of recommendation and approval although this is not required. Notre Dame Seminary is committed to seeking the best available part time faculty in order to maintain an atmosphere of academic excellence.

**Hiring of Adjunct Faculty**
Adjunct faculty may be contracted by the Academic Dean with the approval of the Rector-President. Other department heads and faculty members are consulted as needed with regard to the position being filled.

**Adjunct Faculty Evaluation**
Since most adjunct faculty have considerable, often full time, commitments outside the seminary, their evaluations are more informal, principally concerned with their teaching ability and the needs of the seminary. The criteria of adjunct faculty’s teaching skills are contained in the course evaluation forms and are evaluated by the Academic Dean.

**Adjunct Faculty Contracts**
Adjunct faculty members are offered a one semester contract. This contract will specify the courses or other instructional duties that are assigned to the faculty member for that semester. These one semester contracts are non-renewable and a new contract will be extended at the beginning of each semester for which services are needed.

**Special Appointment Faculty**
Special appointment faculty members are invited to Notre Dame Seminary to fill a specific teaching duty, either as a visiting scholar or to fill an honorary chair in theology. Such appointments might be full time or part time depending on the seminary’s need and the
availability of the invited scholar. Special appointment faculty members enjoy library lending privileges and are invited to participate in faculty seminars and symposia. Similar to adjunct faculty, special appointment faculty members are offered a one semester contract. This contract will specify the courses or other instructional duties that are assigned to the faculty member for that semester. These one semester contracts are non-renewable and a new contract will be extended at the beginning of each semester for which services are needed.

**Curriculum Vitae**

All faculty members (full time, adjunct, and special appointment) must have an updated curriculum vitae on record. This will be included in the faculty portfolio for full time faculty, as stated above. Full time faculty members will be asked for an updated curriculum vitae at the beginning of every academic year. Adjunct and special appointment faculty members who teach on a recurring basis will be asked for an updated curriculum vitae at the beginning of the semester in which they are contracted to teach.

**Termination of Faculty**

When serious reasons arise and it seems in the best interest of the Notre Dame Seminary community, a deliberative vote of the Contract Review Committee, after consultation with the Faculty Council, may terminate a faculty member’s services. The faculty member must be paid in full for the remainder of their contract.

**FACULTY RIGHTS AND RESPONSIBILITIES**

**Academic Freedom**

All faculty members at Notre Dame Seminary enjoy appropriate academic freedom. This freedom must be understood in the context of the purpose of the seminary and be balanced by the rights of the students, the institution, and the concerns of the Church (PPF 265).

It is a basic right of any individual to seek the truth and to give expression to it. The fathers of the Second Vatican Council write “It is in accordance with their dignity that all men (and women), because they are persons, that is, beings endowed with reason and free will and therefore bearing personal responsibility, are both impelled by their nature and bound by a moral obligation to seek the truth, especially religious truth” (*Dignitatis Humanae*). It is for this reason that each faculty member is entitled to freedom for pursuing research in his or her respective field. Notre Dame Seminary subscribes to the principles of Academic Freedom as presented in the submission to the 30th Biennial Meeting of the Association of Theological Schools held in Boston, Massachusetts on June 21-23, 1976.

Within the limits of orthodox Catholic belief as established by the Magisterium, there exists a legitimate pluralism of theological positions. Not only will this pluralism be honored in its opinions and its representatives, but an effort will be made, especially in the employment of professors, to ensure that students will have an understanding and sympathetic appreciation of various authentic theological positions.

Notre Dame is a Catholic seminary and school of theology whose central function is the preparation of seminarians for the Catholic priesthood. It should be remembered that the
Seminary is by its nature a community of persons assisting each other in the pursuit of truth. Catholic belief holds that Christ and the Church afford sure access to divinely revealed truths. It is to obtain a fuller knowledge and understanding of these truths contained in the Sacred Scriptures and Tradition, and to deepen convictions in these truths with a view to proclaiming them to others that seminarians study and that the seminary faculty does research, teaches, and publishes. This requires that faculty members nurture and manifest loyalty to the Church and its faith as well as to Christ. Non-Catholics accepted as members of the administration, faculty or student body are, of course, not expected to embrace the Catholic Faith. They should manifest the same respect for Catholic theological positions as they would expect for their own.

Notre Dame Seminary, as a Catholic institution, is responsible to the Archbishop of New Orleans. In this context, no faculty member is free to promote anything contrary to Catholic Faith or morals as defined or authoritatively taught by the Magisterium.

Finally, members of the administration, faculty, and student body will manifest respect for each other’s opinions and be ever courteous in discussing them.

**Office Hours**

All full time faculty members are expected to publish and keep regular office hours. There should be a minimum of one office hour per course taught. For example, a professor who teaches three courses should be available a minimum of three hours per week to meet with students and address their questions and concerns. Any faculty members who, due to extenuating circumstances, seek exceptions to this policy must get the approval from the Academic Dean.

Adjunct faculty need not keep regular office hours but should make arrangements to meet with students at an agreed place and time as is necessitated by student request.

**Faculty Grievances**

In the case where full time faculty feel they have a grievance, with respect to contractual or other reasons, efforts should first be made to settle the matter in an informal and amicable manner with the Academic Dean. If the situation is due to alleged professional deficiencies, the matter should be discussed in an interview by the full time faculty member filing the grievance with the Contract Review Committee. Specific suggestions for improvement should be made to the full time faculty member in writing. A similar informal procedure will be followed in the case of resolution of conflicts regarding correctness of theological expression on the part of faculty members (PPF 364-367).

If the above procedure does not settle the matter (i.e. the full time faculty member still has a grievance), an ad hoc Faculty Appeal Committee should be established. This should consist of three faculty members, at least two of whom are familiar with the given full time faculty member’s area of competence. No member of the Contract Review Committee should serve on this committee.

The Faculty Appeal Committee will meet with the full time faculty member in question to hear and discuss their side of the matter. They should, as necessary, review course outlines and notes, assigned readings, tests, grading policies, student course evaluations, together with the self-
evaluation presented to the Contract Review Committee prior to the interview with the professor in question.

The same committee may interview students who might be able to present pertinent testimony in the case.

The final decision of the Faculty Appeal Committee will be presented to the Contract Review Committee by way of recommendation. Additionally, at any stage, the full time faculty member retains the right to appeal directly to the ultimate authority for contracts, i.e. the Chancellor and the Board of Trustees.

Adjunct Faculty cannot file a grievance for non-renewal of contract as the issuance of contract is for only the semester in which the teaching or other responsibilities are required. However, if an adjunct faculty member should have a grievance about other issues, they should meet with the Academic Dean and attempt to settle the matter in an informal and amicable manner. If the matter is not resolved with the Academic Dean, the adjunct faculty member should present their grievance, in writing, to the Rector-President.

**Sabbatical Leave and Professional Development**

Notre Dame Seminary encourages study and progress in scholarship among the faculty. After three years of continuous and effective service, a full time faculty member may apply for a leave of absence for advanced study, with the endorsement of the Academic Dean and the approval of the Rector-President. Sabbatical leaves are granted to afford the faculty the opportunity for professional growth within their area of expertise.

A sabbatical is to be sought one year in advance by written application to the Academic Dean which should include: (1) a statement of purpose; (2) the location and duration of the sabbatical; (3) a plan of study; (4) a declaration of intent to return and teach at Notre Dame Seminary for at least one year upon returning from the sabbatical. Notre Dame Seminary will pay one-half year’s salary after three years of service and a full year’s salary after five years of service.

Full time faculty members may accept regular employment at another academic (or other) institution with the approval of the Academic Dean.

Full time faculty members are encouraged to seek membership in learned societies in their respective discipline. Faculty members are responsible for maintaining their personal memberships.

Full time faculty members are encouraged to purchase academic references and attend professional conferences whenever possible. Full time faculty members are granted a stipend of $800 for books and other professional development expenses. In addition to this, full time faculty members are granted a travel stipend to cover the expenses of a trip that is directly related to professional development. Maximum amount covered by the travel stipend is $800 unless special arrangements have been made with the Academic Dean to cover costs exceeding the allotted limit.
ACADEMIC POLICIES

Scheduling
The scheduling of classes is to be determined by the Registrar with the approval of the Academic Dean. Faculty members may utilize various classroom procedures and pedagogies (lectures, seminars, small gatherings, oral exams, etc.) in fulfilling the goals of a given course. The Academic Dean is to be notified of changes in the schedule.

Faculty Absences
A faculty member who is unable to meet his or her class must post a notice to that effect on the students’ bulletin board one day in advance and advise the Academic Dean and the Registrar of their absence. Any lengthy absence requires approval of the Academic Dean and the Rector-President.

Classes/Lectures
Faculty members will follow the policies in the matters of curriculum (in particular, what is specified by the syllabus and catalog), organization, and academic freedom. They select their own textbooks and reference books.

Visiting lecturers may be invited upon consultation with the Academic Dean. If compensation is needed, the professor should submit the request to the Business Manager at the beginning of the semester.

Before the dates set for pre-registration, professors are required to submit to the Academic Dean a syllabus for each of the courses they are to offer during the coming semester. This syllabus will be available for student inspection. Before the beginning of each semester professors are required to submit to the Registrar a list of the textbooks or a set of duplicated notes which they expect their students to purchase.

Attendance Policies
Class attendance policies should be studied and applied by all faculty members. Student attendance rules are as follows:

- Non-attendance may lead to suspension.

- An absence is considered a double cut if it occurs on the day before or the day after a holiday or free weekend.

- Absences totaling one more than double the number of times the class meets per week whether excused or unexcused, will result in a grade of FA (failure due to absences) which can be waived only by the Academic Dean.

Examination Schedule
Examinations are to be given as scheduled. Exceptions to the exam schedule should be rare, but a student who needs to change the time of an exam should seek permission from the professor in question at least two weeks before the scheduled exam. All student papers and exams should be
returned by the professor to students in a timely manner and with appropriate evaluations and comments.

**Grading Guidelines**
*Please see Academic Catalog.*

**Procedures for Appealing Grades**
*Please see Academic Catalog.*

**Grievance Policy**
*Please see Academic Catalog.*

**Program Approval Policy**
To ensure compliance with SACSCOC and ATS requirements, Notre Dame Seminary has instituted a program proposal process, consisting of (1) initiation of proposals, (2) approval protocols, and (3) assessment of new programs by the Institutional Effectiveness Officer to determine whether it qualifies as a substantive change, thereby requiring approval of SACSCOC and/or ATS. If the program constitutes a substantive change, NDS may have to notify the accrediting agencies by notification for minor alterations, submitting a prospectus for adding new programs at the same level, or by submitting an application for level change. For more information on substantive changes, please consult the SACSCOC website (http://www.sacscoc.org/SubstantiveChange.asp) and/or the ATS website (http://www.ats.edu/uploads/accrediting/documents/handbook-section-6.pdf).

**Criteria for Proposals**
A proposal for a new or revised program may be offered by any responsible person(s) within the Faculty or Administration of Notre Dame Seminary.

Prior to officially initiating the proposal, discussions should be held with all members of the Notre Dame Seminary community who will be involved in the program in question (e.g., members of the department whose faculty will teach in the program, and any administrative support staff whose duties might be affected by the new program). These discussions are meant to establish both the perceived need for the revised or new program, as well as a broad-based support for the program. It is important to remember that any new proposals should follow the following guidelines when determining the number of hours in a program: 60 hours at the associate level, 120 hours at the baccalaureate level, and 30 hours at the post-baccalaureate, graduate or professional levels.

Having gained broad-based faculty support, the proposed program should be formally outlined, including a specification of the intended purpose of the program, student learning outcomes, assessments, and the personnel needed for the program. All proposals must include the applicable program assessment plan and state how this plan fits into the overall assessment plan of the seminary. In addition, a list of all faculty and staff that will be utilized by the new program, and who will be responsible for its administration, must be attached to each proposal. This proposal may then be brought forward for approval.
Approval Protocols
As explained above, a program change begins in its respective department. It should first be brought to the President-Rector, whose approval is required to continue with the process. No program can seek approval without the consent of the President-Rector. The President-Rector’s judgment will confirm: (1) the new program is within the Mission of Notre Dame Seminary; (2) that there is a need which the proposed program will fulfill, and is currently not served by Notre Dame Seminary programs; and, (3) Notre Dame Seminary has the capacity to adequately fulfill that need with respect to personnel and institutional resources.

This proposal is then forwarded to the Faculty Council, where the program’s details will be discussed. A majority vote from the Faculty Council is required to move the proposal forward. Having attained the support of the local Notre Dame Seminary community, the proposal will be brought before the Board of Trustees, who exercise final authority over all major curricular changes at Notre Dame Seminary.

Assessment
Once the program gains approval, it is reviewed by the Director of Institutional Effectiveness. This review will first guarantee that there are no major conflicts of interest between the proposed program and the existing programs. The Director of Institutional Effectiveness will also review the proposal to make sure that appropriate resources are available to meet the requirements of the program.

Having warranted the viability of the proposed program, the Director of Institutional Effectiveness will then review the proposal to determine whether this change requires any action with respect to accrediting agencies. If it does, appropriate procedures will be followed to guarantee that the new program meets the requirements of the accrediting agencies (namely, SACSCOC and/or ATS).

The Institutional Effectiveness Officer will then monitor compliance with accreditation standard by conducting comprehensive program reviews. This includes both the annual reports required by all academic departments and educational programs, as well as the more cumulative 5-year review done for accreditations purposes.

Substantive Change Policy
Notre Dame Seminary is accredited by the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC) and the Association of Theological Schools (ATS), and complies with the substantive change policies as specified by those organizations. These policies require the institution to report all substantive changes accurately and efficiently to the accrediting organizations.

Substantive change is a federal term for any “significant modification or expansion in the nature and scope of an accredited institution.” The types of substantive change most relevant for Notre Dame Seminary include adding degree programs, adding a program at a new degree level, or developing an off-site location. The purpose of this policy is to provide a description of Notre Dame Seminary’s process and procedures for any intended substantive change.
Depending on the nature of the change, SACSCOC and ATS require prior notification and approval of the change before implementation. In other cases, only prior notification is required. Please consult the SACSCOC website (http://www.sacscoc.org/SubstantiveChange.asp) and the ATS website (http://www.ats.edu/uploads/accrediting/documents/handbook-section-6.pdf) for additional details concerning other types of substantive change as well as complete regulations regarding the procedure.

**Procedure**
It is the responsibility of the Director of Institutional Effectiveness to complete all reports and sent them to all accrediting agencies in a timely manner. Once the proper procedures for approving programs have been followed, and a new program has been approved or a change to the curriculum of an existing program has been approved, the changes must be sent to the Director of Institutional Effectiveness. The Director of Institutional Effectiveness will then conduct a review to determine whether this change requires any action with respect to accrediting agencies. If a substantive change is found, the Director of Institutional Effectiveness will examine the most current SACSCOC and ATS policies, complete all necessary documents, and file them accordingly.

It is important to note that there are many different types of substantive changes for different accrediting agencies. If any programmatic changes are made it is best to meet with the Director of Institutional Effectiveness to ensure compliance in this area.

**STUDENT FILES: INFORMATION RELEASE POLICIES AND SECURITY**

**Release Policy**
Students of age, i.e. over 18 (and parents of under age students), have the right to inspect and review their files, not only academic, but personal, e.g. psychological test, health data, family background, counselor ratings and observations, verified reports of serious or recurrent behavior patterns (sec. 438. (a)). Contrariwise, their rights are protected against unauthorized inspection by third parties (ibid., (b)), other than the following: other school officials, including teachers within the educational institution or local educational agency who have legitimate educational interests ((b)(1)(A)). Any other inspection requires written permission from the student (or parents, if under age).

**Security of Student Academic Records**
Notre Dame Seminary protects the security, confidentiality, and integrity of student academic records and maintains special security measures to protect and back up data.

Academic records are kept in the Office of the Registrar. All records are found in paper (hardcopy) format. These records are filed in fire proof file cabinets. Records from 1995 to the present are in electronic format. All electronic records are backed.
Only three administrators have access to student records: the Rector-President, the Academic Dean, and the Registrar. Other faculty and administrators have access on a need to know basis only.

The Registrar’s Office is physically secure. Doors leading into the office have heavy duty dead-bolt locks. Only the Registrar, Academic Dean, Rector-President, and Director of Facilities and Student Services have keys to the office. No personnel (custodial, maintenance, etc.) are allowed in the Registrar’s Office unless accompanied by one of the four administrators listed above.

Notre Dame Seminary follows procedures for the care of records which are consistent with standards established by the American Association of Collegiate Registrars and Admissions Officers.

At Notre Dame Seminary, there are two types of student records. The first type, academic records, are kept in files in the Registrar’s Office; the second type, personal records (medical, psychological, letters of recommendations, self-evaluations, etc.), are kept in the Rector-President’s office.

- **Academic Records** - After initial inspection by the Admissions Board, and prior to the student’s entry in the seminary, the only persons who have access to these records are the Rector-President, Academic Dean, Registrar, and, those administrators and/or faculty as need arises. The student must give written permission for anyone else to review his files.

- **Personal Records** - After initial inspection, prior to the student’s acceptance into the seminary by the Admissions Board, only the Rector-President and those faculty members who comprise the Admissions Board have access to the student’s personal records. In cases determined by the Rector-President, members of the Priestly Formation Board may be granted permission to examine the student’s records for purposes of evaluation. The student must give written permission for anyone else to review his files.

Upon written request, whether to the Rector-President or the Academic Dean, the student is free to inspect his files at any time. Moreover, seminarians, when they begin their studies, are asked to sign a release form (valid for the duration of their stay at Notre Dame Seminary) permitting the seminary administration to send academic transcripts and evaluation reports to their ecclesiastical ordinary and vocation director in accordance with ecclesiastical law.

**Note:** The Buckley Amendment (438(b)(1), (C)7(D), and (4)(A)(A)) also makes provision for inspection of student files, in well-defined circumstances, by certain state and federal officials and agencies, chiefly in connection with federally funded programs and student financial aid. This has rarely occurred at Notre Dame Seminary; when it does, a written note is appended to the student file indicating who sought the information and why (cf. above (4)(A)).

**Intellectual Property**
Notre Dame Seminary has an established intellectual property policy as described below. The purpose of such a policy is to protect the rights and interests of Notre Dame Seminary and those with whom the seminary contracts to create a given piece of intellectual property.
It is to be understood that Notre Dame Seminary claims the exclusive rights to all intellectual property arising while the author, developer or creator of intellectual property covered under this policy is an employee at the seminary. Anyone involved in the development of intellectual property has the obligation to disclose intellectual property as indicated in this policy, assign the rights to the seminary, and assist the institution in legally protecting the intellectual property. In the event of any income resulting from the intellectual property, said income will be shared and distributed according to the policy established by Notre Dame Seminary for this purpose.

**Application of the Policy**

This policy applies to faculty, staff, students and other persons who make use of the seminary’s facilities, equipment, or other resources or who receive funds from Notre Dame Seminary in the form of salary, wages, stipend or other support, but not including student financial aid. Notre Dame Seminary will waive its rights to intellectual property under the following conditions:

- All intellectual property developed without a significant use of the seminary’s resources and without corporate, federal or other external sponsorship.

- All rights in artistic, literary and scholarly intellectual property, such as scholarly books, articles, and other publications. This includes electronic forms, works of art, and literature; also included are works of music (written or performed) done by the individual despite use of the institution’s resources, as long as such works are neither created under the direction and control of the seminary, nor developed in the performance of a sponsored research or other third party agreement.

- All copyright in papers, thesis and dissertations written by a student to earn credit in seminary courses or otherwise to satisfy the degree requirements.

- All copyright of works such as textbooks, articles, papers, and scholarly monographs.

**Seminary Ownership of Intellectual Property**

Notre Dame Seminary owns all rights to all copyrighted materials (including computer programs, software or multi-media productions) that are works made under copyright law and assigned to the seminary by contract terms of a grant or sponsored program.

The seminary retains the copyright if a work is made for hire, created under a grant or sponsored program that grants ownership rights to an institution other than the author; or subject of a contract modifying ownership rights.

In the event an author, creator or developer chooses to assign the ownership rights to the seminary, royalty income derived from the work will be shared with the person following the specifics outlined in this policy.

**Disclosure**

Persons to whom this policy applies have a duty to report in due time all intellectual property covered by this policy to the Academic Dean. They must also cooperate fully in proceedings needed to legally protect the rights of Notre Dame Seminary. All people covered under this policy will confirm in writing their obligation to comply with the terms of this policy and to
disclose any intellectual property in due time covered under this policy. Failure to confirm these obligations in no way diminishes or extinguishes the rights of Notre Dame Seminary.

**General Administration**
This policy is to be administered by the Academic Dean with the assistance and advice of the Rector-President and the administrative staff. Notre Dame Seminary has the right to have internal or external evaluators review the intellectual property. The seminary has the right to transfer ownership of the intellectual property.

No use of the name of Notre Dame Seminary in the promotion or sale of intellectual property is permitted without prior written approval of the seminary, whether the seminary has the ownership of intellectual property or has returned the rights to the author, creator or developer. Requests for this approval must be submitted to the Academic Dean.

**Amendments to the Policy**
Notre Dame Seminary reserves the right to amend this policy at any time. Any royalty distribution due on account of intellectual property matters are regulated by the policy in effect at the time the seminary enters into contractual arrangements concerning the promotion of the intellectual property.

**Waivers**
Notre Dame Seminary may grant a waiver of any provision of this policy on a case-by-case basis. The waivers must be in writing and signed by the Academic Dean. The best interest of the seminary will always be taken into account in the granting of any waiver. Any waiver granted under this article will apply only to obligations imposed on the creator, author or developer unless otherwise agreed by the individual.

**Royalty Distribution**
Distribution of royalties paid in accordance with this policy represents an employee benefit from the seminary to the recipient. The person must understand that the receipt of income under this policy is subject to taxation. It is the responsibility of the recipient to retain the tax applied to such income derived under the implementation of this policy.

Funds provided by external sponsors to the Seminary to support any project of the seminary are not royalties and do not constitute income to the institution on which royalty distributions may be calculated.

When royalty income is received by the seminary from intellectual property covered under this policy, the income will be disbursed as follows:

- The income will be used to reimburse the seminary for direct expenses associated with the intellectual property.

- After deduction of expenses, any income from intellectual property will be distributed in this manner:
  - 50% to the creator, author developer.
  - 50% to Notre Dame Seminary.