

PROPOSED FACULTY MANUAL AMENDMENTS (SPRING 2025)
For Transmittal to the Board of Trustees for Adoption at the May 2025 Board Meeting

Approved by the Faculty Senate on March 18, 2025

TO: Provost Mike Lewis and President Fred Pestello

FROM: April Trees, PhD – Chair, Joint Faculty Senate/Provost Committee on *The Faculty Manual*

CC: VP and General Counsel Danielle Uy; Chief of Staff Bob Gagne; Associate Provost Steve Sanchez

DATE: April 8, 2025

SUBJ: Proposed *Faculty Manual* amendments (Spring 2025) for consideration and adoption by the Board of Trustees at its May 2025 meeting

At the February 18, 2025 Faculty Senate meeting, Professor Chris Rollins, JD, President of the Faculty Senate, as a member of the Joint Faculty Senate/Provost Committee, and I, as Chair of the Joint Faculty Senate/Provost Committee on *The Faculty Manual*, made an initial presentation of the proposed amendments to *The Faculty Manual*.

I introduced and Professor Christine Rollins, JD, Faculty Senate President and presented the initial text of three amendments proposed by the *Faculty Manual* Committee. These are detailed following this introduction.

Further discussion about the proposed amendments to the text of the current *Faculty Manual* ensued during the February Faculty Senate meeting and via other venues. Professor Christine Rollins, JD, hosted a zoom open forum on March 4, 2025, to gather feedback on the proposed amendments from the faculty at large. Faculty were also encouraged to provide feedback to their Senators or via the Faculty Senate e-mail or suggestion box and were told they might discuss the proposed amendments in their school assembly/council meetings. The Provost communicated his support for these changes to me prior to submission to the Faculty Senate.

The three amendments to the existing *Faculty Manual* were voted on, as a package, at the March 18, 2025 Faculty Senate meeting. Approval was unanimous, with 46 votes cast.

The final version of the three proposed amendments approved at the March Senate meeting appears in two forms on the following pages: (1) amendment text showing edits; and (2) clean version of final amendment text. These amendments will go into effect on the date of Board adoption. The revised *Faculty Manual* (2025) will be accessible from the [Manual web page](#) shortly thereafter.

Proposed Amendments to the Current (2024) *Faculty Manual* [Presented in the order in which they appear in the *Manual*]

AMENDMENT #1

GENERAL NORMS FOR APPOINTMENT AND ADVANCEMENT: Sec. III.F.3.d (p. 20); Sec III.F.4.c (p. 20)

AND

RESPONSIBILITIES OF FACULTY MEMBERS: Sec. III.G.3 (p. 22)

2024 FACULTY MANUAL	PROPOSED AMENDED TEXT
Section III.F.3.d Self-reported and extramurally provided evidence of continuing and increasing achievement in scholarship and research as defined in Section III.G.3 particularly scholarly publication and other academically recognized creative achievements. Consideration will be given to such subsidiary evidence as direction of, or significant participation in, research projects, acquisition of external funding for research, participation in the scholarly activities of professional societies, and professional consultative service.	Section III.F.3.d Self-reported and extramurally provided evidence of continuing and increasing achievement in scholarship and research as defined in Section III.G.3.
Section III.F.4.c Evidence of such outstanding achievements in scholarship and research, as defined in Section III.G.3, particularly scholarly publication and other academically recognized, creative achievements, as to garner meritorious attention among recognized scholars. Consideration will be given to such subsidiary evidence as direction of, or significant participation in, research projects, acquisition of external funding for research, acquisition of patents, participation in the scholarly activities of learned societies, and professional consultative service.	Section III.F.4.c Evidence of such outstanding achievements in scholarship and research as defined in Section III.G.3 as to garner meritorious attention among recognized scholars.
Section III.G.3 Faculty members share Each faculty member shares with the entire University the collective responsibility for discovery, exploring, and communicating new knowledge. Research and scholarly activities	Section III.G.3 Faculty members share with the entire University the collective responsibility for the scholarship of discovery, integration, community engagement, teaching and learning. The following is a non-exhaustive list of examples that illustrate the

<p>are also essential for reinforcing and vitalizing teaching: the scholarship of discovery, integration, community engagement, teaching, and learning. The following is a non-exhaustive list of examples that illustrate the range of scholarly activity appropriate to Saint Louis University: peer-reviewed scholarly publications, acquisition of external funding for research, scholarship activities of professional societies, interpretive or theoretical articles or monographs for the profession, pedagogical articles or monographs, books and textbooks, professional presentations, reports of professional consultations, applied and public scholarship, community-engaged scholarship, and creative work in art, dance, music, theater, film, broadcasting, or literature. Scholarship activities can impact the academic field, institution, practice, education, pedagogy, and the public.</p>	<p>range of scholarly activity appropriate to Saint Louis University: peer-reviewed scholarly publications, acquisition of external funding for research, scholarship activities of professional societies, interpretive or theoretical articles or monographs for the profession, pedagogical articles or monographs, books and textbooks, professional presentations, reports of professional consultations, applied and public scholarship, community-engaged scholarship, and creative work in art, dance, music, theater, film, broadcasting, or literature. Scholarship activities can impact the academic field, institution, practice, education, pedagogy, and the public.</p>
<p>No research or scholarly activities experiment that violate a fundamental human right can ever be justified on the grounds that it contributes to truth. Therefore, no such research or scholarly activities may be conducted. Any research investigation that involves human subjects must receive prior approval from one of the University's Institutional Review Boards, and any research investigation that involves animal subjects must receive prior approval of the Animal Care Committee.</p>	<p>No research or scholarly activities that violate a fundamental human right can ever be justified on the grounds that it contributes to truth. Therefore, no such research or scholarly activities may be conducted. Any research investigation that involves human subjects must receive prior approval from one of the University's Institutional Review Boards, and any research investigation that involves animal subjects must receive prior approval of the Animal Care Committee.</p>
<p>High standards of personal conduct and ethical community-engagement are demanded in order to meet the mission of the University. Each faculty member must avoid fraud and other misconduct in all types of research and scholarly activity, including fabrication or other falsification of data, plagiarism, and deliberate and knowing failure to comply with federal, state, or University rules and regulations governing the conduct of research, and other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting, or reporting of research and scholarly activity. However, honest errors or honest, good-faith differences in interpretations or evaluations of data do not constitute misconduct.</p>	<p>High standards of personal conduct and ethical community-engagement are demanded in order to meet the mission of the University. Each faculty member must avoid fraud and other misconduct in all types of research and scholarly activity, including fabrication or other falsification of data, plagiarism, and deliberate and knowing failure to comply with federal, state, or University rules and regulations governing the conduct of research, and other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting, or reporting of research and scholarly activity. However, honest errors or honest, good-faith differences in interpretations or evaluations of data do not constitute misconduct.</p>
<p>Each member of the University....</p>	<p>Each member of the University....</p>

AMENDMENT #2

MEDICAL LEAVES OF ABSENCE AND TERMINATION FOR MEDICAL REASONS: Sec. III.H.12.b. (p.31)

2024 FACULTY MANUAL	PROPOSED AMENDED TEXT
<p>Section III.H.12.b.</p> <p><u>All University employees can apply for Family Medical Leave Act ("FMLA") leave. See the <i>Family Medical Leave Policy</i> located on the Human Resources website. Once approved, full-time faculty may also request a Faculty Medical Leave of absence from Human Resources. The faculty medical leave offers two additional benefits. Faculty members can are able entitled to receive <u>paid</u> medical leaves of absence <u>for their own, personal medical condition</u> when they are unable to perform their assigned duties for medical reasons, although the University requires proof of disability before granting a medical leave of absence. Faculty members on medical leaves of absence receive full pay as long as the condition continues, <u>for a period not to exceed 180 calendar days. The period under the faculty medical leave runs concurrently with the FMLA</u></u></p> <p>If the condition extends beyond <u>180 calendar days</u> six months, the faculty member may request a special leave of absence, consisting of partial or complete relief from duties, with corresponding reduction or cessation of salary, for one full semester. Alternatively, if the condition extends beyond <u>180 calendar days</u> six months, the faculty member may qualify for long-term disability insurance benefits, terms of which are available from the University Benefits Office.</p> <p><u>As a separate benefit, full-time faculty members are entitled to coverage under the FMLA when caring for a qualified dependent as defined by the FMLA. The amount of paid leave under this benefit is consistent with Missouri law.</u></p> <p><u>Saint Louis University partners with a third party to manage FMLA leave requests. Please see the <u>FMLA and Parental Leave</u> section within SLU</u></p>	<p>Section III.H.12.b.</p> <p>All University employees can apply for Family Medical Leave Act ("FMLA") leave. See the <i>Family Medical Leave Policy</i> located on the Human Resources website. Once approved, full-time faculty may also request a Faculty Medical Leave of absence from Human Resources. The faculty medical leave offers two additional benefits. Faculty members can receive paid medical leaves of absence for their own, personal medical condition when they are unable to perform their assigned duties for medical reasons. Faculty members on medical leaves of absence receive full pay as long as the condition continues, for a period not to exceed 180 calendar days. The period under the faculty medical leave runs concurrently with the FMLA</p> <p>If the condition extends beyond 180 calendar days, the faculty member may request a special leave of absence, consisting of partial or complete relief from duties, with corresponding reduction or cessation of salary, for one full semester. Alternatively, if the condition extends beyond 180 calendar days, the faculty member may qualify for long-term disability insurance benefits, terms of which are available from the University Benefits Office.</p> <p>As a separate benefit, full-time faculty members are entitled to coverage under the FMLA when caring for a qualified dependent as defined by the FMLA. The amount of paid leave under this benefit is consistent with Missouri law.</p> <p>Saint Louis University partners with a third party to manage FMLA leave requests. Please see the <u>FMLA and Parental Leave</u> section within SLU</p>

Benefits resources located on the Human Resources website for detailed FMLA application instructions. Qualifying faculty are eligible for this leave once every fiscal year.	Benefits resources located on the Human Resources website for detailed FMLA application instructions. Qualifying faculty are eligible for this leave once every fiscal year.
If there are repeated leaves of absences for medical reasons,...	If there are repeated leaves of absences for medical reasons,...

AMENDMENT #3

SABBATICAL LEAVES: Sec. III.H.12.d (p. 32)

AND

DEVELOPMENTAL LEAVES: Sec. III.H.12.e (pp. 32-33)

2024 FACULTY MANUAL	PROPOSED AMENDED TEXT
<p>Sec. III.H.12.d. Sabbatical Leaves</p> <p>The purpose of sabbatical leaves is professional development and renewal. Full-time tenured faculty members may apply for sabbatical leaves of one semester at full salary or one academic year at half salary. At least twelve semesters of full-time service since hiring or since completion of the previous sabbatical leave are required for eligibility. Eligibility does not entitle a faculty member to sabbatical leave. The <i>Sabbatical/Developmental Leave Policy</i> is available on the website of the Office of the Provost.</p> <p>Section III.H.12.e Developmental Leaves</p> <p>The purpose of developmental leaves is professional development and renewal. Full-time untenured and non-tenure-track faculty members may apply be offered for a paid developmental leave. At least twelve semesters of full-time service since hiring or since completion of the previous developmental leave are required for eligibility. Eligibility does not entitle a faculty member to developmental leave. The <i>Sabbatical/Developmental Leave Policy</i> is available on the website of the Office of the Provost. according to written guidelines and procedures established in advance by the appropriate Dean or comparable administrator and Faculty Assembly or equivalent group of</p>	<p>Sec. III.H.12.d. Sabbatical Leaves</p> <p>The purpose of sabbatical leaves is professional development and renewal. Full-time tenured faculty members may apply for sabbatical leaves of one semester at full salary or one academic year at half salary. At least twelve semesters of full-time service since hiring or since completion of the previous sabbatical leave are required for eligibility. Eligibility does not entitle a faculty member to sabbatical leave. The Sabbatical/Developmental Leave Policy is available on the website of the Office of the Provost.</p> <p>Section III.H.12.e Developmental Leaves</p> <p>The purpose of developmental leaves is professional development and renewal. Full-time untenured and non-tenure-track faculty members may apply for a paid developmental leave. At least twelve semesters of full-time service since hiring or since completion of the previous developmental leave are required for eligibility. Eligibility does not entitle a faculty member to developmental leave. The <i>Sabbatical/Developmental Leave Policy</i> is available on the website of the Office of the Provost.</p>

~~a College, School, or Library with the approval of the Provost. Faculty members are encouraged to apply for fellowships and personal development grants to help offset the cost of such leaves.~~

~~The recipient of a developmental leave must submit a report of their activities within one semester after return to the appropriate College, School, or Library Faculty Assembly, or equivalent groups; to their Department Chairperson or comparable administrator; and to the Dean or comparable administrator. This report serves as a record of benefits derived from the program. Failure to file such a report in a timely manner is grounds for denial of subsequent applications for developmental leave by the recipient.~~

~~A faculty member who receives developmental leave must agree to return to the University after completion of the leave, and to remain in service until the completion of one academic year. Failure to do so makes the faculty member liable for reimbursing the University for the salary and benefits paid while they were on leave.~~

The following administrative update was made to bring *the Faculty Manual* in line with the bylaws of the Board of Trustees. Section 11 of SLU's Bylaws state the following: "The non-ex officio members of the (Executive) Committee shall be appointed by the Chair in consultation with the President and shall serve a one-year term, subject to annual renewal."

ADMINISTRATIVE UPDATE

THE ORGANIZATION OF SAINT LOUIS UNIVERSITY, THE UNIVERSITY CORPORATION: Sec. II.A (p. 2)

2024 FACULTY MANUAL	UPDATED TEXT
<p>Sec. II.A. The University Corporation</p> <p>The Bylaws of the Board of Trustees provide for an Executive Committee with power to act for the Board in the intervals between regular and special meetings of the Board. The Chairperson and Vice Chairperson of the Board and the President of the University are <i>ex officio</i> members of the Executive Committee. Other Executive Committee members are appointed by the Chair in consultation with the President and shall serve a one-year term, subject to annual renewal-elected by the Board of Trustees from among its members.</p>	<p>Sec. II.A. The University Corporation</p> <p>The Bylaws of the Board of Trustees provide for an Executive Committee with power to act for the Board in the intervals between regular and special meetings of the Board. The Chairperson and Vice Chairperson of the Board and the President of the University are <i>ex officio</i> members of the Executive Committee. Other Executive Committee members are appointed by the Chair in consultation with the President and shall serve a one-year term, subject to annual renewal.</p>
