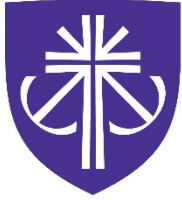


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STONEHILL COLLEGE

Ordinances

Effective February 11, 2025

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Preamble

These ordinances have been promulgated under the provisions of the corporate charter of the Foundation of Our Lady of Holy Cross, Incorporated, under the General Laws of the Commonwealth of Massachusetts on August 13, 1934, as amended on June 30, 1948, by a Certificate of Change of Purpose approved by the Board of Collegiate Authority and the Commissioner of Corporations and Taxation, as further amended in 1972 to effect a change in the corporate title of Stonehill College, Inc. Authority for the adoption and promulgation of these Ordinances is exercised by virtue of the power contained in the Certificate of Change of Purpose aforesaid, authorizing the establishment, conduct and maintenance of Stonehill College at Easton, Massachusetts.

The terms, power, duties and obligations of the Fellows, Incorporators, Trustees and Officers of the Corporation are set forth in the Bylaws of the College of which these Ordinances shall at all times be subject and subordinate.

Section I – College Governance

Article I: The Senior Leadership

The Vice President for Academic Affairs

The Vice President for Academic Affairs shall

- be recommended by the President and appointed by the Board of Trustees.
- be immediately responsible to the President.
- oversee the activities of such subordinate positions as the President shall determine.
- advance the College's mission as "a Catholic institution of higher learning founded and guided by the Congregation of Holy Cross, [as] a community of scholarship and faith, committed to fostering a culture where differences are affirmed and anchored by a belief in the inherent dignity of each person."
- submit annually to the Vice President for Finance and Treasurer a budget for the departments they oversee.
- submit an annual report to the President.
- be responsible for all academic activities of the College and, in conjunction with the Vice President for Enrollment Management, the retention of students
- engage in a continuous study of the curriculum and its effectiveness.
- publish annually an academic catalog.
- establish criteria for students for honors and awards, and for probation, separation, and dismissal from the College for academic reasons.
- certify to the President the names and candidates for degrees and programs where the candidates have met all requirements.

The Vice President for Student Affairs

The Vice President for Student Affairs shall

- be recommended by the President and appointed by the Board of Trustees.
- be immediately responsible to the President.
- oversee such subordinate positions as the President shall determine.
- advance the College's mission as "a Catholic institution of higher learning founded and guided by the Congregation of Holy Cross, [as] a community of scholarship and

faith, committed to fostering a culture where differences are affirmed and anchored by a belief in the inherent dignity of each person."

- submit annually to the Vice President for Finance and Treasurer a budget for the departments they oversee.
- submit an annual report to the President.
- be responsible for all extracurricular activities of students at the College.
- be responsible for student conduct in nonacademic matters.
- offer extracurricular programs to students that increase their knowledge in educational, social, and personal areas.
- oversee the development and implementation of counseling, health, and wellness programs and services for students.
- Oversee the operation of campus residential facilities and ensure the quality of student dining services and nutritional programs.

The Vice President for Advancement

The Vice President for Advancement shall

- be recommended by the President and appointed by the Board of Trustees.
- be immediately responsible to the President.
- oversee such subordinate positions as the President shall determine.
- advance the College's mission as "a Catholic institution of higher learning founded and guided by the Congregation of Holy Cross, [as] a community of scholarship and faith, committed to fostering a culture where differences are affirmed and anchored by a belief in the inherent dignity of each person."
- submit annually to the Vice President for Finance and Treasurer a budget for the departments they oversee.
- submit an annual report to the President.
- direct a campaign of continuous fundraising and shall solicit funds for the College.
- direct special, comprehensive fundraising campaigns.
- arrange appointments for the President to solicit funds from persons, corporations, and foundations.
- oversee alumni engagement and involvement.
- manage the College's relationships with local municipal governments.

The Vice President for Enrollment Management

The Vice President for Enrollment Management shall

- be recommended by the President and appointed by the Board of Trustees.
- be immediately responsible to the President.
- oversee such subordinate positions as the President shall determine.
- advance the College's mission as "a Catholic institution of higher learning founded and guided by the Congregation of Holy Cross, [as] a community of scholarship and faith, committed to fostering a culture where differences are affirmed and anchored by a belief in the inherent dignity of each person."
- submit annually to the Vice President for Finance and Treasurer a budget for the departments they oversee.
- submit an annual report to the President.
- be responsible for the admission, enrollment, internal and external communications, and, in conjunction with the Vice President for Academic Affairs, the retention of students.
- ensure the integrity of the College's marketing and branding.

- Recommend to the Vice President for Finance and Treasurer scholarship and financial aid policies and procedures.

The Corporate Officers

The Vice President for Finance and Treasurer

The Vice President for Finance and Treasurer shall

- be recommended by the President and elected by the Board of Trustees.
- be immediately responsible to the President and the Chair of the Board of Trustees.
- oversee such subordinate positions as the President shall determine.
- advance the College's mission as "a Catholic institution of higher learning founded and guided by the Congregation of Holy Cross, [as] a community of scholarship and faith, committed to fostering a culture where differences are affirmed and anchored by a belief in the inherent dignity of each person."
- submit annually to the Board of Trustees a budget for the College.
- submit an annual report to the President.
- carry out the duties of the Treasurer as specified in the Bylaws of the Corporation.

The Vice President & General Counsel and Clerk of the Corporation

The Vice President and General Counsel and Clerk of the Corporation shall

- be recommended by the President and elected by the Board of Trustees.
- be immediately responsible to the President.
- oversee such subordinate positions as the President shall determine.
- advance the College's mission as "a Catholic institution of higher learning founded and guided by the Congregation of Holy Cross, [as] a community of scholarship and faith, committed to fostering a culture where differences are affirmed and anchored by a belief in the inherent dignity of each person."
- submit annually to the Vice President for Finance and Treasurer a budget for the departments they oversee.
- submit an annual report to the President.
- be responsible for managing the legal affairs of the College, ensuring the College's compliance with state and federal laws, including civil rights laws and employment and labor laws.
- carry out the duties of the Clerk as specified in the Bylaws of the Corporation.

The President's Staff

The Chief of Staff

The Chief of Staff shall

- be recommended by the President and appointed by the Board of Trustees.
- be immediately responsible to the President.
- oversee such subordinate positions as the President shall determine.
- advance the College's mission as "a Catholic institution of higher learning founded and guided by the Congregation of Holy Cross, [as] a community of scholarship and faith, committed to fostering a culture where differences are affirmed and anchored by a belief in the inherent dignity of each person."
- submit annually to the Vice President for Finance and Treasurer a budget for the departments they oversee.
- submit an annual report to the President.
- be responsible for the administration of the Executive Office and its staff.

- oversee and set the agenda for meetings of the Senior Leadership Team with the President when meeting as a cabinet.
- provide guidance and administrative oversight of the College's strategic priorities.

The Director of Campus Ministry

The Director of Campus Ministry shall

- be recommended by the President and appointed by the Board of Trustees.
- be immediately responsible to the President.
- oversee such subordinate positions as the President shall determine.
- advance the College's mission as "a Catholic institution of higher learning founded and guided by the Congregation of Holy Cross, [as] a community of scholarship and faith, committed to fostering a culture where differences are affirmed and anchored by a belief in the inherent dignity of each person."
- submit annually to the Vice President for Finance and Treasurer a budget for the departments they oversee.
- submit an annual report to the President.
- shall advise on and enhance the College's mission and Catholic identity.
- shall offer programs to students that increase their knowledge in educational, spiritual, and personal areas.
- support the spiritual and religious needs of all students.

Article II: The Faculty Leadership

The Faculty Senate

The Faculty Senate shall

- consist of full-time faculty, the number of which is determined by the President of the College. The senators shall be elected from and by the full-time faculty. The Senators shall serve a 3-year term.
- operate under Robert's Rules of Order and Parliamentary Procedure as may be modified by the Faculty Senate from time to time.
- elect a Senate President annually from among the elected Senators. The Senate President shall
 - serve as the Chair of the Faculty Senate.
 - attend regular meetings with the Vice President for Academic Affairs and members of the VPAA's leadership team.
 - attend regular meetings with the President of the College.
 - Represent the Faculty Senate at meetings of the Academic Affairs Committee of the Board of Trustees.
 - receive compensation for their services as determined by the Vice President for Academic Affairs.
- Elect a Senate Vice President annually from among the elected Senators. The Senate Vice President shall
 - serve in the absence of the Senate President. In the event the Senate President is unable to continue to serve, then the Vice President shall assume the Presidency.
 - attend meetings at the request of the Senate President, Vice President for Academic Affairs, or President of the College.
 - receive compensation for their services as determined by the Vice President for Academic Affairs.

- With the approval of the President of the College or their designee, establish or suppress sub-committees of the Senate. The Vice President for Academic Affairs shall also have the ability to recommend the formation of sub-committees.
- Subject to the Bylaws of the College and these Ordinances exercise legislative powers concerning the curriculum, faculty internal governance, and promotion and tenure criteria.
- Recommend policies (Policies recommended by the Senate must be ratified by the President of the College before they become effective. Upon submission of a recommendation to the President, the President shall endeavor to review the policy within 60 days. The President may ratify the policy, reject the policy, return the policy for clarification, or take the recommendation under advisement but take no further action. Procedures recommended by the Senate must be approved by the Vice President for Academic Affairs before they become effective.)
- have advisory powers concerning College-wide issues.
- meet regularly and be open to the College community.
- meet in both open and executive sessions consistent with the rules of the Senate.

Article III: Special Assistants to the President

From time to time, the President may appoint Special Assistants who shall be immediately responsible to the President. The responsibilities, job description, and job title of such Special Assistants shall be determined by the President. The President may invite additional positions to serve, from time to time, as a member of the President's Senior Leadership.

Section II – Standing Committees

Article I: Standing Committees Purpose & Operation

Participation

- Standing Committees participate in the decision-making processes of the College's governance.
- None of the committees can or should operate in isolation. They are dependent upon input both for the formulation and the resolution of their appropriate agenda. Within such a framework, different approaches may be advanced, discussed, and resolved.
- Within the structure, the President, Senior Leadership, Faculty Senate, Staff Council, and Student Government Association bear a primary responsibility to recommend agenda items to the appropriate committee(s).
- It is the prerogative of the Board of Trustees within the jurisdiction granted it by the Bylaws to consult with Standing Committees as necessary or desirable in the exercise of Board responsibilities and fiduciary duties.

Operation

- All Standing Committees shall operate in accordance with Robert's Rules of Order and Parliamentary Procedure.
- Standing Committees must publish meeting agendas and minutes for all meetings held. The Chair must provide a copy of each agenda at least five (5) days prior to a meeting and must provide approved minutes to the Clerk of the Corporation within 30 days of the approval of the minutes.

Selection of Committee Members

- Unless otherwise specified, appointments of faculty representatives to committees directly reporting to the Senate and to the Standing Committees included in these Ordinances, shall be determined by a process established by the Faculty Senate and the terms of faculty committee members shall be set by the Faculty Senate.
- Unless otherwise specified, appointments of student representatives to committees shall be determined by the Executive Board of the Student Government Association and the terms of student committee members shall be set by the Executive Board of the Student Government Association in consultation with the Director of Student Engagement.
- Unless otherwise specified, appointments of staff to committees shall be determined by the Senior Leadership or Staff Council as determine by the President of the College and the term of a staff committee member shall be set at three years, with the possibility of re-appointment.
- Appointments to ad-hoc, temporary, or limited scope committees that are not included in these Ordinances shall be determined by the President.

Article II: Reporting Structure

Reporting to the Board of Trustees

No Standing Committee shall report directly to the Board of Trustees.

Reporting to the President of the College

The Faculty Grievance Committee

Membership

3 Tenured members of the Faculty

2 Untenured members of the Faculty

Description

The Faculty Grievance Committee is established to hear faculty grievances. The Committee shall convene as needed to address grievances submitted by a faculty member. It shall provide notice of meeting to the grieving party and shall conduct a hearing under established policies and procedures. It shall provide a written notice of its decision to the grieving party within a reasonable time after the hearing is concluded and shall report its findings and decision to the Vice President for Academic Affairs. A subcommittee of the Grievance Committee hears appeals of tenure or promotion decisions based on alleged violations of procedure. The members of the Grievance Committee who hold tenure or are tenurable compose the subcommittee for these appeals as more fully described in the College's policies.

Rank and Tenure Committee

Membership

1 member of the Faculty from the Humanities disciplines.

1 member of the Faculty from the Science, Technology, Engineering, or Math ("STEM") disciplines.

1 member of the Faculty from the AACSB-accredited programs.

3 At-large Faculty members.

A senior member of the of the Academic Division administration appointed by the Vice President for Academic Affairs (non-voting).

Description

The Rank and Tenure Committee is responsible for assessing candidates' materials and providing recommendations on tenure and/or promotion decisions. These recommendations are conveyed, along with the committee's votes, to the Vice President for Academic Affairs. Additionally, the committee plays a crucial role in shaping proposals related to tenure and promotion criteria, as well as procedural adjustments concerning pre-tenure, tenure, and promotion applications. These proposals are subsequently presented to the Faculty Senate for deliberation and consideration.

Planning Committee

Membership

The President of the College, Chair
The Assistant Vice President for Planning & Budget, Vice Chair
The Faculty Senate President
The Chair of the Staff Council
3 Faculty representatives
The Student Government Association President or their designee
3 Staff representatives selected by the President

Description

Established by the President, the Planning Committee provides advice and counsel to the President in the areas of strategic and operational planning. The Committee works to ensure that an effective college-wide planning system exists in which major academic and administrative areas are reviewed and monitored to achieve agreed upon goals, timelines, and metrics respectively. Open dialogue, collaborative discussions, and at times, discretion are vital for this Committee to work effectively and efficiently

Subcommittees of Planning

To address specific strategic areas, the President will form subcommittees, where membership shall be determined by the recommendations of the subcommittee and approved by the President. Each subcommittee will keep minutes/summary of their meetings, share highlights, and ask questions of the Planning Committee based on their discussions, and provide notes and next steps with the entire community. Ad hoc subcommittees can also be formed and revised at any time based on current planning goals and process upon approval of the President.

Institutional Diversity Action Subcommittee (IDAC)

The IDAC modifies, vets, and critiques the existing IDAC plan(s), prioritizes short-term goals that can be measured, and sets realistic benchmarks that demonstrate the College's short and long-term commitment to the diversity goals informed by the College's mission and federal and state civil rights laws.

Membership

Associate Vice President for Diversity, Equity and Inclusion, Chair
Director of Intercultural Affairs
Assistant Vice President for Human Resources or their designee
Committee on Diversity, Equity and Inclusion ("CDEI") representative
Faculty of Color Association ("FOCA") representative
SGA Diversity Chair

Financial Planning & Budget Subcommittee

Its charge is to review the College's financial planning efforts and to ensure they are consistent with the current strategic priorities established by the Senior Leadership and the Planning Committee as endorsed by the Board of Trustees. Financial projections and preliminary budgets will be provided for review and discussion.

Membership

Assistant Vice President for Planning & Budgeting, Chair

3 Staff representatives selected by the President

1 Faculty representative selected by the President

Academic Programs Subcommittee

Its charge is to discuss and make recommendations on ways in which to enhance the academic programs and profile of the College, while complementing and strengthening the College's planning goals.

Membership

Dean of the Business School, co-Chair

Dean of the School of Arts & Sciences, Co-Chair

2 Staff representatives selected by the President

2 Faculty representatives selected by the President

Student Life & Success Subcommittee

Its charge is to develop a streamlined, student support service approach across divisions that measures student success metrics that may include retention, post-graduate outcomes, and graduation rates.

Membership

Assistant Vice President for Retention & Student Success, Chair

3 Staff representatives selected by the President

1 Faculty representative selected by the President

Mission & Organizational Effectiveness Subcommittee

Its charge is to provide and enhance opportunities for community members to deepen their understanding of the College's mission and foster a campus culture where employees and students feel respected and valued.

Membership

Associate Vice President for Student Affairs/Dean of Students, Chair

3 Staff representatives selected by the President

1 member of the Congregation of Holy Cross selected by the President in consultation with the Board of Incorporators

1 Faculty representative selected by the President

Staff Council

Membership

Staff shall be defined as all benefits-eligible employees who are not members of senior leadership, deans, and assistant or associate vice presidents. Staff refers to all non-exempt and exempt employees whose primary role is administrative in nature. All Staff are represented by Staff Council. All staff may vote in elections for Staff Council, may attend Staff Council meetings, and may serve on Staff Council committees.

The Staff Council will consist of 12 voting representatives, elected by staff. It is the goal of the Council to maintain approximately the same distribution between administrative, administrative support, and service staffs as the general population, keeping in mind

exempt and non-exempt staff, as well as bargaining unit and non-bargaining unit staff members.

The President shall also appoint up to two non-voting representatives to act as resources and information liaisons. Appointees serve for a two-year term.

Description

The purpose of the Staff Council is to act as the representative body of all staff of Stonehill College. As such, it shall review and make inquiries into matters of the Stonehill community for the benefit of all concerned and organize and conduct meetings to seek clarification and make recommendations. The Staff Council shall maintain a Charter that shall be approved by the President. It will work cooperatively with other Standing Committees and Human Resources to attend benefits-related presentations.

Emergency Response Group

Membership

Associate Vice President for Finance & Operations, Chair
Director of Health Services
Chief of Campus Police
Director of Counseling Services
Associate Vice President for Student Affairs/Dean of Students
Associate Vice President for Academic Operations
Associate General Counsel
Director of Communications and Media Relations or designee
Chief Information Officer or designee
Assistant Vice President of Human Resources or designee
Director of Residence Life or designee
Director of Facilities Management or designee

Description

Guides and assists the President and the Emergency Policy Group (which consists of the Senior Leadership Team) in making policy and financial decisions needed during a campus crisis. Upon the approval of the President, the Emergency Management Committee may create standing subcommittees to address specific areas.

Catholic Identity Committee

Membership

President or designee, Co-Chair
Director of Campus Ministry, Co-Chair
1 member of the Congregation of Holy Cross selected by the President in consultation with the Board of Incorporators
1 non-exempt or bargaining unit employee appointed by the Vice President for Finance and Treasurer
1 appointee of the Vice President for Academic Affairs
1 appointee of the Vice President for Finance and Treasurer
1 appointee of the Vice President for Student Affairs
1 appointee of the President in consultation with the Director of Campus Ministry
1 appointee of the Vice President for Advancement
1 appointee of the Vice President for Enrollment Management
1 representative of the Alumni selected by the President in consultation with the Director of Alumni Affairs

4 faculty representatives (one of whom shall be a member of the Religious Studies & Theology Department)

2 Student representatives

Description

Articulates and clarifies issues of Catholic identity and Holy Cross sponsorship as it relates to the mission of the College. Provides a forum for the constituencies of the College to offer input into these questions.

Reporting to the Faculty Senate

The Faculty Assembly

Membership

Membership in the Faculty Assembly is given to all faculty members teaching at least six (6) hours during the semester in which they are teaching the six hours; to all faculty members on sabbatical leave; to all faculty members with a one-year contract whose work consists of at least six hours of teaching or research; to all librarians and department chairpersons with faculty status, even though they may not be teaching; and to Laboratory Instructors with faculty status. Faculty members on leave of absence retain their membership in the Faculty Assembly.

Description

Provides a campus-wide forum for the Faculty to surface issues and discuss topics of import.

Faculty Compensation Committee

Membership

2 members of the Faculty who are tenured full professors

2 members of the Faculty who are tenured associate professors

1 member of the Faculty who is an untenured, full-time assistant professor

1 adjunct faculty member

Members of the College Administration (non-voting) selected by the President

Description

Reviews, provides feedback, and maintains information on full- and part-time faculty salaries, benefits, and other compensation, including faculty development funds. Reports to the Faculty Senate and to the faculty at large its estimation of the fairness, effectiveness, and competitiveness of the current, and any proposed, salary, benefits, and compensation schemes. Works collaboratively with the Human Resources Advisory Committee and Staff Council to receive information on the College's benefit plans. The Committee will work cooperatively with other standing committees and Human Resources to attend benefits-related presentations.

Curriculum Committee Membership

1 member of the Faculty from the Humanities disciplines

1 member of the Faculty from the STEM disciplines

1 member of the Faculty from the AACSB-accredited programs

Assistant Director of Accreditation & Assessment

2 At-large Faculty members

Faculty Senate Vice President (non-voting)

Dean of Business (non-voting)

Dean of Arts & Sciences (non-voting)

Dean of Graduates and Professional Studies (non-voting)
Registrar (non-voting)
Director of the Library (non-voting)

Description

The committee meets monthly from August through June to review proposals for minor curricular changes, proposals for new programs, majors or minors (or elimination of majors or minors, reviews academic policies and other curricular issues. One faculty member is elected the Chair of the Committee.

Skyhawk Core Curriculum Advisory Committee

Membership

10 Members of the Faculty. The Criteria for eligibility to serve on the Skyhawk Core Curriculum Advisory Committee shall be set by the Faculty Senate in consultations with the Deans of Arts and Sciences and Business.

Up to six Staff Members selected by the Vice President for Academic Affairs.

The Dean of Arts and Sciences will serve as the Chair of the Skyhawk Core Curriculum Advisory Committee and shall have voting power.

Description

The Skyhawk Core Curriculum Advisory Committee provides ongoing advice, formative input, consultation, and assistance in reviewing and approving proposals for courses that fulfill general education requirements. Advising on general education procedures, enrollment strategies, transfer credit strategies, learning outcomes, and implementation of the First-Year Experience and Writing in-the-Discipline requirements.

Governance Committee

Membership

Faculty Senate President, Chair

Faculty Senate Vice President

4 full-time Faculty members who have completed 2 or more full-time years of employment at the College

1 Staff member appointed by the Vice President for Academic Affairs

Description

Oversees faculty elections, special elections, and the filling of vacancies. Receives all nominations for faculty seats and encourages faculty to participate in committee work. Collects annual reports from all committees on which faculty serve. Proposes structures for faculty internal governance.

Professional Development Committee

Membership

6 at-large Faculty

1 Staff member selected by the Vice President for Academic Affairs (non-voting)

Description

Oversees the Sabbatical Leave process, Research, Writing & Artistic Production Grants process, and Seminar/Institute Grants process. The committee submits its recommendations to the Vice President for Academic Affairs for final approval. Proposes and reviews procedures for all sabbaticals and professional development grants and considers and

proposes changes to the Vice President for Academic Affairs to allocation policies and procedures for faculty development funds.

Standards and Standing Committee

Membership

- 1 Faculty member from among the faculty within the Humanities.
- 1 Faculty member from among the faculty within the STEM disciplines.
- 1 Faculty member from among the faculty within the AACSB-accredited programs
- 2 At-large Faculty members
- The Registrar
- The Director of Academic Advising
- 1 Staff member selected by the Vice President for Academic Affairs

Description

Acts on individual requests for substitutions for or waivers of degree requirements. Acts on individual requests for variation from academic policy. Evaluates college-level equivalence requests. Recommends policies and guidelines for academic probation, separation, leave of absence, or dismissal. Considers cases of academic probation, separation, leave of absence, or dismissal. Acts on applications for readmission. Recommends requirements for eligibility for a degree. Recommends guidelines for determining reasonable progress towards a degree, including policy on course sequencing, course load limits, and acceptable academic work requirements. Recommends procedures regarding grades, their meaning, and their use in determining grade point averages. Recommends procedures for awarding degrees with honors.

Reporting to the Vice President for Academic Affairs

Academic Appeals Board (AAB)

Membership

- The Vice President for Academic Affairs or their designee, Chair
- 1 Faculty member from among the faculty within the Humanities
- 1 Faculty member from among the faculty within the STEM disciplines
- 1 Faculty member from among the faculty within the AACSB-accredited programs
- 1 Faculty member from among the faculty within Graduate and Professional Studies
- 1 undergraduate student representative (selected from a pool on a rotating basis selected by the SGA in consultation with the Vice President for Student Affairs or their designee)
- 1 graduate student representative (selected from a pool on a rotating basis selected by the Dean of Graduate and Professional Studies or their designee)

Description

Hears all requests for appeals resulting from the Grade Re-evaluation and Dispute process. A quorum of three AAB members must be present to conduct a hearing.

Academic Integrity Board (AIB)

Membership

- The Vice President for Academic Affairs or their designee, Chair
- 2 Faculty members from among the faculty within the Humanities
- 2 Faculty members from among the faculty within the STEM disciplines
- 2 Faculty members from among the faculty within the AACSB-accredited programs
- 2 Faculty members from among the faculty within Graduate and Professional Studies

2 student representatives (selected from a pool on a rotating basis selected by the SGA in consultation with the Vice President for Student Affairs or their designee)

2 graduate student representatives (selected from a pool on a rotating basis selected by the Dean of Graduate and Professional Studies or their designee)

The Director of Community Standards (non-voting, advisory capacity)

Description

When there is a dispute over either an alleged violation of the academic integrity policy or its consequent sanction, the AIB reviews statements from the charged student, the faculty member, and witnesses with knowledge of the incident. The AIB determines whether or not the student violated the academic integrity policy and determines the nature of the sanction if the student is found responsible. Because these hearings must occur soon after the alleged event, a representative group of faculty and students will be trained so that a quorum of five AIB members can be present to conduct a hearing. The Board will be comprised of two faculty, two students, and the Vice President for Academic Affairs or their designee who serves as Chair of the Board. Members of the AIB may not serve on the AAB.

Teaching Excellence Award Committee

Membership

Vice President for Academic Affairs or their designee, Chair

2 most recent, available Hegarty Award winners

Dean of the School of Arts & Sciences

Dean of the School of Business

Dean of Graduate and Professional Studies

Student representative from the Stonehill Honors Program selected by the Director of the Honors Program in consultation with the Vice President for Academic Affairs

Description

Solicits nominees from the respective constituencies, and for the selection of the outstanding faculty member in accordance with the criteria approved by the faculty Senate in consultation with the Vice President for Academic Affairs.

Institutional Review Board (IRB)

Membership

Consistent with federal law, the IRB shall have at least five (5) members with varying backgrounds to promote complete review of the research activities commonly conducted by the institution as well as specific membership affiliations required by federal law (science as primary focus, non-science as primary focus, non-affiliated {non-institution} community member). The Director of the Office of Academic Development (non-voting) will also be a member. Members are appointed by the Vice President for Academic Affairs. From within this membership a chair is appointed.

Description

Receives certification by the US Department of Health and Human Service's Office of Human Research Protection. Protects the rights of human participants in research conducted at the College. Any research involving human participants conducted either at Stonehill College or under its sponsorship at another location must be reviewed or approved by the IRB.

Institutional Animal Care and Use Committee (IACUC)

Membership

4 Faculty representatives, at least one of whom must be a tenured faculty member and at least two of whom must be from the science faculty, and one of whom is not a member of the science faculty, all appointed by the Vice President for Academic Affairs

A certified attending veterinarian, appointed by the Vice President for Academic Affairs

A representative of the local community, appointed by the Vice President for Academic Affairs

Description

Provides internal oversight of the Animal Care Program at Stonehill College. Oversees and evaluates all aspects of animal care and use. The IACUC is mandated by federal law.

Reporting to the Vice President and General Counsel

Human Resources Advisory Committee

Membership

Assistant Vice President of Human Resources or designee, Chair

1 appointee of the President

1 appointee of the Vice President for Academic Affairs

1 appointee of the Vice President for Advancement

1 appointee of the Vice President for Finance and Treasurer

1 appointee of the President for Mission related concerns

1 appointee of the Vice President for Student Affairs

1 appointee of the Vice President for Enrollment Management

4 Faculty representatives

3 appointees from among the Facilities Management Non-Exempt Employees

1 appointee from among the Campus Police Officers

Description

Provides a venue for employee input and feedback regarding employee benefits and HR policies. Surfaces feedback from employees regarding benefit and compensation strategies in use and under consideration by the College. Provides to HR the employees' points of view regarding the communication of important employment matters, including health and welfare benefits, compensation, and professional development and training. Works collaboratively with the Faculty Compensation Committee and Staff Council to receive information on the College's benefit plans. The Committee will work cooperatively with other standing committees and Human Resources to attend benefits-related presentations.

Accessibility Committee

Membership

Assistant General Counsel/Civil Rights and Title IX Coordinator, Co-Chair

Assistant Director of Accessibilities Services, Co-Chair

1 Faculty representative

1 Student representative

Assistant Vice President of Human Resources or designee

Director of Residence Life or Designee

Director of the Counseling Services or Designee

Director of Health Services or Designee

Director of Facilities Management or Designee

Description

Advises the College on all matters relating to the accommodation of individuals with disabilities. Consults with administrators directly impacted by compliance issues to determine effective policies and procedures to ensure compliance with federal, state, and municipal statutes and regulations.

Reporting to the Vice President for Advancement

Town-Gown Committee

Membership

College administrators and local Easton officials invited to participate by the Vice President for Advancement in consultation with the President

Description

Promotes strong relations between the College and the local community. Shares information and addresses concerns and issues impacting the various constituencies.

Executive Committee for Development

Membership

Vice President for Advancement, Chair

30 representatives from the local business and professional community invited to participate by the Vice President for Advancement in consultation with the President

Description

The function of the Committee is to promote strong relations between the College and the local business community with its primary function being the planning of annual President's Dinner/Reception.

Reporting to the Vice President for Finance and Treasurer

Environmental Stewardship Committee

Membership

3 Faculty representatives appointed by the Vice President for Academic Affairs

1 appointee of the President

1 staff appointee of the Vice President for Academic Affairs

1 appointee of the Vice President for Advancement

2 appointees of the Vice President for Finance and Treasurer

1 appointee of the President in consultation with the Director of Campus Ministry

2 appointees of the Vice President for Student Affairs, one of whom shall serve in the Residence Life Department

1 appointee of the Vice President for Enrollment Management

The President of Students for Environmental Action (SEA) or designee

1 underclassman who is a member of SEA, selected by the President of SEA

1 other student member of SEA, selected by the President of SEA

Director of Communications and Media Relations or designee

Description

Foster proactive environmentally sustainable policies, approaches, and practices by the campus community, consistent with Stonehill's mission, guiding principles, and student learning goals and outcomes.

Risk Management/Safety Committee

Membership

Chief of Campus Police, Co-Chair
Director of Facilities Management, Co-Chair
Assistant Vice President of Human Resources or designee
Chemical Hygiene Safety Officer
1 appointee of the Vice President for Academic Affairs
2 appointees of the Vice President for Student Affairs
1 appointee of the Vice President and General Counsel
3 student representatives

Description

Develops and oversees the College's response to various risk management and safety issues. Works to identify the College's exposures; develop a risk control program; and establish a risk financing strategy. Assists in the maintenance of a workplace and campus environment that is as free as possible from recognized hazards that could cause injury or death. Monitors the safety performance and safety inspections, promote safety issues on campus and review the College's level of compliance with local, state and federal regulations. Meets at least twice each semester, with additional meetings as necessary, to review accident and injury reports, and the results of safety inspections, and to recommend corrective measures when necessary.

Reporting to the Vice President for Student Affairs

Student and Family Orientation Committee

Membership

Director of Student Engagement, Chair
Up to 20 Members of the College community selected by the President in consultation with Senior Leadership. The membership shall provide expertise in the following areas: student engagement, first-year experience, residence life, counseling, intercultural affairs, athletics, enrollment, academic achievement, academic advising, curriculum, general education, registration, information technology, campus ministry, community service, student orientation, and accessibility services.

Description

Plans and implements a comprehensive first-year student and family orientation program. Works to coordinate the efforts of all divisions of the College to achieve this goal.

First-Year Experience Committee

Membership

2 Co-Chairs to be selected by the Vice President for Student Affairs in consultation with the Vice President for Academic Affairs.
Up to 20 Members of the College community selected by the President in consultation with Senior Leadership. The membership shall provide expertise in the following areas: student engagement, first-year experience, residence life, counseling, intercultural affairs, athletics, enrollment, academic achievement, academic advising, curriculum, general education, registration, information technology, campus ministry, community service, student orientation, and accessibility services.

Description

Reviews programs and services offered to first-year students to ensure both a smooth transition to college and that their needs are addressed effectively. Oversees the creation and management of the First-Year Experience course.

Athletic Committee on Academics (ACA)

Membership

Athletics Coordinator for Academic Programs, Chair

Senior Associate Athletic Director or the Senior Woman Administrator for Athletics (SWA) as determined by the Vice President for Student Affairs

3 Faculty representatives, one of whom should be a member of the Faculty in Graduate and Professional Studies.

1 female head coach appointed by the Director of Athletics

1 male head coach appointed by the Director of Athletics

1 Faculty representative selected by the Director of Athletics

Athletic Chaplain

Registrar or designee

Director of Academic Advising or designee

Description

Emphasizes the academic pursuits of our student-athletes while balancing a competitive NCAA Division I intercollegiate experience. Sets annual goals and objectives to support the academic health of our student-athletes through academic recognition events during the year. Fosters the partnership of faculty and athletic staff in a common role in the overall education of the student- athlete.

The Gender Equity in Athletics Committee

Membership

Senior Associate Athletic Director or the Senior Woman Administrator for Athletics (SWA) as determined by the Vice President for Student Affairs, Chair

Assistant Vice President of Human Resources or designee

Institutional Investigator/ Compliance Specialist

Director of Athletics or designee

1 Faculty representative

1 male full-time coach, appointed by the Director of Athletics

1 female full-time coach, appointed by the Director of Athletics

1 current male student-athlete, appointed by the Director of Athletics

1 current female student-athlete, appointed by the Director of Athletics

Assistant General Counsel/Civil Rights and Title IX Coordinator

Description

Ensures gender equity in athletic compliance with Title IX and its three main components: (1) effective accommodation of student interests and abilities (participation), (2) athletic financial assistance (scholarships), and (3) other program components (the "laundry list" of benefits to and treatment of athletes). Reviews an annual Title IX assessment report to be used to generate recommendations that are used to work toward and/or ensure Title IX compliance in Intercollegiate Athletics.
being drafted

Needs Assessment Committee

Membership

Associate Vice President for Student Affairs/Dean of Students, Chair
Director of Academic Advising
Director of First-Year Experience & Leadership Development
Assistant General Counsel/Civil Rights and Title IX Coordinator
Director of Health Services
Director of Residence Life
Director of Community Standards
Chief of Campus Police

Description

Synthesizes information across disciplines in order to increase identification of students in need, analyze risk, and develop a planned response.

Wellness Coalition

Subcommittees Membership

Risk Awareness and Resource Promotion

Director of Counseling Services or designee, Chair
Director of Health Services or designee
Navigation Center for Student Success designee
Assistant Director of Accessibility Services or designee
Deputy Athletic Director or designee
1 Faculty Representative
1 Student Representative as appointed by SGA

Outreach and Education

Health and Wellness Coordinator or designee, Chair
Associate Director of Counseling Services or designee
Campus Minister for Community Engagement or designee
Director of Intercultural Affairs or designee
Director of Residential Life or designee
Assistant Director of Athletics for Recreational Sports or designee
Director of Communications and Media Relations or designee
1 Faculty Representative
1 Student Representative as appointed by SGA

Policy, Compliance, and Harm Reduction

General Counsel's Office designee, Chair
Associate Vice President for Student Affairs/Dean of Students or designee
Navigation Center for Student Success designee
Director of Community Standards or designee
Director of Facilities Management or designee
Chief of Stonehill Police or designee

Assistant Director for Compliance, Athletics or designee
1 Student Representative as appointed by SGA

Description

Stonehill College, a JED Campus, is dedicated to creating a student-centered climate that promotes academic challenge and rigorous inquiry, physical well-being and emotional growth, personal responsibility, cooperative learning, and authentic community. The Wellness Coalition, comprised of three focused subcommittees, strives to foster a culture valuing and supporting the well-being of each community member through assessment, policy development, programming, service provision, and educational outreach.

Section III – Organizational Charts

The Organizational Charts of the College shall be maintained by the Office of the General Counsel and published on the website of the College.

Section IV – The Stonehill College Alumni Association

The mission of Stonehill College Alumni Association is to support the College in preparing men and women to achieve academic and professional goals, to foster a spirit of fellowship among its members for the betterment of the College, to strengthen the relationship between the Stonehill community and its alumni, and to encourage the intellectual, social and spiritual development of its members. The Bylaws of the Alumni Association shall be maintained and available for inspection in the Office of Alumni Affairs.