



FULL-TIME FACULTY HANDBOOK

Rev. May 1, 2025

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34 **VISION**

35 *A Leading Catholic Teaching University of International Consequence for the Twenty-*
36 *first Century:*

- 37 1. A leading Catholic teaching university that attracts students, faculty, staff and
38 philanthropic support
- 39 2. Internationally recognized as an innovative and challenging university of demonstrated
40 quality
- 41 3. Alumni who are sought by employers and graduate schools and are prepared to live and
42 work in a global society
- 43 4. One institution serving multiple populations through appropriate delivery systems in
44 multiple locations
- 45 5. A values-driven culture that appreciates, supports and leverages our diverse programs
46 and operations
- 47 6. An entrepreneurial organization connected to alumni, communities, and strategic
48 partners
- 49 7. A financially strong university that invests in people, facilities and technology
- 50 8. Integrated learning environments with leadership at all levels and a shared vision that
51 excites, motivates and inspires.

52
53 **CATHOLIC IDENTITY**

54 Saint Leo University is a community rooted in the Catholic faith and in the spirit of our
55 Benedictine founders. We are an outgrowth of Catholic social teaching, which insists that human
56 institutions and relationships be based on dignity as well as social and economic justice. The
57 university also adheres to the Catholic intellectual tradition, which celebrates the compatibility
58 of faith and reason, and thus, welcomes students of all faiths and intellectual traditions.

59
60 **CORE VALUES**

61 **Excellence**— Saint Leo University is an educational enterprise. All of us, individually and
62 collectively, work hard to ensure that our students develop the character, learn the skills and
63 assimilate the knowledge essential to become morally responsible leaders. The success of our
64 University depends upon a conscientious commitment to our mission, vision and goals.

65 **Community**— Saint Leo University develops hospitable Christian learning communities
66 everywhere we serve. We foster a spirit of belonging, unity and interdependence based on

67 mutual trust and respect to create socially responsible environments that challenge all of us to
68 listen, to learn, to change and to serve.

69 **Respect**— Animated in the spirit of Jesus Christ, we value all individuals’ unique talents,
70 respect their dignity and strive to foster their commitment to excellence in our work. Our
71 community’s strength depends on the unity and diversity of our people, on the free exchange of
72 ideas, and on learning, living, and working harmoniously.

73 **Personal Development**— Saint Leo University stresses the development of every person’s
74 mind, spirit and body for a balanced life. All members of the Saint Leo University community
75 must demonstrate their commitment to personal development to help strengthen the character
76 of our community.

77 **Responsible Stewardship**— Our Creator blesses us with an abundance of resources. We
78 foster a spirit of service to employ our resources in university and community development. We
79 must be resourceful. We must optimize and apply all of the resources of our community to fulfill
80 Saint Leo University’s mission and goals.

81 **Integrity**— The commitment of Saint Leo University to excellence demands that its
82 members live its mission and deliver on its promise. The faculty, staff, and students pledge to be
83 honest, just, and consistent in word and deed.

84

85 **IV. DEFINITIONS**

86 University

87 The term "University" as used in this Handbook shall mean Saint Leo University,
88 Incorporated, which includes the campus in St. Leo, Florida, all regional education centers, and
89 its online education center.

90

91 Faculty

92 In general, the term “Faculty” refers to those full-time members of the University, both
93 tenured and non-tenured, holding the rank of Instructor (I,II, or Senior), Assistant, Associate, or
94 Full Professor, whose primary responsibilities focus on teaching, scholarship, and service, as set
95 forth in each faculty member’s letter of appointment. For the purposes of this Handbook, the
96 term “faculty” does not include Visiting Faculty or Adjunct Faculty.

97

98 Instructor

99 “Instructor” as used in this Handbook is a non-tenure-track faculty appointment at the
100 level of Instructor I, Instructor II, or Senior Instructor. Instructors must hold at least a master’s

101 degree in their field from a regionally accredited institution. Instructors' primary responsibilities
102 are teaching, advising, and providing service to the University.

103

104 Visiting Faculty

105 Individuals whose work, research, or experience will contribute to an academic
106 department, program, or University initiative may be appointed as a "Visiting Faculty" member.
107 Visiting faculty members typically have specific entitlements and limitations as follows;

108 Entitlements:

- 109 1. Salary and Benefits: Visiting faculty are compensated for their instructional and/or non-
110 instructional duties.
- 111 2. Benefits and Health Insurance: Visiting faculty are eligible for benefits, health
112 insurance, and elections as offered by the University and specified in the HR policy
113 applicable while under employment.
- 114 3. Access to Resources: Visiting faculty have access to the same provisions and resources as
115 regular faculty, including the cafeteria, library, wellness center, office and classroom
116 space(s). Some resources and/or use is subject to additional charges or fees as defined
117 by University policies.
- 118 4. Professional Development: Opportunities for professional growth, such as attending
119 conferences, workshops, and seminars may be considered if relevant and subject to
120 availability of funding.
- 121 5. Grant Work and Research: Visiting faculty may be involved with grant opportunities
122 and/or conduct research as applicable and oftentimes in collaboration with regular full-
123 time faculty members.

124 Limitations:

- 125 1. Tenure: Visiting faculty positions are non-tenure-track and under no circumstance lead to
126 tenure or permanency..
- 127 2. Duration: Visiting faculty appointments are temporary, non-renewable, typically lasting one
128 (1) to three (3) years, subject to the approval of the VPAA and President. The University
129 makes no promise or guarantee for continued, future, or indefinite employment. Any
130 Visiting faculty member interested in a full-time faculty or adjunct employment opportunity
131 must apply through the University's application process and subject to the applicable
132 selection process.
- 133 3. Administrative Roles: They may have limited involvement in administrative roles and
134 decision-making processes within the department, but may not override official academic

135 division, college, school, or department leadership (VPAA, AVP, deans, chairs, and/or
136 directors or associates of the like at any level.

137 4. Funding: In some cases, visiting faculty may not be eligible for certain types of internal
138 funding or grants reserved for permanent faculty subject to review and approval.

139 Visiting faculty are expected to maintain standards including submission of an annual portfolio
140 and annual plan.

141

142 Professor Emeritus

143 This rank may be assigned to Associate or Full Professors who have retired from their
144 faculty responsibilities at the University after ten or more years of service to the University and
145 they meet the criteria for this appointment. A Professor Emeritus is so designated and appointed
146 by the President upon the recommendation of the VPAA based on their leadership, classroom
147 contributions and service to the University. A Professor Emeritus will continue to have full use
148 of the library and the library loan activities. He or she shall continue to have access to a
149 university email account, office space as available, tickets for concerts, theatrical productions,
150 athletic events, Wellness Center membership, and other discounted services at the same cost as
151 normally charged to active faculty members. No compensation accrues by virtue of this rank,
152 unless the Professor Emeritus accepts a part-time or temporary full-time teaching or a
153 University research or service contract. In such instances, supplementary benefits, if any, will be
154 set forth in the handbook. There should be no expectation that part-time or temporary full-
155 time teaching will be provided or that adjunct or part-time faculty will be replaced if an emeritus
156 faculty member expresses an interest in teaching courses assigned to these faculty. Emeritus
157 faculty are expected to be good academic citizens of the University and such appointments
158 should be supported by the academic community. The University will attempt to make the
159 aforementioned provisions, which are subject to change based on unforeseen circumstances due
160 to availability and/or resources.

161

162 Adjunct

163 An “Adjunct” refers to part-time, non-tenured track, contracted, instructional and/or
164 non-instructional members of the University. In general, Adjuncts cannot be assigned
165 instructional duties that exceed a teaching load of four (4) courses in a sixteen (16) week
166 semester (or) two (2) courses in an eight (8) week term. Adjuncts may also teach within the
167 approved model(s) if teaching a combination of semester and term-based courses. Adjuncts may
168 also perform non-instructional duties such as advising, fieldwork, student supervisions, course

169 development, course reviews/translations, specialized projects, subject matter expert tasks,
170 and/or other assignments only with approval from the VPAA. Adjuncts may not exceed an
171 average of twenty-nine (29) hours per week. The responsibility of monitoring adjunct workload
172 is the responsibility of the college, department, or contact person assigning/requesting the work,
173 which is especially important if an Adjunct has an instructional and non-instructional
174 simultaneously in any given semester or term. Please reference the Adjunct Faculty Handbook
175 and/or Adjunct Faculty Workload policy for more information. The University recognizes the
176 mutual importance of our Adjuncts' contribution toward teaching assignments; however,
177 assignment is subject to a term-by-term and/or semester-by-semester basis with satisfactory
178 performance based on University need, primarily driven by student enrollment. The University
179 reserves the right to fully satisfy full-time faculty workload requirements, which takes
180 precedence in scheduling priority.

181

182 Administrative Staff

183 Administrative Staff is defined as exempt/salaried full-time employees performing the
184 administrative services and/or support of the University for purposes of the Faculty Handbook.
185 In general, Administrative/Staff may be assigned and teach only one (1) course per sixteen (16)
186 week semester (or) one (1) course per eight (8) week term with appropriate course-teaching
187 clearance, unless approved by the person's supervisor and with notification to the VPAA. The
188 University recognizes the mutual importance of our Administrative/Staff employees'

189

190 **Faculty Members with Administrative Responsibilities (FWAR)**

191 Academic Director

192 An "Academic Director" is a faculty member who accepts, as part of a faculty member's
193 workload, the assignment of creating, coordinating, or directing a specific project, initiative, or
194 center for the University, but who does not supervise or evaluate personnel in connection with
195 this assignment.

196

197 Department Chair

198 A "Department Chair" (Chair) manages an academic department within the University. A
199 Chair will have a reduced teaching load based on agreement in consultation with their dean and
200 VPAA.

201
202 Associate Department Chair
203 An “Associate Department Chair” (Associate Chair) is appointed to assist a Chair with his
204 or her administrative responsibilities. An Associate Chair will have a reduced teaching load
205 based on agreement in consultation with their dean and VPAA.

206
207 Graduate Program Director
208 A “Graduate Program Director” (Director) manages a graduate program(s) of the
209 University. A Graduate Program Director will have a reduced teaching load based on agreement
210 in consultation with their dean and VPAA.

211
212 Associate Graduate Program Director
213 An “Associate Graduate Program Director” (Associate Director) assists a Graduate
214 Program Director with his or her administrative responsibilities. An Associate Graduate
215 Program Director will have a reduced teaching load based on agreement in consultation with
216 their dean and VPAA.

217
218 University Librarian of the Daniel A. Cannon Memorial Library
219 The “University Librarian of the Daniel A. Cannon Memorial Library” (University
220 Librarian) manages, directs, and evaluates the services, acquisitions, operations, and personnel
221 of the Cannon Memorial Library.

222
223 **Administrators with Faculty Rank (AWFR)**
224 Administrative Director
225 An “Administrative Director” manages an operational area or department within the
226 University. An Administrative Director may also have a teaching assignment. An administrative
227 Director may or may not have a faculty rank.

228
229 Academic Dean
230 An “Academic Dean” (Dean) oversees and manages one of the Colleges and/or Schools
231 within the University. A Dean may also teach courses from time to time.

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Associate Academic Dean

The “Associate Academic Dean” (Associate Dean) assists the Dean with his or her administrative responsibilities. The Associate Dean may have a teaching assignment.

Vice President of Academic Affairs

The “Vice President of Academic Affairs” (VPAA) oversees and manages all functions of the Office of Academic Affairs, including Academic Advising, the Office of the Registrar, the library, special academic centers, and all educational programs offered to students. The VPAA is the Chief Academic Officer of the University.

Assistant/Associate Vice President

An “Assistant/Associate Vice President” (AVP) assists the Vice President with his or her academic and/or administrative responsibilities (or) may have an assigned role with a specific office, department, or area of oversight responsibilities

An Assistant (or) Associate Vice President (AVP) reports directly to the Vice President and/or Provost, as applicable, to oversee specific academic and/or administrative functional areas ensuring effective operation within an office, department, or heir designated area(s). An AVP may or may not have a faculty rank and/or a teaching assignment.

Provost (If appointed/Applicable)

The “Provost” serves as the chief academic officer of the university, overseeing the academic integrity and excellence of all educational programs. The Provost is responsible for the development and implementation of academic policies, the coordination of curriculum and instruction, and the promotion of faculty development and research. Additionally, the Provost works closely with deans, department chairs, directors, and other academic leaders to ensure the alignment of academic goals with the university's mission and strategic plan. The Provost also plays a key role in budget planning and resource allocation to support academic priorities.

President

The term “President” as used in this Agreement shall mean the chief executive officer and president of Saint Leo University.

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Faculty Senate

The Faculty Senate is comprised of all full-time Faculty regardless of tenure status or rank. The purpose of the organization is to enable the Faculty to engage with the University in conscious, deliberate, and purposeful cooperation so that each constituency of the University community may effectively contribute to the growth, development, and functioning of Saint Leo University.

Board of Trustees

The Board of Trustees (“Board”) is the governing body of the University charged with strategic oversight of University operations. The Board’s responsibilities are specified in the By-Laws as amended and restated on February 7, 2020.

Semester and Term

A “semester” is one of three academic periods (Fall, Spring, and Summer) that does not exceed sixteen (16) weeks each in length. A “term” is an academic period that does not exceed nine (9) weeks in length.

Academic Year

The term “Academic Year” begins on the day classes start in the Fall Semester and ends the following Summer at the close of the last day of classes and/or final exams, whichever is the latter. The Academic Year consists of Fall Semester, Spring Semester, and Summer Semester. The Academic Year also includes Fall Term I, Fall Term II, Spring Term I, Spring Term II, Summer Term I, and Summer Term II. The most current academic calendar may be found at <https://faculty.saintleo.edu/academic-affairs-resources/academic-calendars/>

Faculty Academic Year

The “Faculty Year” applies to Faculty members and sets forth the dates Faculty are required to be at work or available for work. On or before the first week of May each year, the University will publish the exact dates of the Faculty Year in the Academic Calendar.

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Probationary Period

The Probationary Period is the period of time between the date a faculty member first begins working at the University on a tenure-track appointment and the end of the Academic Year when the faculty member is either granted or denied tenure for the final time.

Terminal Year

The final Academic Year of a Faculty member’s employment with the University.

V. FACULTY RIGHTS

Personnel Records

The University will maintain one official set of personnel records housed in two locations: Academic Affairs and Human Resources. The records maintained in Human Resources contain information regarding employment, such as hire and termination dates, salary, leave, employee benefits, and any health information. The records in the Academic Affairs office contain all materials relating to the Faculty members’ teaching and professional duties, including appointment letters, transcripts, credential evaluations, and all evaluations of professional activities. Officials in either office may have access as applicable. Students do not have access to faculty records, regardless of employment status with the University.

Subject to applicable federal and state law, faculty records are maintained by or can be accessed by only the following University personnel for official University business: the individual faculty member, Academic Affairs personnel, Human Resources personnel, the President, Provost, VPAA, University General Counsel, and other official university legal representatives. Faculty review of records shall take place in the presence of a designated University official during regular business hours and normally within two (2) workdays of the request. Alternatively, upon a written request providing reasonable notice, faculty may request all or part of a file be copied and provided to them. When possible, and at the University’s discretion, all or part of a file may be provided in a digital format.

Faculty Status while Serving as an Administrator

Tenured Faculty members appointed to an administrative position or working in an administrative capacity retain their academic rank and tenured status.

327 **VI. ACADEMIC FREEDOM**

328 The University is a Catholic institution that recognizes the teachings of the Roman
329 Catholic Church as morally binding. The University supports the traditional freedoms of its
330 faculty members to teach, both in and outside the classroom, to conduct research and other
331 scholarly or creative activities, and to publish or otherwise disseminate the results. The freedom
332 of individual faculty members to teach, conduct research, ask hard questions, subject answers to
333 rigorous examination, and engage in scholarly and creative work is essential to the mission of
334 the University. This freedom lies at the core of both religious and academic life. Freedom of
335 thought, belief, inquiry and expression are crucial no less to the sacred than to the secular quest
336 for truth.

337 The freedoms enumerated in this statement are not absolute and cannot be used to
338 justify statements or actions that demonstrate misconduct, incompetence, violate the
339 professional responsibilities and conduct policy, or undermine the Catholic identity of the
340 University.

341 While the University does not require that faculty practice or profess the Catholic faith,
342 nor accept the teachings of the Roman Catholic Church as personally binding, the University
343 does require that all faculty respect, understand, and support the University's educational
344 mission and values, which are founded and based on Roman Catholic belief and tradition. It is
345 not expected that the faculty will agree on every point of Roman Catholic doctrine, much less on
346 the issues in the academic disciplines that may divide faculties in any University. It is expected,
347 however, that a spirit of charity and openness will unite even those with wide differences and
348 questions will be raised in ways to seek to strengthen the University and its mission.

349 Faculty who teach have the freedom in the classroom to discuss their subject matter and
350 must take care not to introduce controversial materials that have no relation to the course
351 content. The distinction between education and advocacy is instructive in this regard. While it is
352 appropriate for Faculty to educate students by engaging in discussions of controversial matters
353 that are relevant to their disciplines, it is not appropriate in the classroom to serve as advocates
354 for positions that are contrary to the doctrine of the Catholic Church or outside the boundaries
355 of their discipline or the course content.

356 Faculty have the freedom to address the larger community about any social, political,
357 economic, or other interest. However, academic responsibility includes the faithful performance
358 of professional duties and obligations, the recognition of the demands of the scholarly
359 enterprise, and the candor to make it clear, that, when one is speaking as a citizen on matters of
360 public interest, one is not speaking for the University.

361 The University hereby reaffirms its unique identity as a Roman Catholic University with a
362 foundation of Benedictine values and teachings that seeks to nourish a community of scholars
363 with diverse interests who have freely come together to seek truth and understanding.

364

365 **VII. INTELLECTUAL PROPERTY**

366 Creating and disseminating knowledge is essential to the University's primary education
367 mission. Accordingly, it is in the interest of the University to encourage the development of new
368 ideas, creative works, discoveries, and inventions.

369 "Technical Works" includes property that are generally scientific or technical in nature,
370 such as inventions, whether patentable or non-patentable, devices, machines, processes,
371 methods, and computer software.

372 "Creative Works" include all intellectual property not covered in Technical Works that
373 are of an artistic, scholarly, instructional, assessment, or entertainment nature. Examples
374 include creative productions, such as works of art or design, musical scores, books, poems, films,
375 video and audio recordings, and instructional materials such as textbooks and multimedia
376 programs. Creative Works do not include productions of drama, music, athletics, and similar
377 event that are managed by the appropriate University departments.

378 Traditional academic publications that are produced as an outcome of scholarly work
379 and have only minor commercial possibilities are not subject to this section, except under
380 specific and unusual circumstances. Examples of traditional academic publications would
381 include professional papers published in scholarly journals, monographs of an academic nature,
382 scholarly books of a limited use, or supplementary texts, exhibited and published artistic
383 creations or performances that are academic and non-commercials.

384 The University shall exclusively own all right, title, and interest in Creative Work and/or
385 Technical Work created by faculty within the scope of their employment and/or as a result of
386 substantial use of University resources, which includes, but is not limited to, funding from the
387 University or a grant awarded to the University, release time, University-owned equipment or
388 facilities, or support from other University employees.

389 Creative Work includes foundational elements of curricula, including, but not limited to,
390 syllabi, course content, learning outcomes, test questions and keys, and reading lists. Faculty
391 who create these Works are granted a retained limited license to incorporate their Work into
392 portfolios or other materials intended to promote the faculty's scholarly or creative activity. This
393 limited license does not permit commercial use or commercial reproduction of the Work.

394 Technical Work may be discoveries, inventions, processes, methods, and/or product
395 design or modifications. In the event the Technical Work has a potential commercial use, the
396 University and the faculty may enter into an agreement addressing royalties, funding, etc.

397 From time to time, the University may engage the services of faculty to create a specific
398 product for the University, such as a new course or software. This section does not prevent
399 faculty from entering into a separate agreement with the University to perform this service and
400 to be compensated separately as part of the agreement.

401 Faculty who produce independent Creative Work outside the scope of their employment,
402 with no or only nominal use of University resources, and who direct the choice, content and
403 effort without direct assignment or supervision by the University shall own the copyright to
404 these Works. This section does not prevent faculty from entering into an agreement with the
405 University to use these Creative Works.

406 Faculty who produce Technical Work and can demonstrate that producing this Work was
407 conducted on the faculty's own time without use of University resources, such as funding, space,
408 personnel, equipment, or facilities shall be the owner of this Technical Work. The University will
409 take no responsibility for this independent Technical Work. This section does not prevent
410 faculty from assigning such Technical Work to the University.

411

412 **VIII. NON-DISCRIMINATION**

413 The University and Faculty are committed to the principle of equal opportunity in the
414 workplace and equal access to education. Faculty recognize their responsibilities under
415 University policy, as well as under federal, state, and local laws, to engage in employment and
416 teaching practices that do not discriminate on the basis of age, color, disability, ethnic origin,
417 genetic information, sex, gender, national origin, race, religion, or veteran status, or any other
418 category protected by federal, state, or local law in its educational programs, admissions
419 policies, financial aid, employment, or other school administered programs. This policy is
420 enforced by Saint Leo University and by applicable laws such as Title IX of the Education
421 Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the
422 Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and
423 Florida Civil Rights Act of 1992.

424

425 **IX. FACULTY SELECTION**

426 Faculty searches are cooperative endeavors of the faculty and the administration based on a
427 shared sense of responsibility. This cooperation begins before the search is authorized, with a

428 thorough understanding of the nature of the position to be searched and the desired
429 qualifications of the successful candidate. Faculty members are recruited and selected through
430 the cooperative efforts of faculty, Chairs, Directors, Deans, and the VPAA. The Department
431 Chair, University Librarian, or Director will form a faculty search committee to review
432 applications, interview candidates, and make selection recommendations once the VPAA
433 confirms that a position has been authorized by the University.

434 The Chair, Director, Dean, University Librarian of their respective areas, or the VPAA must
435 establish the case for the recruitment of a new faculty member, stating the nature of the need,
436 area of competence, and recommended rank. Once the position is approved, the search may
437 commence.

438 The VPAA, Dean, Chair, Director, University Librarian and department colleagues cooperate
439 in the search for candidates. Ideally and where possible, a national search will be undertaken
440 through professional networks, graduate school contacts and advertisements, including posting
441 a notice on the University's website.

442 Candidates for teaching positions should be evaluated based on the following criteria:

- 443 a. Demonstrated academic and professional preparation and experience in the
444 discipline concerned;
- 445 b. Fundamental understanding of the mission, values, and objectives of the University;
- 446 c. Demonstrated devotion to and skill in teaching, as well as a commitment to creating
447 student-centered learning experiences;
- 448 d. An interest in intellectual life and scholarship;
- 449 e. A willingness to engage with and serve the University community; and
- 450 f. A willingness and ability to teach in the University's core curriculum program where
451 appropriate.

452 After the search committee makes its recommendation to the VPAA, the VPAA will
453 consult with the President. The VPAA will make the final selection decision.

454 Once a candidate accepts the University's offer of employment, the VPAA will send a
455 letter of appointment containing the following information:

- 456 a. Start Date
- 457 b. Position Title and Name of College
- 458 c. Rank upon Start Date
- 459 d. Special terms, if any, such as years of credit to reduce the Probationary Period for
460 eligibility for tenure application, academic rank upon date of hire, requirements
461 regarding terminal degree completion, specific conditions for eligibility for

462 promotion and/or tenure, or recognition of tenure status from another college or
463 University

464

465 **X. FACULTY APPOINTMENTS**

466 The University fully recognizes and equally values the abiding contributions of all faculty at
467 every rank to the institutional mission of the University. The faculty of Saint Leo University are
468 teacher-scholars, who provide intellectual leadership to the University and who are committed
469 to the service of the University, their colleges, and their departments.

470

471 Tenure-Track Appointments

472 Faculty appointed to tenure-track positions are employed on a year-to-year basis as
473 probationary employees for a maximum period of seven (7) Academic Years (Probationary
474 Period). During this Probationary Period, tenure-track faculty are expected to demonstrate their
475 teaching effectiveness, be reasonably productive scholars and engage in service as appropriate to
476 a faculty member and prepare their application for tenure and promotion (See Section XII
477 Tenure and Promotion).

478 Faculty who have not received tenure and promotion by the end of Spring Semester or
479 Spring Term II of Year 7 of their Probationary Period may return to the University for one
480 additional Academic Year of employment (Year 8). Year 8 of employment is their terminal and
481 final year of employment with the University (Terminal Year).

482 Based on a recommendation of the appropriate college dean, credit toward tenure and time
483 in rank for previous academic service at another institution may be determined for new faculty
484 hires and will be included in the offer letter at the time of appointment. Faculty who were hired
485 prior to 21-22 academic year and/or approved to complete a doctorate degree during their
486 employment at Saint Leo University may remain grandfathered-in on their current 5/6 year
487 cycle and their tenure clock adjustment would be applied. A maximum of three years of
488 probationary credit towards tenure or three years of probationary credit towards promotion may
489 be awarded for prior experience.

490 The VPAA has the discretion to extend the Probationary Period for an individual Faculty
491 member if the Faculty member requests an extension *before* submitting his or her application
492 for tenure and promotion *and* the request is based upon the Faculty member experiencing
493 unforeseen extenuating circumstances beyond the Faculty member's control, such as a serious
494 health condition. The VPAA will document in writing any decisions to extend the Probationary
495 Period.

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Non-Tenure Track Appointments

Faculty appointed to non-tenure track positions are employed on a year-to-year basis or for a fixed multi-year term. These Faculty are not eligible to apply for tenure and have no right to a renewal of their appointment upon its expiration.

Appointment Non-Renewal

The University may non-renew, for any reason or, the appointment of any non-tenured Faculty member, including Faculty with tenure-track appointments and Faculty with non-tenure track appointments. Faculty who will be non-renewed are subject to the following notice provisions:

1. The University will send a notice of non-renewal via email no later than March 1st to non-tenured Faculty in their first, second, third, or fourth year of employment.
2. The University will send a notice of non-renewal via email no later than November 15th to non-tenured Faculty who have completed their fifth year of employment.
3. The University will send a notice of non-renewal via email no later than November 15th to Faculty who are in their final year of a multi-year non-tenure track appointment.
4. Nothing in this prevents the University from sending a notice of non-renewal earlier than November 15th or March 1st.
5. Because the employment of tenure-track Faculty who are not granted tenure and promotion before the end of their Probationary Period will automatically terminate at the end of their Terminal Year, no additional notice of non-renewal or termination is required.

Appointment Conversion

The VPAA may, at his or her discretion, offer a non-tenured Faculty member with a tenure-track appointment the opportunity to convert to a non-tenure track appointment upon the faculty member's written request.

The VPAA also has the discretion, based on consultation with the President, to offer a current non-tenured Faculty with a non-tenure track appointment the opportunity to convert to a tenure-track position. At the request of the Faculty member, the VPAA may consider allowing the Faculty member to apply no more than two (2) years of service towards his or her Probationary Period for eligibility to apply for tenure and promotion.

528 Any offer of appointment conversion will be made in writing and the Faculty member
529 will have a minimum of five (5) business days in which to accept the offer. A Faculty member's
530 failure to respond within the five-day period will be considered a rejection of the offer.

531

532 **XI. PROFESSIONAL RESPONSIBILITIES AND CONDUCT**

533 The purpose of this Article is to describe the professional responsibilities of faculty,
534 including the criteria for assessment of their performance as teachers, colleagues, scholars, and
535 contributors to the University community, as well as to the community outside the University.
536 Faculty will be evaluated based on their teaching, academic collegiality, scholarly research and
537 creative work, service to the University, and service to the broader community. The following
538 descriptions are not intended to be an exhaustive list; rather, they elaborate the standards of
539 professional conduct for faculty members, derived from a consensus of expected professional
540 conduct and minimally acceptable standards.

541

542 Teaching Effectiveness

543 Teaching effectiveness is the most important of the four categories and cannot be
544 compensated for by excellence in other areas. Excellent teachers display a variety of qualities:
545 they challenge their students intellectually, communicate effectively, show commitment to
546 learning, remain current in their disciplines, and demonstrate personal and professional
547 integrity.

548 Faculty have the primary responsibility for the content, quality and effectiveness of the
549 curriculum. Teaching faculty in each department and college are expected to work together to
550 develop a coherent course of study for each course, degree, major, minor, and specialization,
551 including expected learning outcomes. Teaching faculty who are academically qualified in the
552 field of study are expected to take on program coordination, as well as curriculum development
553 and review. For library Faculty, professional library service contributing to the educational
554 function of the University is the primary area of faculty performance and of evaluation.

555 Faculty are expected to be prepared for each class, encourage students in their pursuit of
556 learning, evaluate students according to their merit, maintain confidentiality of grades and other
557 student educational information, promote a culture of academic honesty, appropriately
558 acknowledge student contributions to research, presentations and publications, and be available
559 to students during posted office hours and other agreed upon times.

560 Faculty are expected to create, model, and maintain civility in class discussions by
561 demonstrating interest in students' opinions as individuals, fostering intellectual curiosity and

562 inquiry, and redirecting, as needed, students who are uncivil. Faculty will not introduce
563 irrelevant personal or controversial materials into class discussions which do not further
564 knowledge or understanding of the course.

565 Faculty will not engage in harassment, retaliation or other illegal discriminatory
566 treatment of students or colleagues; they will not exploit students or colleagues for private
567 advantage.

568
569 Academic Collegiality

570 Faculty members, as members of a community of scholars, share professional obligations and
571 expectations that are fundamental to the effective functioning and positive climate of the
572 department, college, and University. Prominent among these is academic collegiality, which
573 fosters a respectful, supportive, and productive environment for all academic associates,
574 including trustees, administrators, staff members, and students.

575 Academic collegiality is characterized by civility, mutual respect, open communication, personal
576 accountability, and a willingness to contribute constructively to the shared mission of the
577 University. It is essential for fostering a healthy intellectual environment, promoting
578 collaboration, supporting shared governance, and ultimately advancing the educational and
579 scholarly goals of the institution. A collegial atmosphere encourages the free exchange of ideas,
580 constructive criticism, and collaborative problem-solving. It recognizes that the success of the
581 University relies on the collective efforts and positive interactions of its members.

582 Collegiality matters because it ensures a healthy academic environment where open inquiry,
583 innovation, and effective collaboration can thrive. A lack of collegiality can lead to dysfunctional
584 departments or committees, stalled initiatives, and a deterioration of the learning and working
585 environment.

586 While collegiality alone is not a separate criterion for disciplinary action, or promotion and
587 tenure decisions, it reflects the expected standards of professional conduct and positive
588 engagement within the University community. Faculty are expected to contribute to a
589 productive, respectful, and collaborative academic environment. However, behaviors that
590 undermine academic functions, disrupt University operations, violate established policies, or
591 create a hostile environment may be subject to review, and when warranted, disciplinary
592 measures. Although not all instances of non-collegial behavior rise to the level of formal
593 discipline, egregious or repeated conduct that harms individuals, impedes institutional
594 effectiveness, or violates professional ethics may lead to disciplinary consequences as outlined
595 elsewhere in this handbook.

596 Conduct that fosters academic collegiality includes actively supporting colleagues within the
597 department, college, and University through encouragement, mentorship, and constructive
598 feedback on their teaching, scholarship, and service. The following examples illustrate conduct
599 that fosters academic collegiality:

- 600 • **Supportiveness:** Actively supporting colleagues within the department, college, and
601 University through encouragement, mentorship, and constructive feedback on their
602 teaching, scholarship, and service.
- 603 • **Constructive Engagement:** Participating respectfully in departmental, college, and
604 university meetings, offering thoughtful contributions, and engaging in civil discourse
605 even when differing viewpoints exist.
- 606 • **Shared Governance:** Willingly accepting and fulfilling leadership roles, committee
607 assignments, and other responsibilities necessary for the effective functioning of the
608 academic unit and the University.
- 609 • **Helpfulness and Collaboration:** Stepping up to assist colleagues and the
610 department/college when needs arise, sharing resources and expertise, and engaging in
611 collaborative projects and initiatives.
- 612 • **Respect for Diverse Perspectives:** Showing due respect for the opinions of others,
613 even when those opinions differ from one's own, and engaging in the exchange of
614 criticism and ideas in a professional and respectful manner.
- 615 • **Accountability and Professionalism:** Taking responsibility for one's actions and
616 commitments, meeting deadlines, and adhering to university policies and procedures.
- 617 • **Ethical Conduct:** Striving for objectivity in professional judgments, respecting the
618 privacy of colleagues and staff, and managing University resources responsibly.

619 Conduct that undermines academic collegiality and can negatively impact the University
620 community includes behavior that disrupts the operations or functions of the department,
621 college, or University. The following examples illustrate conduct that undermines academic
622 collegiality and can negatively impact the University community:

- 623 • **Lack of Engagement and Support:** Refusing to participate in necessary shared
624 governance activities, such as committee work, or consistently failing to support
625 colleagues.
- 626 • **Disruptive Behavior:** Engaging in behavior that disrupts the operations or functions
627 of the department, college, or University, such as constant unwarranted complaints or
628 creating unnecessary conflict.

- 629 • **Interpersonal Conflict:** Persistent and unproductive arguments with colleagues that
630 hinder collaboration and create a negative work environment.
- 631 • **False Accusations and Misrepresentation:** Making unfounded accusations or
632 complaints against administrators, faculty, or staff that are known to be false or
633 unsubstantiated.
- 634 • **Sabotage and Undermining:** Actively working to undermine the projects or
635 professional standing of colleagues.
- 636 • **Disrespectful Communication:** Sending disrespectful or harassing communications,
637 including excessive or trivial emails intended to annoy or intimidate.
- 638 • **Failure to Respect Boundaries:** Disregarding colleagues' personal or professional
639 boundaries, such as unwarranted intrusions or complaints about minor, personal choices
640 that do not impact professional responsibilities.
- 641 • **Unethical Conduct:** Failing to disclose or avoid conflicts of interest, mismanaging
642 University resources, or violating confidentiality.

643 Since academic collegiality is a cornerstone of a thriving University community, by embracing
644 these principles in our interactions and conduct, faculty members contribute to a positive,
645 productive, and intellectually vibrant environment that benefits students, staff, and the
646 institution as a whole.

647

648 Scholarly and Creative Work (Formerly Professional Development and Scholarly Growth)

649 Faculty are expected to devote their energies to developing and improving their scholarly
650 competence in a manner consistent with their professional discipline's standards. As scholars,
651 purveyors of knowledge, and nurturers of creativity, faculty will stay current in their selected
652 field, accept the duty to exercise judgment in using, extending, and transmitting knowledge, and
653 practice intellectual honesty by complying with ethical standards in conducting research.

654 Faculty are encouraged to contribute to the discovery of new knowledge, development of
655 new educational techniques, and other forms of creative activity. Faculty should consult with
656 the Guidelines for Scholarly and Creative Work for their respective College for more details. In
657 general, evidence of research and other creative activity shall include, but will not be limited to,
658 published books; articles and papers in professional journals; musical compositions, paintings,
659 sculpture; works of performing art; papers presented at meetings of professional societies; and
660 research and creative activity that has not yet resulted in publication, display, or performance.
661 Evaluation of a faculty member's performance in this area will take into consideration the

662 faculty member's productivity, including the quality and quantity of what has been done during
663 the year, research activities, development of other creative programs and contributions, as well
664 as any recognition by the academic or professional community.

665 Faculty will not fabricate, falsify, plagiarize, or misappropriate the ideas of others; nor
666 will they seriously deviate from the commonly accepted practices of the research community for
667 proposing, conducting, or reporting research. Faculty will comply with federal and University
668 requirements for the protection of researchers, human subjects, or the general public or the
669 welfare of laboratory animals. Faculty will recognize their responsibility to report misconduct
670 related to scholarly activity and research and they will not retaliate against those who report or
671 provide information about suspected or alleged misconduct.

672 Research misconduct does not include honest error or honest differences in
673 interpretations or judgment of data.

674

675 Service

676 As scholars and leaders, faculty have the responsibility to use their education, talents,
677 and abilities in service to the University, as well as the communities in which they live and work.
678 This responsibility to provide service is beyond the required duties of each faculty member to
679 participate in regular departmental, college or University meetings.

680 Service to the University may take the form of serving on committees, in the Faculty
681 Senate, assisting with administration, advising student organizations, or other duties as
682 assigned.

683 Community service in the context of this Handbook extends the faculty member's
684 professional or discipline-related contributions to the community, which may include the cities
685 and towns surrounding the University and its educational centers, or the State or local areas in
686 which the faculty members reside. Community service includes contributing to scholarly and
687 professional organizations, governmental committees or boards, or undertaking commissions
688 that are beneficial to a particular community group or individual and enhances the scholarly or
689 professional reputation of the faculty members and the reputation of the University.

690

691 **XII. INSTRUCTOR ADVANCEMENT**

692 Instructor:

693 The rank of Instructor is a non-tenure-track appointment for those faculty holding a minimum
694 of a master's degree from a regionally accredited institution in their field. Instructors' primary
695 responsibilities are teaching, advising, and service to the department or University.

696 Faculty may be hired at or promoted to one of three levels of instructor based on experience and
697 performance: Instructor I, Instructor II, and Senior Instructor. Instructors are eligible for
698 promotion within the Instructor rank based upon outstanding performance and chair and dean
699 recommendation. Instructors will normally be considered eligible for promotion to the next
700 level after a minimum of five (5) completed years of continuous employment in their current
701 level.

702

703 Instructor Advancement Clock

704 Instructors hired in at Instructor I/II level in January with spring 1 semester/term start may
705 count the entire academic year as the first year toward their advancement clock. The Instructor
706 should notify their dean, chair/director and academic affairs by year five (5) if they wish to
707 count their mid-academic year start as the entire year. This clause shall be included in their
708 appointment letter.

709 Instructors hired prior to the 2025-2026 academic year remain eligible to apply for
710 advancement after their 3rd completed year of continuous employment or thereafter and the
711 compensation for advancement of the grandfathered Instructors will remain \$10,000.

712 Instructor Advancement, Faculty Promotion, and Terminal/Doctorate Completion status, along
713 with related compensation, are non-cumulative. They cannot be applied at the same time or
714 consecutively without the required number of years since the last status change. For example, an
715 Instructor may not go up for advancement to the next level of instructor with a rank and
716 compensation change with the expectation of a rank, track, and compensation change for
717 completing a terminal/doctorate degree.

718 Instructors are hired-in with intent to fulfill University specific roles and requirements whereas
719 Instructor Advancement affords Instructors the opportunity to advance within their ranking
720 from Instructor I to Instructor II, and finally Senior Instructor; the Faculty Promotion process
721 affords Assistant Professors the opportunity to advance within their ranking from Assistant to
722 Associate and finally Full Professor. Any exception or agreement must be clearly stated in the
723 faculty member's initial appointment letter and/or documented on the appropriate request to be
724 approved by the VPAA prior to entering into any commitment or application for advancement
725 and/or promotion.

726 Diligence and measures must be taken to avoid inequities and salary compression; therefore, an
727 Instructor would not typically be eligible for any additional compensation associated with
728 completion of a terminal/doctoral degree with or without a rank change to Assistant Professor,

729 except in cases where an inequity in compensation has been identified in association with such
730 change.

731

732 Salary Increase for Instructor Advancement

733 Instructors who advance to the next instructor rank will receive an increase of \$7,500
734 dollars to their base salary. Instructors increases are not applicable concurrently or
735 simultaneously with doctorate/terminal degree completion increases and/or may not be
736 combined with faculty promotion/rank status change increases. Instructors must wait for the
737 completion of applicable academic years to elapse prior to becoming eligible for consideration of
738 their next increase.

739

740 Application for Advancement within Instructor Level:

741 Instructors are expected to be effective teachers, to be actively engaged in service to the
742 institution, and to participate in some level of professional activities appropriate to their level
743 and teaching responsibilities.

744 Service to the institution may include any number of activities, including but not limited to,
745 work for the department, college, and/or university; service on departmental, college, or
746 university committees or special projects; curriculum development; volunteer work at
747 recruiting, Admissions, or departmental events; or serving as a mentor for student
748 organizations. While attendance at departmental, college, or Academic Affairs meetings is
749 required, this is not included as Service.

750 As a teaching institution, Saint Leo expects all faculty to keep current in their profession and in
751 their continuing development as teachers. For Instructors, professional development centers on
752 improving classroom teaching and staying current in discipline through participation in any
753 number of activities such as attending the Center for Teaching and Learning Excellence (CTLE)
754 workshops and Faculty Development Days, membership in professional organizations, pursuing
755 certifications or further graduate coursework or certificates relevant to classroom teaching,
756 activities related to maintenance of clinical practice expertise, or attending or presenting at
757 conferences on teaching and learning. Along with excellence in teaching and service, the
758 expectation of professional development increases with each Instructor Level. See below for
759 more details.

760

761

762

763 **Instructor Levels:**

764 Faculty may be hired at or advance to one of three levels of instructor based on experience and
765 performance: Instructor I, Instructor II, and Senior Instructor.

766 Instructors are eligible for advancement within the Instructor rank based upon outstanding
767 performance and chair and dean recommendations. Instructors will normally be considered
768 eligible for advancement to the next level following completion of five (5) full years from hire or
769 last advancement of continuous employment in their current level (***i.e. are first eligible for
770 advancement during their sixth year in their current level***). Instructors who receive
771 advancement and complete their doctorate will be eligible to apply for rank change after five (5)
772 complete years have elapsed from the last Instructor Advancement.

773

774 Instructor Ranks and Criteria for Advancement:

775 **Instructor I:** Instructor I is an entry level Instructor rank. Faculty who begin their full-time
776 college-level teaching careers with the university may expect, ordinarily, to be hired as
777 Instructor I.

778 Instructors are expected to develop their skills and maintain a record in appropriate University
779 platform(s) and/or system(s) or the current portfolio system of their teaching (including
780 advising as an extension of teaching) and service to their programs that will qualify them for
781 advancement to the rank of Instructor II and provide evidence of professional development that
782 has had a positive impact on their teaching.

783 **Instructor II** rank faculty demonstrate continued teaching excellence and service to their
784 programs with evidence of ongoing professional development appropriate to their teaching
785 duties. Professional development may include attending or presenting at CTLE events,
786 attendance or participation in other university-sponsored webinars or lectures, attendance/
787 presentations at conferences on teaching and learning, conferences in the discipline that relate
788 to the Instructor's teaching duties, participation in or sharing of best practices related to clinical
789 practice, expertise, or earned professional certifications.

790 **Senior Instructor:** To advance to Senior Instructor, faculty members are expected to have
791 established ongoing records of excellent teaching and significant service to the institution. For
792 advancement to Senior Instructor, professional development should also include attendance
793 and/or presentation at conferences, and/or publications, and/or development of creative work,
794 earned professional certifications as appropriate to their teaching duties, or earned graduate
795 certificates or additional credentials.

796

797

798 Procedure to Apply for Instructor Advancement

799 Applying for advancement to the next instructor level is optional. Faculty who select not to apply
800 or who apply and do not earn advancement will remain at their current level The purpose of
801 these guidelines is to assist instructor faculty members in presenting a teaching record and
802 accomplishments for an advancement review to recognize excellence in teaching and service to
803 their departments and some measure of professional development that relates back to teaching
804 and maintenance of current clinical practice (as applicable).

805 Advancement Application:

806 The following documentation will be presented via the appropriate University platform and/or
807 system or the current portfolio system as the advancement application. Narrative sections
808 should not, in general, exceed five pages, single spaced, per section.

809 I. Cover sheet providing the following information in order as applicable:

- 810 • Name of college and department
- 811 • Name of individual
- 812 • Degrees earned
- 813 • Current rank and title
- 814 • Area(s) of teaching
- 815 • Date of hire and total number of years at the university, including the current academic
816 year

817 II. Current CV

818 III. Teaching Narrative

- 819 • List all courses taught (prefix, number, title, semester)
- 820 • Narrative that addresses any of the following as appropriate:
 - 821 ○ Efforts that promote outstanding teaching
 - 822 ○ Past achievements
 - 823 ○ Statement of professional teaching goals and progress towards those goals
 - 824 ○ Areas of special interest and competence
 - 825 ○ Future goals with an overview of means by which the goals will be accomplished
 - 826 ○ Response to trends in student evaluations, including strengths and weaknesses
 - 827 ○ Developing new classroom materials
 - 828 ○ Teaching special format classes like hybrids or online sections
 - 829 ○ Making significant course/curriculum improvements
 - 830 ○ Advising/Student Service

- 831 ○ Earning recognition/awards for distinguished teaching
- 832 ○ Incorporating technology into courses
- 833 ○ Using collaborative learning techniques
- 834 ○ Developing a new course
- 835 ○ Participating in a teaching community through CTLE
- 836 ○ Directing independent studies or honors courses
- 837 ○ Receiving grants related to instruction
- 838 ○ Library instruction
- 839 ○ Demonstration of excellent teaching in faculty class observations by chair and
- 840 dean

841 IV. Service Narrative

842 Emphasis should be on service that involves activities associated with one's area of academic
843 expertise and that have a strong and clear connection to students or program development.

844 Examples include but are not limited to:

- 845 ○ Presenting a colloquium or workshop
- 846 ○ Serving on a committee in the department, college, or university
- 847 ○ Working on special projects or initiatives as assigned by department chair, dean
- 848 or VPAA
- 849 ○ Working with students in co-curricular activities
- 850 ○ Sponsoring a club related to an academic discipline
- 851 ○ Sponsoring an honor society in the discipline
- 852 ○ Participating in recruitment activities
- 853 ○ Being involved in field trips
- 854 ○ Participating in studies abroad
- 855 ○ Supervising service learning activities
- 856 ○ Incorporating undergraduate research in teaching
- 857 ○ Incorporating service learning

858 V. Professional Development: Professional Development for the Instructor rank may include
859 any activity or training that has direct impact on teaching and learning. Publications are not a
860 required element in professional development for the Instructor rank. However, publications
861 can be included that directly support the instructor's teaching and learning practice.

862 As described in the Introduction above, conference presentations, attendance at CTLE
863 workshops and trainings, attendance at professional webinars in field, attendance at
864 conferences on teaching and learning to keep current in the profession, activities related to

865 maintenance of clinical practice expertise, as well as completing additional coursework or
866 certifications pertaining to specific courses/teaching duties may all constitute professional
867 development.

868 Documentation related to conference presentations, publications, invited lectures, activities
869 related to maintenance of clinical practice expertise, earned certifications, additional graduate
870 study, etc. should be included as part of this section. There is no minimum number of
871 professional development activities required. It is more important to select those activities that
872 directly contribute to teaching excellence and individual and departmental goals. Applicants
873 should be explicit about these connections in the narrative.

874 Other Documentation:

875 VI. Performance evaluations

876 VII. Teaching observations by chair and dean

877 VIII. Student evaluation summaries and complete sets of evaluations with students' comments
878 from each course taught

879 Instructors who have taught at the university for an extended period and who now wish to apply
880 for advancement may submit the last three sequential years of classroom observations and
881 student evaluations.

882 IX. Letters:

883 Chair Letter of Support

884 Dean Letter of Support

885 Optional Letters: not to exceed three from full-time faculty members or staff who have had
886 direct experiences with the applicant and can testify to a specific accomplishment and not to
887 exceed two from external people or organizations. Letters from current students are not
888 acceptable.

889

890 Application Process for Advancement:

891 By **August 16th**, the Office of Academic Affairs shall remind Instructors of the annual
892 advancement schedule (Schedule) for the academic year. Instructors who want to be considered
893 for advancement must meet the deadlines set in the Schedule.

894 Schedule

895 By **March 1st**, of the current academic year, applications for advancement must be submitted or
896 uploaded using the University approved platform, system, or method for department chair
897 review.

898 By ***March 15th***, the department chair shall review the faculty member's application and submit
899 or upload a letter of support to the dean;

900 By ***March 31st***, the dean shall prepare and submit or upload a signed letter with his or her
901 decision to recommend or not recommend advancement to the Vice President for Academic
902 Affairs (VPAA) ;

903 On or before ***May 15th***, Faculty will be notified of the decision;

904 New instructor rank and salary adjustment will go into effect with the next academic year.

905 If applicable, the faculty member shall submit an appeal of the dean's decision to the VPAA for a
906 final decision. The final decision for advancement rests with the VPAA.

907 Re-Application: Instructors who apply for and do not receive advancement are eligible to re-
908 apply in two years to give the candidates ample opportunity to address any area for
909 improvement.

910

911 **XIII. TENURE AND PROMOTION**

912 Criteria for Tenure and/or Promotion in Rank

913 **Tenure & Associate Professor**

914 In order to merit the granting of tenure and promotion to the rank of Associate
915 Professor, faculty will be assessed pursuant to the criteria set forth in the handbook: teaching
916 effectiveness, academic collegiality, scholarly and creative activity, and service to the University
917 and/or the community or profession. Faculty who are appointed to graduate programs will have
918 their scholarly and creative activity assessed according to the standards and criteria of their
919 discipline.

920 As a student-centered institution of higher learning, Saint Leo expects teaching
921 effectiveness to be a distinctive attribute of faculty performance where excellence is a required
922 standard that must be met in order to earn tenure and promotion.

923 Faculty with reduced or no teaching assignments must be able to demonstrate excellence
924 in their scholarly and creative activity and/or performance of their professional responsibilities
925 and how that performance contributes to the educational operations and academic mission of
926 the University.

927

928 **Full Professor**

929 The rank of Full Professor is a recognition of the highest order of a faculty member's
930 performance and accomplishments. As such, this promotion is reserved for only those faculty
931 members who, since attaining the rank of Associate Professor, have continued to demonstrate

932 not only excellence in performing their faculty responsibilities, but have also advanced and
933 developed into leaders. Leadership is the meta-criterion by which the rank of Full Professor is
934 distinguished from the rank of Associate Professor across all areas of teaching, creative and
935 scholarly work, and service. Faculty who are leaders have a positive and demonstrable impact
936 upon the life of the University; evidence of leadership may include, but is not limited to,
937 successful program development, curricular reform, mentoring of other faculty, advancements
938 in teaching innovation, enhancing the reputation of the University, work on various committees,
939 or in advising roles. This work may be accomplished as a faculty member or while faculty are
940 holding academic administrative roles, the latter of which is not required to demonstrate
941 leadership.

942 Faculty wishing to be promoted to full professor must be able to present compelling
943 evidence of effective leadership.

944

945 Eligibility for Application for Tenure and Promotion For Faculty with Tenure-Track
946 Appointments

947 This provision applies to all faculty members who have tenure-track appointments.

948 Tenure/Promotion Clock

949 Faculty hired in at the Assistant/Associate Professor level in January with spring 1
950 semester/term start may count the entire academic year as the first year toward their
951 tenure/promotion clock. The faculty member should notify their dean, chair/director and
952 academic affairs by year five (5) if they wish to count their mid-academic year start as the entire
953 year. This clause shall be included in their appointment letter.

954 Legacy 5/6 Year Appointment Cycle:

955 Faculty hired prior to 2020-2021 were on the legacy 5/6 cycle and applied for tenure and/or
956 promotion separately, but not sooner than the completion of five (5) full years from hire or last
957 promotion.

958 Faculty eligible, but either selected not to apply or did not receive tenure in their 5th year, must
959 apply in their 6th year. If not granted tenure in that 6th year, faculty may continue to be employed
960 by the University for one additional year (Year 7). Year 7 is their Terminal Year and their
961 employment ends at the close of the Academic Year.

962 6/7 Year Appointment Cycle

963 Faculty Hired after AY 2020-2021: All faculty hired after the 2020-2021 academic year as
964 tenure-track faculty will be on the 6/7 year track and will submit one application for both tenure
965 and promotion as defined.

966 Faculty who are not granted tenure and promotion in the 7th year, may continue to be employed
967 by the University for one (1) additional year (Year 8). Year 8 is their Terminal Year and their
968 employment ends at the close of that Academic Year. Faculty who are not granted tenure will
969 not be eligible for nor will they be awarded a promotion in rank.

970 Accordingly, they must meet the standards required for tenure *and* the standards for promotion
971 to the rank of Associate Professor by submitting evidence of consequential accomplishments
972 documented in a strong and complete portfolio. ***Faculty will need to meet or exceed the***
973 ***criteria for tenure and the criteria for a promotion in rank.*** Faculty who are not
974 granted tenure will not be promoted and faculty who do not meet the criteria for a promotion in
975 rank will not be granted tenure.

976 Any probationary, tenure-track faculty who *do not* apply for tenure by the end of their
977 Probationary Period may remain employed for the remainder of the final year on their cycle.
978 This becomes their Terminal Year and their employment ends at the close of that Academic
979 Year.

980 Granting Tenure and Awarding Promotion of Academic Rank

981 Only the Board of Trustees has the authority to grant tenure and/or promotion to
982 Faculty. The President has the sole discretion and authority to recommend to the Board of
983 Trustees those Faculty members he or she supports for the tenure status and promotion in
984 academic rank. The President has the sole discretion and authority to deny a faculty member's
985 application for tenure and/or promotion.

986 Effective Date

987 Once the Board of Trustees has granted tenure and/or promotion, the faculty member's
988 status as a tenured faculty member and/or a promotion in rank will be effective as of the first
989 day of the subsequent Faculty Academic Year.

990

991 Application Process for Tenure and/or Promotion

992 A faculty member wishing to be considered for tenure and/or promotion must prepare
993 and submit a tenure and promotion portfolio (Portfolio) portfolio using the appropriate
994 platform and/or system in place at the University. The purpose of the Portfolio is to document

995 the faculty member's performance and accomplishments in the areas of teaching effectiveness,
996 scholarly research and creative work, and service. Each Portfolio will be evaluated upon the
997 quality of its contents, without consideration of irrelevant matters, such as whether the faculty
998 member received an extension of time to apply or whether the faculty member is applying for
999 the first or second time.

1000 Once the Portfolios have been received by the Office of Academic Affairs, each member
1001 of the Tenure and Promotion Committee (Committee) shall conduct an individual review of each
1002 Portfolio using the evaluation rubric posted on the Academic Affairs webpage no later than the
1003 first week of April of the previous Academic Year. The Committee will then meet as often as
1004 necessary to review and discuss the Portfolios. The recommendations concerning tenure and
1005 promotion shall be decided by a majority vote of the full Committee. The Committee shall
1006 prepare a written memorandum documenting their recommendations. This document shall be
1007 housed in the Office of Academic Affairs for two (2) years. At the conclusion of the Committee's
1008 deliberations, the Committee will submit their recommendations in writing to the VPAA. The
1009 VPAA will confer with the President to discuss the Portfolios and the Committee's
1010 recommendations.

1011 If the President disagrees with the recommendations of the Tenure and Promotion
1012 Committee, the President and the VPAA shall meet with the Committee to discuss the
1013 President's rationale prior to sending out letters of notice to the faculty.

1014 The President will submit resolutions to the Board of Trustees of the names of those
1015 faculty he or she recommends for tenure and/or promotion. After the Board meets and makes
1016 its decisions, the Office of the President will send notices of the denial or of the granting of
1017 tenure and/or promotion to the faculty who submitted applications.

1018

1019 Process Schedule

1020 No later than **August 16th**, the Office of Academic Affairs shall remind all Faculty of the annual
1021 tenure and promotion schedule (Schedule) for the academic year. Faculty who want to be
1022 considered for tenure and promotion must meet the deadlines set in the Schedule. The deadlines
1023 listed below at #2 through #5 may be extended at the University's sole discretion when the
1024 University has reason to believe that unforeseen and extenuating circumstances prevented the
1025 faculty from meeting the required Schedule.

1026 Schedule

1027 1. By **September 15th**, the University will offer workshops for faculty regarding the
1028 criteria and process for tenure and promotion at the University;

- 1029 2. By **September 30th** each year, faculty who desire to apply for tenure and/or promotion
1030 must submit a notice of intent via email to the VPAA at academic.affairs@saintleo.edu,
1031 appropriate college dean, and department chair/director or University Librarian;
- 1032 3. By **September 30th**, the Tenure and Promotion Committee shall meet together with the
1033 University President and the VPAA to review the criteria and procedures outlined in this
1034 Handbook;
- 1035 4. By **October 15th** of the current academic year, applications for tenure/promotion must
1036 be submitted or uploaded using the University approved platform, system, or method.
- 1037 5. By **November 1st** the Department Chair, Graduate Director, or University Librarian, as
1038 appropriate, shall submit or upload letters of comment using the University approved platform,
1039 system, or method;
- 1040 6. By **November 15th** the College Dean , shall submit or upload letters of comment using
1041 the University approved platform, system, or method; and
- 1042 7. By **November 15th** the Portfolio and attached letters of comment is to be ready for
1043 review by the members of the Tenure and Promotion Committee.
- 1044 8. On or before **December 15th** the Chair of the Promotion and Tenure Committee must
1045 submit the Committee's recommendations and rationale to the VPAA.

1046
1047 The President will communicate the final decision to the candidate, the VPAA and the Chair of
1048 the Promotion and Tenure Committee **within two weeks following the February** Board
1049 of Trustee's meeting.

- 1050
- 1051 **Application Portfolio for Faculty Tenure/Promotion**
- 1052 **Front Matter**
- 1053 Required Document(s)
- 1054 • Faculty Short Bio
- 1055 Optional Document(s)
- 1056 • Table of Contents
- 1057 **Part I | Narrative ("Executive Summary or Personal Statement"), Curriculum Vita,**
1058 **and Letters**
- 1059 Required Document(s)
- 1060 • Part I | Executive Summary or Personal Statement (Narrative)
- 1061 • Part I | Curriculum Vita

- 1062 • Part I | Letters of Recommendation from Colleagues (Non-Confidential submitted by
- 1063 candidate)
- 1064 • Part I | Annual Faculty Development Plans (FDP/Optional)
- 1065 • Part I | College, Department, or Library Specific Documentation Placeholder
- 1066 • Part I | Supplemental/Supporting Documentation

1067 **Part II: Teaching**

1068 Required Document(s)

- 1069 • Part II | Candidate Statement on Teaching or Librarianship
- 1070 • Part II | List of Courses Taught (Credit or non-credit bearing)
- 1071 • Part II | Description/Evidence of Advising / Mentoring (Optional)
- 1072 • Part II | Observations (Dean, Chair/Graduate Director, University Librarian)
- 1073 • Part II | Student Course Evaluations/Student Feedback Forms
- 1074 • Part II | Goals for next year and specifics on how goals will be met.
- 1075 • Part II | Supplemental/Supporting Documentation

1076 **PART III: Creative and Scholarly Work (formerly Professional Development)**

1077 Required Document(s)

- 1078 • Part III | Candidate Statement on Creative and Scholarly Work (formerly Professional
- 1079 Development)
- 1080 • Part III | Description of notable projects completed, publications, and conference
- 1081 presentations.
- 1082 • Part III | University-Sponsored Trainings/Workshops
- 1083 • Part III | Membership in professional organizations.
- 1084 • Part III | Positions held in professional organizations and contributions made in the
- 1085 position.
- 1086 • Part III | Seminars and Certifications
- 1087 • Part III | Grants, funded research.
- 1088 • Part III | Works in progress and the status of the project.
- 1089 • Part III | Goals for next year and specifics on how goals will be met.
- 1090 • Part III | Supplemental/Supporting Documentation

1091 **Part IV: Service**

1092 Required Document(s)

- 1093 • Part IV | Candidate Statement on Service
- 1094 • Part IV | List of Committee Appointments/Special Assignments/Lectures/External Work
- 1095 & Contributions

1096 • Part IV: Service | Goals for next year and specifics on how goals will be met.

1097 • Part IV: Service | Supplemental/Supporting Documentation

1098 **Overall: Supplemental Documentation**

1099 Required Document(s)

1100 • None

1101 Optional Document(s)

1102 • As needed

1103 **Internal Case Sections**

1104 • External Letters of Recommendation Letters

1105 • External Evaluations (Optional)

1106 **XIV. TENURE AND PROMOTION COMMITTEE**

1107 Composition of the Committee.

1108 The Tenure and Promotion Committee (Committee) shall be composed of seven (7)
1109 tenured faculty members, holding the rank of Professor. Faculty members are expected to serve
1110 on this committee for two-year terms. In general, no more than one (1) member from any one
1111 department or the library shall serve on the Committee at the same time. However, if there is
1112 only one person with this rank in a particular department, then an alternative person holding
1113 the rank of Professor from another department or the library may serve on the Committee. At
1114 least two faculty member nominees from each college and/or the library need to be put forth on
1115 the ballot. . If Committee membership cannot be achieved subject to these requirements, the
1116 VPAA and the Faculty will confer and mutually agree to a waiver of one or more of these
1117 requirements for the duration of the academic year. If agreement is not reached, the VPAA shall
1118 waive the limitation on the number of faculty serving from the same department, college, school,
1119 or library.

1120

1121 Recusal

1122 Promotion and tenure committee members who are active department chairs and directors
1123 serving on the committee and have a faculty member under their supervision who has elected to
1124 go up for promotion and tenure while they are seated must recuse themselves from any
1125 participation or involvement to avoid a conflict of interest.

1126

1127 Term of Service

1128 The terms of four members will begin on even years and the terms of three members will
1129 begin on odd years. Faculty members elected by the faculty may serve no more than two (2)

1130 successive terms, following which the Faculty member must have at least a two-year hiatus from
1131 the Committee.

1132

1133 Selection Process

1134 Eligibility – Faculty members with administrative responsibilities at the Chair/Director level are
1135 eligible to serve and vote on the P&T Committee. Any faculty ranked members serving in an
1136 administrative capacity at the associate dean or above are not eligible to serve or to vote on the
1137 P&T Committee.

1138 Deans will open the process with providing the nominees to academic affairs in generating
1139 the election ballot. The process of faculty selection will be the same across all colleges and the
1140 Library.

1141 In ***even academic years*** (for example 2024-2025), three (3) positions on the Committee
1142 shall be selected in the following manner:

- 1143 1. After faculty have agreed to serve, the President will appoint one (1) member to the
1144 committee from the list. The remaining faculty will be added to the ballot.
- 1145 2. No later than ten (10) business days after the date of the Fall Faculty meeting, the full-
1146 time faculty will elect three (3) members to the Committee.
- 1147 3. The Office of Academic Affairs will communicate the composition of the Committee for
1148 the Academic Year no later than seven (7) business days post-election.

1149

1150 In ***odd academic years*** (for example 2025-2026), the four (4) positions shall be selected
1151 in the following manner:

- 1152 1. After faculty have agreed to serve, the President will appoint one (1) member to the
1153 committee from the list. The remaining faculty will be added to the ballot.
- 1154 2. No later than ten (10) business days after the date of the Fall Faculty meeting, the full-
1155 time faculty will elect two (2) members to the Committee.
- 1156 3. The Office of Academic Affairs will communicate the composition of the Committee for
1157 the Academic Year no later than seven (7) business days post-election.
- 1158 4. In both years, the President will appoint the Chair of the Promotion and Tenure
1159 Committee post-election.

1160

1161 Election Process

- 1162 1. The Office of Academic Affairs will provide the Faculty Senate Leadership with a list of
1163 faculty eligible to serve on the committee. To be eligible, faculty must have tenure, hold

- 1164 the rank of Professor, and must be willing to participate in workshops or seminars
1165 related to tenure and promotion.
- 1166 2. The Faculty Senate Leadership will have ten (10) business days to submit any questions
1167 regarding a faculty member's eligibility.
- 1168 3. Once the list is finalized, the Office of Academic Affairs will provide the list of eligible
1169 faculty members to their respective Colleges who will contact the faculty regarding their
1170 willingness to serve. The Colleges will put forth the list of faculty who agree to run on the
1171 ballot. The Office of Academic Affairs will create and send out an online ballot.
- 1172 4. The faculty will be given at least ten (10) business days to return their votes. All full-time
1173 faculty, as well as faculty in administrative appointments below the level of Associate
1174 Dean, are eligible to vote. The VPAA, AVP's, Deans and Associate Deans are not eligible
1175 to vote. Administrators/Staff who do not hold faculty rank are not eligible to vote.
- 1176 5. Following the election, the Office of Academic Affairs and Faculty Senate Leadership will
1177 convene to count the ballots and report the results. The Faculty Senate president may
1178 elect at his/her discretion to appoint someone from the Faculty Senate Leadership to
1179 witness the counting of the votes. The Office of Academic Affairs and Faculty Senate
1180 leaderships will jointly send out an official announcement to communicate the results of
1181 the election to all full-time faculty.

1182

1183 **XV. FACULTY ASSIGNMENTS**

1184 The assignment of responsibilities to faculty is essential to the University's ability to successfully
1185 fulfill its educational mission, establish priorities, meet the needs of students, create
1186 opportunities for learning, and increase the quality and integrity of academic programs.
1187 Teaching, creative work and scholarly activity, research, and service are integral and important
1188 to faculty's work at the University. Faculty's professional responsibilities are comprised of both
1189 scheduled and unscheduled activities.

1190 There are differences within colleges and between various departments at the University.
1191 These differences may be due to academic programs, the interests and expertise of faculty, the
1192 demands of a particular discipline, or accreditation requirements. A rigid and uniform formulaic
1193 approach to faculty assignments would prevent the ability of the University and the faculty to
1194 function effectively. As a result, flexibility in scheduling and assigning duties is needed.

1195 Workload

1196 A full-time faculty teaching workload is (1) 12 credit hours each semester and, depending
1197 upon the faculty's appointment and credentials, may consist of undergraduate and graduate

1198 courses, as well as classes located at the University, online, or at a Center. (2) A full-time
1199 teaching workload for the few faculty members who teach exclusively graduate courses is 9
1200 credit hours each semester. (3) A full-time teaching load for faculty assigned to online or an
1201 education center teach 24 credits per academic year with eight weeks of release time. Release
1202 time will be determined in consultation with the department chair or graduate program director.

1203 Faculty who teach in the Music program teach not only music courses, such as theory or
1204 choir, but also teach musical instrument or voice classes to individual students one at a time in
1205 pre-scheduled sessions (Applied Music Lessons). For purposes of defining workload for music
1206 faculty, each multiple of nine (9) Applied Music Lessons will equal a three (3) credit course.
1207 Applied Music Lessons less than a multiple of nine will be treated as “directed study” and will
1208 not count as part of a music faculty’s workload.

1209 College of Health Professions faculty must comply with national program accreditor
1210 requirements related to faculty qualifications and experience (for those programs who desire or
1211 have national program accreditation). In addition, BS Nursing faculty must comply with Board
1212 of Nursing requirements related to faculty qualifications and experience as well as the
1213 faculty/student ratio requirements and program clinical/simulation hours as mandated by the
1214 Board (e.g.: 1/10 faculty student ratio maximum for clinical and 1/12 faculty/student ratio
1215 maximum for preceptorships; there is not a required ratio for lab or theory courses).

1216 Desired Saint Leo University BS Nursing faculty/student ratios include: a 1:8
1217 faculty/student clinical ratio for clinical and a 1:12 ratio for lab. Faculty/student ratios may be
1218 adjusted if necessary as long as they comply with the Board of Nursing and the lab space
1219 available on campus. Theory courses may include up to 48 students with 1-2 faculty.

1220 Full-time BS Nursing faculty teaching only theory courses have a workload of 24 per year
1221 while those teaching lab/clinical only or a combination of theory/lab/clinical have a workload of
1222 30 per year.

1223 Full-time faculty in Nursing have workloads based on student contact hours in theory, lab,
1224 and clinical. One credit of lab or clinical includes three hours of class. (For example, faculty
1225 workload for a 2-credit lab course receives 6 workload credits and workload for a 3 credit
1226 clinical receives 9 workload credits).

1227 The full-time nursing faculty workload for the senior precepted course is identified by the
1228 College of Health Professions and includes a proration based on number of students. The
1229 workload credits include:

1230 4 workload credits: 10-12 students

1231 3 workload credits: 7-9 students

1232 2 workload credits: 4-6 students

1233 1 workload credit: 1-3 students

1234 College of Health Professions faculty must comply with College policies related to safe
1235 clinical practice, maintenance of clinical expertise, and scholarship. Faculty are required to have
1236 unencumbered, current professional licenses and satisfactory health, background check, and
1237 CPR consistent with policy.

1238 The College of Health Professions maintains accreditations from the Council on Social Work
1239 Education (CSWE) for the BSW and MSW programs. These programs will maintain course
1240 teaching ratios and internships as allowed by this accrediting body. The College of Arts,
1241 Sciences, and Allied Services works with The Florida Department of Education (FLDOE)
1242 certifies programs in the undergraduate and graduate education departments. These programs
1243 will adhere to standards set forth for faculty workloads and internships by FLDOE.

1244

1245 Directed Study

1246 Directed study is not part of a full-time faculty member's regular teaching load. A request
1247 from a student for directed study with a faculty member is approved by the Academic Dean and
1248 agreed upon with the faculty member only when resources are available to accommodate the
1249 request. Generally, students pursuing directed studies must meet the criteria as outlined in the
1250 Academic Catalog.

1251 The faculty member develops a course that parallels an already existing course in the
1252 catalog. The faculty member shall assess student learning using the same standards for grading
1253 and assessment as are used in a classroom course. The faculty member will meet with the
1254 student on an individual basis, usually once a week, to complete the course requirements.

1255 Class Size for all Locations and Modalities

1256 The number of students in any class should not typically exceed **30** students with the
1257 following exceptions:

- 1258 a. The number of students in a **Freshman English Composition** class is capped
1259 at **18**.
- 1260 b. The number of students in a **developmental remedial English** class (i.e., a
1261 class with a -00 course number) is capped at **15**.
- 1262 c. The number of students in a **developmental mathematics** class (i.e., a class
1263 with a -00 course number) is capped at **20**.
- 1264 d. The number of students in an **Honors Class** is capped at **15**.
- 1265 e. The number of students in **Senior Seminar in Biology** is capped at **9**.

1266 f. The number of students in a **master's level** class is **18**.

1267 g. The number of students in a **doctoral level** class is **16**.

1268 The **course cap is 30** with **University Campus full-time faculty** paid \$110 per student
1269 above the typical **25** student enrollment for University Campus classes only.

1270

1271 Low Enrolled Courses

1272 Undergraduate and Graduate courses with eight (8) or fewer students and Doctorate
1273 Courses with seven (7) or fewer students shall be considered low enrollment courses paid at the
1274 per student rate as noted in addendum A.

1275 Tutoring outside of course responsibilities and teaching is not a core faculty member
1276 function except as a necessary extension of teacher/student contact in teaching academic
1277 courses. However, if a faculty member is assigned tutoring duties, then six tutoring hours a
1278 week will be calculated as the equivalent of three credits for the purposes of determining
1279 workload assuming the faculty member tutors a sufficient number of students to make it
1280 equivalent to a course.

1281 In the department of mathematics and science, one lecture hour per week shall equal one
1282 credit hour; each hour of laboratory per week shall be credited as 1 credit hour.

1283 A full-time workload for faculty with a library appointment is forty hours per week, which
1284 includes five hours for professional development activities.

1285

1286 Course Assignments and Teaching Schedules

1287 Prior to publishing course schedules for student registration, Department Chairs and
1288 Directors will invite faculty to discuss and make known any preferences or factors to be
1289 considered in scheduling and individual faculty assignments. Department Chairs and Graduate
1290 Program Directors will use reasonable efforts to communicate with faculty members prior to
1291 finalizing course assignments and teaching schedules. However, the needs of the students, as
1292 determined by the University, shall take precedence over faculty member preferences. Given the
1293 priority is to focus on the students' needs, no faculty member is entitled to a particular course or
1294 teaching schedule.

1295 Faculty assignments will be made known to faculty in writing prior to publication of course
1296 schedules for student registration. Should it become necessary to make changes in a faculty
1297 member's assignment, the chair/director shall notify the faculty member as soon as practicable
1298 prior to making such a change and shall specify such change(s) in writing.

1299 In the event there is a cancellation of any courses listed as part of a full time faculty
1300 member's contract workload prior to the end of the "drop/add" period, which results in a
1301 reduction of his or her assigned courses, the chairs and directors will take measures to maintain
1302 a faculty member's fulltime workload. This does not apply to directed studies or other courses
1303 that are not counted as part of a faculty member's workload.

1304

1305 Overload Assignments

1306 An Overload Assignment is a teaching assignment in excess of a full-time workload that is
1307 assigned or offered to a faculty member after the faculty's full-time schedule is determined.
1308 Availability of overload assignments is subject to many factors, including, but not limited to,
1309 student enrollment, availability of faculty with the necessary academic credentials, scheduling
1310 conflicts, and the priorities of the University. Overload assignments do not have to be accepted
1311 by faculty.

1312 The following considerations are reviewed in Overload Assignments:

1313 1. When overload courses are available, full-time faculty are given first right of refusal, who
1314 may generally accept an overload assignment of up to six credits each semester for faculty
1315 teaching in a semester format, and up to three credits each term for those teaching 8-week
1316 terms as their regular teaching load.

1317 2. Faculty may teach an additional 3-credit overload in a given semester or term with
1318 approval of the dean and when departmental need arises.

1319 3. Overload assignments shall not exceed eighteen credits per academic year.

1320 4. A faculty member who is interested in receiving an overload assignment shall send
1321 written notice of interest to the appropriate Department Chair, Graduate Director, or University
1322 Librarian prior to the finalization of the course schedule.

1323 5. A faculty member will not be required to accept an overload assignment. Faculty may,
1324 however, be asked to accept an assignment due to an unexpected circumstance, such as an
1325 increase in enrollment, a sudden resignation, or to maintain compliance with accreditation
1326 requirements.

1327

1328 Summer Assignments

1329 A Summer assignment is defined as any course assignment or other workload
1330 assignment that occurs during the summer period when faculty are not generally asked to teach
1331 courses or perform other workload assignments. A summer assignment is not an overload
1332 assignment. Summer teaching assignments are voluntary and a faculty member need not

1333 accept the offer of teaching a summer course. An overlap of time between the beginning of a
1334 Summer 1 term course and the ending of a Spring semester course or the ending of a Summer II
1335 term course and the beginning of a Fall semester course shall not prevent a faculty member from
1336 accepting a summer assignment.

1337 Both the centers and the online platform offer a schedule of six (6) 8-week terms for
1338 some programs. The faculty who teach in these programs, either in the centers or online, have
1339 an annual contract for 5 terms, with 8 courses per academic year. These courses are usually
1340 completed in 4 terms. During this remaining 5th term faculty are expected to assist with a
1341 combination of any of the following: recruitment, advisement, program development, student
1342 internships, overload (if available), their own professional development, or any other work as
1343 assigned by the department chair or in collaboration with the center director. Faculty have one
1344 8-week term off which is not contracted.

1345 Faculty selecting a summer 1 or summer 2 term for their time off, where there is an overlap
1346 regarding required attendance at commencement or university campus faculty meetings, they
1347 will make arrangements with their Chair regarding commensurate time off in another term or
1348 release from the university commitment if possible. This alternate arrangement needs to be sent
1349 for consideration for approval by both the College Dean and the VPAA. Consecutive requests for
1350 the summer 1 term as their time off should be avoided and may be denied by the Dean. Terms
1351 other than Summer 1 or 2 can be selected with discussion and approval by the Dept. Chair and
1352 the Center Director. Consideration needs to be given to fulfillment of the course load required
1353 during the contract year.

1354

1355 Advising

1356 Faculty may be assigned duties as academic advisors. Faculty perform two primary kinds
1357 of advising: (1) assist students to better understand specific course and/or curricular
1358 requirements and (2) advise students regarding careers, graduate programs, and professional
1359 schools. Due to differences in the size of programs, student requests for particular advisors, and
1360 faculty who do not support an academic major, the distribution of advisees may vary and is done
1361 at the college or department level. Given these differences, every effort will be made to provide
1362 an equitable distribution of advisees across faculty.

1363

1364 Office Hours

1365 Faculty are required to keep 10 office hours per week, six of which must be posted.

1366 Faculty are to establish office hours consistent with the different teaching modalities as offered
1367 by the university subject to approval by their chair or director.

1368 Library Faculty--Full-time library faculty are expected to work a 40-hour workweek; as part of
1369 their normal work schedule, the library faculty will have office hours primarily by appointment
1370 available as part of their workweek. Office hours may be used for consultation with students and
1371 teaching faculty, information literacy one-on-one tutoring, LibGuide development, etc. but not
1372 professional development. Due to the nature of the library's work, those hours may vary each
1373 week.

1374 Campus Faculty teaching in 100% Online programs will hold office hours online.

1375 Campus Meetings: off-campus faculty will attend official department, college & academic affairs
1376 meetings during the university-wide meetings on campus, with prior administrative approval to
1377 attend via Zoom or conference call or to be excused from the meetings.

1378

1379 University Function Attendance

1380 Faculty are required to attend officially designated University functions, including but
1381 not limited to, commencement/graduation ceremonies, convocation, matriculation, and
1382 inaugurations. It is mandatory for Faculty to wear full academic regalia, including the tam or
1383 mortar board, if required, at University functions. In general, official University functions will
1384 not ordinarily exceed five during any Faculty Academic Year.

1385 In addition to University functions, all Faculty members must attend all general faculty
1386 meetings, all scheduled college meetings, and all scheduled department meetings.

1387 If a Faculty member is unable to attend an officially designated University function or
1388 any of the meetings listed above, he or she must submit a written request to the dean or the
1389 University Librarian to be excused from participation or attendance. Permission shall be
1390 granted only in cases of emergencies, illness, or in cases of conflict with other University
1391 activities.

1392

1393 University Holidays and Faculty Breaks

1394 The University shall not require the Faculty members to carry out work assignments on
1395 days described as University holidays. During University breaks faculty are required to
1396 complete online teaching duties. University holidays are defined as days when the University

1397 Offices are closed. Breaks occur when classes will not be held for other reasons and may differ
1398 according to location. Faculty should consult the Academic Calendar for breaks for their
1399 particular university work location.

1400

1401 **XVI. OUTSIDE EMPLOYMENT**

1402 Full-time Faculty's dedicated commitment to the University is essential to the successful
1403 fulfillment of its educational mission. Accordingly, the University has the right to expect that
1404 full-time faculty will devote their professional energies to Saint Leo students, colleagues,
1405 administration, and the University community.

1406 However, the University recognizes that, from time to time, faculty may wish to take
1407 advantage of an employment opportunity outside the University ("Outside Employment").

1408

1409 Outside Employment

1410 Saint Leo

1411 (a) *Teaching Engagements, Position, Commitments.* Faculty may teach no more than six
1412 (6) credits during the Fall or Spring Semester at any other educational institution, including
1413 elementary, secondary, and post-secondary educational institutions. A teaching engagement
1414 may be in addition to a faculty member's full course load at the University; discussion of outside
1415 teaching assignment to be in discussion with dean

1416 (b) *Non-Teaching Engagements, Position, Commitments.* Faculty may accept paid
1417 consulting or other non-teaching engagements during the Fall or Spring semester/terms.

1418

1419 Commitment to University

1420 Faculty's obligations to the University will take priority over any Outside Employment.
1421 Further, Faculty understand and agree that the University is not required, nor may Faculty
1422 expect the University to modify the responsibilities or performance expectations of Faculty.
1423 These engagements cannot interfere or cause decline in performance with commitments with
1424 Saint Leo University. If a faculty member accepts any outside commitment and their
1425 chair/director/University Librarian feels that it negatively affects the faculty members'
1426 performance, the chair, director, or University Librarian as appropriate will meet with the
1427 faculty member to discuss the impact of the outside employment on performance- The outcome
1428 of the discussion will be submitted to the dean. The University will not be required to
1429 accommodate faculty Outside Employment or other similar activities.

1430

1431 Notification Process

- 1432 1. Faculty must notify the dean in writing about any potential outside employment prior to
1433 the start of the Fall or Spring semester or as soon as the employment opportunity arises
1434 if during the contractual period. This notification remains in effect until the employment
1435 concludes.
- 1436 2. The notification must provide a description of the Outside Employment. Faculty member
1437 agree to not engage in (CHECK LIST for HR policy exclusions) employment that is
1438 contrary to the mission, values, or integrity of the University and its community.
- 1439 3. The dean reserves the right not to support Outside Employment if (a) there is a conflict
1440 of interest that cannot be addressed to the satisfaction of the dean; or (b) the dean is
1441 aware of internal opportunities that will provide comparable additional compensation.
1442 In such cases, the dean will provide the rationale for withholding support to the faculty
1443 member in writing no later than five (5) business days after receipt of the notification.

1444

1445 **XVII. EVALUATION OF FACULTY PERFORMANCE**

1446 Faculty Performance Evaluation Overview

1447 Evaluations are comprised of multiple components as detailed below and, with few
1448 exceptions noted herein, shall be conducted the same for all faculty regardless of academic rank,
1449 tenure, tenure-track, or non-tenure track status. The evaluation process described in this section
1450 is distinct from any other evaluation, including observations or investigations, which may be
1451 related to a complaint or concern about a faculty member's performance.

1452 The evaluation process furthers the following outcomes: (1) provides a qualitative
1453 assessment and constructive analysis of the faculty member's performance as a teacher and an
1454 academic citizen of the University community; (2) encourages ongoing improvement and
1455 development; (3) promotes personal reflection and self-assessment; and (4) strengthens
1456 individual professional effectiveness. The evaluation must reflect the nature of the position,
1457 work assignments, the individual's field of expertise, and the professional standards of the
1458 discipline. It will not be conducted in an arbitrary or capricious manner and will be in
1459 accordance with the criteria described within this Handbook.

1460 Faculty evaluations may be considered in employment-related decisions such as salary,
1461 retention, termination, assignments, awards, tenure, and promotion to the extent provided
1462 elsewhere in this Handbook. Evaluations and any comments made in an evaluation may result

1463 in disciplinary action only where the faculty member has had the opportunity to respond or in
1464 connection with an investigation.

1465 There shall be one (1) Evaluation File containing each Annual Performance Portfolio and
1466 any Performance Improvements Plans, if applicable, as well as any disciplinary actions,
1467 improvement notices or agreements, grievance decisions, or final determinations of any
1468 investigations, if these are related to performance. All documents shall be signed where
1469 applicable. This file shall be housed and maintained in the Office of Academic Affairs.

1470 The faculty evaluation period is the Faculty Academic Year as defined in the Academic
1471 Calendar.

1472

1473 Annual Plan

1474 The annual plan provides faculty the opportunity to identify short and long-term goals that
1475 contribute to their professional growth.

1476 By ***September 15th***, Faculty will submit their Annual Plan each year to their department
1477 chair/director/University Librarian and dean for development, achievement of goals, and a
1478 summary of year-end accomplishments using the Annual Plan Form . Chairs and directors will
1479 submit their annual plan directly to their dean.

1480 The Annual Plan may be modified by mutual agreement between the faculty member and
1481 Chair/Director/University Librarian at any time during the academic year. The Faculty member
1482 and the Chair/Director/University Librarian may meet any time during the Academic Year to
1483 discuss, review, and assess the Annual Plan.

- 1484 a) The chair/director/University Librarian will meet with each faculty member to review
1485 the current year's plan. The plan will become official once approved by chair and faculty.
- 1486 b) The chair/director/University Librarian and the faculty member should interact
1487 throughout the year to ensure support is provided and that progress is being made
1488 toward achieving goals.
- 1489 c) By ***April 15th***, faculty will submit their final update of the Annual Plan to their
1490 chair/director/University Librarian. Any work to be completed during the summer may
1491 remain as "proposed" in this final update and then added to the following year's plan.
- 1492 d) After receiving the Annual Plan, the chair/director/University Librarian will provide in
1493 writing an overall assessment and brief narrative in the comments section specifically
1494 addressing elements of teaching, scholarly and other professional development activities,
1495 and service.

1496 e) By **May 15th**, the chairs/directors/University Librarian will finalize their summative
1497 feedback and submit the Annual Plan with supporting documentation to the dean.
1498 Chairs and directors will submit to their dean.

1499 f) By **June 30th**, chairs/directors/University Librarian will email the summative feedback
1500 to faculty and deans will submit feedback to their chairs and directors.

1501

1502 **End-of-course Student Feedback Information**

1503 a) Near the end of each course (after withdrawal deadlines and before final exams), faculty
1504 will solicit feedback from all students by following the process and using the forms
1505 created for this purpose and in effect at the time.

1506 b) Faculty will include all summaries for each course in their Probationary and
1507 Promotion/Tenure Portfolios.

1508

1509 **Classroom Observations**

1510 All classroom observations will be conducted utilizing the University Observation form in effect
1511 at the time.

1512 • Assistant Professors are required to have an observation by their Dean, Chair and a Peer
1513 yearly for the first 3 years., then Chair & Peer only in years 4, 5 & 6, with an additional
1514 observation by the Dean when going up for promotion/tenure

1515 • Associate needs one observation from Dean, Chair OR Peer yearly, with a required
1516 observation by Dean and Chair when going up for promotion

1517 • Full needs one observation from Dean, Chair or Peer yearly.

1518 • Instructors at every level are required to get at minimum an observation by their Chair,
1519 with additional observations from Dean and optionally Peer when going up for
1520 promotion.

1521 a) **Chair/Director/University Librarian Classroom Observation.** For each full-time
1522 faculty member with a teaching assignment, the Chair/Director/University Librarian
1523 will conduct an annual classroom observation. Observations will be scheduled at a
1524 mutually agreed upon time. In the event the Chair/Director/University Librarian is
1525 unable to conduct a classroom observation in a timely manner, the Dean may assign
1526 another academic administrator to perform the observation.

1527 b) **Dean Classroom Observation.** Deans will conduct an annual classroom observation
1528 in addition to the chair/director/University Librarian for probationary faculty, for

1529 those going up for tenure and promotion, Instructor advancement, and as part of the
1530 evaluation process as described in “Schedule” below.

1531 Chairs/directors/University Librarian and deans may observe faculty classes at other times
1532 but should provide notice to faculty ahead of time if an observation is needed.

1533 c) Optional Peer Observation. Each faculty member with a teaching assignment may
1534 elect to have a peer observer to conduct a classroom observation at a mutually agreed
1535 upon time.

1536 d) University Librarian Observation. For faculty librarians with an instructional
1537 assignment, the University Librarian will conduct an observation at a mutually agreed
1538 upon time. In the event the University Librarian is unable to conduct an observation
1539 in a timely manner, the VPAA may assign another academic administrator to conduct
1540 the observation.

1541

1542 Performance Portfolio: Years 1-4

1543 Full-time Faculty with either tenure-track appointments or non-tenure track
1544 appointments shall submit a Performance Portfolio for their first 4 years, documenting their
1545 performance in teaching, scholarly and creative work, and service as outlined in the
1546 “Schedule” section, below.

1547 The formal review process includes the following steps:

- 1548 1) By **March 31st**, in the spring term, faculty members **must** meet personally with
1549 their respective chair/director, University Librarian to review drafts of their
1550 Portfolios and make necessary changes or additions as suggested.
- 1551 2) By **May 15th**, faculty members submit to the dean the final draft of their Portfolio.
- 1552 3) By **June 30th**, the dean and the department chair/graduate program
1553 director/University Librarian each evaluate the faculty members’ work in the areas of
1554 teaching, scholarly and creative work, institutional and community service, and
1555 academic collegiality and gives the faculty member a rating of Exemplary,
1556 Outstanding, Satisfactory, Needs Development, or Unsatisfactory.

1557 **NOTE:** Academic Collegiality is not a separate section of a faculty member’s performance
1558 Portfolio to be evaluated but rather a set of behaviors that are integrated and demonstrated
1559 within the regular duties and responsibilities of teaching, scholarship, and service. Academic
1560 Collegiality may be present in any documentation in these areas, should be addressed in the
1561 faculty member’s narratives, and the chair/director/University Librarian and dean’s letters (see
1562 definition of Academic Collegiality under X. Professional Responsibilities and Conduct).

1563 By ***June 30th***, the Dean and the department chair/ graduate program director/University
1564 Librarian will provide his or her evaluation to the faculty members and will forward to the Vice
1565 President of Academic Affairs.

1566 b) Record of Service benefiting the University

1567 Faculty will submit a summary listing their activities that made a positive and valuable
1568 contribution to the University. Faculty will include any necessary documentation of the service
1569 activity and a description of the benefit to the University, if needed.

1570 c) Record of Service benefiting the profession

1571 Faculty will submit a summary or list of their activities benefiting the profession. Faculty
1572 will include any necessary documentation of the service activity and a description of the benefit
1573 to the profession, if needed.

1574 d) Record of Service benefiting the Community (Optional)

1575 Faculty will submit a summary or list of their activities in service to the community outside
1576 of the University. Faculty will include any necessary documentation of the service activity and a
1577 description of the benefit to the community, if needed.

1578 e) Record of Scholarly and Creative Activities

1579 Faculty will submit a summary or list of their scholarly and creative activities that
1580 contributed to their development as a professional teacher or scholar. Faculty will include
1581 any necessary documentation of the activity and a description of the benefit received by the
1582 faculty, if needed.

1583 Review and Overall Rating of Performance

1584 The Department Chair/Director/University Librarian will submit his or her written
1585 review and assessment of the faculty member's performance. Each Review shall include an
1586 overall rating of Exemplary, Accomplished, , Developing or Action Required. An overall rating
1587 of either Needs Development or Unsatisfactory shall include a statement of actions required of
1588 the faculty member in order to improve his or her performance.

1589 The Chair/Director/University Librarian will send a copy of the Review to the Faculty
1590 member and to Office of Academic Affairs via email.

1591 The Chair/Director/University Librarian will sign a hard copy of the Review and include
1592 a copy of it with the Faculty member's Portfolio as a component of the Evaluation.

1593 Optional Faculty Response

1594 Faculty shall have until ***August 31st*** to respond or comment on any component of the
1595 evaluation from their Chair/Director/Dean/University Librarian. This Faculty Response will be

1596 included as a component of the evaluation. After which the evaluation is considered closed and
1597 remains on file within the College.

1598

1599 Schedule

1600 Faculty with tenure-track appointments shall submit an annual Portfolio during the first
1601 four (4) years of performance. However, faculty should be aware that the final tenure Portfolio
1602 must reflect up to date information for each of the years prior to applying for tenure and are
1603 expected to continue to develop in all areas of teaching (including chair and dean observations),
1604 creative and scholarly activity, and service during this time. Faculty who receive a notice of non-
1605 renewal will not be evaluated in their final year of employment.

1607

1608 No Guarantee of Tenure, Promotion, or Renewal

1609 A specific rating does not automatically guarantee an award of tenure, promotion, or a
1610 renewal of appointment.

1611 Performance Improvement Plan

1612 A faculty member whose performance is determined by the Department
1613 Chair/Director/University Librarian during the evaluation process to be less than satisfactory
1614 may request a Performance Improvement Plan (PIP) by meeting with the Department
1615 Chair/Director/University Librarian to discuss the faculty member's performance and
1616 determine an appropriate plan for improvement and appropriate support.

1617 Once a plan has been agreed upon, the Chair/Director/University Librarian will schedule
1618 two meetings during the semester to discuss the faculty member's progress. The faculty member
1619 will use the PIP to demonstrate improvement in the specific area(s) of concern within the
1620 timeframe laid out in the PIP.

1621 When the faculty member meets all PIP expectations, the Chair/Director/University
1622 Librarian will notify the faculty member, the Dean, and the VPAA in writing. The faculty
1623 member will then be returned to the regular performance evaluation process.

1624

1625 Complaint Related to Alleged Process Failure

1626 A faculty member who has reason to believe the University failed to follow the process
1627 outlined herein and that such failure resulted in a negative impact to the faculty member shall
1628 file a written appeal with the Dean stating the specific area where the process was not followed
1629 and the remedy sought. The appeal shall include any documentation or other evidence of the

1630 failure to follow the evaluation process. The Dean shall have twenty (20) business days in which
1631 to respond. If the faculty member is dissatisfied with the University's response, the faculty
1632 member has the right to file a grievance with the VPAA.

1633

1634 Dispute of Overall Rating.

1635 A faculty member who receives an overall rating of Needs Development or
1636 Unsatisfactory and disputes this rating shall file a written appeal to the Dean stating (a) the
1637 reasons the faculty member believes he or she should have been rated higher and (b) the rating
1638 the faculty member believes he or she should have received. The faculty member must
1639 demonstrate by credible evidence that the Needs Development or Unsatisfactory rating is
1640 arbitrary or capricious. The Dean shall have twenty (20) business days in which to respond. If
1641 the faculty member is dissatisfied with the Dean's response, the faculty member has the right to
1642 file a grievance with the VPAA.

1643 A faculty member who receives an overall of Satisfactory or above may submit a written
1644 request for reconsideration to the Chair/Director/University Librarian if the faculty member
1645 believes the rating should have been higher. The request shall state (a) the reasons the faculty
1646 member believes the rating should have been higher and (b) the rating the faculty member
1647 believes he or she should have received. The Chair/Director/University Librarian shall have ten
1648 (10) business days in which to respond. If the faculty member is dissatisfied with the
1649 Chair/Director/University Librarian's response, the faculty member may submit a written
1650 request to the Dean asking for the decision of the Chair/Director/University Librarian to be
1651 overturned. The Dean shall have ten (10) days to make a decision on the appeal. The Dean's
1652 decision is final and the faculty member shall have no further right to appeal or grieve the
1653 rating.

1654

1655 **XVIII. PROFESSIONAL DEVELOPMENT**

1656 Professional Development Fund

1657 The Faculty Professional Development Fund (PDF) is an account maintained by the
1658 University, pending adequate financial resources, to further academic activities designed to
1659 improve teaching, assist with scholarship or research, or help faculty in their efforts to deepen
1660 knowledge of their academic discipline.

1661 A committee composed of two academic administrators appointed by the VPAA and two
1662 faculty appointed by the Faculty Senate shall have the following responsibilities:

- 1663 a. Review each faculty application for funding to determine the academic merit
1664 and potential benefit of the activity.
1665 b. Determine whether to recommend approval of the activity.
1666 c. Determine the funding, not to exceed the maximum amount set forth in
1667 Addendum A, to be awarded to the faculty member.

1668 Faculty who wish to access funding for professional development from the Professional
1669 Development Fund maintained by the University will submit a completed University Application
1670 Form to the Office of Academic Affairs and provide the following information:

- 1671 a. Purpose of the activity
1672 b. Description of the activity
1673 c. Estimated costs
1674 d. Expected outcome and impact of the activity on the faculty's teaching or
1675 other professional development

1676 Within two weeks after completion of the activity, faculty will submit a final expense
1677 report that complies with University travel and expense policies. This report will detail the costs
1678 and expenses of the activity and document the use of PDF funds. Failure to submit a timely, final
1679 and complete expense report may result in the faculty having to return the PDF award to the
1680 University.

1681

1682 Sabbatical

1683 A sabbatical is a temporary reassignment from teaching responsibilities to provide an
1684 opportunity for faculty to conduct research or participate in an academic pursuit that will
1685 further the faculty's professional development and benefit the University.

1686 Faculty who have completed a minimum of eight (8) years of employment are eligible to
1687 apply for their first sabbatical. Upon completion of any sabbatical, faculty will not be eligible to
1688 apply again until seven (7) years of continuous employment have passed. Faculty may apply to
1689 take a sabbatical for one full Academic Year (proration of pay 50%) or for or one semester (no
1690 proration of pay) if assigned to campus and two terms if assigned to online or a center.

- 1691 1. No later than ***September 15th*** of the year prior to the Academic Year in which faculty
1692 hope to take a sabbatical, faculty must submit a written notice of intent to the chair or
1693 director of the faculty's department and to the dean of the faculty's college or school.
1694 The notice of intent to file for sabbatical leave will be followed by the actual application.

- 1695 2. No later than ***February 15th***, faculty must complete and submit an application for a
1696 sabbatical to the faculty's chair or director. The application must contain the following
1697 information:
- 1698 a. A description of a sabbatical project of a significant scholarly nature.
 - 1699 b. A statement of clear and measurable goals to be accomplished during the sabbatical.
 - 1700 c. A description of the professional benefits to the faculty and how these benefits will
1701 make a positive contribution to the University.
- 1702 3. No later than ***March 15th***, the chair/director or University Librarian will notify the
1703 faculty that the application is not supported or recommend approval of the sabbatical to
1704 the dean or, in the case of faculty appointed to the library, to the VPAA. The chair or
1705 director or University Librarian's recommendation will include information as to the
1706 classes that will not be offered or a plan for teaching classes while the faculty is on
1707 sabbatical.
- 1708 4. No later than ***March 31st***, the dean will notify the faculty that the application is not
1709 supported or recommend approval of the sabbatical to the VPAA.
- 1710 5. No later than ***April 30th***, the VPAA will notify the faculty that the application for
1711 sabbatical is granted or declined.

1712 Generally, no more than one faculty member per department shall be granted a
1713 sabbatical in the same academic year.

1714 After the sabbatical ends, faculty must return to teaching at the University and complete
1715 a minimum of one (1) full Faculty Academic Year.

1716 Faculty with Administrative Responsibilities (FWAR) serving in the capacity of
1717 Chair/Associate Chair, and Director/Associate Director and will have their years of service
1718 counts toward their next sabbatical and are eligible for sabbatical at the conclusion of their role.
1719 Administrators with Faculty Rank (AWFR) serving at the associate dean or higher are eligible to
1720 count their years of service toward their next sabbatical upon returning to their former faculty
1721 role.

1722 Compensation during Sabbatical

1723 A Faculty member on sabbatical for an academic year (Fall and Spring semesters) will
1724 receive one half of his/her annual salary. A Faculty member on sabbatical leave for one
1725 semester (Fall or Spring) will receive his or her full salary during the sabbatical period. While
1726 on Sabbatical, the faculty member will continue to be considered a full-time employee and all
1727 benefit plans and retirement plans will remain in place.
1728

1729 While on Sabbatical, Faculty shall not be assigned any courses, unless (a) the Faculty's
1730 sabbatical project requires teaching a specific course; or (b) the Faculty member's department
1731 experiences a last minute emergency and the Chair/Director/University Librarian asks the Dean
1732 to allow the Faculty member to cover the class if the Faculty member agrees to do so. In either of
1733 the above instances, the Faculty member may not teach more than one course during the
1734 Sabbatical Period.

1735 Note: Faculty serving on dissertation committees may continue this work during their
1736 sabbatical.

1737 Reassigned Time for the Purpose of Professional Development

1738 Faculty with a full-time teaching assignment who wish to have a reassignment of time
1739 from teaching for purposes of professional development must apply according the following
1740 process:

- 1741 1. No later than **April 15th**, faculty would submit a request to the chair or director prior to
1742 the Academic Year in which the faculty wishes to be reassigned.
 - 1743 a. In the request, describe the project and an estimate of the time required for
1744 completion.
- 1745 2. No later than **May 15th**, the chair or director will either notify the faculty that the
1746 request is not supported or recommend approval to the dean. The chair or director's
1747 recommendation will include information as to the classes that will not be offered or a
1748 plan for teaching classes due to the reassignment of the faculty.
- 1749 3. No later than **May 31st**, the dean will notify the faculty that the request is not supported
1750 or recommend approval of the reassignment to the VPAA.
- 1751 4. No later than **June 30th**, the VPAA will notify the faculty that the reassignment is
1752 granted or declined.

1753

1754 **XIX. SALARY AND OTHER COMPENSATION**

1755 The University and Faculty understand and agree that the primary source of revenue for
1756 the University is tuition, fees and auxiliary revenues. As a result, the University's budget changes
1757 according to the number of students enrolled and living on campus and those who enroll in
1758 WorldWide. They further understand that the costs of salaries and benefits comprise the largest
1759 portion of the University's budget.

1760 Each year, prior to budget finalization and approval by the Board of Trustees, the
1761 University will consult with the Faculty Senate regarding the projected budget, including the
1762 cost of health care benefits, to discuss salaries and other compensation of Faculty.

1763 The University may offer faculty additional work opportunities that are outside of their
1764 regular workload that are not overload teaching courses. These opportunities include, but are
1765 not limited to, developing an online course, taking on some administrative duties, or assisting
1766 University staff or administration on a project. In each instance, the faculty will receive
1767 additional compensation or release time.

1768 The University, at its discretion, may from to time make equity adjustments in the salary
1769 of particular faculty members or groups of faculty in order to remedy a salary issue, such as
1770 external pressure in high demand academic areas, internal salary compression, or retention
1771 needs.

1772

1773 **XX. BENEFITS**

1774 Health Benefits

1775 All full-time Faculty members may participate and access all benefits and/or insurance options
1776 available to all eligible employees of the University. Information about HRA contributions and
1777 premium charges may be found through the Intranet at

1778 <https://intranet.saintleo.edu/HumanResourcesProfDev/Pages/Benefits.aspx>

1779

1780 Disability

1781 The University policies provide short-term disability (STD) and long-term disability
1782 (LTD) coverage for full time employees after one year of full-time employment has been
1783 reached. STD and LTD coverages are for Faculty employees who have a medical illness, injury
1784 or condition which requires an extended disability leave. STD and LTD programs are operated
1785 in accordance with the University's applicable policies and the terms of these benefit plans, and
1786 subject to federal and state laws and regulations. *See Addendum B for use of leave examples

1787

1788 Other Fringe Benefits

1789 The University intends to continue to offer the following fringe benefits to all employees,
1790 which includes faculty: group life insurance, short and long term disability, and tuition
1791 remission. These fringe benefits are subject to plan terms and policy provisions, which will vary
1792 from time to time. Any one of these benefits will not substantially decrease or cease unless the
1793 University terminates the benefit for all employees.

1794

1795 Retirement Benefit

1796 The university provides to all employees an opportunity to participate in the university's 403B.

1797 For information on this plan and the university's matching contributions, please see Human

1798 Resources site on the Intranet at

1799 <https://intranet.saintleo.edu/HumanResourcesProfDev/Pages/Benefits.aspx>

1800

1801 **XXI. LEAVE**

1802 Sick Leave

1803 Please see Human Resources site on the Intranet at:

1804 https://emailsaintleo.sharepoint.com/Human_Resources_Sick_Leave

1805

1806 Faculty are required to report the use of sick leave to the dean and to the Department of Human

1807 Resources. Use of sick leave time should also be reported in Workday in four (4) or eight (8)

1808 hour time blocks dependent upon use by the individual.

1809

1810 Vacation Leave for Library Faculty

1811 Library Faculty with a twelve-month appointment who began employment with the
1812 university prior to January 1, 2022, shall accrue vacation at the rate of eight hours per pay
1813 period (26).

1814

1815 Medical or Parental Leave

1816 Faculty who need to take leave to address a personal health care matter, to care for an
1817 immediate family member, or because of the birth or adoption of a child, must contact the
1818 Department of Human Resources regarding Family Medical Leave under the Family Medical
1819 Leave Act (FMLA). Because FMLA is a statutory benefit, it may be altered by federal or state
1820 legislation. FMLA leave will be administered according to the federal and state policies in place
1821 at the time such leave is needed.

1822 Faculty are granted five (5) consecutive days of paid leave for the birth or adoption of a
1823 child. This leave will be counted towards the maximum amount of leave allowed under FMLA,
1824 but it will not be deducted from the Faculty member's sick leave hours.

1825 Parental leave must be completed within one year of the birth or adoption of a child. If
1826 the parental leave occurs at mid-semester/term, the faculty employee, upon the completion of
1827 approved Short-Term Disability leave, if applicable, may choose to return to regular employee
1828 status, with assigned duties to finish the semester/term. Please note, the elimination period

1829 (period in which employee must use their own sick time) is included in the total Short-Term
1830 Disability leave. As an alternate option, the faculty employee may choose not to have assigned
1831 duties, and would need to use any remaining sick leave, and then move to an unpaid leave for
1832 the remainder of the semester/term.

1833 **Please refer to Addendum B for use of leave examples*

1834 ***Please contact HR/Total Rewards to obtain your ICUBA Cub Kit for newborns and infant*
1835 *adoptions.*

1836

1837 Bereavement Leave

1838 Please see Human Resources site on the Intranet at:

1839 https://emailsaintleo.sharepoint.com/Human_Resources_Bereavement_Leave

1840

1841 Jury Duty

1842 Please see Human Resources site on the Intranet at:

1843 https://emailsaintleo.sharepoint.com/Human_Resources/Master_Policy_Manual_200

1844 [8 Page 287](#)

1845

1846 Military Leave

1847 Faculty members with scheduled Armed Forces Reserve or National Guard obligations
1848 are expected to meet those obligations outside of regular University duty hours. Any Faculty
1849 involuntarily called to military duty during regular University assignments shall be granted paid
1850 short-term military leave not to exceed ten (10) working days.

1851 Long-Term Military and Military caregiver leave, per FMLA, is leave without pay. The
1852 University will administer military leave in accordance with the applicable federal and state laws
1853 and regulations, per Subchapter C, part 825.126 in the electronic code for Federal Regulations,
1854 including re-employment and health care.

1855 <https://www.ecfr.gov/current/title-29/part-825>

1856

1857 Leave Without Pay

1858 A leave of absence without pay may be granted by the VPAA with the approval of the
1859 President of the University. A leave of absence without pay may be granted for formal study,
1860 research, scholarly pursuit, family leave, parental leave, extended illness, or other reasons the
1861 University deems to be in the best interest of the University and of the Faculty member.

1862 Ordinarily, permission for a leave without pay shall be requested one semester before the
1863 semester when it is to begin. Permission shall normally be granted for only one year.

1864 During the time of the leave, the Faculty member shall, within the limits of the carrier's
1865 contracts with the University, be eligible for group insurance (employees portion of the
1866 premiums to be paid by the individual. Prior arrangements and notification of approved leave
1867 must be communicated to the HR/Total Rewards Manager). Tenure status shall not be affected
1868 by a leave without pay. Leave time shall not be counted as time served in consideration of
1869 sabbatical leave eligibility, nor shall it be considered for tenure or promotion unless the Faculty
1870 member has performed professional activities and would like to count it toward tenure or
1871 promotion eligibility.

1872

1873 Emergency Leave

1874 Faculty members shall, at the discretion of the University, be granted short-term leave
1875 for personal reasons. Such leave shall not be unreasonably denied.

1876 The Faculty member shall notify the Department Chair/Director/University Librarian
1877 and the appropriate Dean of the need for emergency leave as soon as possible.

1878

1879 Faculty Employment Phase-Out

1880 Full-time, tenure-tracked faculty may elect to retire, with the approval of the VPAA, from
1881 University service through a two-year Phase-Out plan. The requirements for eligibility are:

- 1882 1. The faculty member must reach at least age 62 within the academic year prior to taking
1883 Phase-Out and have 18 years of combined full-time service at Saint Leo University as a
1884 faculty member, or the faculty member must reach at least age 65 within the academic
1885 year prior to taking Phase-Out and have 15 years of combined full-time service at Saint
1886 Leo University as a faculty member.
- 1887 2. The faculty member must notify his/her department chair or Dean in writing by January
1888 15 of their intention to utilize the Phase-Out.

1889 The Phase-Out plan provides that eligible faculty shall get a one-course per semester relief
1890 during the first year of Phase-Out and remain responsible for all other duties required of faculty.
1891 In the second year of Phase-Out, faculty will have a two-course semester relief and remain
1892 responsible for all other duties required of faculty except for the requirement to serve on
1893 committees. In year two of Phase-Out, faculty may serve on committees, if he/she chooses.
1894 Absent extraordinary circumstances as approved by the VPAA, a faculty member is not eligible
1895 for sabbatical or course overload during Phase Out. Under Phase Out, the faculty member

1896 electing Phase Out is automatically retired effective at the end of the second academic year of
1897 Phase Out.

1898

1899 **XXII. DISCIPLINE AND TERMINATION**

1900 To be successful as educators and scholars, Faculty must be able to work in an
1901 environment that promotes responsibility, accountability, and professional behavior. Individual
1902 faculty members who engage in actions that negatively impact the University's educational
1903 mission, disrupt the operations of the University, undermine the University's reputation, fail to
1904 abide by University's policies, or violate government laws and regulations will be subject to
1905 disciplinary action.

1906 The term "just cause" is defined as misconduct in behavior or performance. Examples of
1907 just cause may include, without limitation, the following misconduct: incompetence in duties;
1908 neglect of responsibilities; insubordination; use, possession, or sale of alcohol and drugs;
1909 impairment in the workplace due to alcohol or drugs; dishonesty; health and safety violations;
1910 fighting and threats; abusive language; unlawful harassment; firearms or weapons in the
1911 workplace; misuse of University property; or moral turpitude.

1912

1913 Termination

1914 (a) The employment of a tenured Faculty member may be terminated at any time for just
1915 cause.

1916 (b) The appointment of a non-tenured Faculty member may be terminated during the
1917 Faculty Academic Year for just cause.

1918

1919 Abandonment

1920 If a Faculty member is absent without approved leave for five or more consecutive
1921 business days, the University may consider the Faculty member to have abandoned the position
1922 and terminate the faculty member's employment for just cause. However, if the University
1923 learns that the Faculty member's absence was caused by reasons beyond the Faculty member's
1924 control and the Faculty member was physically unable to communicate such absence to the
1925 University personally or through a representative, then the University shall void the
1926 termination.

1927

1928 Progressive Discipline

1929 The University recognizes the value of progressive discipline and that, in many cases, a
1930 verbal warning is sufficient to cause the Faculty member to alter his or her actions. In the event
1931 that a verbal warning is not sufficient, the Faculty member may receive a written reprimand or
1932 further discipline.

1933 Written or verbal communications intending to advise or counsel a Faculty member,
1934 evaluative statements or letters, or other similar communications that the Faculty member may
1935 find to be critical are not disciplinary actions and not subject to grievance.

1936 When there is just cause, the University may discipline a Faculty member, regardless of
1937 either the existence or severity of prior disciplinary action. The University has the discretion to
1938 take any or a combination of disciplinary actions, including, but not limited to the following
1939 sanctions: verbal warning, written reprimand, suspension without pay, demotion, loss of faculty
1940 privileges, and termination. Administrative leave or participation in an Employee Assistance
1941 Program (mandated or voluntary) are not sanctions and not subject to grievance.

1942 Within five business days of receiving a written reprimand, Faculty may submit a written
1943 request to his or her department chair or program director for a meeting to review the
1944 problematic behavior and establish expectations for future conduct.

1945

1946 Investigations

1947 Investigations into alleged misconduct will be conducted in as a confidential manner as
1948 possible. The Faculty member will be informed of the allegations and the Faculty member may
1949 ask questions for the purpose of clarification.

1950

1951 Other Provisions

1952 Anonymous complaints may not be used as evidence to establish discipline. Anonymous
1953 complaints may, however, be used to initiate an investigation.

1954 A Faculty member shall have the right to respond to any disciplinary action in writing and
1955 have that response attached to the report of discipline. If any material is found through mutual
1956 agreement, grievance process, or court proceeding to be inaccurate or inappropriate, that
1957 finding shall be documented in the official personnel file of the Faculty member and the
1958 inaccurate or inappropriate material shall be removed from the personnel file.

1959 Nothing in this section shall be construed as a waiver of the University's right to place
1960 Faculty on Administrative Leave without loss of pay or benefits pending the outcome of an
1961 investigation.

1962

1963 **XXIII. GRIEVANCE PROCESS RELATED TO DISCIPLINARY ACTIONS OR**
1964 **UNIVERSITY POLICY CLAIMS**

1965 The purpose of this procedure is to provide a fair and consistent process to resolve
1966 misunderstandings in faculty employee relations as quickly as possible. No Faculty member will
1967 be discriminated against because he/she uses this process nor will any administrator or staff
1968 member who participates in this process.

1969 Grievable Issues

- 1970 • Disciplinary actions, including written warnings placed in the employee's file,
1971 suspensions, and dismissal, where the Faculty member questions the appropriateness of
1972 the stated actions
- 1973 • Alleged violation, misinterpretation, or inequitable application of a University policy
1974 which negatively impacted the Faculty member
- 1975 • Alleged failures of the Tenure and/or Promotion process are disputed under a separate
1976 petition process.

1977

1978 Non-Grievable Issues

- 1979 • The receipt of an advisory letter or inquiry, even when related to a Faculty member's
1980 performance
- 1981 • Determinations of responsibility for discrimination and harassment based on
1982 membership in protected categories as set forth in the University's non-discrimination
1983 statement and any sanctions resulting from such determinations
- 1984 • Termination related to any of the following: reduction in force or expiration of grants,
1985 failure to receive tenure, failure to receive a continuing contract, and expiration of
1986 employment contracts
- 1987 • The content of published personnel policies and procedure
- 1988 • The decision of tenure or promotion

1989

1990 Procedures

1991 Step One – Discussion

- 1992 a. **Discussion** with the Grievant's Chair/Director/University Librarian should normally
1993 take place first in an attempt to resolve the matter. In some cases, input from an
1994 administrative unit (for example, Dean and VPAA) may be appropriate and helpful. The
1995 Grievant and/or Department Chair/Director/University Librarian may wish to contact
1996 such a person.
- 1997 b. If the Chair/Director/University Librarian is involved in the matter or has a conflict of
1998 interest related to the matter, a second person (Substitute), selected by the VPAA, will
1999 assist in attempting to resolve the matter.
- 2000 c. Efforts to resolve the matter at this step will be expeditious.

2001

2002 Step Two – Written Statement and Investigation

- 2003 a. If the grievant is not satisfied with the disposition of the grievance at step one, the
2004 grievant will, within 30 business days after the event giving rise to the grievance, submit
2005 a written statement of grievance to his/her/their Chair/Director/University Librarian or
2006 the Substitute.
- 2007 b. Upon receipt of the grievance at this stage, the Chair/Director/University Librarian or
2008 Substitute will notify the Associate Vice President of Human Resources, who may contact
2009 University legal counsel to help assure that the grievance procedure is followed carefully.
- 2010 c. The Chair/Director/University Librarian or Substitute will investigate and attempt to
2011 resolve the grievance. This investigation may include a meeting between the
2012 Chair/Director or Substitute, appropriate Dean, the grievant, and any other appropriate
2013 personnel.
- 2014 d. A written response will be given to the grievant within 14 business days after receipt of
2015 the written grievance by the Department Chair/Director/University Librarian or
2016 Substitute unless the grievant agrees to an extension of this time period.

2017

2018 Step Three – Appeal to Dean

- 2019 a. If the grievant is not satisfied with the disposition of the grievance at step two, or if no
2020 decision has been rendered within 14 business days of the Chair's/Director's/University
2021 Librarian's or Substitute's receipt of the grievance at step two, the grievant may request
2022 the Dean of the Chair's/Director's College to begin processing the grievance at step three.
2023 In the case of library faculty, the grievant may make this request of the VPAA who will
2024 designate the Associate Vice President for Academic Affairs to begin processing the
2025 grievance at step three.

- 2026 b. Appeals are not re-investigations. The decision will be based on the written appeal and
2027 the Investigative Report from Step Two. However, if substantial new facts are
2028 discovered, then the Dean may wish to investigate the recently learned information.
- 2029 c. A written response will be given to the grievant within 14 business days after receipt of
2030 the written grievance by the Dean unless the grievant agrees to an extension of this time
2031 period.

2032

2033 Step Four – Administrative Intervention

- 2034 a. If the grievant is not satisfied with the disposition of the grievance at step three, or if no
2035 decision has been rendered within 14 business days of the Dean’s receipt of the
2036 grievance, the grievant may request that the VPAA begin processing the grievance at step
2037 four.
- 2038 b. The VPAA, with the assistance and support of the Associate Vice President of Human
2039 Resources, will arrange for a hearing to be conducted by a three-member committee of
2040 full-time teaching faculty, administrator(s) with faculty rank, and/or staff with faculty
2041 rank including:
- 2042 o One member selected by the grievant
 - 2043 o One member selected by the VPAA
 - 2044 o One current member of the Faculty Senate leadership selected by the first two
2045 members of this committee

2046 If the first two members are unable to agree on the selection of a third member, they will
2047 alternately eliminate names from Faculty Senate leadership until they reach the last name, at
2048 which time that person will become the third committee member. First elimination is to be
2049 determined by the toss of a coin.

- 2050 c. The committee selected above will select a Chair from among its members by majority
2051 vote. If no member receives a majority, the member chosen from the Faculty Senate will
2052 be Chair. The Chair, with support provided from the Associate Vice President of Human
2053 Resources, will be responsible for determining how the facts relative to the grievance will
2054 be investigated. The Chair will also determine whether a formal hearing is required. If
2055 such a hearing is held, the grievant may be accompanied at the hearing by a University
2056 employee of his or her choosing. Only University employees may accompany a grievant
2057 in a grievance hearing. Reasonable provision will be made for other employees to appear
2058 as witnesses.

- 2059 d. The investigation by the three-member committee should normally be completed within
2060 one month of its formation. Within 21 business days of the completion of the
2061 investigation, the recommendation of a majority of the committee, along with their
2062 findings of fact, will be submitted to the President.
- 2063 e. The President, after reviewing the findings and recommendations and any other
2064 evidence considered relevant, will make a final decision which will then be
2065 communicated to the grievant.
- 2066

2067 **XXIV. PETITION FOR REVIEW OF THE TENURE OR PROMOTION PROCESS**

2068 Neither this Review Process nor the Grievance Process outlined in Section XXI apply to
2069 recommendations by the Tenure & Promotion Committee and the tenure and promotion
2070 decisions of the President and the Board of Trustees; those recommendations and decisions are
2071 not grievable or subject to review. A Petition For Review is a process available to a faculty
2072 member whose application for tenure and/or promotion was denied *and* who has reason to
2073 believe this denial was caused by a failure of the tenure and promotion process and/or a failure
2074 to adhere to the university's stated policies for promotion and tenure.

2075

2076 Step One – Faculty member (Petitioner) submits a Petition to Review to the Office of Academic
2077 Affairs. The Petition must contain the following information:

- 2078 a. A description of the alleged failure of the tenure and promotion process
- 2079 b. A statement of the harm suffered by the faculty member as a direct result of the alleged
2080 failure of the process
- 2081 c. A statement of the procedural remedy sought by the faculty member

2082 Step Two – The VPAA will review the Petition and respond to the Petitioner. The VPAA's
2083 response may include any or all of the following options:

- 2084 a. Request more information;
- 2085 b. Instigate an investigation; and/or
- 2086 c. Provide relevant information that addresses the concerns raised in the Petition for
2087 Review

2088 Step Three – The VPAA will make a determination that (1) a failure of the process resulted in the
2089 denial of tenure and/or promotion and the remedy for the failure of the process (2) there was a
2090 failure of the process, but the failure was not the cause of the denial decision; or (3) there was no
2091 failure of the process.

2092 Step Four – Administrative Intervention

2093 If the Petitioner is not satisfied with the determination of the Petition at Step Three, the
2094 Petitioner may request that the VPAA begin processing the Petition at Step Four.

2095 a. The VPAA, with the assistance and support of the Associate Vice President of Human
2096 Resources, will arrange for a hearing to be conducted by a three-member committee of
2097 full-time teaching faculty, administrator(s) with faculty rank, and/or staff with faculty
2098 rank including:

- 2099 ○ One member selected by the Petitioner
- 2100 ○ One member selected by the VPAA
- 2101 ○ One current member of the Faculty Senate leadership selected by the first two
2102 members of this committee

2103 If the first two members are unable to agree on the selection of a third member, they will
2104 alternately eliminate names from Faculty Senate leadership until they reach the last name, at
2105 which time that person will become the third committee member. First elimination is to be
2106 determined by the toss of a coin.

2107 b. The committee selected above will select a Chair from among its members by majority
2108 vote. If no member receives a majority, the member chosen from the Faculty Senate will
2109 be Chair. The Chair, with support provided from the Associate Vice President of Human
2110 Resources, will be responsible for determining how the facts relative to the Petition will
2111 be investigated. The Chair will also determine whether a formal hearing is required. If
2112 such a hearing is held, the Petitioner may be accompanied at the hearing by a University
2113 employee of his or her choosing. Only University employees may accompany a Petitioner
2114 in a Petition for Review hearing. Reasonable provision will be made for other employees
2115 to appear as witnesses.

2116 c. The investigation by the three-member committee should normally be completed within
2117 one month of its formation. Within 21 business days of the completion of the
2118 investigation, the recommendation of a majority of the committee, along with their
2119 findings of fact, will be submitted to the President.

2120 d. The President, after reviewing the findings and recommendations and any other
2121 evidence considered relevant, will make a final decision which will then be
2122 communicated to the Petitioner.

2123

2124 **XXV. WORKFORCE REDUCTION**

2125 The University may reduce the faculty workforce at any time as a result of reallocation of
2126 resources, reorganizations of degree or curriculum offerings or requirements, adverse financial

2127 circumstances, reduction or elimination of programs or functions, epidemics or pandemics,
2128 man-made and natural disasters, or acts of God. The reduction may be at any organizational
2129 level and may impact one or more faculty members, as well as either or both non-tenured or
2130 tenured faculty.

2131 Depending on the circumstances requiring a workforce reduction, the University may:
2132 (1) reduce the active workforce through a furlough of faculty; or (2) reduce the number of
2133 employed faculty through layoffs, also known as a reduction-in-force (RIF).

2134 Furlough

2135 A furlough is a temporary unpaid leave. Faculty placed on furlough will continue to be
2136 employees of the University and remain eligible for all employment benefits in effect at the time.
2137 The University will provide at least thirty (30) business days' notice whenever possible;
2138 however, because a furlough is a temporary workforce adjustment that will generally be used in
2139 response to an emergency or unforeseen situation, such notice may not always be possible.

2140 Reduction in Force

2141 A reduction-in-force (RIF) or layoff results in a severance of the faculty member's
2142 employment with the University. In the event the University finds that a RIF or layoff is needed,
2143 the VPAA shall notify any impacted faculty and then the VPAA shall notify the Faculty Senate.
2144 The notice will include the rationale for the RIF, the anticipated numbers of the reduction and
2145 the effective date of the reduction.

2146 Faculty who are laid off remain eligible for re-employment.

2147 For a period of one (1) year after being laid off, the faculty member shall be offered
2148 priority consideration for re-employment in the same position at the University if such
2149 opportunity shall arise. The faculty member must accept any offer of re-employment pursuant to
2150 this section within twenty (20) days after the date of the offer. If the faculty member does not
2151 accept or does not respond, the faculty member will receive no further consideration pursuant to
2152 this section.

2153 Faculty who are re-employed pursuant to this section will be appointed to a term equal
2154 to the time remaining on his or her appointment at the time the layoff became effective.

2155 This section does not apply to faculty positions funded by grants, sponsored research
2156 funds, research appointments supported by the University, positions funded by "soft money" or
2157 by external contracts.

2158 Unpaid leave and terminations, whether voluntary or involuntary, which occur pursuant
2159 to a different section in this Handbook shall not be deemed a Workforce Reduction.

2160

ADDENDUM A
SALARY AND OTHER COMPENSATION

2161
2162
2163

2164 **Professional Development Funding**

2165 Each faculty member whose application for funding is approved by the University
2166 Professional Development Fund Committee may receive no more than an annual maximum
2167 amount of fifteen hundred dollars (\$1,500.00), pending availability of University financial
2168 resources.

2169 Professional development funding is available pending budget and enrollment
2170 performance. All full-time faculty are eligible for funding and to participate including chairs and
2171 directors. The faculty professional development fund is not applicable to the VPAA, AVPs,
2172 Dean, Associate Dean, University Librarian, and/or Administrative/Staff who do not hold
2173 faculty rank who are subject to division, college, school, or department funding pending budget
2174 approval.

2175

2176 **Promotion and Increase for Award of Doctoral Degree**

2177 Faculty who request and are approved to earn a terminal degree by the University and
2178 are promoted with a rank change from Instructor to Assistant Professor will receive a \$10,000
2179 increase to their base salary subject to the following conditions: (a) the VPAA must approve the
2180 terminal degree program prior to enrollment or completion; (b) the doctorate degree must be
2181 awarded from a regionally accredited University; (c) the doctorate degree must be in a discipline
2182 that is offered at Saint Leo University or in a discipline related to the teaching responsibilities of
2183 the Faculty member; and (d) the doctorate degree must meet the requirements of the
2184 University's regional accrediting body, SACSCOC, as well as any professional accrediting
2185 requirements.

2186 This doctorate degree increase will be effective on the date that the doctorate degree is
2187 awarded.

2188 **Salary Increase for Promotion**

2189 Faculty who are promoted to the next rank will receive an increase of \$10,000 dollars to
2190 their base salary.

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Mixed Undergraduate/Graduate Teaching Load

Faculty who are asked to teach a graduate level class as part of their regular undergraduate teaching load will receive additional compensation for the graduate class as described below:

1. If the faculty workload is 9 undergraduate credit hours + 3 graduate credits, the additional compensation is \$675.
2. If the faculty workload is 6 undergraduate credit hours + 6 graduate credit hours, the additional compensation is \$1,350.

Overload Course Compensation

Faculty will be given first right of refusal to teach an overload prior to approaching an adjunct or administrative/staff member to teach a course.

The following compensation structure was effective with the 2024-2025 academic contract year and remains in place contingent upon budget and enrollment performance.

- (a) Faculty who choose to teach overload courses shall be compensated as follows:
 - a. Twenty-five hundred and fifty dollars (\$2,550) for each undergraduate course with nine (9) or more students is considered full pay. All undergraduate classes will have a **goal** of at least twelve (12) enrolled students per class.
 - i. Undergraduate classes with eight (8) or less students will be considered at low enrollment for a per diem rate for instructor - \$300 per student.
 - b. Three thousand five hundred dollars (\$3,500) for each graduate course in a master's program with nine (9) or more students will be considered full pay. All graduate classes will have a **goal** of at least twelve (12) enrolled students per class.
 - i. Graduate classes with one (1) to eight (8) students will be considered low enrolment for a per diem rate for instructors - \$400 per student.
 - c. Three thousand seven hundred and fifty dollars (\$3,750) for each graduate course in a doctoral program with eight (8) or more students will be considered full pay
 - i. Doctoral online classes with seven (7) or less students will be considered at low enrollment for a per diem rate for instructors - \$500 per student.

(b) Full-time Faculty who are asked to teach a course overload at the University Campus starting the Thursday before classes start and continuing through a term/semester due to an

2227 unexpected circumstance, such as an increase in enrollment or a sudden resignation, shall be
2228 paid in addition to the overload stipend a prorated rate weekly \$100 per week up to \$800 for 8-
2229 week (term) or \$1,600 for 16-weeks (semester). Should addition of a course section become
2230 necessary, every effort will be made to staff the course in a timely manner with any available
2231 faculty member. Chairs and Directors would only be asked in a situation of last resort with
2232 approval from the Dean.

2233

2234 Directed Studies and Other Individual Student Project Oversight

2235 (a) Faculty who teach directed studies shall be paid four hundred dollars (\$300) per student
2236 for an undergraduate course, five hundred dollars (\$400) per student for a master's level course,
2237 and \$500 for a doctoral level course. These directed studies must be approved by their
2238 department chair and Dean.

2239 (b) Faculty who supervise individual student projects, such as senior honors projects, shall
2240 be paid three hundred dollars (\$300) per student.

2241 (c) Faculty who are required to repeat the setup of a science laboratory science experiment
2242 in order to accommodate a student who missed the experiment due to an approved absence will
2243 be paid \$400 for each additional setup. When more than one student missed the first
2244 experiment, faculty are expected to use reasonable efforts to schedule the second set up of the
2245 experiment when both (or more) students can attend.

2246 (d) Faculty who serve as the chair of a doctoral dissertation committee shall be paid \$3000.
2247 Faculty who serve on doctoral dissertation committees shall be paid \$1500.

2248 Payment is tied to benchmarks and will be distributed as follows: 1/4 after chapters 1 & 2 of
2249 proposal approved, 1/4 after full proposal (Chapter 3 and IRB approval) and 50% after final
2250 defense and dissertation approved. Due to the required proposal process in the DBA program,
2251 the benchmarks will be: 1/4 after proposal approved, 1/4 after IRB approval, and 50% after final
2252 defense and dissertation approved.

2253 In the rare exception, if a committee chair and member has completed documented work with a
2254 student who does not reach a benchmark and drops out of the program, the chair will discuss
2255 partial payment with the doctoral program director. The director will review documented work
2256 towards the benchmark and decide a fair partial payment.

2257 Limits to Serving on Doctoral Dissertation Committees: A point system shall be attached to
2258 duties as a dissertation chair (2 points) or a dissertation committee member (1 point). Faculty
2259 serving in either of these roles may not exceed 12 points at any given time.

2260

2261 Student Experiential Learning

2262 The Faculty and the University recognize that student experiential learning opportunities
 2263 in the workforce, such as internships, field placements, and clinical practicums, vary greatly
 2264 between academic programs, as does the amount of time and energy required of faculty.
 2265 Accordingly, the amount per student a faculty member should be paid for overseeing a specific
 2266 experiential learning opportunity will be determined as described below:

2267 (a) Each department will submit a written recommendation to the Dean that includes the
 2268 following information: the title and description of the specific experiential learning opportunity,
 2269 the number of hours required of the student, the oversight requirements of the faculty, any other
 2270 pertinent information, and the requested compensation to be paid to faculty for each student
 2271 enrolled in that particular experiential learning opportunity.

2272 (b) Upon approval by the dean, the recommendation for the rate of pay will be sent to the
 2273 VPAA for final approval. The VPAA has the discretion to approve the recommended amount or
 2274 approve a different amount, but faculty will not be paid less than two hundred fifty dollars
 2275 (\$250) per student once the students complete the course.

2276 Supervision of student internships/practicums/apprenticeships will not count towards a
 2277 faculty member's teaching load.

2278 Faculty supervising undergraduate internships will be compensated according to the
 2279 following rate schedule absent an approved specific department payment plan, unless otherwise
 2280 stipulated by external accreditation or certification, which will be determined by the Dean and
 2281 filed with Academic Affairs:

2282

Credit Hours	Stipend
1-2	\$250
3	\$350
6	\$450
9	\$550
12	\$650

2283

2284 Class Size Above The Capacity Limits

2285 If a cap on the number of students allowed to be enrolled has been set for a specific
 2286 course, the faculty member teaching the course will be paid the amount of one hundred ten
 2287 dollars (\$110) for each student enrolled in excess of the cap as of the last day to drop or add a
 2288 course. This will be paid based on the student count the day post drop/add.

2289

2290 University Studies (SLU) Courses

- 2291 • SLU one (1) credit hour courses - \$1,600.
- 2292 • SLU two (2) credit hour courses - \$1,900.
- 2293 • SLU three (3) credit hour courses - \$2,550.

2294 **Course Development Rates for 2024-2025**

2295 The Center for Teaching and Learning Excellence houses Learning Design and rates were
2296 effective starting 2024 Fall I:

- 2297 • \$4,000 – new course development; this entails the development of a new course from
2298 beginning to end with all the necessary documents, assignments, activities, etc.
- 2299 • \$2,000 – significant changes in course update; this includes the inclusion of a brand-
2300 new textbook with chapter and assignment changes, changes to standards and
2301 regulations impacting course as required by accreditation or certification institution.
- 2302 • \$200-\$400 - Textbook updates – updates that are more involved than just an edition
2303 change will be evaluated according to a checklist of items to be changed in the course
2304 shell.

2305 Official compensation, pay schedules, and stipends are subject to change and are defined
2306 exclusively by those approved and issued at the University level, as disseminated through the
2307 Office for Academic and/or Business Affairs. Divisions, colleges, schools, departments,
2308 programs, offices, and similar entities shall adhere to the official rates unless otherwise specified
2309 in writing or through official email communication from the Office for Academic and Business
2310 Affairs.

2311

2312 **ADDENDUM B**
2313 **USE OF FMLA & SHORT TERM DISABILITY LEAVE EXAMPLES**
2314

2315 **Example 1: Parental/Medical/Short Term Disability/FMLA Leaves with assigned duties:**

2316 Jane is a full time faculty member, has been employed for at least a year and is due to give birth
2317 in early September. Jane delivers her baby on September 12th, is on FMLA and utilizes two
2318 weeks of sick time, prior to exercising Short Term Disability, per policy. Jane's Short-Term
2319 Disability runs out in November, while her class(es) is still in session. While she still has FMLA
2320 available, she notifies Symetra and submits the appropriate supporting documents to utilize
2321 FMLA intermittently for pediatric appointments for her baby. Jane notifies Human Resources
2322 and supervisor of her release to return to work and chooses to return to regular employee status
2323 with assigned duties to finish the semester/term. Jane receives normal salary after her Short
2324 Term Disability expires, due to the assigned duties she's performing until the end of the
2325 semester.

2326
2327 **Example 2: Medical Leave/Short Term Disability/FMLA Leaves:**

2328 Adam has scheduled an overdue knee surgery for early February. Adam has checked in with his
2329 supervisor and Human Resources to confirm he meets the requirements to be eligible for FMLA
2330 and potentially Short Term Disability. Adam teaches class up until right before his surgery date
2331 on February 8th. Adam is on FMLA and utilizes two weeks of sick time prior to exercising Short
2332 Term Disability for 6 weeks, per his healthcare provider's certification. On April 2nd, Adam
2333 notifies his supervisor and Human Resources he'll be returning to work as he's been released to
2334 return to work (with some restrictions) per doctor's orders. Adam's Short Term Disability
2335 benefit ended, but on April 8th, he performs assigned duties and is on regular salary until the
2336 end of the semester.

2337
2338 **Example 3: Parental/Medical/Short Term Disability/FMLA Leaves, without assigned duties:**

2339 Shirley is currently pregnant and due to deliver in December. She has notified her supervisor
2340 and Human Resources of her tentative leave date, as well as confirmed eligibility for FMLA.
2341 Shirley goes into labor and delivers her baby on January 15th. After utilizing 2 weeks of sick
2342 time, she is on bed rest for 4 weeks and utilizes Short Term Disability (6 weeks total Short Term
2343 Disability – 2 weeks' sick per elimination period + 4 weeks Short Term Disability). Shirley's
2344 Short Term Disability ends due to her being released and free to return to normal activity late
2345 February. However, she has chosen to continue FMLA (for bonding with her baby) and decides
2346 to not return to work/perform assigned duties for the duration of her FMLA time (additional 6

2347 weeks (total 12 weeks leave)) and utilizes the rest of her sick time before going on ‘unpaid leave’
2348 for the rest of the semester/FMLA leave.

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2350 For the employee guide to FMLA, how to file a claim for FMLA/Short – Term Disability, The
2351 “Cub Kit” Maternity Flyer and more, go the Saint Leo Intranet page by clicking [here](#). Or, contact
2352 your Human Resources department at HR@saintleo.edu or Wellness.Benefits@saintleo.edu

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