

Saint Vincent Seminary



Faculty and Administrators' Handbook

2024

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THE MISSION STATEMENT OF SAINT VINCENT SEMINARY

Saint Vincent Seminary is a Roman Catholic Seminary grounded in the Gospel of Jesus Christ and the living tradition of the Church in accord with the Magisterium, and shaped by the Benedictine heritage of liturgical prayer, study, hospitality and community. As such, the Seminary is a center for the spiritual formation, human development, and academic and pastoral preparation of candidates for the priesthood. Consistent with this primary mission and responsive to the contemporary needs of the Church, the Seminary provides programs for permanent diaconate candidates and offers degree programs to qualified men and women seeking a theological education.

PREFACE

Together, the Seminary's administrators and faculty are charged with advancing the mission, goals, and objectives of Saint Vincent Seminary, executing and implementing policies as established by the Board of Directors of the Corporation and formulating the educational policies of the Seminary. Faculty members and administrators participate collegially in academic policymaking and Seminary committees. A seminary faculty plays an important role in the formation of Catholic priests. As teachers and formators, they are responsible for determining the expectations and content of their course offerings. As advisors, the faculty has the privilege and obligation to guide seminarians. They also play an important role in the intellectual formation of Christian laity.

Faculty members participate in academic policymaking and seminary governance through participation in faculty meetings, committees, and councils. They vote on academic and formational matters and vote to recommend candidates for orders. Their daily performance of teaching, research, and service to seminarians and to the public involves faculty in a complex network of reciprocal relationships with students, administrators, colleagues, staff, and the public. Each of these relationships implies a proper set of rights and responsibilities, due consideration and respect, and a belief in discussion and dialogue, reasoned decisions, and due process. In this spirit, and in order to codify and clarify as much as possible these rights and responsibilities, this *Handbook* is promulgated.

This *Handbook* is intended to explain the policies, practices, and procedures of Saint Vincent Seminary and to describe the range of rights, privileges, and benefits that are available to the full-time and part-time faculty and administrators. It is meant to be a guide. It is not intended to create or constitute a contract, expressed or implied, or to provide additional rights, privileges, or benefits that are not specifically set forth in an individual's own employment contract, the terms of which will control to the extent a provision in this *Handbook* conflicts with the terms of the employment contract.

This *Faculty and Administrators' Handbook* is not the sole source of information on topics that are covered herein. For example, with respect to the description of benefit plans, the complete details

of these plans are contained in the official plan documents. If there is a discrepancy, the actual benefit plan documents will control. Likewise, the Seminary also relies on the provisions of the *Program of Priestly Formation*, 6th ed., 2022, as well as the Bylaws of Saint Vincent College Corporation Board of Directors and Seminary Board of Regents, Policies and Standards of the *Association of Theological Schools*, the *Middle States Commission on Higher Education*, the *Formation Program Handbook*, and the *Diocesan Student Community Life Handbook*.

Some of the faculty and administration serve Saint Vincent College, Saint Vincent Archabbey, and Saint Vincent Seminary. With respect to these individuals, the provisions of this *Handbook* will prevail in connection with all activities undertaken at or on behalf of Saint Vincent Seminary. The provisions of this *Handbook* apply to all members of the faculty and administration, except in the instances where the Benedictine's monastic commitment affects his relationship to the Seminary.

Since the College Corporation administers benefits for all employees of Saint Vincent, employees of the Seminary who are at least 50% dedicated to the Seminary will use this handbook as the primary resource for guidance. For other staff dedicated to the Seminary activities below 50%, the Seminary will be consulted on items related to benefits, salary, appointments, and annual evaluations appropriate for the level of the Seminary's portion of the individual employee.

1. SEMINARY HISTORY AND INSTITUTIONAL GOALS

1.1 Highlights of Institutional History

Saint Vincent Seminary is located in Latrobe, Pennsylvania, about eight miles from the Westmoreland County seat of Greensburg. One can say that Saint Vincent Seminary began on October 21, 1846, when the founder, Father Boniface Wimmer, settled on this site in Westmoreland County, for he was the first instructor of the monks who were aspiring to the priesthood. On August 24, 1855, Pope Pius IX canonically established the Seminary in an *Apostolic Brief* when he erected the Abbey of Saint Vincent. Toward the end of the brief he states: "We desire further that in the same monastery of Saint Vincent a monastic Seminary be maintained into which secular clerics be admitted . . ." To continue this mission, in 1859 Wimmer began sending monks to American and European universities for graduate studies.

By an act of the Pennsylvania State Legislature on April 8, 1870, Saint Vincent College Corporation, including the Seminary as one of the two educational departments of the Corporation, was incorporated and empowered to confer academic degrees. The Master of Arts degree in theology was initiated at this time.

On March 21, 1914, by Apostolic Letters the Holy See granted Saint Vincent Seminary the power to confer pontifical degrees in philosophy and sacred theology. This right was exercised for two decades.

In 1921 the Seminary became a charter member of the *Middle States Association of Colleges and Schools*. This accreditation has been maintained until the present.

In 1966 the Seminary became an Associate Member of the *Association of Theological Schools* and began offering the Bachelor of Divinity degree in theology, changing this to the Master of Divinity degree in 1971.

Following a trend for changing the American seminary program for priesthood formation from its 6-6 form (six years of minor Seminary - six years of major Seminary) to a 4-4 form (four years of undergraduate college - four years of theology), Saint Vincent Seminary, beginning with the academic year 1969-1970, discontinued the resident program for Seminary philosophy students.

In the 1970s, the seminarians were offered more pastoral and supervised activity through Field Education and Deacon Internship Programs. In 1974, a pre-theology program was initiated giving college graduates the opportunity to complete prerequisite philosophy courses.

At the invitation of the local Bishop William G. Connare of Greensburg and the Rector, Rev. Demetrius Dumm, O.S.B., a consultation team from the Bishops' Committee on Priestly Formation visited the Seminary in the fall of 1976. Their official report indicated that the recently published *Program of Priestly Formation* was being satisfactorily implemented at Saint Vincent. At their recommendation, the Master of Arts degree program was reinstated and non-ordination students were admitted to the theology degree programs.

Subsequently in 1979, the Board of Regents was formed to foster communication between the Seminary and its constituencies, and to advise the Seminary on various matters specifically pertaining to its operation as a Seminary.

During the 1982-1983 academic year, the Seminary engaged in an extensive self-study in preparation for an initial accreditation visit by the *Association of Theological Schools*. An important outcome of the self-study was a major curriculum revision. The revised curriculum was flexible enough to allow for four academic years and incorporated pastoral *practica*. It also enabled students to be candidates for both the Master of Arts and Master of Divinity degrees. As a result of this visitation in 1983, the *Association of Theological Schools* granted the Seminary full accreditation and approval of its degree programs. The Seminary has maintained this accreditation.

In 1984 the Seminary participated in the special ecclesiastical visitation required of all American Seminaries by the Vatican. A team of four evaluators visited and affirmed the mission and programs of the Seminary.

In 1987-1988 the Seminary engaged in an extensive self-study process in preparation for a joint re- accreditation visit by the *Middle States Association* and the *Association of Theological Schools*. The Seminary was granted re-accreditation by both associations for a ten-year period. With the approval of the fourth edition of the *Program of Priestly Formation* in 1992, the Seminary revised its pre-theology program and reviewed the entire curriculum for the *theologate*. That same year, the Seminary was granted preliminary approval to offer the Master of Religious Education degree by the *Association of Theological Schools*.

In 1994 the Seminary volunteered to engage in a visitation sponsored by the National Conference of Catholic Bishops through its Committee on Priestly Formation. A three-member team visited the Seminary in March 1995, and the mission and direction of the Seminary was affirmed.

On November 24, 1999, the Seminary was affiliated with the Dominican House of Studies in Washington D.C. and given the faculties to grant the Bachelor of Sacred Theology degree. Those faculties were renewed for another five years on July 25, 2005.

On November 28, 2005, the Seminary announced the establishment of the *Pope Benedict XVI Chair of Biblical Theology and Liturgical Proclamation*. Dr. Scott Hahn was named as the first occupant of the new Chair.

In 2006, the Seminary participated in another special apostolic visitation required of all American Seminaries by the Vatican. A team of four evaluators visited and furnished a report on the effectiveness of the Seminary's mission and programs. Recommendations were made and implemented in the subsequent years.

In the fall of 2006, the Seminary began an extensive self-study process in preparation for a re-accreditation visit by the *Association of Theological Schools*, which occurred in 2008. From 2012 through 2015, with extensive input from the bishop-members of the Board of Regents the Seminary completely revised and updated its pre-theology program as well as the entire curriculum of the priestly formation program, effectively strengthening and

integrating the four pillars of the *Program of Priestly Formation*.

In February of 2010, the Association of Theological Schools accredited the Seminary to grant the Master of Arts in Ecclesial Ministry Degree, a dual track program for Deaconate Formation and Lay ministry.

In the summer of 2012, the Seminary's affiliation with the Dominican House of Studies in Washington D.C. to grant the Bachelor of Sacred Theology degree concluded and the process of affiliating with the International Benedictine Athenaeum of Sant' Anselmo in Rome began.

In the summer of 2013, the Office of the Coordinator of Seminary Assessment was established. This position was established under and for the purpose of assisting the Academic Dean to create, implement, and assess assessment mechanisms for the purpose of evaluating our academic and programmatic effectiveness. This office also assists with assessment reporting to our accrediting agencies.

Also in the summer of 2013, the seminary created the office of the Director of Pre-Theologian Formation and hired Dr. Lawrence Sutton, Ph.D., a permanent deacon of the Diocese of Pittsburgh to fill this position. Dr. Sutton not only works to develop this position, but also as a counselor for any seminarian who wishes or needs to work with him.

In October 2014, Saint Vincent Seminary was formally affiliated with Pontifical Athenaeum of Sant' Anselmo in Rome, and again accredited by the Vatican Congregation for Catholic Education to offer the S.T.B. degree.

In June of 2015, The Association of Theological Schools accredited the Seminary to grant the Master of Arts (Catholic Philosophical Studies) Degree, an academic masters for those who wish to pursue it while completing their Philosophical Formation at the Seminary.

In March of 2018, the Saint Vincent Seminary Board of Regents approved the establishment of the Institute for Ministry Formation (IMF). This institute is an extension of Saint Vincent Seminary's commitment to its mission and to the formation and education of priests, laity, and religious. Using new technology and traditional methods for learning and gathering, the IMF gathers this community, grows, and supports their faith, and helps guide their response to God's call by forming their hearts and minds.

In June of 2018 the Seminary was granted a ten-year reaccreditation by the Association of Theological Schools.

On February 20, 2019, Saint Vincent College and Seminary was officially informed that SEVIS (The Student and Exchange Visitor Information System) – which is the web-based system that the U.S. Department of Homeland Security (DHS) uses to maintain information regarding Student and Exchange Visitor Program (SEVP)-certified schools) granted Saint Vincent's recertification petition. This recertification includes the addition of Language training. We may now offer the ESL program we proposed in our application and accept students directly into our ESL-ONLY, Theology, or M.A. programs.

In June of 2019 the Association of Theological Schools accredited the Seminary to offer Distance Education through online courses. In the summer of 2019, the College and Seminary received reaccreditation by the Middle States Commission on Higher Education (MSCHE).

In November of 2021 the Association of Theological Schools accredited the Seminary to offer a stackable MA in Ministry (with specialization) in the IMF Program, effective in 2023.

On August 4, 2023, the United States Conference of Catholic Bishops promulgated the sixth edition of the *Program of Priestly Formation (PPF6)*. The formation of seminarians admitted to the Seminary from August 2023 forward follows *PPF6*. The curriculum for the M.Div. degree was reviewed and revised in anticipation of the promulgation of *PPF6*, and the new 3-1/2 year curriculum was implemented for seminarians admitted to the Seminary beginning in August 2023.

1.2 Saint Vincent Seminary's Institutional Goals

The overarching institutional Goals derive from the Seminary's Mission Statement.

1.2.1 The Institutional Goals

- To provide priesthood candidates with a formation curriculum that is in conformity with the *Program of Priestly Formation*, the *Ratio Fundamentalis*, and *Veritatis Gaudium*, and that offers the Master of Divinity and Master of Arts degrees;
- To provide religious and laity seeking preparation for ministries in the Church with a program of theological education that offers the Master of Divinity and Master of Arts degrees, as well as certificate programs;
- To provide candidates for the permanent diaconate with the opportunity for theological preparation for ministry in cooperation with their sponsoring dioceses;
- To provide laity and alumni opportunities for continuing education in spirituality, theology, Sacred Scripture, and monastic studies.

2. SAINT VINCENT SEMINARY ORGANIZATION: AUTHORITY AND GOVERNANCE

2.1 Authority

Saint Vincent Seminary is governed through the cooperation of two corporations: the Benedictine Society of Westmoreland County and the Saint Vincent College Corporation. The Benedictine Society of Westmoreland County, consisting of all the solemnly professed monks of Saint Vincent Archabbey, is the actual ownership corporation. It monitors the College Corporation's activities through an entrusted authority of seven members, referred to as the Board of Incorporators. The Archabbot of Saint Vincent is *ex-officio* the chairman of this Board and the remaining six members are all solemnly professed monks of Saint Vincent Archabbey, elected to staggered six-year terms by their peers.

2.1.1 Board of Incorporators

The Board of Incorporators monitors the Corporation's two constituent units, Saint Vincent College and Saint Vincent Seminary, equal in terms of powers, distinct in terms of mission and each having its own chief executive officer and administrative staff. Each unit, the Seminary and the College, exists as a distinct degree-granting institution. Both units of the Saint Vincent College Corporation are governed by the same Saint Vincent College Charter of April 18, 1870 (last amended in 1995) although they have separate bylaws (the Saint Vincent Seminary Bylaws having been most recently amended in 2016). The Archabbot of Saint Vincent is *ex-officio* the Chancellor of both Saint Vincent College and Saint Vincent Seminary.

While the Board of Incorporators represents the authority of The Benedictine Society of Westmoreland County and derives its authority from the state-granted *Saint Vincent College Corporation Charter*, it confers much of the power for actual governance of the College and Seminary to a Board of Directors which has the responsibility to establish policy for the educational units of the Corporation. The powers of the Board of Directors are listed in section 4.7 of the College Bylaws. While conferring policy decisions to the Board of Directors, the Board of Incorporators reserves to itself the following oversight activities and judgments, noted in section 2.5 of the College Bylaws:

- Approval of the construction of new buildings and major renovations of the existing physical plant;
- Authorization of the acquisition or disposal of land and plant assets;
- Approval of debt financing pursued in the conduct of the educational units;
- Dissolution of the Board of Directors without cause.

Although the Board of Directors is empowered to set policy for the Seminary, it defers to the recommendations of the Saint Vincent Seminary Board of Regents in those matters pertaining to the Seminary's ecclesiastical mission, as described in sections 1.3 and 4.8 of the College Bylaws.

While the Seminary is autonomous of direct ecclesiastical governance outside of Saint Vincent, it maintains close relationships with the local dioceses and the larger Catholic Church through *ex-officio* membership on its Board of Regents of the Bishops of Greensburg and Pittsburgh.

The relationships between the College Corporation, the Board of Directors, the Board of Regents, and the Seminary administration and Faculty are set forth in Parts 2 and 4 of the Seminary's *Faculty and Administrators' Handbook*, so that all Faculty members and administrators are well-informed regarding their authority and responsibilities.

2.2 Governance

While the lines of governing authority are made clear for all stakeholders in Parts 2 and 4 of the *Faculty and Administrators' Handbook* — copies of which are distributed to each Board member, Faculty, staff member, and administrator — the Seminary has a long tradition of collegial governance with Faculty, staff, Board members, students, and alumni, all contributing to decision making in legitimate ways. The primary mission of the Seminary in forming priests for the Catholic Church is very much at the center of collegial decisions, with our local bishop being a frequent and welcome visitor to campus, and his input—and that of relevant other ecclesial authorities—always being taken into consideration.

The relationships and roles of the administrators and faculty in the governance of the Seminary are defined in Part 4 of the *Faculty and Administrators' Handbook*. Policies regarding discrimination and equal employment opportunity, sexual misconduct, freedom of inquiry, and procedural fairness are also defined in section 6.6. The appointment of a new Rector in 2015 provided an opportunity for institutional learning through a Seminary-wide assessment of governing structures, policies, and communications. Under the guidance of the Academic Dean, the Coordinator of Seminary Assessment, and the Rector, and with the direct advice of Board members who are experts in the relevant areas, this effort led to:

- A renewal of the strategic planning process as integral to the Seminary;
- Renewal of the process of course, program, and faculty assessments;
- Revision and updating of all Seminary Handbooks.

Each of these results touches upon governance and collegiality in some manner and bears evidence of the Seminary's commitment to collaborative development and institutional learning and self-correction, based on professional best practices. Additional evidence of institutional learning based on comparison with other

institutions is found in the 2015-16 and 2022-23 curriculum revision processes, in which the Academic Dean led the Faculty in an examination of the entire curriculum of five peer schools in order to arrive at prudent additions and modifications of our own curriculum. The creation of the position of a Coordinator of Seminary Assessment in 2013 is further evidence of a desire and commitment to continually learn and improve for the sake of our mission, and the improvements made to our pre-theology curriculum in 2015 to make it comparable to, and indeed to exceed, the curricula of our peer schools highlight our willingness to learn from educational models beyond our own.

In 2020-21, the Seminary underwent preparation for a new strategic plan for the 2022-2027 academic years. The process was guided by the Rector, Academic Dean, and Chief Mission Advancement Officer. Grant funds were secured which allowed the Seminary to invite the *Center for Applied Research in the Apostolates (CARA)* to survey current seminarians, alumni, and even parishioners about their ministerial needs and expectations for the future Church. With that statistical information the Rector formed an ad-hoc Planning Committee of the Board of Regents to detail the goals, objectives, and matrices for evaluations of these efforts. The scope of the work informed by *PPF6* is extensive. Accordingly, the Seminary Created a new position, Director of Strategic Initiatives and Formation, which now reports directly to the Rector.

2.2.1 Board of Directors

The Board of Directors, which meets quarterly, and the Board of Regents, which meets biannually, enjoy a cooperative relationship aided by the *ex-officio* presence on both Boards of the Archabbot-Chancellor, the Rector of the Seminary, and the Chairman of the Board of Regents (see College Bylaws 4.1.a). The active participation of the Bishops of Greensburg and Pittsburgh on both Boards helps to ensure the strong commitment of both groups to the ecclesial mission of Saint Vincent. The Rector reports to the Board of Directors at each of its meetings, as specified in section 6.4 of the College Bylaws.

2.2.2 Board of Regents

As defined by the Saint Vincent College Corporation Bylaws (see College Bylaws 1.3 and 4.8) the Board of Regents is a consultative body for the Chancellor and the Rector regarding matters of priestly formation and the training of seminarians. By delegation of the Board of Directors and, based upon their individual and collective expertise and experience, the Board of Regents is charged with overseeing the day-to-day administration, operations, and life of the Seminary. The Board of Regents reviews and advises the Chancellor and the Rector on all policy, financial, and programmatic matters regarding the seminary and, through its *ex-officio* members on the Board of Directors, reports and communicates with the Directors as required by the institutional bylaws.

The Board of Regents is informed of all developments by online agendas and board books received in advance of each meeting, which include financial statements and a summary balance sheet, up-to-date information on enrollment, institutional advancement, and academic affairs, descriptions of pending proposals and current activities as well as examples of public relations materials and other items. The Finance Committee of the Board (which includes the CFO of the College Corporation) reviews the financial statements and institutional advancement report prior to each meeting. The Board Chairman, the Archabbot-Chancellor, and the Rector confer prior to each meeting to formulate an agenda that will enable the Board to satisfy its duties in a timely and fruitful way. The members of the Finance, Institutional Advancement, Academic Affairs, Bishops' Committee on Priestly Formation, and I.T. Committees all meet, usually by videoconference, prior to each Board meeting to keep abreast of developments and prepare for effective meetings. The Executive and Membership Committee, which is identical in membership to the *ad hoc* Planning Committee established in March of 2021, meets as a committee of the whole the day of each Board meeting. Legal counsel is provided as needed by the Corporation General Counsel and the Director of the College's Office of Human Resources. The Seminary's finances are audited annually by an outside CPA firm as part of the larger Corporation audit, and the investment firm of *Hirtle Callaghan* provides professional advice regarding Seminary endowment and investments.

Members may serve a maximum of four three-year terms. (Board of Regents Bylaws I.5) Prior to attending their first meeting, new members of the Board of Regents are given copies of the Corporation Charter and Bylaws, the Board of Regents Bylaws, the *Faculty and Administrators' Handbook*, and the *Bulletin*. Each new Board member meets personally with the Chairman, the Archabbot-Chancellor, and the Rector in order to orient the member and deepen his or her understanding of the mission and operations of the Seminary.

The Board of Regents acts in an advisory capacity to the Seminary Administration without prejudice to the authority of the Board of Directors of the College Corporation. The Board of Regents communicates and advises the College Board of Directors on all key activities through the *ex officio* membership of the Rector and Chairman of the Board of Regents on the Board of Directors (Charter 4.8). The Board of Regents' responsibilities are listed in their bylaws (I.2):

- To keep the Seminary cognizant of the educational and religious needs of the Church and society;
- To inform the administration of the Seminary concerning extra-institutional viewpoints and standards;
- To cooperate with the appropriate departments of the Saint

Vincent College Corporation and Saint Vincent Archabbey in the formation and execution of programs for public relations, publicity, fund raising and development;

- Rely on the Business Office, and the Legal, Human Resources, and Information Technologies departments of the Saint Vincent College Corporation and Archabbey to advise concerning the legal, financial, and administrative affairs of the Seminary;
- To make known the purposes and programs of the Seminary in the religious, business and civic communities to which the members belong;
- To be mindful of the ecclesial mission of Saint Vincent Seminary in all matters of conducting the business of the Seminary.

Much of the work of the Board of Regents is accomplished through its six standing committees, whose membership and responsibilities are enumerated in the Board Bylaws, (IV). A complete review and restructuring of the Board committees—with input from all Board members—was completed in 2016, at the same time that revised bylaws were adopted. These revisions were prompted by a series of converging events which affected and energized the Board: the appointment of a new bishop of the Diocese of Greensburg (who is an *ex officio* Board member), a change in the Chairmanship of the Board, the shared recommendations and counsel of both the outgoing and the newly elected Board Chairmen, and the appointment of a new Rector. The Board of Regents is consulted by the Chancellor before the Rector is appointed (Charter 6.4), and it receives reports on the finances and budget of the Seminary before recommending actions on these matters to the Board of Directors (Bylaws IV.6).

Evidence of the Board’s regular and substantive “evaluation of outcomes to assure faithful implementation of the school’s purpose” is seen in the following:

- At the level of on-going institutional planning and evaluation, the systematic review of the “Four Dimensions of Priestly Formation” by the *Bishops’ Committee on Priestly Formation*, together with its subsequent recommendations and corresponding program improvements;
- The Academic Dean’s reports to the Board on learning outcomes (based on the *CTA* assessment, Faculty, Course and Degree (*FCAD*) evaluations, the Readiness for Ministry (*RFM*) exam, and other assessments);
- The 2021 establishment of the *ad hoc* Planning Committee, identical in membership to the Executive and Membership

Committee;

- The 2022 approval by the Board of Regents of the IMF and the consequent development and accreditation of the IMF's certificates and the new M.A. in Ministry with Specialization degree;
- The 2022-23 review and approval of the new 3 ½ year M.Div. degree curriculum (in accordance with the *PPF6* and implemented in fall of 2023).

Hiring, appointments, budgeting, and policies of the Seminary are handled by the Rector and Seminary administration with support from various administrative departments of the College Corporation and Archabbey with oversight from the Board of Regents and the Board of Directors. The responsibilities of the Rector and other administrators are listed in the *Faculty and Administrators' Handbook* (4.2.2 and Part 7). In 2015, with the appointment of a new Rector, a renewed effort was begun to follow through on the evaluation process that had formally been in place for the Rector and administrators for many years. Every second year the Chair forms an *ad-hoc* committee (often a committee of the whole) of the Board of Regents to evaluate the Rector; written documentation of this evaluation is included in Board books and minutes.

The Board of Regents addresses the concerns of the broader community through representation on the Board of both lay and clerical members who are representative of the regional Catholic population (Bylaws I.1 and I.3). Drawing on their experience and initiative, three of the Board's key committees (on Academic Affairs, Finance and Budget, and Institutional Advancement) are currently chaired by lay members. An effort to serve the Board's constituencies well is seen in the 2012 creation of the Board's Bishops' Committee on Priestly Formation, which directly responds to the educational and broader formational concerns of those who send students to the Seminary. The Minutes of the Committee recount the work of this Committee in strengthening Saint Vincent's formation programs. The participation of three of its members in *ex-officio* capacities on the Board of Directors ensures good communications between the Regents in offering their advice to the governing Board of Directors as well as the sponsoring Benedictine community.

Although the Board of Regents exercises its authority only as a group, individual members play a valued role in the operation of the Seminary through the Board's committee structure. Board of Regents members do not engage in business relationships with the Seminary nor do they derive any material benefit from serving on the Board. The members of the governing Board of Directors make a written conflict of interest declaration which is updated annually.

The Board of Regents' Bylaws specify a membership between twelve and twenty non-*ex-officio* members; this membership provides an appropriately sized body to offer the perspectives of diverse constituencies while remaining functionally efficient. (Bylaws I.3) As noted above, much of the work of the Board is accomplished through its six standing committees (Executive and Membership – Planning, Academic Affairs, Information Technology, Finance and Budget, Priestly Formation, and Institutional Advancement), whose membership and responsibilities are enumerated in the Board Bylaws (IV.1-7). The Board meets three times annually, (including a videoconference meeting each May devoted solely to budget matters), a practice which has proven to be adequate to address all relevant business, and the Executive Committee has authority to address concerns between regular meetings (Bylaws III.1 and IV.2).

2.2.2.1 Committees of the Board of Regents There are six standing committees:

- Executive and Membership - Planning
- Bishops' Committee on Priestly Formation
- Academic Affairs
- Information Technology
- Finance and Budget
- Institutional Advancement

The Chair of the Board of Regents may appoint *ad hoc* committees when deemed necessary. The Committees function pursuant to the following:

2.2.2.1.1 Executive and Membership Committee

The Executive and Membership Committee shall consist of the Chair of the Board of Regents, the Chancellor of the Seminary, the Rector of the Seminary, and the Chairs of the Academic Affairs, Finance and Budget, and Institutional Advancement Committees. The Committee shall act for the Board of Regents in intervals between meetings and shall supervise all other committees and their activities. The Executive Committee shall meet on the call of the Chair of the Board of Regents, who is *ex-officio* its Chair.

The Executive Committee shall also serve as the Membership Committee. The duties of the Membership Committee are as follows:

- The Membership Committee shall nominate a slate of officers from the Board of Regents for the

positions of Chair and Vice Chair of the Board. The Committee shall then present this slate to the Board of Regents for the election of these officers. Nominations from the floor will also be accepted.

- The Membership Committee shall also nominate members for election and/or re-election to the Board of Regents. Any member may consult with the Executive and Membership Committee to consider the election of new members and/or reelection of current members to the Board of Regents.

2.2.2.1.2 The Bishops' Committee on Priestly Formation

The Bishops' Committee on Priestly Formation shall consist of the Bishops who are members of the Board of Regents, in addition to the Chancellor, the Rector, and other members appointed by the Chair of the Board of Regents. This Committee shall periodically review the entire *Program of Priestly Formation* as it is implemented at the Seminary and advise the Seminary Rector and Administration on matters related to this *Program*.

2.2.2.1.3 Academic Affairs Committee

The Academic Affairs Committee shall consist of at least two (2) members who shall be appointed by the Chair of the Board of Regents. The Academic Affairs Committee shall review major academic policies and services as well as make recommendations to the Board of Regents regarding the initiation of major new academic programs or the discontinuance of existing programs. The Committee shall furthermore review policies and criteria for advancement in rank and make recommendations to the Board regarding faculty development and revisions to the Seminary Faculty-Administrators' Handbook. In addition, the Committee will oversee regular academic program review as well as an outcomes-based assessment of the ordination program, and to ensure that the curriculum addresses key present and anticipated future needs of the Church. The Seminary's Academic Dean will serve as a staff member on the Academic Affairs Committee.

2.2.2.1.4 Information Technology Committee

The Information Technology Committee shall consist of a Chair, the Rector, the Academic Dean, and other members

appointed by the Chair of the Board of Regents. This committee is responsible for advising the Seminary Administration on new technologies that may be used both in and outside the classroom.

2.2.2.1.5 Finance and Budget Committee

The Finance and Budget Committee shall consist of a Chair, the Rector, the CFO of the College Corporation, and other members appointed by the Chair of the Board of Regents. The committee shall review the proposed budget, ensure appropriate allocation of donated resources and receive financial reports throughout the years as well as the year end reports of the Seminary's financial condition and make recommendations to the Board regarding the finances of the Seminary. In addition, this committee shall be responsible for consultation to and oversight of the Seminary Administration on matters of Human Resources including, but not limited to: Hiring and Firing policies, Benefits, Contracts and other employment related issues. related issues.

2.2.2.1.6 Institutional Advancement Committee

The Institutional Advancement Committee shall consist of a Chair, the Rector, the Chief Mission Advancement Officer, and other members appointed by the Chair of the Board of Regents. The Committee shall advise and make recommendations to the Board of Regents regarding development and fund-raising for the Seminary.

2.2.2.1.7 *Ad hoc* Planning Committee

The *ad hoc* Planning Committee has a membership identical to that of the Executive and Membership committee. It is charged with all aspects of routine and strategic planning, and with continually assessing the Seminary's progress in meeting its strategic plan goals.

3. DEGREES AND PROGRAMS OFFERED

3.1. Academic Programs

In order to achieve the goals of our mission, the seminary offers students the following academic programs:

- ***Master of Arts Degree*** in the following concentrations:
 - Catholic Philosophical Studies
 - Systematic Theology
 - Sacred Scripture
 - Monastic Studies
 - Ecclesial Ministry
 - Ministry with Specialization

3.2 Professional Programs

- The ***Priestly Ordination Program***, and,
- The ***Master of Divinity Degree***

The general goal of the ordination program is to provide priesthood candidates a program of priestly formation in conformity with the four dimensions of *The Program of Priestly Formation*: In this regard we seek:

- To provide priesthood candidates with a formation curriculum that is in conformity with the *Program of Priestly Formation*, the *Ratio Fundamentalis*, and *Veritatis Gaudium* and that offers the Master of Divinity, Bachelor of Sacred Theology, and Master of Arts degrees.
- To direct students in the formation process of human and spiritual development through prayer, study, supervised pastoral experience, discernment, and evaluation.
- To test, nourish, and guide students' priestly vocations through Seminary formation conferences, spiritual direction, personal devotion, and faith sharing.
- To prepare students for effective ministry of the word and of worship, and for parish service through study and

pastoral practice.

- To assist students in the development of an ecclesial identity and readiness to accept leadership roles of service in the Church through a formative environment, the witness of a committed faculty and administration, pastoral supervision, and personal guidance.

- The ***Non-Ordination Master of Divinity Degree*** program is open to laity wishing to pursue a degree in general theological studies. It is comprised of coursework and fieldwork which prepare laity for service in the Church in a variety of areas.

- The ***Master of Arts in Ecclesial Ministry Degree*** program is especially designed to supply for the academic portion of the Permanent Diaconate training for the Diocese of Greensburg. It is also open to laity who wish to pursue studies for some form of ecclesial ministry within the Church.

- The ***Master of Arts in Ministry with Specialization Degree*** program is open to laity who wish to pursue studies for a specialized form of ecclesial ministry within the Church.

- The Institute for Ministry Formation's ***Catholic Theology, Catechetics, and Spiritual Direction Certificates*** are designed as stand-alone credentials or as stackable credentials, based on the foundation of the Catholic Theology Certificate.

4. ADMINISTRATORS AND FACULTY

4.1 Relationship of Administrators and Faculty

Together, the Seminary's administrators and faculty are charged with advancing the mission, goals and objectives of Saint Vincent Seminary, executing and implementing policies as established by the Board of Directors of the Corporation and formulating the educational and administrative policies of the Seminary. Faculty members and administrators participate collegially in academic policy-making and Seminary governance through meetings of the Rector's Council¹ and meetings of the regular faculty (each of which meets every other week), faculty service on Seminary committees, and a Faculty colloquium each semester.

4.2 Principal Administrators

4.2.1 Chancellor

The Archabbot of Saint Vincent is *ex-officio*, the Chancellor, the Chief Executive Officer of the Saint Vincent College Corporation, which includes both the College and Seminary units. He appoints officers of the Seminary as specified in the Bylaws of the Saint Vincent College Corporation (see 1.4.2). He is responsible for preparing the long-range programs for the development of the Seminary, which, after consultation with the Board of Regents, he presents to the Board of Directors and members of the Corporation for authorization and funding.

4.2.2 Rector

The Rector is to be a Roman Catholic priest in good standing. The Rector is the Chief Executive Officer for the Seminary unit. He shall be appointed by the Chancellor after consultation with the Board of Directors and Board of Regents and shall report directly to the Board of Directors. As educational and administrative head of the Seminary, the Rector shall have the following duties and responsibilities in administering the Seminary unit:

- He shall generally supervise the affairs of the Seminary and bring such matters to the attention of the Board of Directors as are appropriate to keep the Board of Directors fully informed to meet its policy-making responsibilities.
- He shall act as a liaison between the Board of Regents of the Seminary and the Board of Directors.
- He shall act as an *ex officio* Director.
- He shall prepare and present to the Board of Directors an annual budget for the Seminary unit which includes setting tuition, rates, fees, salaries and other expenses.

- He shall perform such other duties as may be assigned to him by the Board of Directors.

The Rector is expected to set the tone of the entire life of the Seminary as a community comprised of both administrators and faculty, based in Christian faith, expressing itself in common prayer and mutual concern and service (see *PPF6*, no. 435-441); to stimulate theological inquiry; to provide for an institutional planning process and oversee its implementation; to evaluate the performance of Seminary staff and to represent the Seminary in contacts with the Saint Vincent Benedictine community and in external contacts with its various particular churches and communities and the larger Church, as well as with other educational institutions and groups outside the Church. The Rector also serves as the chief recruitment officer for the Seminary. A more detailed description of the duties of the Rector is retained in the Rector's Office.

4.2.3 Vice-Rector

The Vice Rector is a priest appointed by the Chancellor after nomination by the Rector. The Vice Rector supports and assists the Rector in setting the tone for the entire life of the Seminary. He acts as the delegate for the Rector in designated situations and assumes the Rector's responsibilities in his absence. A more detailed description of the duties of the Vice Rector is retained in the Rector's Office.

4.2.4 Academic Dean and Director of Intellectual Formation

The Academic Dean is appointed by the Chancellor after nomination by the Rector. The Academic Dean implements educational policies and assumes responsibility for the on-going assessment of the curriculum; recommends qualified candidates for faculty positions and evaluates the service of the faculty; approves divergences from the standard course schedule set forth in the *Bulletin* in cooperation with the Registrar; assures the proper maintenance and safekeeping of academic records in cooperation with the Registrar and supervises the fulfillment of degree requirements; oversees the accreditation process for the seminary; and convenes and chairs various committees. A more detailed description of the duties of the Academic Dean is retained in the Rector's Office.

4.2.5 Dean of Students

The Dean of Students is appointed by the Chancellor after nomination by the Rector. The Dean of Students functions as the primary formation director of diocesan students in the external forum, and as such, resides in the residence hall and serves as the liaison between the faculty and diocesan students in addressing formation issues. The Dean of Students sees to the implementation of the provisions of the *Diocesan Student Community Life Handbook* in assuring the good order of the Seminary and also serves as liaison with various departments as designated by the Rector,

such as those concerning the physical plant and other needs of the Seminary. A more detailed description of the duties of the Dean of Students is retained in the Rector's Office.

4.2.6 Director of Human Formation

The Director of Human Formation, along with the assistance of other human formation advisors, implements and coordinates the human formation program including the annual student profile (evaluation) process. A more detailed description of the duties of the Director of Human Formation is retained in the Rector's Office.

4.2.7 Director of Spiritual Formation

The Director of Spiritual Formation is a priest appointed by the Chancellor after nomination by the Rector. The Director of Spiritual Formation coordinates, trains, and supervises the team of spiritual directors who provide direction for the diocesan seminarians; arranges regular spiritual conferences for the seminarians and schedules specific spiritual events for the seminarians, e.g., the required annual retreat, periodic days of recollection, occasional penance services and similar activities (see *PPF6*, no. 443-435). A more detailed description of the duties of the Director of Spiritual Formation is retained in the Rector's Office.

4.2.8 Director of Pastoral Formation

The Director of Pastoral Formation is appointed by the Chancellor after nomination by the Rector. The Director of Pastoral Formation (who is normally a priest with requisite parochial experience and professional expertise) coordinates the field education placements and pastoral service activities for students in the degree and ordination programs. The Director is to ensure proper supervision and evaluation of the students and is to facilitate theological reflection of the students' pastoral experiences in light of Scripture, Church teaching, and the sacramental dimension of pastoral care. A more detailed description of the duties of the Director of Pastoral Formation is retained in the Rector's Office.

4.2.9 Director of Liturgical Formation

The Director of Liturgical Formation for Saint Vincent Seminary is a priest appointed by the Chancellor after nomination by the Rector. In collaboration with the Rector, the Director of Liturgy is expected to provide the diocesan seminarians with a liturgical formation program as described in the *Program of Priestly Formation*. This includes serving *ex officio* as a member of the Rector's Council, and overseeing and directing all aspects of the daily liturgical needs of the diocesan seminary community. A more detailed description of the duties of the Director of Liturgy is retained in the Rector's Office.

4.2.10 Director of Discipleship Stage Formation

The Director of Discipleship Stage Formation works under the direction of the Rector and the Academic Dean. He is responsible for developing and directing the various elements of Discipleship / Pre- Theologian Formation Program. This program is specifically focused upon the pre-theology level of seminary formation, in all its aspects, and with the adaptation of the “four dimensions” of priestly formation to the pre-theological level. He meets regularly with the pre- theologians and writes the annual profile for these students. He is a member of the Rector’s Council and attends faculty meetings. A more detailed description of the duties of the Director of Discipleship / Pre-Theologian Formation is retained in the Rector’s Office.

4.2.11 The Pope Benedict XVI Chair of Biblical Theology and Homiletics for Excellence in Preaching (see Appendix B)

The Pope Benedict XVI Chair of Biblical Theology and Homiletics for Excellence in Preaching is occupied by a qualified scholar, which the Chancellor appoints for an indefinite period of time at the recommendation of the Executive Committee of the Board of Regents, after the aforesaid Committee consults with the regular faculty, the Board of Regents, the Seminary administration, and the student body. The Chair-holder answers directly to the Rector and collaborates closely with the Academic Dean, the Director of Pastoral Formation, and the homiletics’ professor(s) to implement the Chair’s *Vision Statement* as described in the Appendix of this *Handbook*.

Additionally, the Chair-holder directs the work of the Chair’s administrative support staff in the implementation of the vision statement. The Chair-holder also works with the regular faculty in providing seminarians with opportunities to develop and refine their skills in Biblical theology for effective homily preparation and delivery, catechetical instruction, and evangelization. This occurs by a variety of potential means, including but not limited to, designated assignments across the curriculum, labs, lectures, and periodic symposiums throughout the four-year theologate. The Chair is also responsible for presenting one public lecture per-year.

4.2.12 Director of the Institute for Ministry Formation (IMF)

The Director of the Institute for Ministry Formation (IMF) is responsible for the overall administration of the IMF. The IMF is primarily intended to offer education and formation of the laity, religious, and clergy who wish to serve in Church ministry. For academic affairs, curriculum, and alumni and student services, the IMF director reports to the Academic Dean. For administrative matters, budgeting, personnel appointments, and IT matters, the IMF Director reports to the Rector.

4.2.13 Chief Mission Advancement Officer (CMAO)

The Chief Mission Advancement Officer, with consultation of the Rector, directs the fundraising and strategic planning initiatives of the Seminary and administration of the Mission Advancement Office. The CMAO also staffs the IA Committee, committees of the Board of Directors, and other committees and working groups as assigned by the Rector. The CMAO reports to the Rector and offers advice and counsel on all administrative matters that support the mission of the Seminary.

4.2.14 Director of Strategic Initiatives for Formation

The Director of Strategic Initiatives for Formation works under the direction of the Rector and is responsible for facilitating and documenting the Seminary's progress toward achieving its Strategic Plan, and for developing new initiatives for the Seminary's formation programs.

4.3 Faculty

In their own spheres, the administration and faculty share in the responsibility of advancing the mission, goals, and objectives of Saint Vincent Seminary. This shared authority and responsibility are reflected by the cooperation of the regular faculty and the Academic Dean in matters of promotion in rank, academic policy, academic freedom, academic programs, advising of students, requirements for degrees, approval of candidates for degrees, planning, and revision of this *Handbook*, etc., as well as by the joint service of administrators and regular faculty members on numerous committees. The Rector also consults with the faculty and formation team in recommending a seminarian for ordination.

Although the administration has the primary responsibility for management and the faculty has the primary responsibility for teaching, the Seminary in its understanding of "shared responsibility" considers its administrators to be participants in the educational process, and considers faculty members to be participants in the governance of the Seminary. The members of the regular faculty (see 6.1.) are entrusted directly with the conduct of academic affairs. Regular faculty members include those who formulate the educational program and contribute to its accomplishment, whether as scholars, teachers or administrators. They act in a body as cooperating partners through discussion and voting in meetings of the faculty or through representative membership on boards, councils and committees.

4.4 Standing Committees

The standing committees in the Seminary are as follows:

- Admissions Committee
- Assessment Committee
- Committee on Rank
- Faculty Due Process Committee

Grievance Committee
Master of Arts Committee
Scholarship Committee
Student Academic Due Process Committee

Ad hoc committees are established as needed.

Leadership, initiative, and creativity by members of each committee are important elements of the seminary's ability to address its needs, pursue greater excellence, and solve problems. As a matter bearing on the renewal of individual contracts, all committee work must be carried out in a professional and timely manner.

4.4.1 Admissions Committee

The duties and responsibilities of the Admissions Committee include:

- Reviewing all student applications for admission to the Pre-Theology, ordination, and degree programs.
- Determining in each case whether the applicant has the proper prerequisites, the required clearances, academic ability and potential to succeed at Saint Vincent Seminary.
- Making recommendations about waiving certain Seminary courses in an individual case in light of a candidate's previous education.

The committee is composed of three members: the Rector (ex-officio chair), the Academic Dean, and the Vice Rector.

4.4.2 Assessment Committee

The Assessment Committee annually makes a comprehensive review the Seminary's assessment practices and follow-up, and seeks to implement continual improvement. The Committee is composed of the Rector, the Academic Dean, the Director of the IMF, the Coordinator of Assessment, and a faculty member appointed by the Rector.

4.4.3 Committee on Rank

The Committee on Rank annually reviews all faculty members who make application for advancement in rank and transmits to the Rector its decision as to whether applicants have, or have not, met the criteria for advancement. The duties and responsibilities of the Committee include:

- Consideration and recommendation on all applications for advancement in rank. Careful application of the criteria for decisions on rank as set forth in this *Handbook*.
- Reviewing the progress of applicants as called for in Section 6.4.

- Seeking needed information to fulfill its functions and assuring that records are maintained appropriately.
- Ensuring adherence to filing dates established by the committee.
- Reviewing and recommending desirable changes in the criteria for promotion in rank.

The Committee is composed of the Academic Dean (*ex officio*), three regular faculty members and one alternate, elected annually by the faculty.

4.4.4 Faculty Due-Process Committee

The Due Process Committee is responsible for reviewing and deciding petitions that are filed with it in accordance with the procedures of Section 6.7 and 6.9 of this *Handbook*. The committee is composed of three regular faculty members and one alternate member, all of whom are elected annually by the faculty. The alternate member shall serve on the committee in the event that a matter is brought before the committee that involves one of the committee's members.

4.4.5 Grievance Committee

The Grievance Committee is responsible for reviewing and deciding petitions that are filed with it in accordance with the procedures of Section 6.9 of this *Handbook*. The committee is composed of three regular faculty members and one alternate member. On an annual basis, the Rector shall appoint one member and the alternate, while the faculty shall elect the other two members. The alternate member shall serve on the committee in the event that a matter is brought before the committee that involves one of the committee's members.

4.4.6 M.A. Committee (Master of Arts)

The duties and responsibilities of the Master of Arts Committee include:

- Developing and planning the Master of Arts programs (see 3.1 above) in conjunction with the faculty.
- Coordinating administrative tasks of the Master of Arts degree programs, including developing application procedures and forms, setting dates for qualifying exams, comprehensive examinations and other matters.
- Approving any modification of degree requirements.
- Reviewing requests for dual degree candidacy and making recommendations to the Academic Dean concerning the dual degree candidates. The MA committee may admit students who have been admitted to the Seminary ordination program, and who are applying for the dual degree.

- Reviewing and evaluating the program periodically, including the review of reading lists and comprehensive examination questions which are prepared by the faculty members.
- The committee consists of the Academic Dean *ex-officio* and three other faculty members appointed annually by the Rector, including one IMF faculty member.

4.4.7 Scholarship Committee

The Scholarship Committee oversees the process of deciding which students receive scholarship funds and the allocation of these funds. This committee is composed of the Rector, the Academic Dean, a faculty member appointed by the Rector, the Seminary's Business Manager, and the Seminary's Chief Mission Advancement Officer.

4.4.8 Student Academic Due Process Committee

The Student Academic Due Process Committee serves as an appeals board for students who claim to have a complaint in an academic matter. The Committee is composed of the Academic Dean *ex officio*, three members of the regular faculty and one alternate, each appointed annually by the Rector, and one student elected annually by the members of the Academic Committee. An alternate for the student member is also elected in case of a conflict of interest in a particular situation.

4.5 Faculty *Ad hoc* Committees

Ad hoc committees are formed by the Rector or the Academic Dean to address matters of importance. *Ad hoc* committees report to the Rector and Academic Dean. The Rector determines charge and membership when such a committee is established.

5. APPOINTMENT PROCESS

5.1 Faculty and Administrators

Saint Vincent Seminary is a religious institution where each member of the faculty and administration is expected to assist in and contribute to the attainment of its educational and religious goals. Members of the faculty are approved by the Chancellor.

The Seminary, in the first instance, looks to the Archabbey to provide qualified persons to fill faculty and administrative positions. Each year, the Rector and the Academic Dean, in consultation with the current faculty, determine the immediate and long-term needs for Seminary faculty members. Based on this discussion, the Rector makes an annual report to the Archabbot, including a request that Benedictine members of the community be made available or prepared to fill the Seminary's identified staffing needs. If Benedictines cannot be made available to the Seminary, then the Rector looks to sources outside the Archabbey for qualified faculty members and administrators.

Applications for full-time teaching positions are reviewed by the Rector and the Academic Dean, in consultation, where appropriate, with current faculty members with expertise in the subject area. The Rector then recommends the candidate chosen to the Chancellor for appointment.

5.2 Employment Agreements and Letters of Appointment

Following appointment by the Chancellor, the Academic Dean issues a Letter of Appointment to each part-time, non-Benedictine faculty member and administrator. The Saint Vincent Human Resources Office issues an Employment Agreement to each full-time non-Benedictine faculty member and administrator. The Letter of Appointment or Employment Agreement specifies the period of employment, the rank, title, and the amount of compensation, and any other terms and conditions.

In subsequent years for administrators whose role and responsibilities do not significantly change, a letter of renewal of appointment will be issued with any updates to benefits, including compensation, and other updated terms and conditions.

Each year faculty will receive a Letter of Appointment or Employment Agreement similar to the initial one.

Upon initial appointment, the Rector and all professors must profess the *Oath of Fidelity* and make the *Profession of Faith* issued by the Congregation for the Doctrine of the Faith in 1998. All other faculty, including those from other faiths, who receive a Letter of Appointment or Employment Agreement, *must agree to teach in a way that does not contravene the mission and goals of the Seminary and the authentic teaching of the Magisterium of the Roman Catholic Church.*

5.2.1 Terms of Appointment for Faculty

Letters of Appointment and Employment Agreements are valid for up to one year and explain the mutually binding terms of employment appropriate to the faculty member's status, either in an administrative position and/or as a member of the ranked faculty teaching part-time or full-time. The Letter of Appointment or Employment Agreement clearly specifies the period of employment, the rank (where appropriate), salary and rate of payment. The signatures of both parties to the contract obligate them to the joint acceptance of the policies and procedures in this *Handbook* and to the *Student Handbook*. Any extension, modification, limitation or other special conditions, must be made in writing in the Letter of Appointment or Employment Agreement or in an addendum thereto. No appointment to the ranked faculty has any validity unless signed by the Rector.

5.2.2 Employee Evaluations and Renewals

Employee evaluations are normally conducted in the winter. All non-faculty employees will be notified by April 1 for appointment renewals. After the Seminary budget has been approved by the Board of Directors for the next fiscal year, the Rector will normally issue Employment Agreements to full-time non-Benedictine employees by July 1 for the following academic year. Employment Agreements will be issued as soon as is practical after the June meeting of the Board of Directors. The Academic Dean will be responsible for issuing Letters of Appointment for non-Benedictine adjunct faculty. Other part-time, *pro-rata*, or term contracts are issued on an individual basis as the necessity arises. These must bear the signature of the Rector.

5.2.3 Special Note on Preferential Employment of Saint Vincent Benedictines

Saint Vincent Seminary prides itself on being an institution where all members of the faculty are free to contribute as unique individuals to the educational goals of the Seminary and are expected to deal on a person-to-person basis with colleagues and students. The Seminary takes into consideration the fact that lay, Benedictine, and other religious personnel and diocesan clergy make up the administrative and teaching staffs. Some necessary distinctions allowing for pertinent differences among these groups must be made, while precautions are taken to eliminate discriminatory treatment based solely on this difference in vocational status. Faculty members are asked to respect these differences and build relationships of mutual respect that contribute to faculty unity.

By virtue of the close relationship between Saint Vincent Archabbey and Saint Vincent Seminary, whereby the two institutions, historically and actually, are partly dependent on each other, and in view of the substantial contributions made by the Benedictines to Saint Vincent Seminary from its founding, the Seminary in the first instance looks to the Archabbey to provide qualified candidates for administrative and faculty positions. Benedictines will be hired pursuant to this provision only if they possess the requisite qualifications for the position(s) to be filled.

The provisions of this *Handbook* apply equally to all members of the faculty, except in certain instances where the Benedictine's monastic commitment affects his relationship to the Seminary.

5.2.4 Equal Employment Opportunity

Saint Vincent Seminary, as an educational institution and as an employer, does not discriminate in faculty hiring on the basis of race, color, national origin, veteran status or disability. Saint Vincent Seminary will make reasonable accommodations for qualified individuals with disabilities. The Seminary's policy of looking first to the Benedictine Community in filling faculty and administrative openings (as stated in Section 5.1 and 5.2.3) is based on the close relationship that has existed between Saint Vincent Archabbey and Saint Vincent Seminary—and on the substantial contributions Benedictines have made to the Seminary since its founding.

The institution, in keeping with its mission as a Catholic Seminary, endorses those policies and practices that provide equal standards of employment, compensation, and development.

5.2.5 Employment Orientation

It is the responsibility of the Academic Dean to assure that each newly hired faculty member has the opportunity to become thoroughly familiar with the duties, responsibilities, personnel policies, and fringe benefits set forth in this *Handbook*. The Academic Dean and Rector are equally responsible for assuring that new faculty thoroughly understand what is expected of them in job performance, as delineated in the letter of appointment. As part of this orientation, each new faculty member will meet with the Rector to discuss the *Oath of Fidelity* and the *Profession of Faith*, both of which will be publicly professed before the entire seminary faculty or community.

5.2.6 Outside Employment and Business Interests

Because the regular faculty (6.1) and full-time administrators are considered full-time professionals at Saint Vincent Seminary, their first duties are to the Seminary Community. Outside employment, business interests, or consulting activities must not diminish the effectiveness of members of the Seminary faculty or administrators. It must be clear that these activities are subordinate to the individual's teaching, advising, and Seminary service functions, and must be held to a minimum during the academic year.

The Seminary expects that a regular faculty member or administrator who desires to establish an outside employment relationship or business interest during the regular academic year will secure the written approval of the Academic Dean and the Rector, if the aggregate time entailed will amount to more than the equivalent of one normal working day per week over an academic term. Because Seminary needs may change, it is necessary to have such approval renewed each academic

year. If the outside employment relationship involves seminary teaching, one three-hour course would constitute a normal working day per week for an academic term.

These restrictions do not apply during the summer, nor are they intended to restrain a faculty member from delivering occasional lectures at other institutions.

5.2.7 Consulting

In some fields there are opportunities for doing consulting work for the Church, government, or the business community. Within reasonable limits, this kind of pursuit may provide valuable experience for the faculty member or administrator and thereby promote his or her professional growth and development. Insofar as consulting work is most often akin to outside employment, faculty members are bound by the strictures set forth in Section 5.2.6 above. They should not expect any reduction in load for engaging in consulting work unless the work is for Saint Vincent Seminary, or such arrangements have been mutually agreed to by the faculty member, the Academic Dean and the Rector.

5.3 Personnel Records

5.3.1 Pre-employment File

A pre-employment file contains all material required or received by the Seminary in conjunction with the faculty member or administrator's original employment. Prior to appointment, this file is available only to the Rector, his professional staff and the Academic Dean. After appointment, items in the file that are not of a confidential nature (e.g., academic transcripts, reprints, curriculum vitae, and cover letter) are transferred to the individual's personnel file. The remaining material (e.g., letters of recommendation and other confidential material) will be retained in a separate file available only to the Academic Dean and Rector.

5.3.2 Personnel File

For each faculty member, administrator, and staff member there will be one official individual personnel file, maintained in the HR Office, that will include, but not be limited to, the following:

- Information relating to the individual's academic and professional accomplishments submitted by the individual or placed in the file at his or her request.
- Copies of ratings and evaluations of the individual's professional performance made by students, supervisors, outside evaluators and the formal recommendations of the Committee on Rank.

5.3.3 Personnel Information

This file for all full-time and part-time faculty and staff is available only to the Rector, the Academic Dean, the individual, the Committee on Rank, the HR Office, and the Chancellor or anyone authorized by the Chancellor for cause. It is understood that the Committee on Rank may obtain a duplicate copy of records pertinent to its confidential deliberations. These files are to be returned to the HR Office after the committee's deliberations. In addition, the individual may obtain copies of materials in his or her personnel file. Any such copies will be made by a staff member of the HR Office.

The file will be kept in confidence in the HR Office and will be available for confidential use only in that office and only to the individuals indicated above during regular office hours. However, for a valid reason the individual may authorize in writing access to his or her file by a person not indicated above.

5.3.4 Official Roster

The Academic Dean's office provides and maintains a complete and confidential roster of faculty members and administrators. This should include name, title, and all contact information. All persons employed by Saint Vincent Seminary should notify the Academic Dean and Rector's office of any change of address and contact information. Otherwise, any notice sent by the United States Postal Service to the address on record shall be deemed to have been sufficiently given.

5.3.5 Outside Requests for Information

The Seminary responds to outside reference requests and credit verifications by providing confirmation of dates of employment and job title. In addition, the Seminary provides verification of salary if the request for this information is made in writing and authorized by the employee.

The Seminary permits access to and copying of personnel records, pursuant to lawful requests made in connection with governmental investigations and administrative or judicial proceedings.

6. POLICIES PERTAINING TO FACULTY

6.1 Classification of Faculty

The Saint Vincent Seminary faculty is comprised of individuals whose roles may include academic or formational areas or other areas of involvement in direct service to the institution. Faculty members are considered either regular or adjunct faculty.

Regular faculty members have the responsibility of contributing to the educational quality of the Seminary program. They work closely with the Academic Dean in maintaining standards of academic excellence. They are also responsible for the formative aspects of the students' lives. These faculty members make recommendations to the Rector regarding matters directly related to the student's growth, preparation and suitability for advancement according to canonical norms. A more detailed listing of faculty responsibilities is retained in the Rector's Office.

Adjunct faculty members are primarily involved in sharing their knowledge and expertise in the role of teacher, as requested by the Seminary administration.

The Rector, Academic Dean and Director of Libraries are administrative officers at Saint Vincent Seminary who are considered regular faculty members by virtue of their respective offices.

6.1.1 Regular Faculty

A regular faculty member shall be defined as one who fits one or more of the following classifications:

- Is primarily engaged in academic service to the Seminary.
- Is expected to attend faculty meetings.
- Is entitled to vote on academic and formational matters at faculty meetings.
- Votes to recommend candidates for orders (if a member of ordained clergy).
- Has responsibility for student advisement and student evaluation.
- Usually teaches more than one course per semester.
- Teaches a major theological or philosophical discipline that needs to be represented at meetings of the faculty.
- Has received faculty rank in the Seminary.
- May be elected or appointed to serve on Seminary committees.
- Ordinarily has teaching and other duties (e.g., research, library duties, academic administration, academic advising).

- Is expected to fulfill the duties and responsibilities of a faculty member.
- Demonstrates that he or she meets or exceeds the criteria for academic rank as detailed below.

6.1.2 Adjunct Faculty Members

An adjunct faculty member shall be defined as one who fits one or more of the following classifications:

- Serves primarily outside the Seminary.
- Is not normally made responsible for student academic advisement.
- Is expected to be available to students only for matters related to material of his or her specific course.
- Is designated as lecturer.

6.2 Titles for Regular and Adjunct Faculty

6.2.1 The Regular Faculty

The ranks for the regular faculty at Saint Vincent Seminary are as follows: Instructor, Assistant Professor, Associate Professor, and Professor. Appointment to a rank may be on either a full-time or a part-time basis. Exceptions to requirements for degrees and/or years of teaching for hiring at, or promoting to, a particular rank are recommended to the Rector by the Academic Dean and are made by the Rector. Written copies of the decision will be provided to the individual in question, the Academic Dean and the Committee on Rank.

6.2.1.1 Instructor

Requirements for the rank of Instructor are:

- An earned master's degree from a graduate institution of recognized standing. *Recognition is determined by accreditation by the Council for Higher Education Accreditation (CHEA) for institutions in the United States. For institutions in other countries the Seminary will determine which degrees it will recognize as fulfilling the requirement of this Handbook. This policy applies throughout this Handbook when reference is made to degrees.*
- Proven or presumptive potential to obtain an appropriate doctorate degree or the appropriate terminal professional degree.

6.2.1.2 Assistant Professor

Degree requirements for hire at the rank of Assistant Professor differ from minimum degree requirements for promotion to the rank of Assistant

Professor.

Degree requirements *for hire* at the rank of Assistant Professor are:

- An appropriate earned doctorate, or evidence of completion of all requirements for the doctorate except the dissertation or an appropriate professional degree.
- Appropriate licentiate degree.
- Master of Library Science degree.
- Either proven or presumptive potential to obtain an appropriate doctorate degree or the appropriate terminal professional degree.

Degree requirements *for promotion* to the rank of Assistant Professor are:

- Evidence of faithful service to the Magisterium of the Church.
- An earned Master's degree and evidence of completion of all requirements for the doctorate, except the dissertation.
- An appropriate terminal professional degree.
- An appropriate licentiate degree.
- A Master of Library Science degree; or
- Possession of an appropriate professional degree together with a Master's degree in a related field.

The service requirement for the rank of Assistant Professor is three years of full-time, ranked teaching in an accredited seminary or university, with at least one such year at Saint Vincent Seminary. Some or all of the teaching experience requirement may be waived if an appropriate earned doctorate from a graduate institution of recognized standing, or an appropriate professional degree, has been obtained prior to the person's being hired at or promoted to this rank.

Other requirements for the rank of Assistant Professor are:

- Evidence of sustained, noteworthy teaching.
- Either proven or presumptive potential for satisfactorily fulfilling the duties and responsibilities of a faculty member.
- Proven scholarship in the subject-matter field; or, as appropriate, continued noteworthy performance in the arts.

6.2.1.3 Associate Professor

Degree requirements for the rank of Associate Professor are:

- An appropriate earned doctorate or an appropriate professional degree.
- An appropriate licentiate degree together with a Master's degree in a related field;
- or
- A Master of Library Science degree together with a Master's degree in a related field.

The service requirements for the rank of Associate Professor are:

- A minimum of seven years of ranked teaching in an accredited seminary or university, with at least three years at the rank of Assistant Professor, at least two of them at Saint Vincent Seminary;
- or
- A minimum of four years of ranked teaching in an accredited seminary or university at the rank of Assistant Professor with at least two years at Saint Vincent Seminary.

Other requirements for the rank of Associate Professor are:

- Evidence of faithful service to the Magisterium of the Church.
- Evidence of sustained, noteworthy teaching.
- Evidence of noteworthy fulfillment of the duties and responsibilities of a faculty member.
- Evidence of developed scholarship in the subject-matter field or, as appropriate, continued noteworthy performance in ecclesiastical service.

The rank of Associate Professor is one in which a faculty member may remain indefinitely.

6.2.1.4 Professor

Degree requirements for the rank of professor are:

- An appropriate earned doctorate;
- or
- An appropriate terminal degree.

The service requirements for the rank of Professor are:

- A minimum of ten years of ranked teaching in an accredited college or university, with a minimum of four years of teaching in a Roman Catholic seminary at the rank of Associate Professor, at least two of them at Saint Vincent Seminary.

Promotion to this rank, a distinction reserved for those who make an outstanding contribution to their discipline, their institution and their profession, does not depend solely on length of service or attainment of higher degrees.

Other requirements for the rank of Professor are:

- Evidence of faithful service to the Magisterium of the Church.
- Evidence of sustained outstanding teaching.
- Evidence of distinguished faculty leadership and devoted service to the students, the faculty and the Seminary.
- Evidence of mature scholarship in the subject-matter field, or widely acclaimed accomplishments in ecclesial service.

6.2.2 Adjunct Faculty

An adjunct faculty member is assigned the academic title of either Lecturer or Senior Lecturer. Such a person usually has less than a full-time teaching load; no other faculty duties and responsibilities, except those listed below; meets or exceeds the criteria of the appropriate temporary academic appointment; and is selected in the manner set forth below.

6.2.2.1 Lecturer

Lecturers are selected by the Academic Dean and are hired to teach specific courses. Usually, the position does not lead to promotion to the regular faculty ranks. Selection of Lecturers should be consistent with the academic standards of Saint Vincent Seminary. Lecturers should meet or exceed the minimal requirements for the rank of Instructor, especially in the quality of their classroom instruction. In lieu of these requirements, considerable experience in an appropriate technical, artistic or professional field may be substituted. Other equivalencies may be judged to satisfy appointment as a Lecturer.

6.2.2.2 Senior Lecturer

This title may be assigned to an adjunct faculty member in recognition of distinguished teaching service to Saint Vincent Seminary over a period of at least ten years. Assignment of this title is made by the Academic Dean.

6.2.2.3 Specific Employment Policies for Adjunct Faculty

Adjunct faculty members are not entitled to such benefits as retirement plans, life insurance, hospitalization, family tuition remissions, sabbatical leaves, and travel allowances (except allowances reimbursable for specific project-related studies.) They are welcome to attend faculty meetings but have no voting privileges. They may provide feedback on students. They do not serve on standing committees.

Adjunct faculty have the same freedom and responsibility in the management of courses as regular faculty members. Adjunct faculty are expected to be available for a reasonable amount of time (at least 1 hour per week for each course taught) to counsel students regarding their course work. Adjunct faculty are responsible for upholding the mission and formation goals of St. Vincent Seminary.

All Catholic adjunct faculty must make the *Oath of Fidelity* and the *Profession of Faith* issued by the Congregation for the Doctrine of the Faith in 1998.

6.2.2.4 Saint Vincent College Faculty Assisting the Seminary

The Seminary will reimburse Saint Vincent College Faculty assisting the Seminary on a *pro-rata* basis according to the terms of their appointment/contract in the College. They do not have attendance or voting rights at Seminary faculty meetings. They may be asked to serve on committees. Likewise, Seminary faculty assisting the College will be reimbursed on a *pro-rata* basis according to the terms of their appointment/contract in the Seminary.

6.2.3 Special Status

6.2.3.1 Professor Emeritus

This rank may be assigned to Associate Professors or Professors who have limited or terminated their responsibilities as faculty members for valid reasons (e.g., retirement, illness) after ten or more years of distinguished and meritorious service to the Seminary. A Professor Emeritus is so designated and appointed by the Rector upon the recommendation of the Academic Dean after consultation with the committee on Rank.

A Professor Emeritus is accorded the privileges of the ranked faculty, and will have his or her name recorded at this rank in the Seminary *Bulletin* during the remainder of his or her lifetime. No compensation or fringe benefits accrue by virtue of this rank, unless by mutual agreement between the Academic Dean and the individual, a part-time term contract is offered to teach or fulfill other duties. In such cases, supplementary benefits, if any, will be set forth in the contract.

6.2.3.2 Visiting Professor

This title is assigned to individuals who hold or have held professorial rank (Assistant Professor, Associate Professor, or Professor) at another institution of higher education or are distinguished by outstanding performance in the creative arts, or in the scientific, religious, business or medical community, and who are appointed to teach and pursue other duties at Saint Vincent Seminary only for a limited period of time e.g., as a scholar or an artist in residence; such time is to be agreed upon in writing between each visiting professor and the Rector after consultation with the Academic Dean.

The Seminary may recognize the person's academic standing or accord him or her some or all rights and privileges of ranked faculty including a vote and serving on committees. Visiting Professors are appointed by the Chancellor, upon the recommendation of the Rector and the Academic Dean. Any supplementary benefits must be agreed upon prior to appointment by the Academic Dean and Rector in the letter of appointment.

6.3 Faculty Workload and Teaching Policies

6.3.1 Workload

6.3.1.1 Teaching

The full-time teaching load is twenty-four credit hours for the regular academic year. In addition, regular faculty are expected to participate in the spiritual and ministerial formation of the students. Under extraordinary circumstances, the Academic Dean may require a faculty member to assume one extra course per semester without additional compensation. Class loads lighter than these are considered part-time and are negotiated with the Academic Dean on a *pro-rata* arrangement or may be supplemented with additional non-teaching responsibilities.

Courses and seminars may be counted as part of a class load, so long as they have been approved by the Academic Dean. Approval of all courses and seminars are subject to minimum enrollment standards set by the Academic Dean in accord with the guidelines established by the Board of Directors. Independent studies voluntarily assumed by the faculty member are considered as faculty service and are not counted in the computation of the class load. Independent studies of fewer than five students requested of a professor by the Academic Dean will be compensated per student at an annual rate determined by the Seminary administration.

As specified by the employment contract, a full-time faculty member carrying additional administrative or formation related responsibilities will be compensated with overload paid or exempted from carrying a full-time teaching load, at a rate of nine hours per week for each exempted course.

6.3.1.2 Academic Advising

Academic advising is an essential aspect of the faculty member's role as a teacher. In order to provide students with adequate opportunity to confer and consult with their advisors, each faculty member should inform students of his/her schedule and office hours. This information should also be placed in the syllabus.

6.3.1.3 Additional Faculty Responsibilities

In addition to the above responsibilities, regular faculty members are responsible for the following:

- Recommending annually titles for the library collection within their respective fields of study.
- Completing an annual self-evaluation to be turned into the Academic Dean.
- Providing a written response of course evaluations to the Academic Dean.
- Attending weekly faculty meetings, unless excused by the Rector or Academic Dean.

6.3.2. Academic Standards, Responsibilities and Policies

6.3.2.1 Attendance

Because regular and reliable faculty attendance is essential to the academic integrity of the Seminary, all faculty members are expected to begin and end classes promptly, and to teach all scheduled classes. In case of a foreseeable absence, faculty members should arrange for a substitute whenever possible, either directly or through the Academic Dean, who in any case should be informed of the absence. In case of an emergency absence, faculty members should notify the Academic Dean, who will make contingency arrangements. All faculty members are urged to report all cases of habitual or extended student absence to the Academic Dean, particularly when a student's absenteeism jeopardizes his/her passing the course.

6.3.2.2 Final Examinations

Final examinations are held at the end of each semester. The Academic Dean schedules these exams. All faculty members giving written exams are obliged to inform the Academic Dean by the end of the previous semester and to indicate on their syllabi the date of the final exam. No final examinations are permitted during the week prior to the final examination week, unless otherwise approved by the Academic Dean.

Faculty must assure a fair, uniform practice in the assigning of grades and to protect their integrity once they have been recorded. All faculty members are expected to abide by the following regulations governing grade reporting:

- Grades must be reported within the time limits established by the Registrar's Office.
- Grades for delayed course completion must be reported within one month or the grade is recorded as F, unless the Academic Dean and the faculty member agree to an extension.
- Grades submitted for independent studies not described in the *Bulletin* must be accompanied by a course description.
- Once the final grade of the student is submitted to the Registrar, no change in the record is permitted without the approval of the faculty member and the Academic Dean.

6.4 Faculty Evaluations and Appointment Process

6.4.1 General Statement

In the spring semester of each academic year, the Seminary evaluates all current faculty members to determine who will be offered contracts or letters of appointment for the next academic year and at what rank. There is no promise of continued employment, either express or implied, beyond the period of time set forth in each contract or letter of appointment with the Seminary and there can be no reasonable expectation that employment will be offered in the future based on past employment, no matter how long the term.

6.4.2 Annual Evaluation Procedure

Every year each faculty member has a formal review with the Academic Dean to assess the faculty member's service to the seminary and the wider community. This discussion will consider the faculty member's self-evaluation, which includes a presentation of their community service work, research, committee work, responsiveness to administrative requests, and student course evaluations. The Academic Dean is responsible for gathering all of the information and documentation needed for the written evaluation. The written evaluation will

summarize major commendations and recommendations based on course evaluations, self-evaluations, the Dean's assessment, dialogues and other relevant assessment tools. This may also include: (a) an assessment of materials and objectives by peers in the same or an appropriate field; (b) comments by agencies or firms involved; (c) data on the number of people attracted to non-credit courses or workshops, and the results of evaluation or assessment by the participants.

The Academic Dean prepares a written evaluation and provides a copy to the faculty member. If dissatisfied with the evaluation, the faculty member may request reconsideration from the Rector.

6.4.3 Criteria of Faculty Evaluation, in order of their importance, are:

6.4.3.1 Teaching Effectiveness and Development

The attributes and qualifications to be demonstrated and documented in assessing teaching effectiveness and development include:

- Command of the subject and currency in one's discipline.
- Clear, logical and imaginative organization and presentation of subject matter in the classroom.
- Ability to stimulate and broaden students' academic interest in the subject matter.
- Fairness, industry and objectivity in teaching, in accordance with the principles of Academic Freedom and Professional Ethics as stated in this *Handbook*, Section 6.6.
- Effective use of teaching methods appropriate to the subject matter.
- Development of new courses or programs and/or adjustment to existing courses.
- Involvement in activities designed to improve teaching and/or to enhance command of subject, such as attending workshops, conferences, or special courses, teaching "team-taught" courses.

6.4.3.2 Service to Students

The faculty member's service to students includes:

- Availability for academic advising and tutoring of students.
- An interest in student life over and above academic advising, as evidenced in things such as special programs and Seminary celebrations.

6.4.3.3 Service to the Seminary

Activities and qualities in service to the Seminary to be assessed include:

- Service on faculty committees and attendance at faculty meetings.
- Participation in continuing education programs, symposia, institutes and similar programs.

6.4.3.4 Service to the Community

Public or community service may include service on or off campus to non-academic community organizations such as church and service groups and local schools.

The documentation for evaluation may include:

- Assessment of materials and objectives by peers in the same or an appropriate field.
- Comments by agencies or firms involved.
- Self-evaluation, including supporting documents such as proposals and reports, description of objectives, perceived outcomes, time involved, and remuneration received.
- The number of people attracted to non-credit courses or workshops, and the results of evaluation or assessment by the participants.

6.4.4 Policies on Advancement in Rank

6.4.4.1 Appointment to a Higher Rank

Section 6.2 above sets forth the minimum criteria for appointment to a particular rank and the minimum number of years that a faculty member must serve in a rank to be considered for appointment to a higher rank. In order to be considered for appointment at a higher rank, a faculty member must satisfy these criteria as well as the criteria set forth in Section 6.4. The faculty member must also demonstrate substantial growth in professional competence as well as enhanced service to the Seminary and to the academic community at large. Although service to the public is encouraged and appreciated, it is not a major determinant for academic advancement.

Recommendation for appointment to the ranks of Assistant, Associate and Full Professor is made by the Committee on Rank, and in turn, the Academic Dean (ex-officio chair of the committee) makes a recommendation to the Rector. The Rector then makes the decision and, if affirmative, forwards it to the Chancellor who takes the appropriate action.

6.4.4.2 Moratorium on Advancement

A moratorium is a decision made by the Seminary that, because of emergency or special circumstances, for a given period, it will not consider any advancement in rank. In such a case, the Seminary will state the reasons for the moratorium, its duration, and the conditions under which it will be lifted. Faculty members, who were eligible for consideration for advancement to a higher rank but were not considered because of the moratorium, shall be entitled to renew their applications and receive a decision from the Rector prior to the issuance of the first contracts following the lifting of the moratorium.

6.4.4.3 Requirements for Faculty Research

A.T.S. Standard, 8.9 states: “The faculty role in scholarship encompasses faculty staying current in their fields, engaging in research appropriate to their responsibilities, presenting their findings in ways consistent with their disciplines and the school’s constituencies, and participating in professional activities germane to their work. The school supports faculty in their scholarship and has clear and consistent policies and practices on its expectations for faculty scholarship, including how that is evaluated.” In responding to this standard, the Seminary places the matter within the context of its mission. The large majority of students enrolled at Saint Vincent Seminary are candidates for the Roman Catholic priesthood who are seeking the first professional degree. Therefore, the major energies of the faculty are focused on preparation of well-educated, spiritually developed, and pastorally prepared ordination candidates.

The following policies and criteria for evaluation have been written to include those specified in the ATS.

- Faculty will be engaged in (but not limited to) the following: The presentation of an annual self-evaluation that indicates professional development.
- Research and other forms of study that develop new skills and a greater familiarity with the content needed for professional development.
- Involvement in professional activities such as receipt of fellowships or grants, productive membership in professional organizations, attendance at professional conventions, conferences, or institutes.
- Promoting the life of the Church and society by teaching in continuing education and non-credit enrichment programs, and participation (on and off campus) in institutes, workshops, colloquia, lecture series, television and radio appearances, cultural programs and humanitarian programs.

- Involvement in research or creative work as evidenced by scholarly lectures, grants and projects, and rendering service to the Church, e.g. as consultants.
- The development of new courses that demonstrate the theological research new courses require, as well as updating existing courses as shown on the course syllabi.
- Sharing results of research with other faculty members at faculty colloquia.
- Preparation of proposals for research leaves/sabbaticals.
- Preparation of materials for publication.

6.5 Sabbatical Leave

Saint Vincent Seminary supports the principle of sabbatical leave as a means for its faculty members to acquire new experiences to enrich their teaching or to secure uninterrupted time for research and writing. The Seminary desires to encourage professional growth and increased competence and productivity among its faculty members by subsidizing significant research, creative work, or a program which is judged to be of equivalent value, such as an exchange of teaching responsibilities with a faculty member at another seminary or university.

6.5.1 Eligibility

Any Seminary faculty member with the rank of Assistant Professor or higher who has served six or more consecutive years at the Seminary is eligible for consideration for a sabbatical leave. A waiver of the consecutive year rule may be made by the Rector in extraordinary circumstances.

6.5.2 Application Policies and Procedures

Sabbatical leaves are not granted automatically merely upon the completion of the required period of service. The faculty member must make written application to the Academic Dean at least nine months prior to the time that the proposed leave would begin. The application should provide a description of the project or program which the faculty member intends to pursue, including an explanation of the demonstrable results or measurable progress that he or she intends to achieve and state whether the proposed leave period would be for one or two semesters. Sabbatical leave will not be granted to subsidize any form of work on advanced degrees not in a faculty member's primary field or for work not directly related to the faculty member's teaching function at the Seminary. The Academic Dean will decide whether or not to approve the sabbatical leave and, if approved, will issue an approval letter to the Rector that will outline the plan for replacing the faculty member during the absence and provide an estimate of the cost of replacement. For Benedictine faculty requests for Sabbatical, the approval of the Chancellor is also required.

6.5.3 Stipend

Stipends for sabbatical leaves are: one semester at full salary or one academic year at one-half of full salary. Normal raises and benefits will not be withheld by reason of the sabbatical leave. Moreover, while faculty members are on sabbatical leave, both they and the Seminary will continue to pay their normal full share toward retirement, group life, health, disability insurance, and federal programs to the extent permitted by law.

In the case of a sabbatical leave granted to a faculty member who will receive a salary, grant, or stipend from another source for his or her work while on leave, the Seminary may reduce the normal sabbatical salary accordingly. In such a case the Seminary will assure that its normal full share of retirement, group life, health and disability insurance and Social Security are paid; it may also bill, if necessary and appropriate, the faculty member for his or her normal share of these items. It is understood that if the faculty member does not return after the sabbatical leave he or she shall return the full stipend to the Seminary. If the faculty member leaves after one year of teaching, he or she shall return one half of the stipend. It is further understood that the faculty member will not teach at another college or university during the sabbatical year unless permission is granted by the Rector.

6.5.4 Obligations of Sabbatical Recipients

The recipient of a sabbatical leave is expected to make every reasonable effort to fulfill the terms of the sabbatical and file a detailed report of the actual results of his or her project with the Academic Dean, within ninety days after the beginning of the semester following the sabbatical leave. At the request of the Academic Dean, such a report may also be made orally to a group of interested faculty and students.

In addition, it is understood that if a faculty member is granted a sabbatical leave, he or she will be expected to accept letters of appointment/contracts if offered by the Seminary for the next two academic years following the return from sabbatical. If the faculty member does not accept an letter of appointment/contract offered by the Seminary for the year following the sabbatical leave, he or she shall return the full stipend to the Seminary. If the faculty member does not accept a letter of appointment/contract offered by the Seminary for the second year following the sabbatical leave, he or she shall return one-half of the stipend. Exceptions may be considered on a case-by- case basis for medical or emergencies reasons.

6.6 Academic Freedom and Professional Ethics

6.6.1 Teaching Theology in a Seminary

Saint Vincent Seminary accepts the definition of theology as “faith seeking understanding.” This search for understanding necessitates freedom of investigation and discourse by which the faith of the Church is protected and made meaningful to the community of believers.

Through methods of scholarship proper to the Sacred Science, the theologian strives to express anew the meaning of God's self-communication in Jesus Christ. This divine revelation, under the action of the Holy Spirit, reaches the faithful in every age through the inseparably linked means of sacred tradition, Sacred Scripture, and the teaching authority of the Roman Catholic Church. The theologian strives to express the meaning of faith in a manner at once coherent for contemporary Christians, in continuity with faith formulations of the past, and in accord with the official teaching of the Magisterium of the Church. As an academic community, the corporate person of the seminary and the persons of the faculty and administration bear mutual responsibility to exercise professional competence and to extend to one another the trust and respect that foster the exercise of academic excellence.

Faculty members are encouraged strongly to pursue research and inquiry within the theological sciences in a spirit that respects the freedom of expression and supports study and reflection on Church teaching. "The freedom of expression required by the exigencies of theological science should be respected as well as the ability to do research required for progress. Seminary statutes should provide for appropriate freedom of inquiry that allows and encourages study and reflection in teaching and publishing. This freedom must be understood in the context and purpose of the seminary and balanced by the rights of the students, the institution and the Church 'The freedom proper to theological research is exercised within the Church's faith . . . In theology this freedom of inquiry is the hallmark of a rational discipline whose object is given by revelation, handed on and interpreted in the Church under the authority of the Magisterium, and received by faith [*Instruction on the Ecclesial Vocation of the Theologian*, nos. 11-12]' (cf. *PPF6*, no. 486)."

As a community of priestly formation, the Seminary exists to form the future priest in the faith and teaching of the Church so that he is able to impart the magisterial and, therefore, authentic interpretation of Divine Revelation. Seminary faculty members receive their mandate to teach from the Church and must recognize the Magisterium of the Church as the authentic interpreter of Sacred Scripture and sacred tradition (*Ex Corde Ecclesiae*, Part II, Article 4 Section 3).

It is critically important for those who are in priestly formation to observe a responsible exercise of this mission on the part of their seminary professors. Therefore, the faculty of Saint Vincent Seminary exercises academic freedom in a manner of fidelity to the Magisterium of the Roman Catholic Church and according to the norms of canon law. Seminary professors should not use classroom time to air personal disagreements with the Church's teachings, ordinary Magisterium, or changeable disciplines. Dissent from Church teaching and discipline undermines the important witness of faithful submission to Church teaching.

6.6.2 Professional Ethics

As teachers, faculty members encourage in their students the free pursuit of truth and hold before them the best scholarly standards of their discipline. They demonstrate respect for students as individuals and serve as their intellectual guides and advisors. They make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects their true merit. Faculty members respect the professional relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them.

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars: to respect and defend the scholarly pursuits of associates; to show due respect for the opinions of others in the exchange of criticism and ideas; to acknowledge academic debts and to strive to be objective in the professional judgment of colleagues; to accept a share in faculty responsibilities for the governance of the institution.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. They observe the stated regulations of the institution, while maintaining the right to criticize and seek revision of such regulations when appropriate. When considering the interruption or termination of their service, faculty members recognize the effect of this decision upon the programs of the Seminary and give due notice of their intentions.

As members of society, faculty members have the rights and obligations of any citizen. As the *Catechism of the Catholic Church* states, every person is “bound to seek the truth, especially in what concerns God and his Church, and to embrace it and hold on to it as they come to know it (no. 2104). This duty, however, “does not contradict a ‘sincere respect’ for different religions which frequently ‘reflect a ray of that truth which enlightens all men,’ nor the requirement of charity, which urges Christians ‘to treat with love, prudence and patience those who are in error or ignorance with regard to the faith.” Faculty members measure the urgency of this obligation in the light of their responsibility to their subject, to students, to the profession, and to the Seminary.

When speaking or acting as private persons, faculty members should avoid creating the impression of speaking or acting for the Seminary. As citizens who have a right to religious liberty, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom: “Nobody may be forced to act against his convictions, nor is anyone to be restrained from acting in accordance with his conscience in religious matters in private or public, alone or in association with others, within due limits” (CCC, no. 2106).

As members of a Roman Catholic seminary community, faculty members exercise their professional responsibilities within the framework of both the Magisterium of the Church and the obligations of the *Code of Canon Law*. The members of the Seminary faculty must maintain an integrity and probity of life consistent with the

witness of Christian living required of those professionals who willingly embrace the Seminary's special mission to train candidates for ordination and to educate men and women for leadership and educational roles in the Church (See: Canons 253 §1, 803 §2, 805, and 810 §1, as well as the Seminary's Mission Statement).

6.6.3 Faculty and Administrator's Rights and Obligations

Both to protect the individual faculty member and administrator's rights and to ensure respect for the rights of other persons and of the Seminary, it is appropriate to list the following generally recognized rights and obligations of faculty members and administrators.

- The right and the obligation to be governed by clear and mutually binding terms of appointment.
- The right and obligation to play a responsible role in all the functions appropriate to a seminary faculty, such as teaching and counseling, functions both inside and outside the classroom, participation in faculty meetings and committees and formal academic functions, support of cultural and social events, and exercising initiative in securing the general welfare of the Seminary.
- The right and the obligation to teach the Catholic faith as defined by the Magisterium of the Church.

The right and the obligation to understand the conditions governing duration of appointment, chances for promotion, and increase in salary.

- The right to fair and objective processes in matters of reappointment or non-reappointment, promotion, and increase in salary.
- The right to receive advance notice on non-reappointment or dismissal, and the obligation to give advance notice of voluntary resignation.
- The right to "due process" to assure fairness in cases of non-reappointment or dismissal.
- The right to be governed by a salary policy that is clear, consistent, and determined in the light of consultation with those affected by it.
- The right to encouragement and protection in the activities appropriate to a member of a professional body dedicated to the search for and dissemination of truth, and the obligations associated with this right.
- The right to equal consideration with others regardless of race, age, religion, creed, sex, national origin, disability, or status as religious or lay person.
- The right to request assistance from the Seminary in furthering one's development as a professional person, and the obligations associated with receipt of such assistance.

- The right to an effective means of mutual communication between the Board of Regents of the Seminary and the faculty.
- The obligation to exercise one's professional freedom within the limits imposed by the aims and objectives of the Seminary. This includes being faithful to the *Oath of Fidelity* and the *Profession of Faith*.
- The obligation to publish a written syllabus for every course and distribute it to the students and the Academic Dean.
- The obligation to respect the procedures required by the Seminary administration for their effective functioning.
- The obligation both to respect the rights of students and to aid students in recognizing and exercising their responsibility.

6.6.4. Saint Vincent Seminary Sexual Misconduct Policy

6.6.4.1 Policy Statement

Because of a Catholic Seminary's purpose and intent, any form of sexual misconduct is a particularly grievous offense that causes scandal to the faithful and undermines the credibility of the Church. Saint Vincent Seminary is thus deeply committed to the mutual respect that preserves, protects, and enhances human dignity. Because of this commitment, no form of sexual misconduct will be tolerated.

Sexual misconduct includes all forms of sexual harassment, sexual assault, the creation of a hostile environment, or the visiting upon another of unwelcome conduct. All of these concepts are discussed in Section II of this policy.

This policy protects seminarians, faculty and staff from any form of misconduct that occurs in any of the academic, educational, spiritual, extracurricular, or other programs and activities of the Seminary, whether they occur on or off campus. It protects all individuals regardless of gender. Individuals found in violation of this policy shall be subject to disciplinary action as set forth further herein.

While this policy bears certain similarities to the Sex Discrimination, Sexual Harassment and Sexual Misconduct policy ("Title IX Policy") of Saint Vincent College, no part of this policy should be construed as a concession by the Saint Vincent Seminary that it is in any way subject to the supervision of the United States Department of Education or any other state or federal institution. The Saint Vincent Seminary is a theological institution rooted in the tradition of the Catholic faith, the heritage of Benedictine Monasticism, and the love of values inherent in the liberal arts approach to life and learning. Nothing in this policy shall require the Seminary to act in a manner contrary to the beliefs and teachings of the Catholic Church nor shall it be construed as a waiver either of constitutional or statutory rights

which the Seminary enjoys as a religious based institution committed to the training of ministers to serve the Catholic Church.

Moreover, nothing in this policy shall be construed to supersede the applicability of the Saint Vincent College Title IX Policy to members of Saint Vincent Seminary in matters involving college students, faculty or staff, as appropriate. A copy of the Saint Vincent College Title IX policy can be found on the College's public website at <https://www.stvincent.edu/resources/title-ix/index.html>.

6.6.4.2 Definitions

Sexual Misconduct: Sexual Misconduct includes sexual harassment, unwelcome conduct, the creation of a hostile environment, sexual assault, stalking, and any form of violence directed against any member of the Seminary community.

Sexual Harassment: Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including but not limited to rape, sexual assault, sexual violence and sexual exploitation. In addition, dating violence, domestic violence, and stalking may also constitute sexual harassment.

Complainant: As used in this policy, the term "complainant" includes not only those persons who have been found by the process set forth herein to have been subjected to sexual misconduct but also those individuals who allege that they have been subjected to sexual misconduct and individuals identified in a report received by the Seminary from a third party alleging sexual misconduct.

Respondent: As used in this Policy, the term "respondent" includes not only those persons about whom a complaint of sexual misconduct has been made but also those who have been identified in a report received by the Seminary from a third party as a perpetrator of sexual misconduct and those adjudicated responsible for sexual misconduct under the process set forth herein.

Unwelcome Conduct: Unwelcome Conduct is conduct that the complainant did not request or invite and that the complainant considered to be undesirable or offensive. Unwelcome Conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome Conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a complainant may have welcomed some conduct does not necessarily mean that a complainant welcomed other conduct. Also, the fact that a complainant requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

Hostile Environment: A hostile environment exists when sexual misconduct is sufficiently serious to deny or limit anyone's ability to participate in or benefit from the Seminary's programs or which negatively impacts the work environment for a faculty or staff member. The severity, persistence and pervasiveness of the sexual misconduct will be evaluated in determining whether a hostile environment has been created.

Sexual Assault: Sexual assault is conduct that constitutes a crime under the Pennsylvania Crimes Code. These crimes range from non-consensual offensive sexual touching to rape and involuntary deviate sexual intercourse. Besides consequences under the disciplinary system of the Seminary, individuals who engage in this conduct will be subjected to prosecution by the Commonwealth of Pennsylvania and face serious prison sentences upon conviction.

Stalking: A person stalks another when they engage in a course of conduct under circumstances that demonstrate their intent to put the other person in fear of bodily injury or to cause that person substantial emotional distress. This may also be constituted by a course of conduct in which the individual repeatedly communicates to another under circumstances that demonstrate their intention to place that person in reasonable fear of bodily injury or to cause them substantial emotional distress.

6.6.4.3 Policy Administrator

The administrator of the Sexual Misconduct Policy of the Seminary is the Rector. The Rector's telephone number is: (724) 805-2845.

The Rector must be informed of all reports or complaints concerning sexual misconduct issues even if the report or complaint was initially referred to another individual or office within the Seminary. This directive does not apply to reports made under the Seal of Confession or otherwise protected by a privilege recognized by Pennsylvania law.

In the event that the Rector is unable to function as the administrator of this policy with respect to any given case, he may designate another official to function in that capacity.

6.6.4.4 No Retaliation

The Seminary prohibits any form of retaliation and will take steps to

prevent retaliation and take strong responsive actions if retaliation occurs. No faculty, administrator, staff, applicant for employment, seminarian, or member of the public may be subject to restraint, interference, coercion or any other form of retaliation for, in good faith, seeking advice concerning a sexual misconduct matter, filing a sexual misconduct complaint, or serving as a witness in the investigation of a sexual misconduct complaint.

6.6.4.5 Reporting and Confidentiality

The preeminent concern of the Seminary is that individuals subjected to Sexual Misconduct receive whatever support is necessary to assist them. The Seminary is also deeply concerned about responding quickly, professionally, and effectively to any allegation of Sexual Misconduct in order to determine its origin and veracity, and the need for remedial or punitive measures with respect to those determined to be responsible.

Individuals who believe they have been subjected to an act of Sexual Misconduct have a number of options available to them to obtain help from the Seminary. Those resources are further specified below.

Complainants also have options with respect to making an effective report of the incident in a manner designed to protect their confidentiality as much as possible while still allowing the Seminary to deal with the circumstances in an effective manner.

Accordingly, if you believe that you have been subjected to Sexual Misconduct, the following individuals (both on and off the campus) are resources for you. Some of these individuals may have an obligation to report the incident to authorities on campus for further investigation and, if necessary, remediation. However, there are individuals available to you who will provide support and counsel but who will not report the incident and thus maintain your complete anonymity if you so choose.

A. Professional and Pastoral Counselors and Spiritual Directors

Professional, licensed counselors and pastoral counselors who provide mental- health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not permitted to report any information about an incident to the Policy Administrator without an individual's permission.

These individuals are, however, in a position to provide considerable support for those who have may have been subjected to Sexual Misconduct and are urged to seek such support in dealing with trauma often associated with such incidents. Contact information for on-campus individuals designated as Professional

Counselors and/or Pastoral Counselors include:

- Wellness Center, Carey Center: (724) 805-2115
- Campus Ministry, Carey Center: (724) 805- 2350

If you are reluctant to seek such help on campus, you should seek professional assistance from an off-campus trauma professional. Here is contact information for such individuals:

- Dr. Elizabeth Ventura: Dr. Ventura is a licensed, professional counselor with twenty years' of experience in the field. You may contact her at (412) 559-9152.
- The Blackburn Center: This is a Sexual Assault Crisis Center located in Greensburg. You may reach them anytime at (724) 836-1122 or 1- 888-832-2272.

These individuals are trained trauma therapists able to provide considerable support for individuals who believe they have been subjected to Sexual Misconduct. In the event that an individual's personal health insurance will not cover the assessment or counseling sessions with this individual, arrangements have been made for the Seminary to pay for those sessions without the disclosure by the professional counselor of any information regarding the patient or the nature of the incident involved.

It is critical for complainants to understand that the above listed persons are *not permitted* to disclose anything revealed to them in a professional setting to the Seminary or anyone else without the explicit consent of the complainant.

B. Support Persons

The Seminary has designated a faculty/staff member to function as a Support Person. Individuals who believe they have been subjected to an act of sexual misconduct may speak with his person and be assured that she will not reveal any personally identifying information about them to the Seminary. This designated person is, however, obligated to report to the Rector the nature, date, time and general location of an incident involving sexual misconduct while keeping confidential any information that would directly or indirectly identify the complainant. The limited report is necessary so that the Seminary can respond to these issues, track patterns, evaluate the scope of the problem and formulate appropriate responses.

The contact information for the current support person is: (724) 805-2818.

C. Responsible Employees

All Seminarians, faculty and staff who receive reports of sexual misconduct other than under the Seal of Confession or in a circumstance otherwise protected by a privilege recognized by the law of Pennsylvania are required to report the matter to the Rector. A complainant has the right to expect that the Seminary will take immediate and appropriate steps to investigate the incident and resolve the matter promptly and equitably.

A report by a Responsible Employee must contain all relevant details regarding the incident including the names of the complainant and alleged perpetrator, any witnesses, and any other relevant facts concerning the matter. A responsible employee shall not share information with law enforcement without the complainant's consent, unless the complainant has also reported the incident to law enforcement, or as otherwise required by law. If confidentiality is desired, that is, that no investigation into the incident be conducted or any disciplinary action be taken, the Responsible Employee must inform the complainant that the Seminary will consider the request but cannot guarantee that the Seminary will honor it. If such a request is made, the Seminary must weigh the request against the Seminary's obligation to provide a safe environment for seminarians, faculty and staff members. If the Seminary decides to honor the request, the Seminary shall advise that this will mean that the Seminary will most likely be unable to meaningfully investigate the incident or pursue any disciplinary action against the alleged perpetrator.

The circumstances under which the Seminary will not honor the request for confidentiality should be rare but where the necessity of the protection of the complainant and others in the Seminary dictates that a full investigation of the matter be conducted, the request may be declined.

The Rector shall make the final determination with respect to the request for confidentiality in this regard.

The decision to maintain the confidentiality of a matter will not affect the efforts of the Seminary to provide the complainant with all available counseling and support help to deal with the issues arising out of the incident.

6.6.4.6 Filing a Complaint

A. Filing a Criminal Complaint

A person subjected to sexual misconduct, particularly when it involves sexual violence, is encouraged to file a criminal complaint with the Pennsylvania State Police in Greensburg. The number of the State Police in Greensburg is (724) 832-3288.

B. Investigation by the Seminary

Intake meeting: Upon the receipt of a complaint of sexual misconduct, the Rector will arrange to meet with the complainant as soon as possible. At this meeting which should occur within five days of the complaint if possible, the Rector will explain the Seminary policy and the processes available to the complainant. At this meeting, the Rector will seek to determine how the complainant wishes to proceed, that is, whether a formal hearing should be conducted, an information mediation, or nothing at all.

Informal Mediation: If the complainant desires to pursue informal mediation, and the Rector believes that informal mediation is the appropriate method to handle the incident (given its severity and other factors), the Rector will promptly notify the accused and the complainant the name of the person he designates within the Seminary to act as a mediator in an attempt to resolve the situation in a direct and respectful manner with regard to all concerned. If both parties consent to the mediation and agree to the proposal to resolve the matter determined by the mediator, the Rector will immediately implement that resolution.

At any stage of the mediation, the complainant may terminate it and decide to pursue the formal complaint procedures.

Formal Complaint Procedures: Where either the complainant desires to file a formal complaint, or the Rector determines that informal mediation is not the appropriate means to resolve the matter, a formal complaint will be prepared and filed. The complaint may be signed by the complainant or by any other individual aware of the underlying circumstances involved in the incident.

A complaint may be filed at any time. Once the complaint is filed, the Rector will review it to determine whether the allegations, if true, would constitute a violation of this policy. If so, the Rector will then refer the matter to a trained investigator to conduct a thorough fact-finding review of the matter. The investigator will interview the complainant, the respondent and all witnesses who may be

appropriate.

At the conclusion of the investigator's interviews, the investigator will present both the complainant and the respondent with their preliminary findings of fact. Each of those parties will then have one week to respond in writing to those findings. In that response, the parties may provide additional information or request that additional investigation be completed.

When the investigator has reviewed the responsible parties, and conducted any further investigation that may be necessary, the investigator will thereafter file a final report with the Rector in which a finding is made as to whether a violation of the sexual misconduct policy of the Seminary has occurred.

If the investigator finds that no violation has occurred, the complainant may appeal this determination to the Chancellor of the Seminary. The basis for the appeal is limited to whether a violation of the procedures of this policy has occurred which may have affected the outcome, or whether there is substantial new information that was not available to the investigator that may change the ultimate determination.

The Chancellor may, in his discretion, designate another official of the Archabbey, College or Seminary to review the appeal in his stead.

If the investigator finds that a violation of the sexual misconduct policy has occurred, the Rector will then refer the matter to a panel of three persons, at least two of whom shall be members of the Rector's council. That panel will consider any and all information regarding the situation and determine the appropriate sanction and/or remediation. The panel may determine whether the complainant and the respondent will appear at the same session or in separate sessions before them. Once the finding of the panel has been reached, either the respondent or the complainant may appeal the decision to the Chancellor of the Seminary. The grounds for the appeal will be limited as previously set forth.

All appeals in this matter must be filed within five days after either the determination that no violation of the sexual misconduct policy has occurred or five days after the report of the panel imposing the discipline/remediation.

Legal counsel may be present at any point during the formal investigation or informal mediation for either party. Counsel may privately consult with the party but may not examine witnesses or otherwise directly participate in any formal proceeding.

Alternatively, any party may have a Personal Advisor present to support them during the process. The Personal Advisor must be an employee of the Seminary who certifies that they are familiar with this policy and the procedures under it. The Personal Advisor may privately consult with the party during the proceeding and be present during any information mediation or formal investigation. They may not examine witnesses or otherwise directly participate on behalf of the party in any formal proceeding.

6.6.5 Civil Rights Complaints or Harassment

6.6.5.1 Policy Statement

Saint Vincent Seminary is committed to maintaining a humane atmosphere in which the sex, age, race, color, creed, national or ethnic origin, physical or mental disability or veteran status of an individual or group are respected and not disparaged.

6.6.5.2 Investigation and Appeals Procedures

The procedure utilized in the investigation of any complaint of civil rights infringement or harassment will be the same as those used for the investigation of a complaint of sexual harassment. See Section 6.6.4.6.B

6.7 Due Process Procedure

6.7.1 Preface

Allegations of violations of principles of academic freedom as set forth in Section 6.6.1 or violations of professional ethics, harassment (excluding sexual harassment) and abuse by Seminary faculty and administrators as set forth in Section 4.6.4 must be brought to the attention of the Due Process Committee for review.

6.7.2 Initiating Review by the Due Process Committee

Any faculty member or administrator who believes that he or she has been aggrieved by an alleged violation must contact the Rector and deliver a written petition to a member of the Due Process Committee within sixty (60) days of the time that the incident occurred or, when the petitioner knew or reasonably should have known that it had occurred.

The petition must include the identity of the petitioner, a description of the alleged violation, including the identity of the Seminary faculty member or administrator whose actions are being questioned, the date(s) the event(s) allegedly occurred and the remedy requested. In the case of multiple events, the date of the most recent event will govern.

6.7.3 Preliminary Review by the Due Process Committee

The Due Process Committee will review the petition promptly upon receipt, make a preliminary determination as to whether it is filed in a timely manner and, if appropriate, decide how to proceed. If a member of the Due Process Committee is the subject of the petition, he or she will not participate in any of the actions of the Committee. Depending on the details of the allegations raised in the petition, the Due Process Committee may speak separately to the petitioner and any of the other parties involved in the dispute, may consult with appropriate parties within or outside the Seminary or may schedule an immediate hearing. After its preliminary review, the Due Process Committee may conclude either that there is no merit to the allegations or that further review is appropriate.

6.7.4 Informal Resolution

The Due Process Committee may schedule a mediation session if it determines that the issues raised in the petition might be resolved in this fashion. The purpose of mediation will be to facilitate a discussion between or among the parties that will either produce a resolution by consensus or provide the Committee with the information it needs to make its recommendations.

Mediation sessions are conducted in private. They shall not be recorded or transcribed. All parties are permitted but are not required to have one advisor of his or her choice from within the Seminary community present. An advisor is not permitted to ask questions directly of the other participants or to make statements. Any of the parties may request permission to present the testimony or written statements of witnesses or third party experts. The Committee will decide whether or not it believes such information would be helpful. The Committee may grant continuances or schedule additional mediation sessions.

If, at the conclusion of mediation, the parties reach agreement on a resolution, the Due Process Committee will review the resolution and determine whether any additional action should be taken. If the Committee determines that the resolution reached by the parties is reasonable and appropriate, it will so inform the parties and make a confidential report to the Rector, informing him of the nature of the dispute and the resolution arrived at by the parties.

If the parties are not able to reach agreement on a resolution or if the Due Process Committee concludes that the resolution reached is not reasonable and appropriate, the Committee will determine either that the petition has no merit or that a formal hearing is required. The Committee will inform the parties in writing of its decision.

6.7.5 Formal Hearing

If the Due Process Committee determines that a formal hearing is required to ascertain the truth or to determine the appropriate remedy, the Committee will schedule a hearing. The Committee may decide on the details of the procedure that

it will follow, depending on the nature of the dispute, but in every instance the faculty member whose actions are being challenged in the petition will be afforded the opportunity to hear the allegations of the petitioner in person and will be permitted to cross examine the petitioner. The Committee may grant continuances or schedule additional hearing sessions.

At the conclusion of the formal hearing, the Due Process Committee will prepare a written recommendation to the Rector, consisting of findings of fact, conclusions and recommendations.

6.7.6 Review by the Rector

The Rector will promptly review any of the recommendations forwarded to him by the Due Process Committee and make a final decision. The Rector will communicate his decision in writing to the parties involved and to the chair of the Due Process Committee. If the Rector is a party to the dispute, the procedure outlined in Section 6.9.5 governing grievances against the Rector shall be applied.

6.7.7 Legal Proceedings

If any party to these proceedings elects to pursue his or her rights or remedies through legal avenues, the Seminary reserves the right either to continue or discontinue these proceedings. This decision will be made by the Rector unless he is an involved party to the dispute. If that is the case, then the Executive Committee of the Board of Regents will make the decision, and will report its decision to the Executive Committee of the Board of Directors.

6.7.8 Allegations of Deviation from the Teachings of the Magisterium of the Church

For allegations of deviation from the teachings of the Magisterium of the Church, these procedures shall be followed through Section 6.7.6. If the Rector determines that the allegations have merit, he will refer the matter to the Chancellor for disposition. Appeals from the decision of the Chancellor may only be presented to ecclesiastical authorities and are governed by the *Code of Canon Law*.

6.8 Separation Policies and Procedures

At times, Saint Vincent Seminary or individual faculty members and administrators may find it necessary to sever their contractual relationship. To protect the interests of both parties, the various types of separation are here defined, and the policies and procedures related to each category are set forth.

The types of Separation are:

- Resignation
- Retirement
- Non-Reappointment

- Termination
- Suspension or Dismissal for Cause

6.8.1 Resignation

Resignation is a voluntary action by which an individual severs relationship with the Seminary. Because of the extreme hardship that is often caused by untimely resignation, all faculty and administrators are requested to provide the earliest possible notice of an intent to resign. Individuals are asked to give notice to the Rector no later than December 15 of any intent not to return the following academic year.

If a resignation is for reasons of prolonged mental or physical illness, the Seminary, in consultation with the individual, or his or her representative, may consider whether a leave of absence would be appropriate and beneficial for all parties concerned.

6.8.2 Reassignment of Benedictines

Individuals who are Benedictines are subject to reassignment by the Archabbot. When any member of the Benedictine Order is reassigned, the Archabbot should notify the Seminary in writing. While the Seminary recognizes that such reassignments may occasionally be made on short notice, it has been assured by the Archabbot that he will make every effort to avoid such reassignment during an academic term to avoid institutional and student academic interruption.

6.8.3 Retirement

Retirement from active service assignments at Saint Vincent Seminary is the termination of demanding duties and scheduled responsibilities for the one who, because of age, infirmity, or other valid reasons, has honorably had himself or herself relieved from duties after rendering extended and sufficient service to Saint Vincent Seminary. Individuals are asked to give notice to the Rector no later than December 15th of the intent to retire at the end of the academic year.

In accordance with the prevailing salary scale for part-time faculty and administrators, retired persons may be hired on a part-time basis not to exceed ½ teaching load under a term contract. Such a term appointment must be recommended by the Academic Dean and approved by the Rector, whose decision is final and binding. Term contracts for retired persons will be titled with the rank held prior to retirement, designated retired (e.g., Associate Professor, Retired).

6.8.4 Status and Privileges of Retired Faculty Members

Saint Vincent Seminary is committed to promoting close ties with retired faculty members. To these ends, the following assistance and privileges are accorded these faculty:

- Meeting facilities for such former faculty members who may wish to meet as a group and, to the extent that it is financially feasible, facilitation of written communication among group members or between the group and the Seminary.
- Access to the College's recreational and athletic facilities, its Library, Bookstore, campus parking permits, and its cultural, athletic, and educational events, subject to the current policies, restrictions and fees applicable to full-time faculty.
- Notification from the Public Relations Office about major campus activities, provided that such is requested and that a current address is on file.
- Attendance at meetings and other activities of the Seminary (However, only those who have active faculty status by current appointment may vote in these meetings).
- Participation in the Seminary's graduation and commencement exercises with appropriate academic dress if they so wish.

6.8.5 Non-Reappointment

The term non-reappointment means that the Seminary has decided not to renew a faculty or administrator appointment by the conclusion of an academic year. The decision not to reappoint an individual is made at the sole discretion of the Chancellor in consultation with the Rector except that any such decision may not be discriminatory, arbitrary or capricious. In cases where the person believes that non-reappointment has been discriminatory, arbitrary or capricious, they may commence a grievance in accordance with procedures established in Section 6.9 of this *Handbook*. The burden of proof shall be on the faculty member.

The Rector shall act following completion of the evaluation process described in Section 6.4 and after receiving the recommendation of the Academic Dean who shall have consulted with the Rector.

6.8.5.1 Notice of Non-Reappointment

Notice of non-reappointment must be given in writing by the following dates:

- On or before April 1 of the first academic year of service if the initial appointment is not to be renewed, or at least three months prior to the expiration of an initial, one-year appointment, if it expires during an academic year.
- On or before November 15 after the first year of service if the appointment is not to be renewed, or at least six months prior to the expiration of the appointment if it expires during an academic

year.

Because a notice of non-reappointment is not a dismissal for cause, it is not necessary for the Seminary to set forth its reasons in the initial notice of non-reappointment. Every faculty member or administrator is entitled to know the reasons for his or her non-reappointment, however, and, at his or her request in writing, to have these reasons given in writing. If the person wishes to know the reasons for his or her non-reappointment, his or her request should be made to and be honored by the Rector.

A decision not to renew a contract is based upon a faculty member or administrator's inadequate fulfillment of the standards set forth in sections 6.4. and 6.6. Contracts also may not be renewed because of unusual circumstances such as, but not necessarily limited to, financial exigency, alteration or elimination of programs, overstaffing, or a decline in enrollment as outlined in section 6.8.9.

6.8.6 Termination

Termination is a severance action by which the Seminary terminates the services of administrators, ranked faculty, or of multiple-year faculty members, before the expiration of their current contract, without prejudice as to their performance.

Reasons for termination are:

- Prolonged mental or physical illness
- Major changes in academic program in whole or in part
- Financial exigency

6.8.7 Prolonged Mental or Physical Illness

Termination for mental or physical illness will be based upon clear and convincing medical evidence that the person is, or will be, unable, with or without reasonable accommodation, to perform his or her normal duties due to medical circumstances for a period of at least one year.

The decision to terminate for such reasons will be made only after the individual or his or her representative has been informed in writing of the basis of the proposed action and the reasons for it. If the individual or representative so requests within ten working days, the situation will be reviewed by the Committee on Due Process before final action is taken by the Rector. The Seminary will in each case work within the disability program to ease the burden of any such termination as far as is contractually possible.

6.8.8 Financial Exigency and Program Reorganization

Financial exigency is defined as a critical need on the part of the Seminary to reorder

its priorities and monetary expenditures in order to remedy the situation created by the inability to balance expenditures with revenue to prevent a sustained loss of funds.

Before any faculty member is terminated because of financial exigency, the Board of Directors of the St. Vincent Corporation must officially declare that financial exigency exists. Subsequently, the faculty member shall be represented in administrative processes relating to program reorganization, or the curtailment or termination of instructional programs due to financial exigency. Faculty members shall not necessarily be represented in individual personnel decisions, however; the Rector and the Board of Directors shall have final authority in all matters related to financial exigency or program changes.

A program is a coherent sequence of courses or educational activities which offers a student a systematic study of a field or discipline.

Termination of a ranked faculty member may occur as the result of a major change or discontinuation of an academic program in whole or in part. Decisions on such major changes shall be made by the Chancellor upon the recommendation of the Rector, the Academic Dean, and the faculty. In case of disagreement between the Rector and the faculty, separate recommendations from each may be submitted to the Board of Directors.

Notice of termination of multiple year ranked faculty members under this Section shall be given at least one year prior to termination, and termination shall take effect only at the end of an academic year.

In considering how to deal with the financial situation, the retention of a viable academic program must be the primary goal.

If it is necessary to terminate ranked faculty members, degrees, ranks, years of service, past performance and potential performance will be taken into account. In all instances first consideration will be given to the essential needs and academic integrity of the Seminary.

6.8.9 General Procedures Regarding Termination

When financial exigency or major changes in the program necessitates the termination of ranked faculty members or administrators an institutional effort will be made to assist these individuals to find employment either at Saint Vincent or elsewhere.

If one is terminated for reasons of financial exigency or major changes in the academic program in whole or in part, no replacements for their positions will be hired within a period of two years unless the terminated individual has been offered reappointment under conditions comparable to those held at the time of termination, and have been given at least one month after written notice of offer of reappointment within which to accept the reappointment.

It shall be the duty of terminated individuals to keep the Seminary informed of their current address for purposes of this Section, and notice sent to such address by the Seminary shall be presumed received if sent by certified mail, postage prepaid.

6.8.10 Dismissal for Cause

Dismissal for cause is a severance action by which Saint Vincent Seminary terminates its contract with a person for just cause. Any contract is subject to action under this Section. Benedictine faculty members are subject to this clause.

Just cause for dismissal must be directly and substantially related to the fitness of a person to continue his or her professional capacity as a teacher or administrator, and shall be determined in each instance by the Rector in accordance with procedures outlined below. Dismissal proceedings may be instituted on the basis of the following grounds only:

- Professional incompetence.
- Continued neglect of academic duties in spite of oral and written warnings.
- Serious personal misconduct detrimental to the Seminary.
- Violation of the *Oath of Fidelity* or the *Profession of Faith*.
- Deliberate and serious violation of the rights and freedom of fellow members, administrators, or students.
- Conviction of a crime.
- Serious failure to follow the canons and professional ethics of one's discipline.
- Falsification of credentials and experience.
- In the case of any priest or religious in vows, resignation from or loss of good standing within the Church or his or her religious order. In the case of Saint Vincent Archabbey community members, the policy outlined in 6.8.11.1 below will be followed.

In every instance dismissal procedures will include the following steps:

- Written notice to the faculty member or administrator from the Academic Dean that a recommendation for dismissal for cause shall be made to the Rector. This notice shall contain a written statement of the grounds upon which the recommendation is to be made, and a brief summary of information supporting such grounds.
- A reasonable opportunity for the faculty member or administrator to meet with the Rector to present his or her defense or response to the dismissal recommendation before action is taken.

In any case involving dismissal for cause the burden of proof that just cause exists shall be on the Seminary, which proof shall be by clear and convincing evidence in the record considered as a whole.

The decision of the Rector may be the basis of a grievance before the Due Process Committee, which shall review the case and make recommendation to the Rector in accordance with procedures established in Section 6.7 of this *Handbook*.

In all cases of dismissal, the Rector determines what, if any, salary payments or fringe benefits are to be made beyond the date of dismissal.

6.8.10.1 Benedictine Dismissal for Cause: Special Provisions for Lack of Good Standing or Resignation from the Order.

As set forth in 5.2.3, Benedictines are appointed by Saint Vincent Seminary both because of their status as Benedictines and their professional qualifications. Consequently, if the Rector is informed by the Archabbot that a Benedictine faculty member or administrator is not in good standing in the Monastic Community or has resigned from the Community, the appointment of that faculty or administrator is terminated. Such a circumstance is not subject to the Seminary grievance procedures under Section 4.9. If a Benedictine faculty member or administrator's appointment is terminated under this provision but he subsequently pursues successfully procedures to restore him to good standing in the Monastic Community, he can apply to the Seminary for reinstatement to the faculty or administration and restoration of all rights and privileges he enjoyed at the time of his termination. Such an application will receive prompt and thorough consideration by the Seminary, but reinstatement cannot be assured because there may be no opening for the Benedictine at the time that his application for reinstatement is submitted. The decision of the Rector on any such application for reinstatement shall be final and shall not be subject to any further review or appeal to any other person or entity within the Seminary.

6.8.11 Actions Short of Dismissal

Depending on the circumstances, the Rector may elect to impose a lesser disciplinary action such as suspension for a period of time without pay. In extraordinary circumstances, the Rector may take disciplinary action without previous citation or warning.

6.8.12 Suspension with Pay

Suspension is the temporary separation of a faculty member or administrator from the Seminary where the Rector determines that there is a strong likelihood that the individual's continued presence at the Seminary poses an immediate threat of harm to the Seminary or to individual members of the Seminary community. Suspension

shall be with pay and shall last only so long as the threat of harm continues or until dismissal for cause occurs.

In any case of dismissal or suspension with pay, the burden of proof that adequate cause exists for the action shall be on the Seminary, which proof shall be by clear and convincing evidence.

6.8.13 Progressive Discipline of Faculty Members

Dismissal for cause should in normal circumstances be preceded by a written admonition from the Academic Dean and or Rector describing the alleged problem and warning that the individual's contract status is in jeopardy. The warning must also stipulate a period of time within which correction of the alleged problem is expected. If the individual does not contest the allegation and fulfills his or her duties, the matter is settled. If the individual fails to correct the problem, dismissal proceedings may be initiated.

However, in view of the past merits of the faculty member or administrator, final action by the Rector may take the milder form of temporary suspension rather than outright dismissal. Such suspension may not last beyond a full year, but may entail the total or partial discontinuance of all salaries and benefits, the suspension of all promotion and salary increments and the temporary withdrawal of all or some faculty privileges.

6.9 Grievance Procedure

6.9.1 Definition

A grievance has a twofold definition: first, it is defined as an allegation for violating, misapplying or misinterpreting Section 6.7 of this *Handbook* concerning due process. Second, a grievance is defined as an allegation of a violation of professional ethics by an administrator or that an administrator has violated the rights of a faculty member, another administrator or a student, and the alleged violation cannot be resolved between the two parties. Any other concern will be treated as a complaint.

6.9.2 General Rules of Procedures for Grievance and Complaint

Time limits specified below and above may be extended by mutual agreement of the parties involved, such extensions to be given in writing to all parties. All proceedings as outlined below will be closed and confidential to protect the parties and the institution. All grievances will begin with the Initial Procedures specified in Section 6.9.3.

6.9.3 Initial Procedures

A faculty member or administrator who feels that there has been ground for a complaint or possible grievance should first discuss in an informal manner the complaint or grievance with his or her supervisor having the authority to resolve the

alleged complaint or grievance. This most often will be the Academic Dean. This informal resolution must be attempted within ten working days of the awareness of the concern.

Should the informal resolution procedure fail to resolve the grievance to the satisfaction of the faculty member or administrator, he or she may prepare and file a formal grievance with the Grievance Committee within thirty working days after the latter of: a) the first awareness of the grievance; or, b) the last informal step taken in attempting to resolve the grievance. The formal grievance petition must be in writing and must state the exact nature of the grievance, the specific section of the *Handbook* involved, the informal steps taken to resolve the grievance, together with the dates of the steps and the individuals involved, and the requested resolution of the grievance.

The Committee will then attempt to investigate, mediate, and resolve, if possible, the complaint or grievance.

6.9.3.1 The Disposition of a Grievance

In the case of an alleged grievance, the Committee shall (1) determine if the matter is a grievance or a complaint; (2) make a recommendation to the parties for a solution. The parties directly involved have ten working days in which to accept or reject the findings of the Committee, and to work out a solution. If the parties are unable to do so, the grievant may request a formal hearing (cf., Section 6.9.4).

6.9.3.2 The Disposition of a Complaint

Should the Committee find that the matter is not a grievance, but rather is a complaint, it will issue a finding to the parties directly involved. The parties have ten (10) working days to accept or reject the findings and work out a solution.

Should the complainant not be satisfied either with the findings of the Committee or with the final action taken by the administrator involved, he or she may, within five (5) working days, make written appeal to the Rector, who will render a final, non-appealable decision within five (5) additional working days. The Rector, if he so wishes may refer the issue to the Rector's Council for advice that will extend his time for decision by that action until he receives that advice. Once the issue is considered and advice given, the Rector has five (5) working days to inform the parties of his final decision.

6.9.4 Grievance Hearing—Second Step

If the matter has been determined by the Committee to be a grievance, and if the Committee has recommended or if either party requests a formal hearing, the Committee shall hold a formal hearing on the grievance at hand.

The hearing will begin within fifteen (15) working days of the request for a hearing.

The hearing will be conducted in private and the parties shall make no public statements about the case during the course of the hearing.

During the proceedings, the grievant will be permitted to have an advisor of his or her own choice from within the Seminary community. Outside legal counsel is not permitted during grievance proceedings.

All parties to the grievance will have the right to obtain witnesses and present evidence. The Seminary will cooperate with the Committee in securing witnesses and making available documentary and other evidence requested by the grievant to the extent not limited by contract or law. All parties will have the right to cross-examine witnesses. Where a witness has made a statement and cannot or will not appear, but the Committee determines that the interests of fairness require admission of his or her statement, the Committee will identify the witness and disclose the statement, and, if possible, provide for interrogatories. The Committee will grant appropriate continuances to enable either party to investigate evidence or for any other appropriate reason.

In all cases except for dismissal or suspension with pay the burden of proof shall be on the grievant.

In any case of dismissal or suspension with pay, the burden of proof that adequate cause exists for the action shall be on the Seminary, which proof shall be by clear and convincing evidence.

The Committee will not be bound by strict rules of legal evidence. Every possible effort will be made to obtain the most reliable evidence. The decision will take the form of finding of fact, conclusions, and recommended disposition of the grievance. The findings of fact, conclusions and the recommended disposition must be based solely on the hearing records, pertinent Seminary procedures as set forth in this *Handbook* and the law of the land.

The hearing proceedings shall be recorded by the Committee, a copy to be kept by the Seminary and made available to the Committee or, at his or her expense, to the faculty member if requested.

6.9.5 Rector's Review—Third Step

The Committee will present its advisory decision in writing within five (5) working days of the hearing to both parties, and the Rector of the Seminary. This decision, insofar as it consists of a recommended disposition of the grievance, may be either accepted by both parties or rejected by either party. Rejection or acceptance by each party will be communicated in writing to all persons involved within five (5) working days after receipt of the decision.

If either party rejects the recommended disposition of the grievance, or in cases requiring the Rector's action, the Rector will conduct an independent review of the proceedings. The Rector shall not be bound by the findings of the Committee and may, at his sole discretion, consider additional evidence or witnesses in adjudicating

the grievance. Such notice of rejection must be communicated in writing to the Rector within five (5) working days of the Committee's decision. Within fifteen (15) working days of his receipt of the Committee's report, the Rector will communicate his decision in writing to the parties involved and to the chairperson of the Committee.

If the Rector is a party to the grievance, the Finance and Budget Committee of the Seminary's Board of Regents shall conduct the review of the grievance in place of the Rector within the same guidelines and schedule as set forth above.

6.9.6 Review of Record by the Chancellor—Final Step

If either party rejects the decision issued pursuant 6.9.5, the petitioner may submit the grievance in writing to the Chancellor within five (5) working days of the decision. The Chancellor shall conduct his independent review of the proceedings and shall not be bound by any prior findings of fact or decisions. At his sole discretion, the Chancellor may decide to accept additional evidence or witnesses to aid in his review of the grievance. The Chancellor will review the disposition of the grievance, and within fifteen (15) working days of his receipt of the petition, will make a final decision without further recourse.

6.9.7 Special Provisions

Should any party to the foregoing proceedings elect to pursue his or her rights and remedies through legal or agency action or in a court of competent jurisdiction, the Seminary reserves the right to discontinue internal proceedings or to continue the same to complete the record as the case may warrant. Such a decision will be that of the Rector or the Chancellor if the Rector is a party to the grievance.

7. POLICIES PERTAINING TO ADMINISTRATORS

7.1 Evaluation of Seminary Administrators

7.1.1 General Statement

Each full-time and part-time administrator completes a self-evaluation annually, which is based upon the criteria enumerated below. This self-evaluation is submitted to the Rector, or the appropriate supervisor.

During the months of January, February and March, the Rector, or the direct supervisor of the staff person meets individually with each administrator from the previous year. The administrator's self-evaluation is incorporated into the interview with the Rector or supervisor.

The Rector or supervisor elicits discussion from the administrator on setting goals and priorities for the Seminary. Role descriptions and special projects for future action are reviewed.

Results of the interview will be recorded by the Rector or supervisor, will be signed by the administrator and the Rector or supervisor, and will be filed in the administrator's personnel file. The written evaluation will provide a basis for personnel decisions.

7.1.2 The Criteria for Evaluation of Administrators: The criteria, in order of their importance are:

7.1.2.1 Role Effectiveness

The attributes and qualifications that are to be demonstrated in assessing role effectiveness include:

- Understanding of administrative role.
- Quality performance in fulfillment of role as specified.
- Involvement in activities designed to improve Seminary life.

7.1.2.2 Service to Students

Attributes and qualities to be assessed in service to students include:

- Ability to relate to students' interests and to serve their spiritual, personal and academic needs.
- An interest in student life as evidenced in such things as attendance at special programs and Seminary celebrations.

- General support of the overall Seminary community in one's duties.

7.1.2.3 Service to the Seminary

Activities and qualities to be assessed in service to the Seminary include:

- Service on committees and attendance at council, committee, or other meetings.
- Participation in Seminary continuing education programs, symposia, institutes, and similar programs.

7.2 Evaluation of the Rector

The Board of Regents assesses the performance of the Rector through a special Evaluation Committee appointed by the Chairperson of the Board. In recent years the custom of the Board has been to form a "committee of the whole" for the purpose of evaluating the Rector, with the Board Chair acting as the chairman of the committee. The Rector provides this Committee with a self-evaluation. In addition, the Chairperson of the Evaluation Committee requests members of the faculty and staff to provide written confidential comments regarding the Rector's performance based upon the criteria enumerated above.

7.3 Professional Ethics among Seminary Administrators

As members of the Seminary administration, Seminary administrators uphold the mission of the Seminary in the discharge of their duties. They make every reasonable effort to assure that the evaluation of students reflects the students' true merit. Administrators respect the professional nature of the relationship between administrator and student. The administrators avoid any exploitation of students for private advantage and acknowledge the significant assistance from students.

As members of society, Seminary administrators have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to the students, to their administrative role and to the Seminary. When speaking or acting as private persons, administrators avoid creating the impression of speaking or acting for the Seminary.

As members of a Roman Catholic seminary community, administrators exercise their professional responsibilities within the framework of both the Magisterium of the Church and the obligations of the *Code of Canon Law*. Seminary administrators must maintain an integrity and probity of life consistent with the witness of Christian living requisite of those professionals who willingly embrace the Seminary's special mission to train candidates for ordination and to educate men and women for leadership and educational roles in the Church.

8. SEMINARY-WIDE POLICIES AND BENEFITS

8.1 Faculty and Administrator's Development

The continuing professional development of faculty members and administrators is a special concern of the Seminary. Faculty members and administrators are encouraged to seek professional development by all possible means and innovative ways: through in-service activities and programs both on and off-campus, through participation in the ongoing programs of professional associations, and through judicious planning for sabbatical leaves, in order to make them productive for the individual, for the Seminary and the scholarly community in general.

8.1.1 Courses without Charge

Regular faculty and administrators at Saint Vincent Seminary may take courses on a credit, non-credit, or audit basis at Saint Vincent College or the Seminary tuition free. These courses, as a rule, are taken outside scheduled class or office hours.

8.1.2 Convention Allowance

Saint Vincent Seminary encourages its faculty and administrators to participate in professional societies through membership, scholarly contributions and attendance at conventions. Personal membership dues may need to be assumed by the individual, while the Seminary assists in defraying the expense of attendance at conventions.

Regular faculty members, after receiving the approval of the Academic Dean, may apply for such assistance using the application form provided by the Seminary. The maximum amount of subsidy provided for each member within an academic year is specified within the annual budget.

Administrators may apply to the Rector for funds to attend workshops and meetings relevant to their particular areas of responsibility. The Rector will determine which staff requests will be funded in light of the total amount budgeted annually.

8.1.3 Working from Home

The Seminary will consider work from home as a work option, on an occasional basis, when appropriate for a position and when both the employee and the job description align for such an arrangement. This determination will be made by the employee's supervisor, with final authority to make such decisions resting with the Rector. Such remote work must not present an impediment for the Seminary, staff, students, or faculty—that is, additional work cannot be imposed upon others as a result of remote working arrangements for an individual. Additionally, expectations for timely completion of work and other performance criteria are the same for an employee on-campus and off-campus. Work from home is not appropriate for every position at the Seminary. All decisions regarding remote work will be made on a case-by-case basis

and will be approved or denied at the time of each individual request.

In addition, the Seminary may consider allowing a qualified individual with a disability to work from home for a period of time as a reasonable accommodation for the individual's disability, unless doing so would create an undue hardship on the Seminary.

8.2 Holidays and Leaves

Holidays: Seminary offices and facilities are closed on official holidays at Saint Vincent, as listed below:

New Years Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Easter Monday	Christmas Eve
Memorial Day	Christmas
Independence Day	Day after Christmas
Labor Day	Floating Holiday

8.2.1 Leaves: The Seminary follows the same policies on leaves stated in sections 2.12.2-9 of the Saint Vincent College Faculty Handbook (available on the SVC portal webpage).

8.2.2. Vacation - Administrators with 12-month contracts

If the initial contract period is for less than one year, the following guidelines are followed: One day of vacation is granted for every month of full-time service up to ten days. For the purpose of computing years of services for vacation eligibility, the initial appointment is counted as one year if it is more than a six-month duration. Following the first year, the schedule is as follows: during the first two years, the administrator is granted ten days of vacation within each year. From three through fifteen years, fifteen days of vacation are granted within each year. After fifteen years, twenty days of vacation are granted. Administrators are allowed to carry over 10 days of vacation. Administrators who voluntarily resign or are terminated for reasons other than for cause are eligible for payment of all accrued/unused vacation days.

8.3 Benefit Programs

This section indicates employee benefit programs that are supported or provided by Saint Vincent Seminary to its full-time ranked faculty and administrators and full-time Saint Vincent employees, and as specified *pro rata* to certain part-time ranked faculty as approved by the Rector. The Seminary follows the same policies on benefits stated in sections 2.13 and Appendix B of the Saint Vincent College Faculty Handbook. For specific information about benefits, you should refer to the plan documents, which are controlling.

8.4 Facilities

8.4.1 Athletic Facilities

All faculty and administrators are welcome to use the Saint Vincent athletic and recreational facilities. These facilities may be used during scheduled periods when they are not being used for regular student activities. Facilities on campus are available for those interested in weightlifting, basketball, swimming and physical conditioning. A soccer field, tennis courts and softball field are available for outdoor sports. All are requested to follow the safety and procedural regulations of the facilities, as well as the rules of common sense and courtesy.

8.4.2 Library

All faculty and administrators are invited to use the collections in the Saint Vincent's Dale P. Latimer Library. In addition to a large collection of circulating books, the Library contains an authoritative reference collection, a listening room, and terminal access to the online catalog. After obtaining their identification cards, employees may borrow circulating material.

8.4.3 Book Center

The Book Center is maintained for the convenience of faculty and administrative staff members and students. In order to assure availability of textbooks for scheduled courses, book orders must be submitted in advance of the deadlines established by the manager. Faculty and administrators who purchase personal books there are granted the prevailing discount.

8.4.4 Health Center

Employees who require immediate medical attention during working hours may utilize the services of the Health Center, which is located on the ground floor of the Robert S. Carey Student Center. They are expected to pay the cost of any medication provided to them. Except in emergencies, they should avail themselves of the services of their own private physician.

8.5 Special Services

8.5.1 Financial Services

Direct deposit of payroll checks is available and faculty/administrators are strongly encouraged to utilize direct deposit. Personal and reimbursement checks up to \$100.00 may be cashed at the Cashier's window in the Business Office on the first floor of Alfred Hall. The cashier provides this service on Tuesday, Wednesday, and Thursday from 1:00-4:00 p.m. Cash machines are available on campus for use of the community.

8.5.2 Campus Food Service

Faculty and administrators may purchase cafeteria-style meals that are provided by the College Food Service in the College Dining Hall. In addition, sandwiches and snacks may be purchased in the Shack located in the Robert S. Carey Student Center. The Barista Café located in the Carey Center Student Lounge offers pastries, and various types of coffee, tea and other drinks. Faculty and administrators may make advance reservations with Food Service for the serving of meals in the Guest Dining Room when required by the needs of their department.

8.5.3 Motor Vehicle Registration and Parking

Faculty and administrators are required to register their motor vehicles with the Public Safety Office located on the ground floor of Alfred Hall. The parking permit must be displayed on the assigned vehicle. Individuals are required to follow the published parking guidelines, a copy of which may be found on the intranet.

8.5.4 Credit Union

Faculty and administrators are eligible to become a member of Clearview Federal Credit Union. The benefits of the Credit Union include payroll-deducted savings, competitive-interest savings accounts, and low-interest personal and auto loans. More details may be obtained through the Credit Union at (724) 539-9396 or through the Human Resources Office.

8.5.5 Identification Cards

All faculty and administrators will be issued an identification card. This card should be carried at all times when using Saint Vincent facilities. It is used as a means of identification, as a library card, as a meal card and for admission to certain athletic, cultural and other Saint Vincent sponsored events. Identification cards can be obtained from the Public Safety Office and will be replaced free of charge if lost. All identification cards are the property of Saint Vincent and are non-transferable. Identification cards must be returned to the Human Resources Office upon separation from employment.

8.5.6 Personal and Professional Development Courses

Ranked faculty members and administrators are eligible to take non-credit personal and professional development courses offered by the College Career Development Center on a tuition-free basis.

8.5.7 Office and Classroom Keys

Department chairpersons or deans authorize the issuance of keys to the faculty and administration of the Seminary. The Public Safety Office issues all keys during business hours. The individual must sign for each key received and all keys must be returned to the Public Safety Office at the end of employment at Saint Vincent College. Keys cannot be transferred from one person to another. Duplication of keys is prohibited. When keys are not returned, the College may change locks and charge

the cost to the individual. A full statement of policies and procedures regarding keys may be obtained from the Public Safety Office or found on the intranet.

8.6 Other Policies Relevant to Faculty

8.6.1 Copyrights and Instructional Technology

Saint Vincent College and Seminary use *Schoology* to provide a consistent interface and common location for course materials on the web. Instructors who use *Schoology* are strongly encouraged to allow public access to their syllabus and course description in order to give the public (which includes but is not limited to prospective students, current students, and alumni) as much information regarding our course offerings on this platform as possible. However, faculty and administrators must be aware of the legal restrictions on copyrighted materials placed on the Internet including materials accessible through *Schoology*. Special care should be taken to assure that copyrighted material that may be distributed to one's students cannot be accessed by the general public. Each individual has the responsibility to ensure that materials he or she places on any web site comply with all copyright laws. Questions regarding how to implement public access to selected areas of a course web site on *Schoology* should be directed to Information Services, Coordinator of Academic Computing. (Recommendation of the Instructional Technology Committee; Educational Policies Committee).

8.6.2 Computer Usage Policy

The Saint Vincent IS Security Policy is meant to inform users as to what policies should be adhered to and the procedures to follow regarding the acceptable use and protection of informational technology and data. It defines the intended uses of the network including unacceptable uses and the consequences for non-compliance. This policy is required to aid in the development of a secure computing environment where unique challenges exist due to the diverse community being supported. The full policy can be accessed at:

<https://mysv.stvincent.edu/CampusServices/InformationTechnology/Pages/default.aspx>

The Saint Vincent IS Acceptable Use Policy is to inform the users as to what policies should be adhered to and what procedures to follow regarding the acceptable use and protection of informational technology and data. It defines the intended uses of the network including unacceptable uses and the consequences for non-compliance. It also covers provisions for network etiquette, limits on the use of network resources, and indicates the level of privacy a user on the network should expect. The full policy can be accessed at:

<https://mysv.stvincent.edu/CampusServices/InformationTechnology/Documents/Acceptable%20Use%20Policy.pdf>

8.7 External Relations Policies

The Director of Public Relations provides communication services for the employees on campus. Information about activities should be sent to the Director so that they may receive the publicity that they deserve. All news releases or any publicity directly or indirectly involving the name and activities of the Seminary must emanate from that office. The Bulletin provides announcements of events and activities. Computer ListServs and the house mail service are used to convey formal administrative announcements.

8.8 Procedure for Revising the Faculty and Administrative Handbook

8.8.1 General Statement

The Saint Vincent Seminary Faculty-Administrators Handbook may be revised by the Board of Directors upon the recommendation of the Rector. Recommendations for revision should be communicated to the Rector. The authority to make revisions effecting changes of institutional policy are reserved to the Board of Directors. Determination of what constitutes a change of institutional policy is reserved to the judgment of the Rector and the Board of Regents.

8.8.2 Proposals for Revising Sections 4.3, 4.4, 4.5 and Part 6

Proposals for revising any of the sections listed above may be made by any faculty member, administrator or faculty group in the Seminary. Such proposals should be made in the form of texts intended to replace, in whole or in part, some current expressions of this *Handbook* and contain a brief explanation of the reasons for proposing the revision. These proposals should be considered by the appropriate faculty standing or *ad hoc* committee, which will make its recommendation to the Rector. The faculty committee may choose one of the following courses of action:

- It may receive a particular proposal and transmit it to the Rector without change or comment.
- It may endorse it and attach its endorsement to the original proposal.
- With the consent of the submitter, it may either alter or amend a proposal before transmitting it to the Rector.

If the submitter does not agree to such alterations or amendments, he or she may object to the committee's proposal and attach his/her objections before sending it to the Rector. Proposals processed through the faculty are next forwarded by the Rector, along with a statement of support, opposition or reservation, to the Board of Regents. Before action on revision proposals, the Board of Regents may commission its Academic Affairs Committee to meet with the faculty to discuss adjustments in the revised texts. The revision process of these sections of the *Handbook* is terminated by final action on the part of the Board of Directors at the recommendation of the Board of Regents.

8.8.3 General Rules of Procedure

Proposed amendments to the *Saint Vincent Seminary Faculty-Administrators Handbook* will take effect upon approval of the Board of Directors. Any grand-fathering provision will be specific to a given policy and so noted in specific language. Other than this, all policies are current with the new appointment, as are the personnel, governance and contractual policies regulations, process and procedures of Saint Vincent Seminary during the current faculty academic appointment year in which it is in effect. In other Parts or Sections not disclaimed above changes may be effected at once by the directive of the Rector and Board of Regents as appropriate.

All administrators and members of the faculty to which this handbook applies shall receive a copy of the *Saint Vincent Seminary Faculty-Administrators Handbook* as current for the next academic year when they receive their annual letter of appointment or contract or for a new faculty member, at the time of being tendered a contract or letter of appointment. A current copy will be available for inspection during regular hours at the Office of the Academic Dean and the Saint Vincent Library.

Proposals under discussion by the Board of Directors have no status whatsoever, not even a promissory one, until final action by the Board has been taken and until the above effective dates have been followed.

Nothing in this policy precludes a specific change or exception to the *Saint Vincent Seminary Faculty- Administrators Handbook* in any part or section by the Rector. After approval by the Faculty and approval of the Rector's action by the Board of Directors through its Executive Committee, the change or exception may be made by the Rector.

APPENDIX A

Whistleblower Policy (September 2024)

Saint Vincent Seminary requires all directors and employees to observe high standards of business and personal ethics in the conduct of their responsibilities. As employees and representatives of Saint Vincent, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all directors and employees to follow this practice and to report violations or suspected violations in accordance with the Whistleblower Policy. These violations may include any of the published policies of the Seminary, but also include financial improprieties or irregularities. Financial improprieties or irregularities means, among other similar matters, misappropriation of funds, supplies, property, or other resources; misreporting hours worked; fraud or deliberate errors in the preparation, evaluation, review or audit of any financial statement of the Seminary; forgery or alteration of Seminary financial documents or financial computer files; pursuit of financial benefit or advantage in violation of Saint Vincent's conflict of interest policy; or deficiencies in or noncompliance with Saint Vincent's financial controls.

No director or employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Saint Vincent prior to seeking resolutions outside of Saint Vincent.

Saint Vincent encourages employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his or her supervisor or he or she is not satisfied with their supervisor's response, employees are encouraged to speak with someone in the Human Resources Office or anyone in management whom the employee is comfortable approaching. Supervisors and managers are required to report suspected violations to Saint Vincent's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when an employee is not satisfied or uncomfortable with discussing his or her concerns with these persons, the individual should contact Saint Vincent's Compliance Officer directly.

If the complaint or concern is regarding the conduct of the designated Compliance Officer, the Rector is the appropriate authority to report such a concern. If anonymity is desired, an unsigned written report may be delivered to the Office of the Rector via internal house mail or via regular US mail. The Rector or his designee will be responsible to conduct a thorough investigation of the reported violation as outlined above including reporting the matter to the Finance, Audit, and Investment Committee of the Board of Directors and working with the Committee until the matter is resolved. Saint Vincent's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations, shall advise the Rector and/or the audit committee. The Compliance Officer has direct access to the Finance, Audit, and Investment Committee of the Board of Directors and is required to report to the committee at least annually on compliance activity. Saint Vincent's Compliance Officer is the Vice President of Finance and Treasurer. The Finance, Audit, and Investment Committee of the Board of

Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the committee of any such complaint and work with the committee until the matter is resolved.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously to a designated hotline: 724-805-1900. Reports or violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

APPENDIX B:

The Pope Benedict XVI Chair of Biblical Theology and Homiletics: for Excellence in Preaching

Vision Statement

Purpose: The Pope Benedict XVI Chair was established to realize two purposes:

The **first** is to assist seminarians in discerning and proclaiming the mystery hidden in the Scriptures and celebrated in the liturgy. We do this by exploring the liturgical content of the Bible and the liturgical contexts in which the Scriptures were originally produced, canonized, and proclaimed. Seminarians apply the principles of a mystagogic hermeneutic – notably the canonical account of the unity of the divine economy – to grasp how the covenant is renewed in every age, and to discern the typological patterns that unfold in the lectionary. The techniques of mystagogy demonstrate how Salvation History is actualized in the liturgy, and how sacramental grace, which derives from the Paschal Mystery, serves to inform and transform everyday life. The work of the Chair, then, is directed toward mystagogy, and not merely exegesis or preaching. The term *biblical theology* expresses a theological approach that draws widely from the Church’s intellectual tradition as well as contemporary currents in academic research and scholarship. The charter documents of the Chair, however, are three: the Bible, the *Catechism of the Catholic Church*, and the Lectionary.

The **second** purpose is to develop ways in which seminarians can acquire the skills and practices necessary to preach effectively the lectionary and the liturgical rites of the Church. The emphasis upon ‘excellence in preaching’ necessitates the aim of weaving homiletics into the broader curriculum. This second purpose requires the concerted effort of the entire faculty, working with the Chair to develop opportunities and programs that foster effective liturgical proclamation and evangelization.

Method: The courses taught by the chair holder are deliberately integrative, drawing from the fields of biblical studies, systematic theology, moral theology, and sacramental theology. Pope Benedict XVI has himself provided a model for this approach. He is, by nature and by office, a bridge-builder. While academic theology grew increasingly fragmented by over-specialization, Pope Benedict XVI seeks a synthesis. He sees the organic unity of the two testaments of the Bible. He recognizes the mutually fructifying relationship between exegesis and theology. He explores the unitive bond between the Bible and the liturgy and sees that the isolation of theology from exegesis has meant a certain deadening of both. Insofar as this integrative approach resists reductionist tendencies it provides a firm foundation for a “biblical theology” conducive to effective preaching.

Program: The program is threefold: first, classroom instruction for seminarians; second, public lectures and workshops for the seminary community; and third, continuing education conferences for priests, deacons and seminarians – from SVS alumni and clergy around the country. While the chair holder is not primarily responsible for training seminarians in exegesis or homiletics *per se*, the chair holder does seek to provide the theological grounding necessary for effective preaching that is biblical, doctrinal, and catechetical—mystagogy being the proper *milieu* of Catholic preaching.

Cross Curriculum Integration: The Chair works with the regular faculty in providing seminarians with

opportunities to develop and refine their skills for effective homily preparation and delivery, catechetical instruction, and evangelization. This would occur by means of designated assignments across the curriculum, labs, integration seminars, and periodic symposiums throughout the four-year theologate.

When we succeed in our task, we prepare seminarians to fulfill Pope Benedict's ardent wish, expressed in *Sacramentum Caritatis* 46:

[O]rdained ministers must prepare the homily carefully, based on an adequate knowledge of Sacred Scripture ... I ask these ministers to preach in such a way that the homily closely relates the proclamation of the word of God to the sacramental celebration and the life of the community, so that the word of God truly becomes the Church's vital nourishment and support. The catechetical and paraenetic aim of the homily should not be forgotten. During the course of the liturgical year it is appropriate to offer the faithful, prudently and on the basis of the three-year lectionary, "thematic" homilies treating the great themes of the Christian faith, on the basis of what has been authoritatively proposed by the Magisterium in the four "pillars" of the Catechism of the Catholic Church and the recent Compendium, namely: the profession of faith, the celebration of the Christian mystery, life in Christ and Christian prayer."