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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/Non-Discrimination Policy**

Notre Dame Seminary adheres to the principle of equal educational and employment opportunities without regard to race, sex, color, creed, age, disability, or national origin. This policy extends to all programs and activities supported by the seminary including hiring, training, promoting, salaries, transfers, and working conditions. 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**

### **Governance and Administration**

Notre Dame Seminary Graduate School of Theology has developed a succinct policy that outlines the roles and responsibilities of the governing board, administration, and faculty. This policy can be found stated below and the relationship between the separate entities included will be elaborated upon in this handbook.

### **Roles and Responsibilities of the Governing Board, Administration, and Faculty**

Notre Dame Seminary Graduate School of Theology's property and buildings belong to the Archdiocese of New Orleans and are subject to its Corporation for ownership, capital improvements, and disposition of title. The corporate powers and management of this corporation (entitled Notre Dame Seminary) are vested in and exercised by a Board of Trustees. The Board of Trustees is empowered to formulate and enact policies and regulations governing the administrative, academic and spiritual affairs of Notre Dame Seminary, which policies are to be administered and implemented by the administration and faculty. The Rector-President, in consultation with the Faculty Council, is directly responsible for the administration of the Seminary. The Faculty Council is responsible for planning, design and oversight of curriculum and programs, faculty recruitment and advancement, faculty welfare and domestic concerns, determining conformity with 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.

### **Notre Dame Seminary Corporation**

Notre Dame Seminary Graduate School of Theology was authorized to grant degrees in 1948 by the State of Louisiana through an act of the state legislature (Act 136, House Bill 832). The Seminary's property and buildings belong to the Archdiocese of New Orleans and are subject to its Corporation for ownership, capital improvements, and disposition of title. Notre Dame Seminary was incorporated in 1970, and in 1975 its 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 (PPF) in the operation of the Seminary.

As seen in Article III of the Restatement of the Articles of Incorporation of Notre Dame Seminary, the objects and purposes for which this corporation is organized are:

1. To establish, conduct and maintain a seminary, college and/or university in the city of New Orleans, Louisiana, or elsewhere, known as Notre Dame Seminary, or by such name may be designated by due corporate action, in accordance with the Program for Priestly Formation and in accordance with the requirements of Canon 259 ¶ 1, of the Code of Canon Law, and
2. To further advance the cause of education, to promote and disseminate the study and knowledge of theology, the classics and the arts and sciences and give instruction in the learned professions.

In addition, as seen in Article VII of this document, the powers and management of the Corporation are vested in and exercised by the Board of Trustees:

The corporate powers and management of this corporation shall be vested in and exercised by the Board of Trustees, which shall consist of not less than five or more than twenty-five members, of which the Archbishop or Administrator of the Archdiocese of New Orleans ex officio shall serve as its Chairman.

### **Program of Priestly Formation**

As seen in the Articles of Incorporation, one duty of the Board of Trustees is to emphasize the role of the USCCB's Program of Priestly Formation in the operation of the seminary. To this end, the Board has chosen to adopt the guidelines set forth in the PPF in the area of governance. The relevant sections, 291 – 292, found on pages 174 – 175 of the 5<sup>th</sup> Edition of the PPF are as follows:

291. Governance is the responsibility of the diocesan bishop or religious ordinary. In order to fulfill this responsibility, the diocesan bishop or religious ordinary may work in collaboration with the seminary board or boards and others the bishop or religious ordinary may delegate. The governing authority establishes the mission and exercises general oversight of the seminary. The seminary should have a precise program “characterized by its being organized and unified, by its being in harmony or correspondence with one aim which justifies the existence of the seminary: preparation of future priests” (*Pastores dabo vobis*, no. 61).

292. In their efforts to “organize and unify,” diocesan bishops and religious ordinaries, for their respective seminaries, ensure that the directives of the Holy See and the United States Conference of Catholic Bishops are fully and effectively implemented through the mission, goals, and programs of the seminary; through long-range planning; through the appointment of the rector; and through seminary policies. In keeping with the principle of subsidiarity, the governing authority does not normally enter directly into the day-to-day administration of the seminary, since such duties are the responsibility of the rector.

To meet the PPF guidelines stated above, as seen in Article II of the Board of Trustees by-laws, the Rector-President is chosen to be “directly responsible for the administration of the seminary.” The relationship between the Corporation, the Board of Trustees, the Rector-President, and the administration and faculty can be seen in the Notre Dame Seminary Organizational Chart in Appendix A of this document.

### **Functions of the Board of Trustees**

The overall duties of the Board of Trustees are to: formulate and enact policies; to select, evaluate, and determine the length of term for the Rector-President; and, to provide fiduciary oversight to the Seminary. To fulfill these duties, the Board has created a committee structure but may choose to act as a *committee of the whole* in place of a standing committee structure.

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.

### **Functions of the Faculty Council**

The Faculty Council is comprised of all full-time faculty members, both teaching and non-teaching formation faculty. This council is responsible for all curriculum and graduate programs, faculty recruitment and advancement, faculty welfare and domestic concerns of the faculty, election of faculty members to the standing committees. The Faculty Council is also responsible for determining conformity with 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 Chair of the Faculty Council is the Rector-President who convenes the Council on a regular basis for meetings, and periodically, 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 or on an ad hoc basis as needed. 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. In addition, the Rector-President meets monthly with the President of the Seminarian Association and to the Faculty Council on the actions and concerns of the 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 is the interface between the faculty and the library as they work to update collections to meet the needs of new programs and curricular changes.

**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 Institutional Effectiveness Committee serves as a 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 an ad hoc 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 the current status of the institution in regard to evaluation and accreditation matters and in regard to any enhancements or improvements that need to be implemented. 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 as needed.

## **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 program of priestly formation, there is in the Master of Divinity degree program a particular need for a significant portion of the course of studies in the major theological disciplines to be taught by 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 at NDS are considered full time faculty. 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. In addition, full time faculty members and administrators enjoy membership on the Faculty Council with all privileges and responsibilities.

A normal full time teaching load is three courses per semester. A “course” is here defined (1) as required by the curriculum, including an approved elective or a DIR requested by the Academic Dean; and (2) as having 2 or 3 credit hours; though a 4 credit hour course would be considered as 2 courses.

Notre Dame Seminary does not employ a system of tenure, but uses a process by which full time faculty members progress from one, to two, and then to three-year contracts. This progression of contract employs the use of faculty ranks (e.g., instructor, assistant professor, associate professor, and professor). The rank of a faculty member is negotiated with the Rector-President at the time the faculty member signs his or her initial contract and again at the time of each subsequent contract review. However, a full time faculty member is considered to have the rank of professor if they have been offered and have accepted a three year contract and hold 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 full time 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, integration of technology, 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.

The Academic Dean will use the Annual Faculty Checklist to record and assess each of the requirements listed above. These checklists will be used in the contract renewal process as needed. See Appendix B for a copy of the Annual Faculty Checklist.

In addition to the above evaluation by the Academic Dean, faculty who serve in administrative positions complete an annual self and peer evaluation. The form used for this process, and the evaluation groups used for peer evaluation, can be found in Appendix C.

### **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 self evaluations through the submission of a Faculty Use of Student Evaluations form submitted to the Academic Dean at the end of each semester that they teach.

### **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.

### **Administrative Staff Evaluations**

Notre Dame Seminary Graduate School of Theology has instituted a process for evaluation of its administrative staff that involves self, peer and supervisor evaluations. To complete this annual evaluative process, the administrative staff has been divided into three groups: formation,

academics, and operations. Each administrative staff member is instructed to evaluate himself or herself and every other member in the group. Supplemental evaluators are instructed to evaluate those individuals in each group, or individuals as noted. Each individual completing an evaluation form is directed to submit completed forms to an administrator who has oversight of the administrative staff in each area.

Once the completed evaluation forms have been received by the administrators assigned to each group, the administrator aggregates the forms by name and analyses the responses. The administrator then completes a form for each individual that represents an aggregate of responses. The administrator then schedules a meeting with the individual to discuss that year's evaluation. For additional information on administrative staff evaluation, see the NDS Personnel Handbook.

## **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.

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.

### **Faculty Grievances**

In the case where full time faculty 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.

## **Faculty Expectations for Teaching, Research, and Service**

NDS faculty members are expected to contribute to the NDS community in three distinct ways: teaching, research, and service. Expectations for each of these areas, in addition to how they are assessed, will be detailed below.

### **Teaching**

According to the Association of Theological Schools (ATS) Standard 3.2.2.1, “Teaching should involve faculty, librarians, and students working together in an environment of mutual learning, respect, and engagement.” In an effort to create this environment, NDS faculty members are expected to use instructional methods designed to meet the needs of a diverse student population, technological resources to enhance their teaching and strengthen student learning, and design their courses to facilitate student learning.

### **Research**

As evidenced by its mission statement, Notre Dame Seminary does not define itself as a research institution, and as such, does not set a quantitative value for the amount of research that must be performed by its faculty. However, as a Graduate School of Theology, NDS does expect its faculty to engage in a sufficient amount of research to meet the needs of its curricula.

As stated in the ATS introduction to Standard 3, “The theological curriculum is the means by which learning, teaching, and research are formally ordered to educational goals.” In order to incorporate current and relevant research into their teaching, and model and instruct this research to their students, faculty members are encouraged to “interact with one another, with librarians, with their students, with the church, and with developing fields of knowledge.” (ATS Standard 3.2.2.3) In other words, faculty members are encouraged to improve their own knowledge and skills through research and engaging in scholarship.

NDS expects that faculty will participate in professional development activities, presentations (i.e., national or local, workshops, retreats, etc.), and/or publications. Full time faculty members are required to annually submit a list of their presentations, publications, and participation in professional development opportunities. This list is compiled and presented to the Board of Trustees each year. The Academic Dean will use an *Annual Faculty Checklist* to evaluate the participation of faculty and the quality of the experience and/or publication, in each of these research opportunity categories.

Faculty members are encouraged to share the results of their research with the entire faculty through faculty seminars and symposia. Faculty seminars are scheduled twice each semester and allow faculty members to share their research results in a collegial atmosphere.

Faculty symposia are scheduled with the entire NDS community twice each academic year. These symposia are constructed to allow one faculty member to present a theological or philosophical position based on their research, and another faculty member or invited scholar then presents a rebuttal to this position. At the conclusion of these presentations, questions from the audience allow for a lively exchange of views with the participation of various members of the community.

## **Service**

NDS expects that full time faculty members will participate in the life of the community, both inside and outside of the seminary. Participation in the NDS community could be attendance at required faculty functions, involvement in additional NDS events or in the formation program of the seminary, and/or administrative service for NDS or other scholarly organizations.

Participation in the community at large could be parish assistance, committees, retreat work, lectures, etc. A record of attendance and participation in seminary events and community services outside the seminary must be submitted annually to the Academic Dean.

## **Office Hours**

All full time faculty members are expected to publish and keep regular office hours. These hours should be included in all syllabi and posted on or near office doors. 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. Adjunct faculty who hold office hours only "by appointment" must communicate clearly and frequently to students how they can set up an appointment, and where they are to meet.

It is imperative that all faculty keep faithfully to their stated office hours, and that students feel welcomed during those times. If, due to an emergency or required absence, faculty are unable to keep to scheduled office hours, students must be given advance notice and alternate options.

## **Sabbatical Leave**

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. Faculty can apply for an additional sabbatical after completing three years of full time service following the previous sabbatical.

## **Professional Development**

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.

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.

## **FACULTY POLICIES AND PROCEDURES**

### **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 inform the students 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/Syllabi**

Faculty members must adhere to NDS policy in the matters of curriculum (in particular, what is specified by the syllabus and catalog), organization, and academic freedom. Faculty shall 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.

All faculty are required to submit to the Academic Dean a syllabus for each of the courses they are to offer during the semester; this is to be created using the NDS Syllabus Template. Syllabi are due well before the beginning of each semester and are available for student inspection. In addition, well before the beginning of each semester, all faculty are required to submit a list of the textbooks which they expect their students to purchase. The syllabus template, and instructions and dates for submitting syllabi and textbook lists, can be obtained through the Academic Dean's office.

### **Attendance Policies**

NDS class attendance policies appear in the catalog and on each course syllabus. These attendance policies must be reviewed and applied by all faculty members. Faculty are required to take attendance in their classes to enable the enforcement of these policies.

The NDS class attendance policies are as follows:

- Regular class attendance is expected and required of all students who intend to receive credit for course work in the graduate school.
- Inevitably, extraordinary circumstances will arise that make class attendance impossible on occasion; therefore, a formula for determining regular attendance has been established as policy for the convenience of both student and instructors.
- A student is permitted to be absent from class no more than twice the number of times the class meets per week. (A student is considered absent if not present when attendance is taken). Thus, if a student is absent for seven classes from a course that meets three times a week, the student is in violation of school policy in this regard. The normal penalty for such a violation is the grade FA (failure due to absence).
- The number of absences includes those due to illness, late registration, or any other cause.
- Absence from class immediately before or after holidays and free weekends is considered a double cut. Only the Academic Dean may waive penalties for absence. In absences due to illness, the student must inform the instructor and their formation advisor prior to the class.
- Due to the nature of MA classes (Saturday format, etc.) absences are never allowed if a student has not sought and received permission from the instructor

### **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.*

### **Student 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 standards 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 accreditation 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.

## **NDS POLICY AND PROCEDURE PROPOSAL GUIDELINES**

In order to facilitate continuous effective operation, it is necessary that Notre Dame Seminary have a clear policy to amend and adopt institutional policies in light of emergent exigencies. (Major academic changes are dealt with in the Substantive Change and Program Approval policies). A proposal for a new or revised policy may be offered by any responsible person(s) within the Faculty, Staff, Administration, or Student Body of Notre Dame Seminary.

### **Policy Definition**

A functional policy is one that is broad enough to encompass all aspects of the issue addressed, not just one or several facets of it. It is approved through the appropriate institutional processes and published in appropriate institutional publications and on the institutional website in order to ensure accessibility to those affected by the policy and its related procedures.

### **Procedure Definition**

A detailed process as to the what, when, where and how a policy should be implemented and followed.

### **Proposal Procedure**

As stated above, a proposal for a new or revised policy may be offered by any responsible person(s) within the Faculty, Staff, Administration, or Student Body of Notre Dame Seminary.

Prior to officially initiating the proposal, discussions should be held with various members of the Notre Dame Seminary community who will be involved in the policy in question (e.g., faculty members, administration, support staff, and/or students). These discussions are meant to establish both the perceived need for the revised or new policy, as well as a broad-based support for the policy.

Having gained broad-based constituent support, the proposed policy should be formally outlined, including a specification of the procedures that must be included for adherence to the policy. All proposals must be submitted on the NDS Proposal for New or Revised Policy Form to the Vice-Rector or Academic Dean, depending on the nature of the policy. This proposal may then be brought forward for approval.

### **Approval Protocols**

As explained above, a policy change begins at the faculty, staff, administrative, or student level. If the policy is non-academic in nature, it should first be brought to the Vice-Rector, whose approval is required to continue with the process. If the policy is academic in nature, it should first be brought to the Academic Dean, whose approval is required to continue with the process. No one can seek approval of a new or revised policy without the consent of the Vice-Rector or Academic Dean. The Vice-Rector or Academic Dean's judgment will confirm: (1) the new or revised policy is within the Mission of Notre Dame Seminary; (2) that there is a need which the proposed new or revised policy will fulfill, and is currently not served by Notre Dame Seminary policies; and, (3) Notre Dame Seminary has the capacity to adequately fulfill that need with respect to personnel and institutional resource necessary to carry out the new or revised policy.

This proposal is then forwarded to the Faculty Council, where the policy's details will be discussed. A majority vote from the Faculty Council is required to move the proposed policy forward. Having attained the support of the Faculty Council, the proposed policy will be brought to the Rector-President, who exercises final authority over all major policy changes at Notre Dame Seminary. The Rector-President will then share the new or revised policy decision with the Board of Trustees as needed.

Academic policy changes can be suggested by any member of the faculty council, who introduces the proposed change for discussion at the meeting of Faculty Council. After appropriate discussion, and with the consent of the Rector-President, the change is voted upon by the Faculty Council.

All discussions concerning the adoption of new policies will be recorded in the minutes for the Faculty Council meetings. These minutes are dated so as to record the evolution of the understanding of the policy with respect to the missions and goals of Notre Dame Seminary. Subsequent to its approval by the Faculty Council, the newly adopted policy will be made known by the Office of the Registrar through publication in the appropriate organ of dissemination (most often the Catalog, but also including the Faculty Handbook, the Student Handbook, the Rule of Life, or the Formation Handbook, depending on the nature of the policy in question). As efficient operation requires that the new policy be complied with, the Director of Institutional Effectiveness will confirm that the policy is being adhered to, gather evidence of implementation from the appropriate source, and assess the adequacy of the policy with respect to the mission and goals of Notre Dame Seminary. In addition, NDS policies will be reviewed annually by the Faculty Council and/or the Office of the Academic Dean. See Appendix D for the NDS Proposal for New or Revised Policy Form.

### **Intellectual Property**

The vitality of any institution of higher learning depends intrinsically on the quality and robustness of the processes of research and creative communication which characterize its life. Notre Dame Seminary seeks to encourage those processes among faculty, students and staff in every aspect of its institutional life. One measure of that encouragement is the protection that is afforded to the intellectual property of each and every constituency in the Seminary.

The term "intellectual property" is understood to include all written or orally communicated results of scholarship, research, teaching or other intellectual pursuit by faculty, students or staff. Notre Dame Seminary recognizes that full rights of ownership of all such work belong to the creator of such work. The single exception to this policy concerns those productions which fulfill responsibilities of employment by the Seminary and can rightly be understood as "works for hire" under United States law. In those cases, ownership will be exercised solely by Notre Dame Seminary.

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.

Intellectual property produced by faculty or students, including course-work, lectures and other class-related materials are covered by this policy and may not be copied, recorded nor

disseminated in any form, including the Internet, without the express permission of the Rector-President of Notre Dame Seminary.

### **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.

### **Seminary Ownership of Intellectual Property/Copyright**

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.

### **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.

### **Credit Card Policy and Procedures**

It is the policy of Notre Dame Seminary to issue an NDS credit card to administration, faculty, and staff only under the specific approval of the Rector-President. The purpose of this policy is to allow Notre Dame Seminary (NDS) personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel and office supplies. Please see Appendix E for the Credit Card Policy and Procedures.

### **Sexual Harassment**

Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of Notre Dame Seminary to provide employees serving in the seminary with a workplace free from sexual harassment and free from any sexual conduct deemed inappropriate by the Roman Catholic Church. Should any employee engage in any conduct that violates Roman Catholic Church teachings or principles, the seminary reserves the right to take whatever disciplinary action it deems appropriate.

Pursuant to applicable laws, employees of the seminary are entitled to a workplace free of sexual harassment. In that regard, the seminary will not permit any employee, male or female, to sexually harass another in any way. Legally prohibited sexual harassment may involve, but is not limited to:



1. Making, as a condition of a person's continued employment or service, unwelcome sexual advances or a request for sexual favors or other verbal or physical conduct of a sexual nature; or,
2. Making submission to or rejection of such conduct the basis for tangible employment decisions affecting the employee, or,
3. Creating an intimidating, hostile, or offensive working environment by such conduct that is so severe and pervasive that it alters the conditions of the victim's employment and creates an abusive work environment.

Sexual harassment includes behavior that is not welcome, that is personally offensive, that fails to respect the right of others, which lowers morale and that, therefore interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include but are not limited to:

Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats; or,

Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures: or,

Physical: Unwanted physical contact, including touching, pinching, brushing the body, pushing.

Whatever form it takes, sexual harassment is insulting and demeaning to the recipient and will not be tolerated at the seminary. All employees must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Depending upon the nature and extent of any violations of this policy, such violations may result in disciplinary action up to and including termination of employment and/or notification of appropriate civil or criminal law enforcement authorities for their action, if any.

If an employee believes that he/she has been subjected to sexual harassment by anyone while on the job or in the workplace, that person shall immediately report the matter in writing to his/her supervisor keeping a copy of the report for his or her own records.

Under no circumstances should employees report the harassment to a supervisor who is the person being accused of sexual harassment. In such a situation, the employee shall report the alleged harassment in writing to the Rector-President.

Notre Dame Seminary will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints will require disclosure to the accused party, other witnesses and superiors in order to gather pertinent facts.

Following receipt of a complaint as to sexual harassment, the supervisor (or other official in cases where the immediate supervisor is the accused) – or the designee of the supervisor—shall immediately begin an investigation into the alleged sexual harassment. If there is a designee to perform the investigation, the supervisor shall remain responsible for ensuring that an investigation is conducted.

Any such investigation shall include an interview of the complainant and a written statement from the complainant setting forth times, dates, places, exact quotes or behaviors, and the names of witnesses. The supervisor (or, again, his or her designee) shall also collect from the complainant any physical evidence, such as written notes, e-mail, recordings or other items that may corroborate (or contradict) any aspect of the complaint.

The supervisor or designee in charge of the investigation shall also interview the alleged harasser, and, if possible, obtain a written statement of the events that occurred, if any.

If the harasser admits the offending conduct, then an explanation for the behavior shall be requested and appropriate disciplinary action taken.

If the alleged harasser denies the alleged action, at that point the supervisor or designee shall also interview any key witnesses who may have knowledge of the alleged harassment, e.g., through overhearing or witnessing the harassment.

Any interviews with any persons- the alleged victim, alleged harasser or any witnesses- shall take place on a confidential basis, with the supervisor obtaining from each employee and/or witness an agreement to keep the matter confidential, preferably in the written statement to be obtained from any employee. When interviewing witnesses, the supervisor shall also balance the goals of obtaining full information that supports or contradicts the complaint against poisoning the work environment if the complaint proves unfounded. The written statements obtained from all witnesses shall include all details of time, dates and places where the harassment, if any, occurred, in addition to the confidentiality agreement mentioned above.

In the situation where the alleged offensive conduct is denied, following a review of the statements from the complainant and witnesses and the resolution of any inconsistencies in these statements, the supervisor shall attempt to reconcile all of the employees' positions to determine whether or not offensive conduct occurred. If so, then appropriate employee discipline must be taken, up to and including termination.

If the investigation results are inconclusive as to whether sexual harassment has occurred, the supervisor shall immediately reinforce this policy against sexual harassment to all relevant, i.e., involved employees, including but not limited to possible counseling of the alleged harasser and/or the complainant. If feasible and if approved by the alleged victim, the appropriate supervisor may also consider offering to the complainant a transfer to another position and/or take action to prevent contact between the complainant and alleged harasser.

If the investigation results are conclusive that sexual harassment has occurred, then the supervisor must take immediate steps to ensure that the offending action ends and shall take disciplinary action against the offender, which may range from counseling to termination of employment depending on the nature of the harassment.

During the investigation, the supervisor shall also take steps to ensure that no sexual harassment or retaliation against the complainant occurs. Such steps may include, but are not necessarily

limited to; the appropriate supervisor's segregating the complainant from the alleged offender in the workplace setting or suspension with pay of the accused party, depending on the egregiousness of alleged offense and the circumstances.

In all cases, the complainant shall be apprised of the results of the investigation. Further, as mentioned, no retaliatory action shall be taken against the complainant. If the complaint is totally baseless and without any foundation, the supervisor shall consult with the archdiocesan attorneys prior to taking any action against the complainant.

**The Following Is Meant To Serve As A Commentary And Explanation Of The Above Policy On Sexual Harassment:**

Definitions are not clear-cut when dealing with a complex issue such as sexual harassment in the workplace. While there are some actions or behaviors that most would agree are blatantly offensive and inappropriate for the workplace, it is sometimes more difficult to identify the most subtle forms of sexual harassment. However, such subtle harassment can be just as damaging to affected individuals.

The identification of sexual harassment is often based on individual perceptions and can involve subjective interpretations of behavior. What may be offensive to one individual may not be offensive to another. A person may not intend for his/her actions to offend another. Further, in order to be legally actionable in terms of a sexually objectionable environment (as opposed to the situation where a supervisor requires sexual favors in return for continued employment, promotions, etc.), the sexually objectionable work environment must be one that a reasonable person finds objectionable and one that the victim in fact perceives to be objectionable. Thus, factors in identifying workplace sexual harassment rest on the effect of the behavior on the recipient weighed against a standard of reasonableness, not necessarily on the intent of the sender.

Sexual harassment in the form of workplace harassment (again, as opposed to the requirement of sexual favors for continued employment, promotions, etc.) must have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or abusive work environment that is severe and pervasive.

Further, the circumstances regarding alleged offensive behavior must be examined to determine whether a hostile work environment has been created. Determining factors may include the frequency of the offending conduct, its severity, whether it is physically threatening or humiliating, or whether it unreasonably interferes with another's work performance or psychological well-being. Any of these factors alone or in combination may constitute harassment. However, hostile work environment does not necessarily include genuine but innocuous differences in the way men and women interact with members of the opposite or same sex, simple teasing, offhand comments, and isolated incidents (unless extremely serious).

Sexual harassment can cover a wide spectrum of behavior, both intentional and unintentional. Outlined below are some examples of behavior/actions that could constitute harassment and create a hostile work environment if so severe and pervasive that so as to alter the conditions of

the job and to create an abusive work environment. However, it should be noted that this list is not all-inclusive:

Verbal:

- sexual innuendoes
- off-colored jokes
- unwelcome comments on one's physical appearance/dress
- derogatory or vulgar comments directed at an individual
- suggestive or insulting sounds (e.g., catcalls, kissing sounds, etc.)
- propositioning/asking for sex

Non-Verbal:

- demeaning, offensive, suggestive or degrading pictures, posters, calendars, cartoons, memos, letters or E-Mail notes
- pornographic material
- obscene gestures or motions
- leering or staring
- indecent exposure

Physical:

- unwanted physical contact (e.g., brushing up against, pinching, kissing, hugging, massaging, touching, etc.)
- blocking or impairing a person's movement
- unwelcome sexual advances
- physical assault or rape

Each employee is responsible for continually examining his or her behavior and carefully evaluating his or her actions in advance to avoid creating an offensive working environment. A general "rule-of-thumb" test for determining whether your actions/behaviors may be inappropriate for the work place is to ask yourself the following questions:

- Would I do or say the same thing if my supervisor, spouse, parent, or child were present?
- Would I take the same action if I knew it would be published with my name associated with it in the local paper the next morning?
- Would I feel comfortable if someone else did or said the same thing to a member of my own family?

If there are any doubts about whether another individual might be offended, then such behavior should not take place. To ensure a workplace that is harassment-free for all employees, awareness and sensitivity by every individual is essential. Each employee can make a significant impact on preventing harassment in the workplace by following the guidelines outlined below:

#### Employee Responsibilities:

- Evaluate in advance the possible impact of actions on others—if you have any doubts about whether behavior might be offensive, don't do it.
- Be courteous and respectful of others.
- If an employee feels that he or she is being harassed, or if an employee is aware of another employee/volunteer being harassed, take appropriate actions to address, report in writing and resolve the matter as outlined in this policy.
- Cooperate fully and truthfully with investigations of alleged harassment.

It is recognized that a victim's reporting harassment can be difficult and uncomfortable. It is important to realize, however, that if offending behavior is ignored or if it is assumed that someone else will deal with it, the offending behavior may not stop. Additionally, the harasser may be offending others, too. Therefore, individuals who believe they are being harassed or who observe or are otherwise aware that a fellow employee is being subjected to sexual harassment may (but are not required to) — in addition to reporting the sexual harassment as outlined above—take the following actions:

- Confront the alleged harasser and inform the individual that his/her behavior or actions are not welcome;
- Tell the individual to stop the offensive behavior immediately;
- Be specific with the offending individual about the behavior to be stopped and its negative effects.

In all cases, the employee who believes that he or she is the subject of sexual harassment shall:

- Document concern (s) in writing and include such documentation in the complaint to the supervisor and/or volunteer coordinator, i.e., keep track of specific dates/times/places, details of the offending behavior; note any witnesses' names and what they observed;
- Report concerns in writing to supervisor /volunteer coordinator;
- Cooperate fully and truthfully with the investigation and recognize that no adverse action will be taken against the reporter of harassment for making a good-faith harassment complaint or for assisting in the investigation.

## **STUDENT FILES: RELEASE POLICY 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 or adjacent to 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 up in the data management system and locally, and the Archdiocese of New Orleans Office of Information Technology backs up the NDS computer files on a daily schedule. Backed up files are kept for 180 days.

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 Director of Admissions for Academics, 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 or her files.
- Personal Records - After initial inspection, prior to the student's acceptance into the seminary, only the Rector-President and those faculty members who comprise the ad hoc 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.

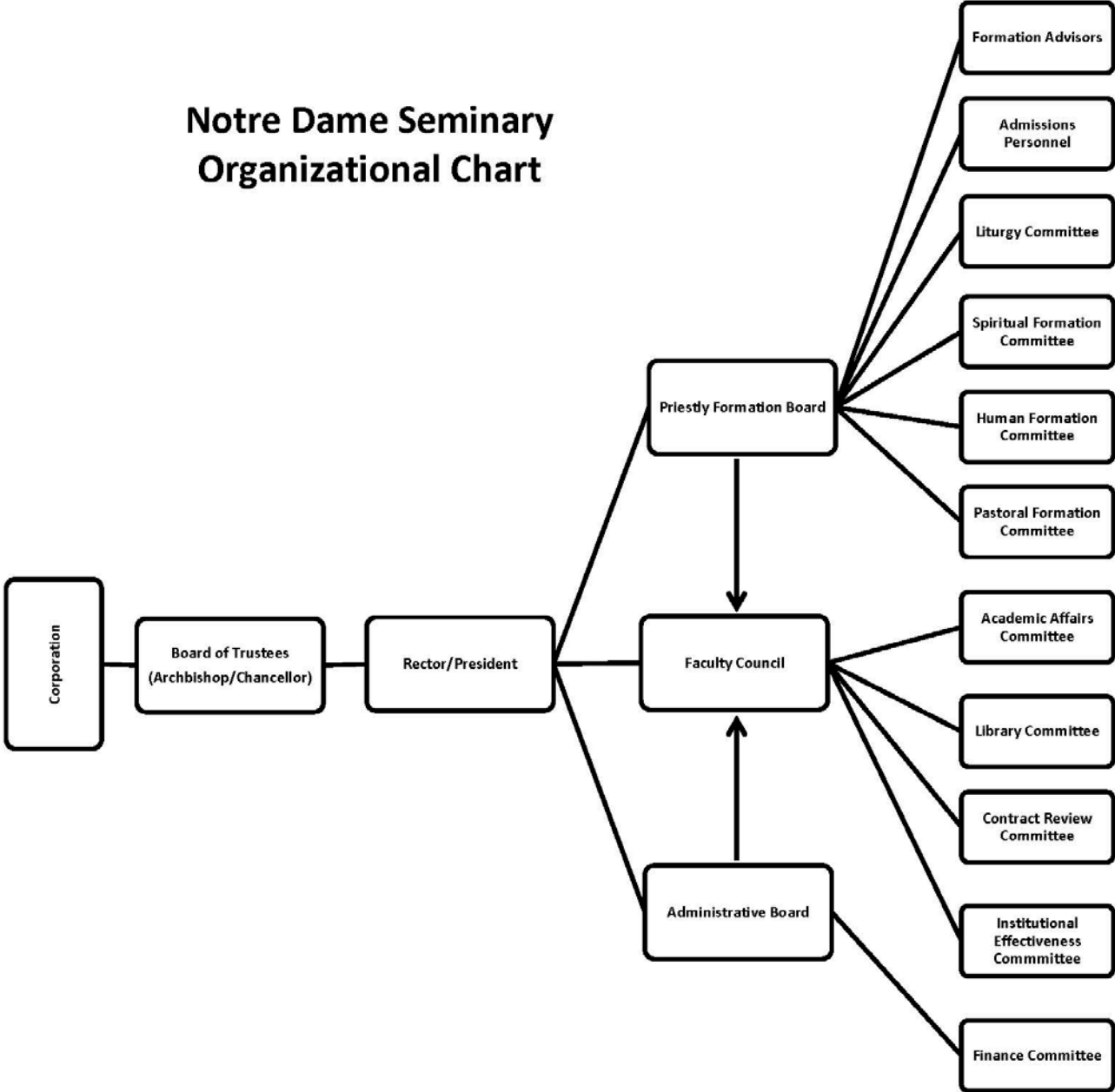
Upon written request, whether to the Rector-President or the Academic Dean, the student is free to inspect his files at any time. Moreover, seminarians, when they begin their studies, are asked to sign a release form (valid for the duration of their stay at Notre Dame Seminary) permitting the seminary 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)).

**Appendix A Organizational Chart**



# Notre Dame Seminary Organizational Chart



**Appendix B Annual Faculty Checklist**

### ANNUAL FACULTY CHECKLIST

FACULTY MEMBER NAME \_\_\_\_\_ DATE \_\_\_\_\_

ITEMS FOR REVIEW	ON FILE	MISSING	DESCRIPTION (if needed)	FURTHER REVIEW
<b>CREDENTIALS</b>				
Updated Curriculum Vitae				
All relevant transcripts				
Faculty Roster Form with Credential explanation				
<b>TEACHING</b>				
Self-assessment of pedagogical effectiveness				
Observation Form (if observed this year)				
<b>RESEARCH</b>				
Copies pertaining to published works				
Documents pertaining to current research				
A record of any professional development education or professional seminars attended within the last twelve months				
Was research relevant to area of expertise?				
Of sufficient quality?				
<b>SERVICE</b>				
A record of involvement in the formation program at NDS				
Assessment of strengths and weaknesses in involvement in the area of formation				
Record of community services outside the Seminary				

Overall Comments:

**Appendix C Self and Peer Evaluation Form and Groups**

**Employee Evaluation**

Period Covered: \_\_\_\_\_ Evaluator: (circle one) self-evaluation or other

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Major Responsibilities** (See attached job description)

<b>Rating Ranges</b>				
1 = Unsatisfactory	3 = Needs Improvement	5 = Satisfactory	7 = Very Good	10 = Outstanding

**Professional Characteristics**

**Performance**

Understanding of Job Description	
Communication skills	
Dependability	
Effectiveness in Working with Others	
Initiative	
Understanding of Mission	
Quality of Work	
Overall Evaluation Rating	

**Assessment of Strengths/Weaknesses**

**Administrative Use Only**

Areas of Improvement needed/Course of Action to Accomplish Areas of Improvement:

--

## ANNUAL EVALUATION GROUPS

Each member of the following groups would evaluate himself or herself, and each other member in the group. Supplemental evaluators would evaluate those individuals in each group, or individuals as noted. Evaluations should be returned to the mailbox of the individual listed.

Group 1 Members	Supplemental Evaluators
Director of Liturgy	S.A. Faith-Life Representative
Director of Music	S.A. Pastoral Representative
Director of Homiletics	
Director of Spiritual Formation	
Director of Pastoral Formation	
Assistant Director of Human Formation	
Director of Pre-Theology	
Adm. Assistant for Formation	
<b>Return Evaluations To: Vice Rector/Dir. Of Human Formation</b>	
Group 2 Members	Supplemental Evaluators
Associate Dean/Director of Philosophy	S.A. President
Director of M.A. Programs	M.A. Student Representative
Director of A.R.C.	
Librarian	
Adm. Assistant for M.A. Programs	
Director of ILEM	
Assoc. Dean/Director of Institutional Effectiveness/Registrar	
Exec. Adm. Assistant for Academic Dean	
<b>Return Evaluations To: Academic Dean</b>	
Group 3 Members	Supplemental Evaluators
Director of Development	S.A. Vice President
Director of Facilities*	*Housekeeping, Maintenance
Business Manager^	^Financial Consultant
Adm. Assistant to Facilities/Receptionist	
Exec. Adm. Assistant for Rector	
<b>Return Evaluations To: Rector</b>	



**Appendix D Proposal for New or Revised Policy Form**



### **NDS Proposal for New or Revised Policy Form**

This proposal form must be completed in its entirety and submitted to the Vice-Rector (non-academic) or Academic Dean (academic in nature). Please type or write in your responses to the following:

1. Provide a concise statement of the purpose of the policy and assurance that it is aligned with institutional or unit purposes. (Please attach a 1 page description to this document)
2. Proposed implementation Date of New or Revised Policy:  
  
Expected date(s) of any subsequent revisions to the policy:
3. Designated personnel responsible for implementing the policy:
4. Describe the process by which NDS constituents will be informed of the policy and any procedures it entails:
5. Define the timeline for completion of procedures:
6. Describe how compliance with the policy will be monitored and the results of the policy will be reported?
7. Outline the schedule that will be used for reviewing the effectiveness of the policy and its attendant procedures:

8. Describe the process by which these procedures are developed, approved and amended?

9. State whether compliance with these procedures is mandatory:

---

This form was respectfully submitted by:

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

**Vice-Rector or Academic Dean's Approval and Signature:**

\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove Date: \_\_\_\_\_

Vice-Rector or Academic Dean: \_\_\_\_\_

**Rector-President's Approval and Signature:**

\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove Date: \_\_\_\_\_

Rector-President: \_\_\_\_\_

*(This form will be stored in the Office of the Director of Institutional Effectiveness.)*

*Rev. 10/5/2015*

**Appendix E Credit Card Policy and Procedures**



## NOTRE DAME SEMINARY

### Credit Card Policy and Procedures

#### Objectives

1. To allow Notre Dame Seminary (NDS) personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel and office supplies.
2. To improve managerial reporting related to credit card purchases.
3. To improve efficiency and reduce costs of payables processing.
4. To protect the integrity of the ministry.

#### Policy

1. NDS credit cards will be issued to staff, only with approval of the Rector/President.
2. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
3. The following purchases are **not** allowed:
  - Tobacco products
  - Capital equipment *and* upgrades unless the items were specifically approved in the budget
  - Construction, renovation/installation
  - Controlled substances
  - Items or services on term contracts
  - Maintenance agreements
  - Personal items or loans
  - Rentals (other than short-term autos)
  - Telephones, related equipment, or services
  - Cell phone equipment or monthly charges
  - Any other items deemed inconsistent with the values of NDS
4. Cash advances on credit cards are **not** allowed.
5. Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

#### Procedures

1. Detailed receipts must be retained and attached to the credit card approval form. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
2. Credit Card Purchase approval forms, with attached detailed receipts, must be submitted to the accounting department within two (2) days of purchase to enable timely payment of amounts due.

3. Approval forms submitted for payment must include the initials of the cardholder, the signature of the approving staff member and the date of approval. Each statement must have the approval of the Cardholder and his/her supervisor.
4. The monthly statements are received by the finance staff and will be reconciled with the approval forms on file. The employee's card used to make a purchase on the statement that does not have an approval form will be responsible for payment.

Issued & Revised by:

Michelle Klein

Business Manager

September 2015

**NOTRE DAME SEMINARY CARDHOLDER AGREEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of the following

Credit card: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Type of credit card) (Credit card number)

I understand that improper use of this card may result in disciplinary action, as outlined in NDS Credit Card Policy. I further understand that improper use of this credit card will result in personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached NDS Credit Card Policies and Procedures agreement.

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of NDS and that NDS will be liable to Capital One NA for all charges made on this card.

I will strive to obtain the best value for NDS when purchasing merchandise and/or services with this card.

As a holder of this NDS card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will not lend the card or number to anyone else. I will return the card to the Business Manager or Rector/President, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, NDS will be entitled to reimbursement from me of such purchases. I hereby authorize NDS to deduct any such amounts owing from my next payroll. NDS shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Cardholder)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Business Manager)

Accounting Department use only:

Date \_\_\_\_\_ Credit Limit approved \$ \_\_\_\_\_

Signature \_\_\_\_\_  
(Business Manager)



## Employee Acknowledgement Form

I, \_\_\_\_\_,

(please print your full name)

hereby confirm that I have read the Notre Dame Seminary Faculty Handbook and understand that this handbook is not a contract and that it describes the conduct, behavior, and obligations expected of me as a faculty member and employee of NDS.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I understand that I have permission from the Rector-President to copy, record, and disseminate course-work, lectures, and other class related materials to NDS students. I am asking permission to copy, record, and disseminate this material to people who are not NDS students.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rector's Signature

\_\_\_\_\_  
Date