

LUX ET SPES



STONEHILL COLLEGE

Ordinances

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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

The Senior Cabinet

Article I – The Vice President for Academic Affairs and Provost

- A. Duties, Powers, Responsibilities
 1. The Vice President for Academic Affairs and Provost shall be recommended by the President and appointed by the Board of Trustees.
 2. The Vice President for Academic Affairs and Provost is immediately responsible to the President.
 3. The Vice President for Academic Affairs and Provost functions in concert with the Vice President for Finance and Treasurer on behalf of the President in the President's absence.
 4. The Vice President for Academic Affairs and Provost shall oversee the activities of such subordinate positions as the President shall determine.
 5. The Vice President for Academic Affairs and Provost is responsible for all academic activities of the College. A continuing study of the curriculum and its effectiveness in meeting the objective of the College is the Vice President for Academic Affairs' primary function.
 6. The Vice President for Academic Affairs shall foster and further enhance the College's Catholic mission.
 7. The Vice President for Academic Affairs and Provost shall advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.
 8. The Vice President for Academic Affairs and Provost shall submit to the Financial Vice President and Treasurer the Budget of the division.
 9. The Vice President for Academic Affairs and Provost is responsible for all material appearing in the Academic Catalog.
 10. The Vice President for Academic Affairs and Provost identifies students for honors and awards, and for probation, separation, and dismissal from the College for academic deficiencies.
 11. The Vice President for Academic Affairs and Provost certifies to the President the names and candidates for degrees and programs where the candidates have met all requirements.
 12. The Vice President for Academic Affairs and Provost submits an annual report to the President.
 13. The Vice President for Academic Affairs and Provost, from time to time, is delegated the leadership of College-wide initiatives by the President.

Article II – The Vice President for Student Affairs

- A. Duties, Powers, Responsibilities
1. The Vice President for Student Affairs shall be recommended by the President and appointed by the Board of Trustees.
 2. The Vice President for Student Affairs shall be immediately responsible to the President.
 3. The Vice President for Student Affairs shall oversee such subordinate positions as the President shall determine.
 4. The Vice President for Student Affairs shall foster and further enhance the College's Catholic mission.
 5. The Vice President for Student Affairs shall advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.
 6. The Vice President for Student Affairs shall be responsible for the administration of student conduct in nonacademic matters in accordance with College policy.
 7. The Vice President for Student Affairs shall be responsible for the administration of all varsity, intramural, and recreational athletic programs.
 8. The Vice President for Student Affairs shall supervise nonacademic student engagement and involvement.
 9. The Vice President for Student Affairs shall provide students with multi-purpose organizations that will increase their knowledge in educational, social, and personal areas.
 10. The Vice President for Student Affairs shall oversee the development and implementation of counseling, health, and wellness programs and services.
 11. The Vice President for Student Affairs shall assist in the oversight of resident food service.
 12. The Vice President for Student Affairs shall administer all regulations and procedures for the operation of campus residential facilities.
 13. The Vice President for Student Affairs shall submit an annual report to the President.
 14. The Vice President for Student Affairs shall submit to the Vice President for Finance and Treasurer the budget of the division.
 15. The Vice President for Student Affairs, from time to time, is delegated the leadership of College-wide initiatives by the President.

Article III– The Vice President for Advancement

- A. Duties, Powers, Responsibilities
1. The Vice President for Advancement shall be recommended by the President and appointed by the Board of Trustees.
 2. The Vice President for Advancement shall be immediately responsible to the President.
 3. The Vice President for Advancement shall oversee such subordinate positions as the President shall determine.
 4. The Vice President for Advancement shall be responsible for directing a campaign of continuous fundraising and shall solicit funds for the College.
 5. The Vice President for Advancement shall arrange appointments for the President to solicit funds from persons, corporations, and foundations.
 6. The Vice President for Advancement shall foster and further enhance the College's Catholic mission.
 7. The Vice President for Advancement shall advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.
 8. The Vice President for Advancement shall oversee alumni engagement and involvement.
 9. The Vice President for Advancement shall submit an annual report to the President.

10. The Vice President for Advancement shall submit to the Vice President for Finance and Treasurer the Budget of the division.

Article IV – The Chief of Staff

- A. Duties, Powers, Responsibilities
 1. The Chief of Staff shall be recommended by the President and appointed by the Board of Trustees.
 2. The Chief of Staff shall be immediately responsible to the President.
 3. The Chief of Staff shall oversee such subordinate positions as the President shall determine.
 4. The Chief of Staff shall be responsible for the administration of the Executive Office support staff.
 5. The Chief of Staff shall oversee the coordination of the Cabinet.
 6. The Chief of Staff shall provide guidance and administrative oversight of the College's strategic priorities.
 7. The Chief of Staff shall regularly consult with the Vice President for Finance and Treasurer to ensure oversight of the Executive Office's budgets and to ensure they are approved in accordance with the College's annual budget and is administered as outlined in the College's Bylaws.
 8. The Chief of Staff shall foster and further enhance the College's Catholic mission.
 9. The Chief of Staff shall advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.
 10. The Chief of Staff shall submit an annual report to the President.

Article V – The Vice President for Enrollment Management

- A. Duties, Powers, Responsibilities
 1. The Vice President for Enrollment Management shall be recommended by the President and appointed by the Board of Trustees.
 2. The Vice President for Enrollment Management shall be immediately responsible to the President.
 3. The Vice President for Enrollment Management shall oversee such subordinate positions as the President shall determine.
 4. The Vice President for Enrollment Management shall be responsible for the administration of the Office of Admission and Enrollment, the Office of Marketing, and the Office of Communications and Media Relations.
 5. The Vice President for Enrollment Management shall have oversight of the College's student retention programs.
 6. The Vice President for Enrollment Management shall regularly consult with the Vice President for Finance and Treasurer to ensure oversight that enrollments and financial aid is approved in accordance with the College's annual budget and is administered as outlined in the College's Bylaws.
 7. The Vice President for Enrollment Management shall foster and further enhance the College's Catholic mission.
 8. The Vice President for Enrollment Management shall advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.
 9. The Vice President for Enrollment Management shall submit an annual report to the President.
 10. The Vice President for Enrollment Management shall submit to the Vice President for Finance and Treasurer the Budget of the division.

Article VI – The Vice President and General Counsel

A. Duties, Powers, Responsibilities

1. The Vice President and General Counsel shall be recommended by the President and appointed by the Board of Trustees.
2. The Vice President and General Counsel shall serve a Clerk of the Corporation as such position is set forth in the Bylaws of the Corporation.
3. The Vice President and General Counsel shall be immediately responsible to the President.
4. The Vice President and General Counsel shall oversee such subordinate positions as the President shall determine.
5. The Vice President and General Counsel shall be responsible for directing the legal affairs of the College.
6. The Vice President and General Counsel shall have oversight for human resources, compliance with investigations pursuant to Title IX of the of the Education Amendments of 1972, compliance with the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and its subsequent amendments.
7. The Vice President and General Counsel shall provide counsel on compliance, risk management, and liability.
8. The Vice President and General Counsel shall foster and further enhance the College's Catholic mission.
9. The Vice President and General Counsel shall advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.
10. The Vice President and General Counsel shall submit an annual report to the President.
11. The Vice President and General Counsel shall submit to the Vice President for Finance and Treasurer the Budget of the division.

Article VII – The Director of Campus Ministry

B. Duties, Powers, Responsibilities

1. The Director of Campus Ministry shall be recommended by the President (and appointed by the Board of Trustees)?.
2. The Director of Campus Ministry shall be immediately responsible to the President.
3. The Director of Campus Ministry shall oversee such subordinate positions as the President shall determine.
4. The Director of Campus Ministry shall advise on and enhance the College's mission and Catholic identity.
5. The Director of Campus Ministry shall advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.
6. The Director of Campus Ministry shall submit an annual report to the President.
7. The Director of Campus Ministry shall submit to the Vice President for Finance and Treasurer the Budget of the division.

Article VIII – The Vice President for Finance and Treasurer

A. Duties, Powers, Responsibilities

1. The duties, powers and responsibilities of the Vice President for Finance and Treasurer are set forth in the Bylaws of the Corporation. In carrying out those duties the Vice President for Finance and Treasurer shall also advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives. The Vice President for Finance and Treasurer, from time to time, is delegated the leadership of College-wide initiatives by the President.

Faculty Governance

Article VIV – The Faculty Senate

A. Duties, Powers, Responsibilities

1. The Faculty Senate shall consist of a number of full-time faculty to be determined by the President of the College. Said number shall not be less than 10% of the full-time faculty. The senators shall be elected from and by the full-time faculty. The Senators shall serve a 3-year term.
2. The election, procedure, and terms of office of Senators will be set by the President of the Senate in accordance with the Rules established by the Senate. In order to create the Senate, the initial election, procedure, and terms of office of Senators will be set by the Vice President for Academic Affairs and Provost
3. A President of the Senate shall be elected by the Senators; the Senate President shall attend regular meetings called by The Vice President for Academic Affairs and Provost and represent the faculty before the Academic Affairs Committee of the Board of Trustees. The Senate President shall conduct elections of faculty to committees and serve (either in person or by representative) as a member of the Strategic Planning Committee.
4. A Vice President of the Senate shall be elected by the Senators and shall serve in the absence of the Senate President. In the event the Senate President is unable to continue to service, then the Vice President shall assume the Presidency.
5. Upon the initial formation of the Senate, the then existing sub-committees of the former Academic Council shall be reconstituted under the Senate. The Senate shall have the power to establish or suppress sub-committees of the Senate. The Vice President for Academic Affairs and Provost or the President of the College shall also have the ability to recommend the formation of committees.
6. The compensation of the Faculty Senate President shall be set by The Vice President for Academic Affairs and Provost subject to the approval of the President of the College.
7. Subject to the Bylaws and Ordinances of the College, the Senate shall have legislative powers concerning academic policies and procedures including curriculum, faculty governance, and promotion and tenure criteria. After the Senate approves or rejects policies and/or procedures, said action(s) shall be presented to The Vice President for Academic Affairs and Provost and the President of the College for ratification. If The Vice President for Academic Affairs and Provost and/or the President of the College do not ratify the proposed action(s), they must give written notice of the basis of their decision within sixty (60) days of the submission for ratification.
8. The Senate shall have advisory powers concerning College-wide issues.
9. The Senate shall meet regularly and be open to the College community.
10. The Senate may meet in both open and executive sessions.
11. The President of the College or The Vice President for Academic Affairs and Provost may request to participate in a meeting of the Senate.
12. The Senate shall promulgate or adopt rules and procedures to effectively operate as a legislative body. Said rules shall be published by the Senate and shall be subject to and consistent with the Bylaws and Ordinances of the College.

Executive Office Staff and Senior Cabinet Staff

Article IX – 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 Cabinet.

Amendments

Article X – Amendments

Articles in Section I of these Ordinances may be amended by the Board of Trustees, after presentation to the College community. So far as not inconsistent with the College's Bylaws, Articles in Sections II, III, and IV of these Ordinances may be amended by the President, after presentation to the Senior Cabinet.

Section II – Committee Organization

Introduction

The following section on Committee Organization is an attempt to associate all the College constituencies as they participate in the decision-making process, while preserving in the structure a visible authority able to act.

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.

Moreover, within the structure the Faculty Senate, Staff Council, and Student Government bear a primary responsibility to recommend agenda items to the appropriate committees and to ascertain and to express the views of the faculty, staff, and the students upon pending agenda items.

It is envisioned that once decisions have been reached within a framework designed to represent all the College constituencies, groups and individuals will respect and abide by the decisions. No structure can succeed unless it receives the acceptance and cooperation of those whom it affects.

It is the prerogative of the Board of Trustees within the jurisdiction granted it by the Bylaws to consult with College committees as necessary or desirable in the exercise of Board responsibilities.

All standing committees of the College employ standard parliamentary procedures in accordance with Robert's Rules of Order. As such, it is understood that, in the counting of committee votes, an abstention is not a vote; voting tabulations are based on the number of committee members present and voting, excluding blanks and abstentions.

Selection of Committee Members

Unless otherwise specified, appointment of faculty representatives to committees 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, appointment 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, appointment of staff to committees shall be determined by the Senior Cabinet or Staff Council and the term of a staff committee member shall be set at three years, with the possibility of re-appointment.

Committee Rules and Recording of Minutes

Except as otherwise specified within these Ordinances, all committees shall operate under Roberts Rules of Order which shall function as the Default Rules. Committees may supplement the Default Rules and create their own rules of operation so long as those rules are not inconsistent with College Bylaws, policies, procedures, or Ordinances.

All committees are expected to keep minutes of their meetings and submit a copy of their minutes to the Clerk of the Corporation, who shall cause the minutes to be made available to the College community for review.

Article I – Reporting to the Board of Trustees

No College committee shall report directly to the Board of Trustees.

Article II – Academic and Administrative Committees Reporting to the President

1. Faculty Grievance Committee

- a. Membership
 - i. 3 tenured faculty representatives
 - ii. 2 untenured faculty representatives
- b. Description and Function
 - i. 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 and Provost. 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 Policy A9.8.
- c. Chair Selection
 - i. The chair is selected from among the faculty upon convening.

2. Rank and Tenure Committee

- a. Membership
 - i. 1 liberal arts faculty representative
 - ii. 1 “science, technology, engineering, or math” (STEM) faculty representative
 - iii. 1 business faculty representative
 - iv. 3 at-large faculty representatives
 - v. Associate Provost for Academic Assessment & Faculty Development (non-voting)
- b. Description and Function
 - i. Reviews and evaluates candidate’s materials and recommends either granting or denying tenure and/or promotion. Sends evaluation and vote to the Vice President for Academic Affairs and Provost. Formulates proposals concerning criteria for tenure and promotion, and procedural changes regarding pre-tenure, tenure, and promotion applications, which are then submitted to the Faculty Senate. The Faculty Senate must approve changes to criteria for pre-tenure, tenure and/or promotion after consultation with the full-time faculty.

3. Planning Committee

- a. Membership
 - i. President, Chair

- ii. Assistant Vice President for Planning & Budget, vice chair
 - iii. Faculty Senate President
 - iv. Chair of Staff Council
 - v. 3 faculty representatives
 - vi. Student Government Association President or Vice President
 - vii. 3 staff representatives selected by the President
- b. Description and Function
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
- c. Sub-committees of Planning
To address specific strategic areas, the President will form subcommittees, where membership shall be determined by the recommendations of the Committee and approved by the President. Each sub-committee 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 through a public shared drive. Description and Function
- i. Institutional Diversity Action Committee (IDAC). The charge is to vet the current IDAC plan, prioritize short-term goals that can be measured, and set realistic DEI benchmarks that demonstrate the College's short and long-term commitment to this important area.
 - 1. Membership: Associate Provost for Diversity, Equity and Inclusion (chair); Director of Intercultural Affairs; Assistant Vice President for Human Resources or their designee; , CDEI representative, FOCA representative, SGA Diversity Chair.
 - ii. Financial Planning & Budget. The charge is to review the College's financial planning efforts to ensure they are consistent with the current strategic priorities established by the Senior Leadership and the Planning Committee and endorsed by the Board of Trustees. Financial projections and preliminary budgets will be provided for review and discussion.
 - 1. Membership. Assistant Vice President for Planning & Budgeting (chair); 3 staff representatives selected by the President; 1 faculty representative.
 - iii. Academic Programs, The charge is to discuss and make recommendations on ways in which to enhance the academic program and profile of the College, while complementing and strengthening the College's planning goals.
 - 1. Membership., Dean of the Business School and Dean of the School of Arts & Sciences (co-chairs); 2 staff representatives; 2 faculty representatives.
 - iv. Student Life & Success. The charge is to develop a streamlined, student support service approach across divisions that measures student success metrics which may include retention, post-graduate outcomes, and graduation rates.
 - 1. Membership. Executive Director of Student Success (chair); 3 staff representatives; 1 faculty representative.
 - v. Mission & Organizational Effectiveness. The 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.

1. Membership. Associate Vice President for Student Affairs/Dean of Students (chair); 3 staff representees, 1 member of the Congregation of Holy Cross; 1 faculty representative.
- vi. Ad Hoc Committees of Planning: Ad hoc committees can be formed and revised at any time based on current planning goals and process. Changes will be approved by the President.

4. The Staff Council

- a. Membership
 - i. 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.
 - ii. 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.
 - iii. 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.
- b. Description and Function
 - i. 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 to organize and conduct meetings in order to seek clarification and make recommendations.
 - ii. The Staff Council shall maintain a Charter which shall be approved by the President.
 - iii. The committee will work cooperatively with other standing committees and Human Resources to attend benefits related presentations.

5. Emergency Response Group

- a. Membership
 - i. Associate Vice President for Operations, co-chair
 - ii. Director of Health Services, co-chair
 - iii. Chief of Police
 - iv. Director of Counseling Services
 - v. Associate Vice President for Student Affairs and Dean of Students
 - vi. Chief of Staff
 - vii. Assistant General Counsel
 - viii. Director of Communications and Media Relations
 - ix. Chief Information Officer or designee
 - x. Director of Human Resources or designee
 - xi. Director of Residence Life or designee
 - xii. Director of the Counseling Services or designee
- b. Director of Facilities Management or designee
- c. Description and Function

- i. Guides and assists the President in making policy and financial decisions needed during a campus crisis.
 - d. Subcommittees:
 - i. Upon the approval of the President, the Emergency Management Committee may create standing sub-committees to address specific areas.

Article III – Mission Related Committees Reporting to the President

1. Catholic Identity

- a. Membership
 - i. President or designee
 - ii. The Director of Campus Ministry, chair
 - iii. Incorporator appointed by the Incorporators in consultation with the President and Director of Campus Ministry
 - iv. 1 non-exempt or bargaining unit employee appointed by the Vice President for Finance and Treasurer
 - v. 1 appointee of the Vice President for Academic Affairs and Provost
 - vi. 1 appointee of the Vice President for Finance and Treasurer
 - vii. 1 appointee of the Vice President for Student Affairs
 - viii. 1 appointee of the President for Mission related concerns
 - ix. 1 appointee of the Vice President for Advancement
 - x. 1 appointee of the Vice President for Enrollment Management
 - xi. 1 representative of the alumni selected by a process determined by the President
 - xii. 4 faculty representatives (one of whom must be from the religious studies department)
 - xiii. 2 student representatives
- b. Description and Function
 - i. 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.

Article IV – Reserved for Future Use

Article V – Reporting to the Faculty Senate

1. The Faculty Assembly

- a. Membership
 - i. Membership in the Faculty Assembly is given to all faculty members teaching at least 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 a leave of absence retain their membership in the Faculty Assembly.
- b. Description and Function
 - i. Surfaces issues and provides discussion time for issues of concern to the faculty. The Faculty Senate or the appropriate Senate committee will then take up such issues.

2. Faculty Compensation Committee

- a. Membership
 - i. 2 tenured professors
 - ii. 2 tenured associate professors

- iii. 1 untenured full-time faculty member
 - iv. 1 adjunct faculty member
 - v. Members of the College Administration (non-voting) by invitation, usually including, the Deans of the schools, the Asst. Vice President of Human Resources, and the Vice President for Academic Affairs and Provost, the Vice President for Finance and Treasurer, and the Vice President and General Counsel or their designees.
- b. Description and Function
- i. 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.
 - ii. The committee will work cooperatively with other standing committees and Human Resources to attend benefits related presentations.

3. Curriculum Committee

- a. Membership
- i. 1 Education faculty (appointed by the department Chair)
 - ii. 1 Martin Institute (MI)/interdisciplinary faculty (the MI director or designee)
 - iii. 1 liberal arts faculty
 - iv. 1 STEM faculty
 - v. 1 business faculty
 - vi. 2 at-large faculty
 - vii. Faculty Senate Vice President (non-voting)
 - viii. Dean of the School of Business (non-voting)
 - ix. Dean of the School of Arts & Sciences (non-voting)
 - x. Dean of General Education (non-voting)
 - xi. Registrar (non-voting)
 - xii. Director of the Library or designee (non-voting)
- b. Description and Function
- i. Reviews proposals for minor curricular changes. Reviews 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, and the Registrar sets the agenda.

4. General Education Advisory Committee

- a. Membership
- i. Elected Faculty (who have taught at least one course in the Cornerstone program in the last three years)
 - 1. 2 Cornerstone humanities faculty
 - 2. 1 social science faculty
 - 3. 1 natural science faculty
 - 4. 1 statistical reasoning faculty
 - 5. 1 foreign languages faculty
 - ii. Other Faculty Membership

1. Up to four (4) invited faculty from other disciplines/fields, including but not limited to: business administration, visual and performing arts, and Catholic Intellectual traditions.
- iii. Other Membership
1. Dean for General Education, chair
 2. Up to four (4) invited ex officio members representing offices, including but not limited to: Center for Writing and Academic Achievement (CWAA), Academic Services, Library, Registrar's Office
- b. Description/Function
- i. The Dean of General Education is responsible for the oversight and direction of the Cornerstone Program. The General Education Advisory Committee provides ongoing advice, formative input, consultation, and assistance to the Dean of General Education and Assessment in the following areas:
 1. Reviewing and approving proposals for courses that fulfill general education requirements. New courses must also be approved by the Curriculum Committee, with the exception of LC integrative seminars.
 2. Advising on methods of assessment and review of the Cornerstone Program.
 3. Consulting on matters pertaining to the growth and development of the Cornerstone Program.
 4. Advising on general education policies and procedures, enrollment issues, transfer credit, learning outcomes, etc.
 5. Supervising the on-going implementation of the First-Year Experience and Writing in-the-Discipline requirements.
 6. Providing substantive input on all electronic and print content related to Cornerstone Program marketing and communication.
 7. Reporting monthly to the Curriculum Committee.

5. Governance Committee

- a. Membership
- i. Faculty Senate President, chair
 - ii. Faculty Senate Vice President
 - iii. 4 full-time faculty with at least 2 completed full-time years at Stonehill
 - iv. Associate Provost for Academic Assessment & Faculty Development
- b. Description/Function
- i. Oversees the solicitation of nominations for all faculty elections. Receives all nominations for faculty seats and may also encourage faculty to consider participating in committee work. Attempts to ensure that both committee nominations and committee membership are representative of the gender and ethnic diversity of Faculty as well as diversity of discipline and rank. Appoints replacement faculty or calls for nominations and elections by the whole faculty when new faculty committees are established or new institutional committees with formal faculty representation are created, or when a faculty representative of a committee resigns the committee post before the conclusion of the term. Collects annual reports from all committees on which faculty serve. Reviews and proposes areas and structures for faculty governance with special attention to the Faculty Senate and faculty committees.

6. Professional Development Committee

- a. Membership
 - i. 6 at-large faculty (one is elected chair at the first meeting of the year)
 - ii. Director of Academic Development (non-voting)
- b. Description/Function
 - i. Ranks and recommends applicants for sabbatical leaves, summer grants, and small grants. The committee then submits its recommendations to the Vice President for Academic Affairs and Provost. Proposes and reviews policies for sabbaticals and professional development grants (of both types). The committee also considers and proposes changes to allocation policies for faculty development funds.

7. Standards and Standing Committee

- a. Membership
 - i. 1 liberal arts faculty
 - ii. 1 STEM faculty
 - iii. 1 business faculty
 - iv. 2 at-large faculty
 - v. Registrar
 - vi. Director of Academic Services and Advising
- b. Associate Director of Academic Services and Advising
- c. Description/Function
 - i. 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 definition of "acceptable academic work". Recommends policies regarding grades, their meaning, and their use in determining grade point averages. Recommends policies for degrees with honors.

Article VI – Reporting to the Vice President for Academic Affairs and Provost

1. Academic Appeals Board (AAB)

- a. Membership
 - i. Associate Provost for Academic Assessment & Faculty Development, chair
 - ii. 3 faculty representatives, one each from business, liberal arts, and STEM
 - iii. 1 student representative (selected from a pool on a rotating basis by the Student Government Association in consultation with the Vice President for Student Affairs or designee)
- b. Description and Function
 - i. Hears all requests for appeals resulting from an AIB hearing as well as the Grade Re-evaluation and Dispute process. A quorum of three AAB members must be present to conduct a hearing. The AAB is comprised of one faculty member and one student representative, chaired by the Associate Provost for Academic Assess. & Fac. Dev or designee. Members of the College community may nominate student members for the AAB. From these nominations the Student Government Association will appoint students to serve on the AAB for the following academic

year. The Faculty Senate will appoint one faculty from each division and fill any vacancies during the year by appointment. Members of the AAB may not serve on the Academic Integrity Board.

2. Academic Integrity Board (AIB)

- a. Membership
 - i. Director of Academic Services, chair
 - ii. 2 business faculty representatives
 - iii. 2 liberal arts faculty representatives
 - iv. 2 STEM faculty representatives
 - v. 2 student representatives (selected from a pool on a rotating basis by the Student Government Association in consultation with the Vice President for Student Affairs or designee)
 - vi. Director of Community Standards (non-voting)
- b. Description and Function
 - i. 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 Registrar or designee who serves as chair of the Board. The Director of Community Standards serves as an ex officio member of the Board, ensuring that appropriate procedures are followed. Members of the AIB may not serve on the Academic Appeals Board (AAB).

3. Teaching Excellence Award Committee

- a. Membership
 - i. Vice President for Academic Affairs and Provost, chair
 - ii. 2 most recent, available Hegarty Award winners
 - iii. Dean of the School of Arts & Science
 - iv. Dean of the School of Business
 - v. Student representative from the Stonehill Honors Program selected by the Director of the Honors Program in consultation with the Vice President for Academic Affairs and Provost
- b. Description and Function
 - ii. 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. The two faculty seats on the Teaching Excellence Award Committee shall be filled by the two most recent, available Teaching Excellence Award winners. This configuration will not require an election and will ensure continual turnover of the faculty committee members.

4. Institutional Review Board (IRB)

- a. Membership
 - i. At least 5 members. Complies with the federal regulation to "have at least five members with varying backgrounds to promote complete and adequate review of the research activities commonly conducted by the institution," as well as specific

membership affiliations required by HHS (science as primary focus, non- science as primary focus, non-affiliated (non-institution) community member).

- ii. Director of the Office of Academic Development (non-voting)
- iii. Members are appointed by the Vice President for Academic Affairs and Provost
From within this membership a chair is appointed by the Vice President for Academic Affairs and Provost

b. Description and Function

- i. 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 College's IRB.

5. Institutional Animal Care and Use Committee (IACUC)

a. Membership

- i. 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, appointed by the Vice President for Academic Affairs and Provost
- ii. A certified attending veterinarian, appointed by the Vice President for Academic Affairs and Provost
- iii. A representative of the local community, appointed by the Vice President for Academic Affairs and Provost

b. Description and Function

- i. 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.

Article VII – Reporting to the General Counsel

1. Human Resources Advisory Committee

a. Membership

- i. Director of Human Resources or designee, chair
- ii. 1 appointee of the President
- iii. 1 appointee of the Vice President for Academic Affairs and Provost
- iv. 1 appointee of the Vice President for Advancement
- v. 1 appointee of the Vice President for Finance and Treasurer
- vi. 1 appointee of the President for Mission related concerns
- vii. 1 appointee of the Vice President for Student Affairs
- viii. 1 appointee of the Vice President for Enrollment Management
- ix. 4 faculty representatives
- x. 3 appointees for the Facilities Mgt. Employees
- xi. 1 appointee for the Campus Police Officers

b. Description and Function

- i. 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.

- ii. The committee will work cooperatively with other standing committees and Human Resources to attend benefits related presentations.

2. Accessibility Resources Committee

- a. Membership
 - i. Director of Accessibility Resources, co-chair
 - ii. Disabilities Compliance Officer or designee, co-chair
 - iii. 1 faculty representative
 - iv. 1 student representative
 - v. The Director of Human Resources or designee
 - vi. The Director of Residence Life or Designee
 - vii. The Director of the Counseling and Testing Center or Designee
 - viii. The Director of Health Services or Designee
 - ix. The Director of Facilities Management or Designee
- b. Description and Function
 - i. 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 procedures and policies to ensure compliance with federal, state, and municipal statutes and regulations.

Article VIII – Reporting to the Vice President for Advancement

1. Town-Gown Committee

- a. Membership
 - i. College administrators and local Easton officials invited to participate by the Vice President for Advancement in consultation with the President
- b. Description and Function
 - i. Promotes strong relations between the College and the local community. Shares information and addresses concerns and issues impacting the various constituencies.

2. Executive Committee for Development

- a. Membership
 - i. Vice President for Advancement, chair
 - ii. 30 representatives from the local business and professional community invited to participate by the Vice President for Advancement in consultation with the President.
- b. Description and Function
 - i. 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.

Article IX – Reporting to the Vice President for Finance and Treasurer

1. Environmental Stewardship Committee

- a. Membership

- i. 3 faculty representatives appointed by the Vice President for Academic Affairs and Provost
 - ii. 1 appointee of the President
 - iii. 1 staff appointee of the Vice President for Academic Affairs and Provost
 - iv. 1 appointee of the Vice President for Advancement
 - v. 2 appointees of the Vice President for Finance and Treasurer
 - vi. 1 appointee of the President for Mission related concerns
 - vii. 2 appointees of the Vice President for Student Affairs, one of whom shall serve in the Residence Life Department
 - viii. 1 appointee of the Vice President for Enrollment Management
 - ix. The President of Students for Environmental Action (SEA) or designee
 - x. 1 underclassman who is a member of SEA, selected by the President of SEA
 - xi. 1 other student member of SEA, selected by the President of SEA
 - xii. Director of Communications and Media Relations or designee
- b. Description and Function
- i. 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.

2. Risk Management/Safety Committee

- a. Membership
- i. Chief of Campus Police, co-chair
 - ii. Director of Facilities Management, co-chair
 - iii. Director of Human Resources or designee
 - iv. Chemical Hygiene Safety Officer
 - v. 1 appointee of the Vice President for Academic Affairs and Provost
 - vi. 2 appointees of the Vice President for Student Affairs
 - vii. 3 student representatives
- b. Description and Function
- i. 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.

Article X – Reporting to the Vice President for Student Affairs

1. Student and Family Orientation Committee

- c. Membership
- i. Director of Student Engagement, chair
 - ii. Director of First-Year Experience
 - iii. Assistant Director of Student Engagement
 - iv. Director of Residence Life or designee
 - v. Director of Counseling Services or designee

- vi. Director of Intercultural Affairs or designee
 - vii. Director of Athletics or designee
 - viii. Dean of Admission and Enrollment or designee
 - ix. Associate Provost for Academic Achievement or designee
 - x. Director of Academic Services and Advising or designee
 - xi. 1 representative from Academic Services and Advising selected by the office's Director
 - xii. Registrar or designee
 - xiii. 1 faculty representative
 - xiv. Director of Information Technology or designee
 - xv. Campus Minister for Community Service and Partnerships
 - xvi. Student Orientation Coordinator selected by the Office of Student Engagement
 - xvii. Director of Accessibility Resources
 - xviii. Disabilities Compliance Officer
- d. Description and Function
- i. 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.

2. First Year Experience Committee

- a. Membership
 - i. Associate Provost as designated by the Provost, co-chair
 - ii. Director of Student Engagement, co-chair?
 - iii. Director of First Year Experience (Co-chair?)
 - iv. Director of Athletics or designee
 - v. Director of Academic Services and Advising or designee
 - vi. Health and Wellness Educator
 - vii. Director of Counseling Services or designee
 - viii. Director of Residence Life or designee
 - ix. Director of Intercultural Affairs or designee
 - x. Director of Career Development or designee
 - xi. Director of Campus Ministry or designee
 - xii. Dean of Admission and Enrollment or designee
 - xiii. Asst. Director of Athletics for Recreational Sports
 - xiv. Director of Library or designee
 - xv. Chief Information Officer or designee
 - xvi. Assistant Dean of General Education
- b. Description and Function
 - i. 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.

3. Athletic Committee on Academics (ACA)

- a. Membership
 - i. Athletics Coordinator for Academic Programs, chair
 - ii. Senior Associate Athletic Director or the Senior Woman Administrator for Athletics (SWA) as determined by the Vice President for Student Affairs
 - iii. 2 faculty representatives

- iv. 1 female head coach appointed by the Director of Athletics
- v. 1 male head coach appointed by the Director of Athletics
- vi. 1 faculty representative selected by the Director of Athletics
- vii. Athletic Chaplain
- viii. Registrar or designee
- ix. Director of Academic Services or designee

b. Description and Function

- i. 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.

4. The Gender Equity (in Athletics) Committee

a. Membership

- i. Senior Woman Administrator for Athletics (SWA) as determined by the Vice President for Student Affairs, chair
- ii. Director of Human Resources or designee
- iii. Institutional Investigator/ Compliance Specialist
- iv. Director of Athletics
- v. 1 faculty representative
- vi. 1 male full-time coach, appointed by the Director of Athletics
- vii. 1 female full-time coach, appointed by the Director of Athletics
- viii. 1 current male student-athlete, appointed by the Director of Athletics
- ix. 1 current female student-athlete, appointed by the Director of Athletics
- x. Vice President and General Counsel or designee

b. Description and Function

- i. 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 which are used to work toward and/or ensure Title IX compliance in Intercollegiate Athletics.

5. Alcohol and Other Drugs Committee (AOD)

a. Membership

- i. Dean of Academic Achievement or designee, co-chair
- ii. Assoc. VP for Student Affairs/Dean of Students or designee
- iii. Coordinator of Health and Wellness Education
- iv. Chief of Campus Police or designee
- v. Director of Athletics or designee
- vi. Director of Academic Services and Advising or designee
- vii. Director of Student Engagement or designee
- viii. Director of Residence Life or designee
- ix. Director of Counseling Services or designee, co-chair
- x. 1 faculty representative
- xi. 2 student representatives

b. Description and Function

- i. Provides and oversees ongoing education and prevention efforts, with the ultimate goal of decreasing high-risk drinking and other drug use by Stonehill students. Develops and executes a yearly plan to address alcohol and other drug issues in a comprehensive manner and provides on-going progress reports to the Stonehill community regarding the work of the committee and its impact on student behavior.

6. Sexual Harassment/Assault Resources and Education Committee (S.H.A.R.E.)

a. Membership

- i. Health and Wellness Educator, chair
- ii. Associate Vice President for Student Affairs and Dean of Students
- iii. Chief of Campus Police or designee
- iv. Director of Community Standards or designee
- v. Director of Counseling Services or designee
- vi. Director of Residence Life or designee
- vii. Director of Student Engagement or designee
- viii. Director of Athletics or designee
- ix. Director of Intercultural Affairs or designee
- x. Institutional Investigator/ Compliance Specialist
- xi. Director of Campus Ministry or designee
- xii. Student President(s) or designee(s) of related student organizations as determined by the Vice President for Student Affairs

b. Description and Function

- i. Helps coordinate sexual assault prevention, education, and awareness programs for the campus. Coordinates the S.H.A.R.E. Advisor Program, which provides support and resource information to Stonehill students who have experienced sexual assault and/or to those accused of sexual assault.

7. Needs Assessment Team

a. Membership

- i. Associate Vice President for Student Affairs and Dean of Students, chair
- ii. Director of Academic Services and Advising
- iii. Director of First Year Experience
- iv. Director of Accessibility Resources
- v. Director of Counseling Services
- vi. Director of Health Services
- vii. Director of Residence Life
- viii. Director of Community Standards
- ix. Chief of Campus Police

b. Description and Function:

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

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.