FACULTY HANDBOOK

Saint Mary Seminary
and Graduate School of Theology

2026-2027

Preparing men for the Roman Catholic priesthood
and serving as a center for advanced theological education

Saint Mary Seminary and Graduate School of Theology
Roman Catholic Diocese of Cleveland
28700 Euclid Avenue
Wickliffe, OH 44024
www.stmarysem.edu

Rev. 7-2026

Dear Colleagues:

The new *Program for Priestly Formation for the United States #6* reminds seminaries that unity and harmony are expected among all professors. (#479) To this end, the *PPF* calls for a handbook to outline and clearly describe expectations and responsibilities.

This 2026 revised Faculty Handbook is an attempt to gather in one place information, policies, and procedures which guide the academic life of the seminary community on a day-to-day basis. Of course, no document covers every situation or question that may arise, but this document is an attempt to articulate current practice. Changes in situations, accreditation expectations, diocesan policies and procedures, for example, will certainly call for collegial discernment and collaboration to address new challenges and opportunities.

The Faculty Handbook is one of several normative documents that provide guidelines for the organization, implementation, and evaluation of the academic program. However, this text should not be viewed as the only document to be consulted, and when necessary, faculty and administration are expected to consult additional texts and sources for further explanation and guidance. For example:

Internal documents include, but are not limited to:

- The seminary *Official Catalog* and website: www.stmarysem.edu provide the public dissemination of all information about the academic program and is kept current.
- The *Policy Compendium* contains the official text of policies for any publication.
- The *Assessment Resource Manual* provides specific information regarding all aspects of assessment for student learning including processes, rubrics, and other assessment tools.
- The *Percorso* Portfolio Handbook guides students in all four academic degree programs through the portfolio process.
- Degree Program Handbooks present information specific for the MDiv, MA (Theology), Master of Arts in Diaconal Ministry, and Doctor of Ministry degree programs.
- The *Library Handbook* and library website menu provides a comprehensive overview of the library collection and services.

External documents include, but are not limited to:

- The Board of Directors Code of Regulations and Board Handbook
- The CPL Handbook
- The Employee Handbook of the Diocese of Cleveland.
- Accreditation Standards, Criteria, and Procedures for The Ohio Board of Regents, HLC and ATS

The *PPF* #6 #466 quoting the *Ratio* (#524) reminds seminary faculties that "Professors are an integral part of the mission of the seminary community. 'The professors should be regarded as part of a single teaching community, and true educators. They ought to guide seminarians towards that unity of knowledge that finds its fulfillment in Christ, the Way, the Truth and the Life.'"

May God bless our seminary faculty as we pursue this ultimate goal of our shared ministry.

Rev. Andrew B. Turner
President-Rector

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PART I:
INSTITUTIONAL STRUCTURE

CHAPTER 1 BACKGROUND AND DOCUMENTATION

History of Saint Mary Seminary

The founding of this seminary was very nearly coincident with the founding of the Diocese of Cleveland. Bishop Amadeus Rappe was consecrated the first Bishop of Cleveland on October 10, 1847. After living for a short time in a rented house near the old Haymarket, the Bishop purchased in his own right a property on East 6th Street and St. Clair. The brick house on the property became his residence, and in 1848 the adjacent frame buildings were made into classrooms and became Cleveland's first diocesan seminary. By July of that year there were eight students enrolled all of whom lived with the bishop in the episcopal residence.

In the second year of its existence, the seminary had eighteen students and larger quarters were needed. In September 1850, Bishop Rappe purchased, as a new site for his seminary, a three-story frame building on a plot of ground 225 feet square, with frontage on Lake and Hamilton Streets. In 1853 a two-story brick structure was added to the west end of the building, and in 1856 another two-story brick structure was added to the west end of the building to serve as quarters for a classics department.

In 1859 Bishop Rappe began building a new seminary on the same site. A brick building with the main part three stories high and with two flanking wings of two stories, the new seminary was occupied in September 1860, by the philosophy and theology departments, while the older buildings became the site of the classics department, Saint Mary College.

Ground for a new seminary building on Ansel Road was broken on March 19, 1924, by the Ordinary Bishop Joseph Schrembs; the cornerstone was laid in May. It had been Bishop Schrembs's intention to make the new institution an undergraduate college seminary with the theology students being sent to Cincinnati in 1922. In 1929, however, the theology department was returned to Saint Mary, which then became Cleveland's major seminary, consisting of a senior college department and a theologate. In 1954 Archbishop Edward F. Hoban transferred the senior college from Saint Mary to the newly established Borromeo Seminary of Ohio in Wickliffe, Ohio; since then, Saint Mary seminary has been exclusively a graduate theologate.

On February 24, 1962, the seminary became an affiliate of the Catholic University of America in Washington, D.C., and students were eligible to receive the ecclesiastical degree, S.T.B. This arrangement continued from 1965 to 1970. On August 16, 1968, Saint Mary Seminary was incorporated by the State of Ohio as a distinct corporation and on September 13, 1968, it was granted a "Certificate of Authorization received from the Ohio Board of Regents" to grant degrees in theological studies (resolution 1969--13). The members of the Association of Theological Schools (ATS) voted associate membership status to Saint Mary Seminary on January 15, 1969, and full accreditation was granted on January 14, 1971. On April 24, 1981, the seminary was accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

In 1989, Bishop Anthony M. Pilla, Bishop of the Diocese of Cleveland, inaugurated a thorough and lengthy consultative process to determine the future direction of priestly formation within the Diocese of Cleveland. After examining all the available options, the Presbyteral Council of the Diocese, the consultative body of priests for the bishop, recommended the establishment of a ministry training center

to prepare not only priesthood candidates, but permanent deacons and pastoral ministers as well. The Bishop accepted this recommendation and he appointed a Transition Committee to oversee the establishment of what is now known as the "Center for Pastoral Leadership, Diocese of Cleveland."

On September 5, 1991, therefore, Saint Mary Seminary moved to the site of Borromeo Seminary of Ohio in Wickliffe, Ohio, to join the newly established entity, which embraces Saint Mary Seminary, Borromeo Seminary, which is now a formation program for college students, the Diocese of Cleveland Diaconate Office, the Diocese of Cleveland Pastoral Ministry Office, and the Diocesan Office of Continuing Education and Formation of Ministers. At the present time, each program housed at the Center for Pastoral Leadership has its own integrity and unique purpose. While real collaboration and mutual support are fostered among all the participants, each program operates in an environment that is free of undue interference or encroachment. In November 1994, Bishop Pilla approved the incorporation of the Office of Continuing Education into the Center for Pastoral Leadership.

The Mission Statement of Saint Mary Seminary

The *primary mission* of Saint Mary Seminary and Graduate School of Theology is to prepare candidates for the diocesan priesthood. This mission includes proclamation of the Word and celebration of the Sacraments in the midst of building community within the local diocesan Church. Within the diocese, the priest is called to serve in a variety of ministries. In order to prepare individuals for future presbyteral ministry, the seminary program incorporates the current edition of the *Program for Priestly Formation* as the benchmark for vocational discernment, which addresses the spiritual, human, intellectual, and pastoral components of ministerial development. Seminarians are required to demonstrate knowledge of biblical, historical, systematic, liturgical, sacramental, and pastoral theologies together with an aptitude and desire for continuing theological education.

To assess its primary mission, the seminary is committed to ongoing evaluation of its priestly formation program in view of the changing demands of diocesan and parish ministry as well as the varying intellectual generations of seminarians.

While a program of diocesan priestly formation is the primary mission, Saint Mary Seminary and Graduate School of Theology recognizes itself as a unique resource for graduate Roman Catholic theological studies in Northeastern Ohio. As its *secondary mission*, to a wider ecclesial community, the seminary offers the Master of Arts degree, Master of Arts in Diaconal Ministry, and the Doctor of Ministry degree.

In addition, individual courses are open for credit or audit to those interested in continuing education or who are transient students, regardless of race, color, creed, or sex. The applicants should have bachelor's degree and the ability to do graduate level studies.

The participation of diverse learners in these academic programs introduces a healthy pluralism into the seminary's community life. Seminarians, lay ecclesial ministers and adult learners create a broader learning environment that incorporates lived and ministerial experiences into theological education.

Articles Of Incorporation of Saint Mary Seminary (Our Lady of The Lake)

The undersigned, a majority of whom are citizens of the United States, desiring to form a corporation, not for profit, under section 1702.01 et seq., Revised Code of Ohio, do hereby certify:

First. The name of said corporation shall be SAINT MARY SEMINARY (OUR LADY OF THE LAKE).

Second. The place in Ohio where the principal office of the corporation is to be located is 1227 Ansel Road, Cleveland, Cuyahoga County.

Third. The purpose or purposes for which said corporation is formed are:

"To place and vest in said corporation not for profit, in order to promote education, religion, morality and the fine arts, the sole, final control, direction and supervision of the administration and manner and method of SAINT MARY SEMINARY (OUR LADY OF THE LAKE) and such other institutions of higher learning that may now or hereafter be operated within Cuyahoga County, Ohio, under the auspices of the Roman Catholic Church; and to possess and exercise all powers conferred on educational corporations by the laws of the State of Ohio; and to do any and all things reasonable and necessary to carry out the aforesaid purposes."

Fourth. (Re. The appointment of trustees *pro tempore*.)

Fifth. The following named persons are to be the members of this corporation upon organization:

Most Rev. Clarence G. Issenmann, Bishop of Cleveland

Rt. Rev. Charles J. Ritty, Chancellor, Diocese of Cleveland

Rt. Rev. Michael J. Murphy, Rector, Saint Mary Seminary

Sixth. Membership in said corporation shall be limited, restricted and qualified as follows:

That membership in said Corporation shall consist and be comprised of only the Most Rev. Bishop of the Roman Catholic Diocese of Cleveland, Ohio, for the time-being incumbent, and such other persons as he may from time to time, select and designate as members of this Corporation, by issuing to said persons a Certificate of Membership, in such form as may be prescribed by the Code of Regulations of the Corporation.

Further, that all membership in said Corporation shall terminate at the will and direction of said Most Rev. Bishop of the Roman Catholic Diocese of Cleveland, Ohio, for the time-being incumbent, the same to be effected in such manner as may be prescribed in the Code of Regulations of the Corporation.

IN WITNESS WHEREOF, we have hereunto subscribed our names, this 16th day of August 1968.

Most Rev. Clarence G. Issenmann;
Bishop of Cleveland

RT. Rev. Charles J. Ritty
Chancellor, Diocese of Cleveland

Rt. Rev. Michael J. Murphy
Rector, Saint Mary Seminary (Our Lady of the Lake)

Personally appeared before me, the undersigned, a Notary Public in and for said County and State, this 16th day of August, 1968, the above-name Most Rev. Clarence G. Issenmann, Bishop of Cleveland; Rt. Rev. Charles J. Ritty, Chancellor of the Diocese of Cleveland; and Rt. Rev. Michael J. Murphy, Rector of Saint Mary Seminary (Our Lady of the Lake), each of whom acknowledged their execution of the foregoing Articles of Incorporation, to be his free act and deed, for the uses and purposes therein recited.

WITNESS my hand and official seal on this 16th day of August, 1968.

Leo E. Ratty
Notary Public

Certificate of Secretary Of State

United States of America,

State of Ohio, Office of the Secretary of the State

I, Ted W. Brown, Secretary of State of the State of Ohio, do hereby certify that the foregoing is an exemplified copy, carefully compared by me with the original record now in my official custody as Secretary of State, and found to be true and correct, of the Articles of Incorporation of SAINT MARY SEMINARY (OUR LADY OF THE LAKE), filed in this office on the 16th day of August, A.D., 1968, and recorded in Roll B-571, Frame 681, of the Records of Incorporation.

WITNESS my hand and official seal at Columbus, Ohio, this 16th day of August, A.D., 1968.

Ted W. Brown

Secretary of State

Certificate of Amendment of Articles of Incorporation of Saint Mary Seminary (Our Lady of the Lake)

A Nonprofit Corporation

Organized Under the Laws of

The State of Ohio

1. The corporation was organized on August 16, 1968.

2. The corporation, on the proposal of its members, by resolution unanimously adopted by the membership as provided by law, does hereby, by the Most Reverend Anthony, M. Pilla, D.D., M.A., its Chancellor of the Board, of 1027 Superior Ave., Cleveland, Ohio (44114), Rev. Allan R. Laubenthal, S.T.D., its President-Rector, and Mr. Brian F. Houlahan, its Secretary-Treasurer, both of 28700 Euclid Ave., Wickliffe, Ohio (44092), execute, acknowledge and certify the following amendment to its articles of incorporation:

   That the principal place of business shall be located in Lake County at:

   28700 Euclid Ave.

   Wickliffe, Ohio 44092-2585

3. The above amendment has been adopted by all of the members entitled to vote thereon at a special meeting held on December 15, 1990, as required by the laws of the State of Ohio, and the Articles of Incorporation and the Code of Regulations of Saint Mary Seminary (Our Lady of the Lake).

4. Executed by the undersigned in duplicate original on July 13, 1992.

   Saint Mary Seminary (Our Lady of the Lake)

   Most Rev. Anthony M. Pilla, D.D., M.A.
   Chancellor of the Board

   Rev. Allan R. Laubenthal, S.T.D.
   President-Rector

   Mr. Brian F. Houlahan
   Secretary-Treasurer

Appointment of Statutory Agent of Saint Mary Seminary
(Our Lady of The Lake)

A Nonprofit Corporation

Organized Under the Laws of

The State of Ohio

1. The undersigned officers of Saint Mary Seminary (Our Lady of the Lake) do hereby appoint Rev. Lawrence Jurcak, JCL, MDiv, of 1404 East Ninth Street, Cleveland, Cuyahoga County, Ohio (44114), a natural person resident in Ohio, as the person on whom process, notices and demands , required or permitted by statute to be served upon said Saint Mary Seminary (Our Lady of the Lake) may be served.

2. Executed by the undersigned on February 3, 2004.

Saint Mary Seminary (Our Lady of the Lake)

Most Rev. Anthony M. Pilla , D.D., M.A.
Chancellor of the Board

Very Rev. Thomas W. Tifft, Ph.D.
President-Rector

Rev. Mark A. Latcovich, Ph.D.
Vice-Rector

Mr. Brian F. Houlahan
Secretary-Treasurer

* * *

I hereby accept the appointment as the agent of Saint Mary Seminary (Our Lady of the Lake) upon whom process, notices, or demands may be served.

Rev. Lawrence Jurcak, JCL, MDiv

AMENDED AND RESTATED CODE OF REGULATIONS OF SAINT MARY SEMINARY AND GRADUATE SCHOOL OF THEOLOGY
(Adopted September 2022)

ARTICLE I
RELATIONSHIP TO THE CATHOLIC CHURCH

As more fully set forth in Sections 1 and 2 of this Article I, Saint Mary Seminary and Graduate School of Theology (the "Corporation") shall at all times be operated in compliance with and subject to the Canon Law of the Catholic Church and in accordance with the teachings of the Catholic Church as enunciated by the Magisterium of the Catholic Church (*i.e.,* the teaching office of the Holy Father and those bishops in communion with him), and local ecclesiastical law of the Catholic Diocese of Cleveland. With regard to matters of Magisterial teachings, the Corporation shall in all such matters rely upon and defer to the teaching authority of the diocesan bishop of the Catholic Diocese of Cleveland (the "Bishop").

Section 1 - Canonical Status. Pursuant to Canon 238, §1, the Corporation is a public juridic person under the Canon Law of the Catholic Church (1983 *Code of Canon Law* and other relevant texts) ("Canon Law"). This code of regulations shall serve as its canonical statutes (canon 117), and shall be construed in a manner consistent with Canon Law wherever possible and, in the event of a conflict between a provision of this code of regulations and a provision of Canon Law, Canon Law shall govern. The Board of Directors of the Corporation (as defined in Article III) shall serve as the finance council for the canonical public juridic person (canon 1280), and the President-Rector (as defined in Article II, Section 2.1C) shall be the Administrator of the canonical public juridic person (canons 1279 and 238, §2).

Section 2 - Relationship of Corporation to Bishop. At all times, this Corporation shall be operated in accordance with Canon Law (including without limitation the current edition of the *Program of Priestly Formation* of the United States Conference of Catholic Bishops), any norms pertaining to the governance and administration of Catholic seminaries issued by canonically competent ecclesiastical authority, and the teachings of the Catholic Church, as enunciated by the Roman Pontiff and the bishops in communion with him, and more specifically, in this regard, the Corporation shall in all such matters rely upon and defer to the teaching authority of the Bishop of the Catholic Diocese of Cleveland (the "Bishop"). The Bishop shall have the rights in respect to the Corporation given by Canon Law to the diocesan bishop over a public juridic person and seminary, which include but are not limited to the following rights:

1. To issue appropriate instructions on administration of goods of public juridic persons subject to him (canon 1276, §2);

2. To exercise careful vigilance over the administration of all the goods which belong to public juridic persons subject to him with due regard for legitimate titles attributing even more significant rights to the same ordinary (canon 1276, §1);

3. To intervene in case of negligence by an administrator in the administration of ecclesiastical goods (canon 1279, §1);

4. To authorize acts of so-called extraordinary administration, and to determine the limits of ordinary administration if the relevant statutes fail to do so (canon 1281, §1,2);

5. To approve administrators investing excess capital (canon 1284, §2,6");

6. To receive an annual report from nonexempt administrators of public juridic persons (canons 1287, §1);

7. To grant or deny permission to initiate or contest a legal proceeding in civil court (canon 1288);

8. To permit administrators to refuse gifts of greater importance (as determined by the statutes of the public juridic person) as well as to accept restricted gifts (canon 1267, §2);

9. To authorize alienation of goods of public juridic persons subject to him if the value of the goods is within the minimum and maximum sums determined by the United States Conference of Catholic Bishops (canon 1292, §1);

10. To receive a faithful account of the disposition of offerings and alms which the juridic person collects (canon 319, §2);

11. To grant or deny, in writing, permission to accept a non-autonomous foundation after determining that the juridic person can satisfy the obligations to be undertaken, and to approve provisions for the safe-keeping and investment of the endowment of a non-autonomous foundation (canon 1304 §1; 1305);

12. To approve the seminary Rule of Life (canon 243); and

13. To appoint or approve the appointment of and, as necessary, to remove or direct the removal of, professors in philosophical, theological, and juridic disciplines (canon 253).

ARTICLE II
MEMBERS

Section 2.1 - Designation of Members. The Members (the "Members") of the Corporation shall be *ex officio* and shall be the following persons:

A. The Bishop of the Roman Catholic Diocese of Cleveland (“Bishop”);

B. The Secretary and Vicar for Clergy and Religious of the Diocese of Cleveland (“Vicar for Clergy,” as distinguished from the officer position of “Secretary” referenced in Article IV);

C. The President-Rector of Saint Mary Seminary and Graduate School of Theology for the

Diocese of Cleveland (“President-Rector”).

Section 2.2 - Successors or Replacements if Named Officers are Vacant or Impeded. If the governance of the Diocese of Cleveland passes temporarily from the Bishop of the Roman Catholic Diocese of Cleveland to another Church official in accord with the laws of the Roman Catholic Church due to death, resignation, removal, incapacity, or for any other reason, such Church official shall be a Member of the Seminary in the place of the Bishop until such time as a diocesan Bishop again assumes governance of the Diocese of Cleveland, at which time such Bishop will become a Member of the Seminary in place of such Church official.

If the Vicar for Clergy cannot carry out his duties due to death, resignation, removal, disability, or incapacity, or for any other reason, then a priest appointed by the Bishop of the Roman Catholic Diocese of Cleveland shall be a Member of the Seminary in place of the Vicar for Clergy until such time as the Vicar for Clergy is able to carry out his office as a result of his appointment or recovery, at which time such Vicar for Clergy will become a Member of the Seminary.

If the Rector of the Seminary cannot carry out his duties due to death, resignation, removal, disability, or incapacity, or for any other reason, then the Vice President-Vice Rector of the Seminary shall be a Member of the Seminary in place of the President-Rector until such time as a Rector is able to carry out his office as a result of his appointment or recovery, at which time such Rector will become a Member of the Seminary.

Section 2.3 - Corporate Powers Reserved to the Members.

A. The following powers (the "Reserved Powers") are reserved to the Members and the action of the Members with respect to these matters shall be final:

    1. the power to amend the Articles of Incorporation (hereinafter the "Articles") and this Amended and Restated Code of Regulations (hereinafter this "Code").

    2. the power to initiate and approve any merger, consolidation or reorganization of the Corporation;

    3. the power to elect and remove the Elected Directors (as defined in Section 3.2 hereof);

    4. the power to approve the dissolution of the Corporation and the distribution of the assets upon dissolution;

    5. the power to determine, maintain and modify the philosophy, mission and identity of the Corporation after consultation with the Board of Directors and to approve modifications proposed in writing by the Board of Directors on those topics;

    6. the power to initiate and approve the sale, transfer, lease, encumbrance, donation, purchase, rental, receipt by gift or other alienation or acquisition of any real property or tangible personal property by the Corporation or the incurrence, creation, refinancing, or refunding of any debt obligation by the Corporation, if the property, the transaction, or

the debt obligation in question has a value in excess of Five Hundred Thousand Dollars ($500,000) or such other amount as may from time to time be determined by the Members;

7. the power to initiate or approve the acquisition by the Corporation of any voting power in any entity, whether profit or nonprofit after consultation with the Board;

8. the power to approve the initiation or contesting of any lawsuit on behalf of the Corporation in a civil court;

9. the power to approve the investment of surplus funds of the Corporation in excess of Two Hundred Fifty Thousand Dollars ($250,000);

10. the power to appoint and remove the President-Rector;

11. the power to approve the strategic and long-range plans of the Corporation, which shall be proposed in writing by the Board of Directors; and

12. the power to approve the annual operating and capital expenditure budgets of the Corporation and any expenditure by the Corporation not previously included in an approved budget that involves more than Five Hundred Thousand Dollars ($500,000) or ten per cent (10%) of the total annual budget for the preceding year, whichever is less.

B. The Reserved Powers are vested exclusively in the Members and shall be acted upon and exercised by the Members. The Board of Directors of the Corporation (the "Board of Directors") shall not have or exercise any of the above powers; provided, however, that the Board of Directors may review and discuss any matter relating to any of such powers and make recommendations to the Members with respect to the exercise of such powers.

C. The foregoing notwithstanding, the Members may by written action delegate one or more of the Reserved Powers to the Board of Directors, provided that the Members may terminate such delegation by way of written action at any time and for any or no reason.

Section 2.4 - Quorum and Chair. The presence of two-thirds of the Members of the Seminary at a meeting of the Members shall constitute a quorum, except that whenever a vote is required involving the exercise of any statutory power or Reserved Power, all three (3) Members must be present for a quorum to be achieved. During any meeting of the Members, the Bishop or his designee shall act as Chair for the meeting.

Section 2.5 - Manner of Action. Except as otherwise required by applicable law, the Articles of Incorporation or this Code of Regulations, at any meeting of the Members at which a quorum is present, the Members may take action upon a two-thirds vote of the Members, provided that whenever the vote addresses or involves exercise of any statutory power or a Reserved Power, one of the affirmative votes must be cast by the Member who is the Bishop of the Roman Catholic Diocese of Cleveland for the contemplated action to be taken.

Section 2.6 - Annual Meeting. An annual meeting of the Members for the election of Directors, for the consideration of reports, and for such other business as may be brought before the meeting, shall be held at such time each year as shall be specified by the Members and shall be held at the Seminary or other location selected by the Members or the Bishop.

Section 2.7 - Special Meetings. A special meeting of the Members may be held at any time upon call of any Member, or the Board of Directors (either by action at a meeting or by a majority acting without a meeting) the President-Rector, or the Treasurer of the Corporation (the " Treasurer"). The business conducted at a special meeting shall be limited to that set forth in the written notice of the meeting , unless all Members waive such notice requirement.

Section 2.8 - Place of Meetings and Electronic Meetings. Meetings of the Members may be held at any location. Notwithstanding anything else to the contrary, any meeting of the Members may be held through any form of authorized communications equipment or in any other manner permitted under the laws of the State of Ohio. For purposes of this section and hereafter in this Code, "authorized communications equipment" shall mean: any communications equipment that provides a transmission, including, but not limited to, by telephone, telecopy, or any electronic means, from which it can be determined that the transmission was authorized by, and accurately reflects the intention of, the member or director involved and, with respect to meetings, allows all persons participating in the meeting to contemporaneously communicate with each other (see §1702.0l(Q) of the Ohio Revised Code). Such participation shall constitute attendance at such meeting.

Section 2.9 - Notice of Meetings. Except as otherwise provided in this Code, notice of each annual or special meeting of the Members shall be given by the Secretary of the Corporation (the "Secretary") to the Members by mail, courier, overnight delivery service, telegram, facsimile transmission (receipt confirmed), authorized communications equipment or in person not less than two (2) nor more than thirty (30) days prior to such meeting. Any Member may waive notice of any meeting in writing either before or after such meeting, and, by attending any meeting without protesting the lack of notice shall be deemed to have waived notice thereof. Unless otherwise limited in the notice thereof, any business may be transacted at any annual meeting of the Members.

Section 2.10 - Action by the Members Without Meeting. Any action that may be authorized or taken at a meeting of the Members may be authorized or taken without a meeting through an action in writing signed by all the Members.

Section 2.11 - Voting by Proxy. At any meeting of the Members, any Member may be represented at such meeting, and cast votes, and sign consents, waivers or releases, and exercise Member rights by means of a proxy appointed in a writing signed by another Member. The proxy must be revocable and is valid no more than eleven months after it is made. The proxy must be given to the Secretary for the Corporate records.

ARTICLE III
BOARD OF DIRECTORS

Section 3.1 - Corporate Authority. All of the authority and power of the Corporation shall be exercised by the Board of Directors, except as provided in Articles I and II hereof or as otherwise provided in the

Articles, this Code, or the Ohio non-profit corporate law.

Section 3.2 – Number. The Board of Directors shall consist of not more than twenty-five (25) nor fewer than ten (10) voting Directors. Four of the Directors shall be *Ex Officio* Directors (each, an "*Ex Officio* Director") and the remaining Directors shall be elected by the Members pursuant to Sections 2.3(A)(3) and 3.2(B) hereof (each, an "Elected Director").

A. *Ex Officio* Voting Directors. The *Ex Officio* Directors shall be the persons holding the following offices:

- The Bishop;
- The Secretary and Vicar for Clergy and Religious;
- President-Rector; and
- The Chief Operating Officer of the Center for Pastoral Leadership (CPL);

B. Elected Directors. The Elected Directors shall be elected by the Members after consultation with the *Ex Officio* Directors in accordance with Section 3.6 of this Code.

Section 3.3 - Responsibilities of the Board. Without intending to in any way limit the authority and power of the Board in Section 3.1, the responsibilities of each Elected Director include but are not limited to each of the following:

- Be available to attend meetings and participate in committee work and projects undertaken by the Board.
- Represent the institution to the community and through Board participation, endorse the institution's mission;
- Commit to upholding the Laws, Rules, and Regulations of the Seminary; and
- Commit to actively serving on a committee specified in Article III.

Section 3.4 - Functions of the Board. Without intending to in any way limit the authority and power of the Board in Section 3.1, the functions of the Board will include but not be limited to:

- Making recommendations to the Members regarding the appointment of the President-Rector and certain other leadership positions within the Seminary (such as the Vice President-Vice Rector, Academic Dean, Spiritual Director, Treasurer, and Dean of Students).
- Making recommendations to the Members pertaining to the approval of contracts, budgets, and the oversight of monetary affairs.
- Making recommendations to the Members concerning the purchase or sale of Seminary personal property, new degree programs, and such other business as deemed proper by the

Members.

- Assisting the Seminary administration and faculty by making recommendations and offering advice and counsel as appropriate to encourage and promote academic excellence and priestly formation.

Section 3.5 - Qualifications. All Elected Directors must be mature individuals of recognized prominence in the community who have an interest in the Seminary and its purposes and missions and who have experience or interests that would be valuable to the Seminary. An Elected Director must be and remain:

- A practicing Catholic who is in good standing with the Church;

- Actively involved in his or her parish; and

- A person who, in the judgment of the Members, possesses integrity of character, an interest in the Seminary and its work, and the ability to contribute toward the achievement and advancement of the goals of the Seminary, including maintaining and improving programs for priestly formation.

Section 3.6 - Election of Directors. On an annual basis, the Board of Directors will recommend to the Members, the nomination of potential candidates as new Elected Directors, as well as nominate existing Directors who are seeking a second term.

The Board or a Nominating Committee, if such is established by the Board, will assess the needs of the Board of Directors including skills, talents or abilities that would be desirable among new Directors. The Committee will share this information with the entire Board of Directors and encourage all Directors to propose name(s) of potential candidates. After qualifying the potential candidates by established procedures, the Nominating Committee will submit to the Board of Directors the proposed candidates. Upon approval, the President-Rector will recommend the nominated candidates to the Members to approve and appoint them as Elected Directors.

Section 3.7- Term of Elected Directors. An Elected Director shall hold office until such Elected Directors end of term and until such Elected Director's successor is elected, or until such Elected Director's earlier resignation, removal from office or death. The term for Elected Directors shall be four (4) years, with at least two Directors being replaced each year after the initial terms which shall be staggered. Elected Directors may serve a maximum of two (2) full terms. Under certain extraordinary circumstances as deemed appropriate by the Members, Directors may be requested to continue for an additional one (1) year after having served a maximum of two full terms.

Section 3.8 - Term of the *Ex Officio* Directors. An *Ex Officio* Director shall be a Director while he or she holds the office described in Section 3.2(A) hereof. When he or she no longer holds that office, he or she shall automatically cease to be a Director.

Section 3.9 - Resignation of Elected Director. An Elected Director may resign at any time.

Section 3.10 - Removal of Elected Director. An Elected Director may be removed at any time, with or without cause, by the affirmative majority vote or action of the Members whenever in the Members' judgment the best interests of the Seminary would be served thereby.

Section 3.11 - Vacancies or Replacement of or among Elected Directors. Vacancies among Elected Directors, whether caused by death, resignation, removal or otherwise, which occur or exist between annual meetings at which Directors are ordinarily selected shall be filled in the manner in which Directors are ordinarily elected. Vacancies which exist as a result of death, resignation, removal or otherwise may be filled for the remainder of the term of the person whose vacancy was filled.

Section 3.12 - Quorum. The presence of one Ex-Officio Member and seventy-five (75) percent of the Elected Directors shall constitute a quorum at any regular, special or annual meeting. The act of a majority of the Directors at any meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by the Articles, this Code or the laws of the State of Ohio.

Section 3.13 - Number of Meetings. The Board of Directors shall meet at least three times per year. The Board of Directors shall designate one of these meetings the Annual Meeting.

Section 3.14 - Annual Meeting. At the Annual Meeting of the Board of Directors, the President- Rector and the chair of any committee shall submit reports to the Board of Directors.

Section 3.15 - Special Meetings. Special Meetings of the Board of Directors may be called by the President-Rector, the Members, or by a majority vote of the Directors.

Section 3.16 - Notice. Written notice of all meetings of the Board of Directors shall be sent by the Secretary to each Director at least three (3) days before the date of the meeting. In the case of special meetings, the notice shall state the purpose of the meeting and no business shall be transacted at that meeting that does not relate to the purpose stated. Notice may be sent by authorized communications equipment.

Section 3.17 - Waiver of Notice. Whenever notice is required to be given under the provisions of the Articles or this Code, a waiver in writing signed by the persons entitled to notice, whether before or after the time stated therein, shall be deemed equivalent thereto. Attendance at any meeting by a Director shall be conclusively deemed a waiver of notice of the meeting unless objection is made at the outset of the meeting to the failure to give proper notice.

Section 3.18 - By-Laws. The Board of Directors may adopt By-Laws for its own governance that shall be consistent with the Articles, this Code, and the laws of the State of Ohio.

Section 3.19 - Place of Meetings and Use of Authorized Communications Equipment. Meetings of the Board of Directors shall be conducted under the same conditions as provided in Section 2.8.

Section 3.20 - Action without a Meeting. Any action or exercise of power which may be authorized or taken at a meeting of the Board of Directors may be authorized or taken without a meeting with the affirmative vote or approval of, and in a writing or writings signed by, all of the Directors. Any such

writing or writings shall be filed or entered upon the records of the Corporation.

Section 3.21 - Compensation. The Directors shall not receive salaries, payment or compensation for their services as Directors or their attendance at any meeting or committee meeting of Directors. The Board of Directors may adopt a policy to reimburse Directors for their reasonable out-of-pocket expenses incurred in the performance of their duties as Directors.

Section 3.22 - Duality of Interest. A Director shall not be disqualified by his or her office from dealing with the Corporation as a vendor, purchaser, employee, agent or otherwise, and no contract or transaction shall be void or voidable or in any way affected with respect to the Corporation for the reason that it is between the Corporation and one or more of its Directors, or between the Corporation and any other corporation, trust, partnership or other organization in which one or more of its Directors are Directors, partners, or officers, or have a financial or personal interest, or for the reason that one or more interested Directors participate or vote at a meeting of Directors or a committee thereof which authorizes such contract or transaction if in any case:

A. The material facts as to his, her or their relationship or interest and as to the contract, action or transaction are disclosed or known to the Directors or a committee thereof and the Directors or a committee thereof, in good faith reasonably justified by the material facts, authorize or ratify the contract, action or transaction by the affirmative vote of a majority of the disinterested Directors, even though the disinterested Directors constitute less than a quorum; or

B. The material facts as to his, her or their relationship or interest and as to the contract, action or transaction are disclosed or known to the Members and the contract, action or transaction is specifically approved at a meeting of the Members held for the purpose of voting on the contract, action or transaction by the affirmative vote of the Members who is not interested in the contract or transaction; or

C. The contract or transaction is fair to the Corporation as of the time that it is authorized or approved or ratified by the Directors, or a committee thereof, or by the Members.

Without limiting or qualifying the foregoing, if in any judicial or other inquiry, suit, cause or proceeding, the question of whether a Director of the Corporation has acted in good faith is material, then notwithstanding any statute or rule of law or of equity to the contrary, (if any there be), his, her or their good faith shall be presumed, in the absence of proof to the contrary by clear and convincing evidence. For purposes of this section, common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Directors or committee thereof which authorizes or ratifies the contract or transaction.

Nothing in this section shall prevent the Board of Directors from adopting a conflict-of-interest policy which is more strict and detailed than this section nor from mandating the use of a form to give notice of any real or potential conflicts of interest.

Section 3.23 - Committees of the Board of Directors. Either the Members or the Board of Directors by way of written action may designate one or more Directors to constitute one or more committees of the Board of Directors to serve at the pleasure and exercise authority of the Board of Directors to the extent

provided in the resolution establishing the committee and permitted by law.

ARTICLE IV
OFFICERS

Section 4.1 - List of Officers. The officers of the Corporation shall be the Chair, Vice- Chairperson, President-Rector, Secretary, Treasurer, and such other officers and assistant officers (each, an "Officer") as may be deemed necessary by the Members.

Section 4.2 - Chair of the Board of Directors. The Chairperson of the Board (the "Chair") shall be an Elected Director and conduct the meetings of the Board of Directors. The Chairperson shall be elected by the Elected Directors for a term of one (1) year and be eligible for re-election for a maximum of two (2) consecutive terms. An *Ex Officio* Director may not be elected Chairperson. A Director with less than one (1) year of service is not eligible for the position of Chairperson. In the absence or disability of the Chairperson, the designated Vice Chairperson shall serve as Chairperson for that meeting. The Chairperson shall (i) lead all meetings of the Board of Directors at which he or she is in attendance, (ii) have the duties assigned to the Chair in this Code, and (iii) the duties customarily assigned to a chair of a board of directors.

Section 4.3 -President-Rector. The President-Rector shall: (i) be the Rector of the Corporation; (ii) be subject to the direction of the Board of Directors; (iii) have general supervision over the property, activities and affairs of the Corporation, (iv) have authority to hire, evaluate and terminate employees of the Corporation, and (v) perform all the duties usually incidental to such office.

The authority and duties of the President-Rector shall include, subject to the direction of the Board of Directors, the responsibility to supervise and direct: (i) the day-to-day operations of the Corporation, the overall planning and coordination of its activities and services, (iii) the administrative and support services provided by the Corporation, (iv) the research and training activities of the Corporation, and (v) the other officers and employees of the Corporation. The President-Rector may sign all authorized deeds, mortgages, bonds, contracts, and other obligations in the name of the Corporation and shall have such other powers and duties as may be prescribed by the Members.

Section 4.4 - Secretary. The Secretary shall attend and keep the minutes of all meetings of the Board of Directors; shall keep such books as may be required by the Board of Directors; and shall have such other duties and powers as may be prescribed by the Board of Directors and such duties as may be incidental to the office of Secretary. Among the duties of the Secretary shall be:

A. Shall keep or cause to be kept an accurate record of the proceedings of all meetings, issue notice of meetings, provided, however, that any persons calling such meetings may, at their option, give such notice;

B. Shall, at the expiration of his or her term, deliver to the Board of Directors all property and records belonging to the Corporation;

C. May sign with the President-Rector in the name of and on behalf of the Corporation any contract or agreement authorized by the Board of Directors and when so authorized or

ordered by the Board of Directors;

D. Shall file or cause to be filed all documents required to maintain the corporate status of the Corporation.

The Secretary need not be a Director and may be an employee of the Corporation.

Section 4.5 - Treasurer. The Treasurer shall have the responsibility for all funds, non- real property and securities of the Corporation, subject to such regulations as may be imposed by the Board of Directors; shall see that a true and accurate accounting of the financial transactions of the Corporation is made; provided, that the day-to-day financial operations may be carried out by a fiscal director employed by the Corporation; shall make regular financial reports to the Board of Directors; shall cause any necessary tax reports to be completed and filed with the appropriate governmental agency; shall, upon the expiration of his or her term of office, turn over to the successor Treasurer or the Board of Directors the property, books, papers and money of the Corporation in his or her hands; and shall have such other powers and duties as may be prescribed by the Board of Directors.

The Treasurer need not be a Director and may be an employee of the Corporation.

Section 4.6 - Other Officers. One or more vice presidents, assistant secretaries or assistant treasurers may from time to time be appointed by a majority of the Board of Directors. The President-Rector, Secretary and/or Treasurer, as appropriate, may delegate such duties to the vice president, assistant secretary or assistant treasurer as he or she may deem proper.

Section 4.7 - Election of Officers.

A. **The President-Rector.** The President-Rector shall be appointed by the Members. The Members shall determine the manner in which the candidates for the office of President-Rector shall be identified.

B. **Chair and other Officers.** The candidates for Chair and other officers of the Corporation shall be presented by the Nominating Committee and elected by a majority vote of the Board of Directors. If any candidates are employees of the Corporation, the Board of Directors shall seek the counsel of the President-Rector before electing such person

Section 4.8 -Vacancies.

A. **Office of President-Rector.** In the event the office of President-Rector becomes vacant for any reason, the Members shall fill such vacancy though the appointment of a new President-Rector. The Bishop may, in his sole and complete discretion, appoint an interim President-Rector until such time as the Members appoint a new President-Rector.

B. **Other Officers.** In the event any office of the Corporation other than the office of President-Rector becomes vacant for any reason the Board of Directors shall elect an officer to fill such vacancy.

Section 4.9 - Term of Officers. With the exception of the Chairperson, the officers of the Corporation shall have no set term and shall serve, in the case of the President-Rector, at the pleasure of the Members or, in the case of any other officer, at the pleasure of the Board of Directors.

Section 4.10 - Removal. Any officer but the President-Rector may be removed without cause by means of a majority vote of the Board of Directors at a regular or special meeting at which there is a quorum. The President-Rector may be removed only by action of the Members, although the Members may receive the advice of the Board of Directors on this matter.

Section 4.11 - Delegation of Duties. The Board of Directors is authorized to delegate the duties of any officer, except those of the President-Rector, to any other officer and generally to control the actions of the officers and to require performance of duties in addition to those mentioned above.

Section 4.12 - Signing Checks and Other Instruments. The Board of Directors is authorized to determine or provide the method of how checks, notes, bills of exchange, and similar instruments shall be signed, countersigned or endorsed.

ARTICLE V
INDEMNIFICATION

The Corporation shall indemnify the Members, and every Director and Officer and every former Member, Director or Officer of the Corporation and every person who is or has served at the request of the Corporation as member, director, officer of another corporation, joint venture, trust, or other enterprise (and his or her heirs, executors and administrators) to the fullest extent provided by, or permissible under, Section l 702.12(E) of the Ohio Revised Code. The indemnification rights under the preceding sentence with respect to an action, suit or proceeding referred to in said Section l 702.12(E) (each, a "Proceeding") shall include the right to be paid by the Corporation for expenses, including attorneys' fees, incurred in defending any such Proceeding in advance of its final disposition if authorized by the Directors and if the person seeking such advance payment delivers to the Corporation an undertaking to repay the amount advanced unless it shall be ultimately determined that he or she is entitled to be indemnified by the Corporation under the preceding sentence. The indemnification provided for herein shall not be deemed to restrict the right of the Corporation to indemnify employees, agents, and others permitted by Section l 702.12(E) of the Ohio Revised Code and shall not be deemed exclusive of any other rights of indemnification that any person may have in any capacity as a matter of law, under any vote of the Members or Directors, under any agreement, or otherwise. The Corporation may purchase insurance to cover any of the indemnity obligations of the Corporation.

ARTICLE VI
LIMITED LIABILITY

Except where expressly required by applicable laws, Members shall not be personally liable or responsible for the debts, liabilities, or obligations of the Corporation.

ARTICLE VII
FISCAL YEAR

The fiscal year of the Corporation shall end on the 30th day of June in each year or on such other day as may from time to time be fixed by the Board of Directors.

ARTICLE VIII
SEAL

The Corporation shall have no corporate seal, but the Board of Directors may by appropriate action authorize or require the use of a seal and provide for the form thereof. If the Board of Directors does authorize use of a seal, the failure to affix the seal shall not affect the validity of any instrument or document executed on behalf of the Corporation by its authorized officers.

ARTICLE IX
ANNUAL REPORT

The Corporation shall prepare and submit to the Members an annual report which shall include the annual audited financial statement prepared by an independent public accounting firm and a summary of the major activities of the Corporation during the year.

ARTICLE X
AMENDMENT TO THIS CODE OF REGULATIONS

This Code may be altered, changed or amended only by the affirmative action of the Members in any way that the Members may act in accordance with Article II.

ARTICLE XI
EFFECTIVE DATE

This Amended and Restated Code of Regulations is hereby adopted by the Members and made effective this _____ day of April, 2022.

Record of Board Actions on this Code of Regulations:

Date of review of draft: _February 7, 2022

Date of Board recommendation: _____

Date of Board of Members approval: _____

Implementation effective: _____

Signatures:

Bishop _____

President Rector _____

Board Chairperson _____

Center for Pastoral Leadership (CPL)

Introduction

In 1989, Bishop Anthony M. Pilla inaugurated an in-depth consultative process to determine the future direction of priestly formation in the Diocese of Cleveland. After examining all the available options, the Presbyteral Council recommended the establishment of a ministry training center to prepare not only priesthood candidates, but permanent deacons, and pastoral ministers as well. A Transition Committee was appointed by the bishop to oversee the establishment of what is now known as the Center for Pastoral Leadership, Diocese of Cleveland (*hereinafter referred to as CPL*).

The CPL consists of Borromeo Seminary, *Diaconate Formation Program, Lay Ecclesial Ministry, Office of Ongoing Formation for Clergy, and Saint Mary Seminary and Graduate School of Theology.*

By bringing together in one location all the resources involved in the preparation of lay and ordained ministers, the diocese is exercising good stewardship and creating an atmosphere for mutual respect and collaboration among all those engaged in ministerial formation.

Each program housed at the CPL has its own integrity and unique purpose. While real collaboration and mutual support is fostered among all the participants, each program remains independent and operates in an environment that is free of undue interference or encroachment.

Guidelines have been established for the sake of house order and mutual convenience. Suggestions that will enhance cooperation among the entities or improve interpersonal relationships are most welcome and should be addressed to the appropriate administrator.

Administration

Council of Leaders

The purpose of the Council of Leaders is to coordinate the five constitutive programs and offices for the effective functioning of the CPL. The Council of Leaders makes the necessary decisions to ensure that the purpose of the CPL is accomplished, namely, to provide a setting for enhancement of collaborative ministry.

Membership of the Council of Leaders consists of the Director of the Continuing Education and Formation of Ministers, the Director of the Pastoral Ministry Office, the Director of the Diaconate Program, the President-Rector of Saint Mary and Borromeo Seminaries, the Treasurer of both seminaries, the Vicar for Clergy, and the Secretary for Parish Life.

The Council of Leaders meets periodically. Decisions are reached by consensus. A chairperson selected by the Council conducts the meetings for a term of one year.

Joint Worship Committee

The membership of the Joint Worship Committee is comprised of one representative from each program and the Director of Liturgy and the Director of Liturgical Music of the seminaries.

This group meets as needed to discuss liturgical matters and to prepare liturgical celebrations that involve the five CPL entities.

Center for Pastoral Leadership Services, Inc.

The CPL has been incorporated in the State of Ohio under the title, *Center for Pastoral Leadership Services, Inc*. The purpose of CPL Services, Inc. is to maintain the campus and provide support, services, and facilities for its tenants. The Chairperson of the Council of Leaders is the president of the corporation.

All of the authority and powers of the CPL Services, Inc. are exercised by the Board of Trustees. There are five standing committees: Executive Committee, Nominating Committee, Finance Committee, Personnel Committee, and Facilities Committee. The Board meets quarterly or more often as needed.

CPL Resident and User Guidelines

Scheduling

The use of any CPL facility (Aula, Founders Room, classrooms, meeting rooms, chapel, recreation areas) must be scheduled in advance. No one should presume that space would be available for an event. A common calendar will be maintained in the business office.

Restricted Areas

The attic areas, the third floor residence corridor, the Communications Center, and the Faculty Lounge/Dining Room are off limits to all students.

The west wing second floor residence area and lounge are reserved for the exclusive use of Saint Mary Seminarians.

The east wing second floor residence area and lounge are reserved for the exclusive use of the Borromeo Seminarians.

Given the different lifestyles of both seminary communities, the college seminarians should be sensitive to the need for privacy and quiet space of the theology students.

All residence corridors are off limits to outside visitors except for times specified by the Seminary. The second floor should be considered the private residence of faculty members and seminarians. Guests are to be received in the common areas of the first floor or the recreation areas. Common areas include the chapel, dining room, the Caske and Crosse, classrooms, meeting rooms, the front parlor, and the Field House.

In-House Communications

Faculty member: Papers or messages should be given to a secretary during business hours to be placed in his/her mailbox. After business hours, papers or messages should be left at the faculty member's office or suite. In case of an emergency, the phone intercom may be used.

Student: Messages may be left with the receptionist to be placed in the student's mailbox. The phone intercom also may be used. Seminarians are expected to check voice mail, email, and text messages promptly . Communications from a member of the administration, faculty, and staff are to be given highest priority of attention and response.

Relationship with the CPL Staff

Every staff member working at the CPL should be treated in a friendly and courteous manner. However, visiting in the offices of any staff member should be restricted to business. A seminarian or group of seminarians should not occupy the time a staff member needs to complete his/her responsibilities.

Non-Smoking Area

The entire Center for Pastoral Leadership has been designated a non-smoking area. That includes classrooms, meeting rooms, the dining room, offices, lounges and private rooms and courtyards. Smoking is permitted 50 feet away from the main buildings on campus.

Dining Room

A policy of open seating will be followed at all meals. CPL staff members often join the seminary community for lunch. Seminarians are encouraged to sit with different groups and not segregate themselves at meals. They are to save one seat at table for a faculty member. Meals provide an excellent opportunity to expand one's friendships and knowledge.

Any beverage taken from the dining room must be carried in a closed container to one's room or classroom.

CHAPTER 2 POLICY STRUCTURE

Philosophy of Administration

The first and obvious responsibility of the administration of an academic institution is executive. The administration is expected to move the institution towards its objectives within the pattern of policy determined by the Bishop and the Board of Trustees.

The administration cannot, nor is it explicitly expected to think "for" the entire institution, but it will find itself bearing that burden to the degree that it fails to engage every sector of the educational enterprise in thinking "about" the institution. Thus, there is a second and somewhat less obvious responsibility of administration; it must be catalytic or constructively provocative. The administration must stir the institution itself, students, faculty, and staff, as well as the Bishop and the Board of Trustees to a continuous assessment of the institution, its purposes, its operations in the context of present and anticipated academic, ecclesial, and social change.

In the fulfillment of these responsibilities to be executive and catalytic, the administration should:

- Recognize the principle of subsidiarity by allowing decisions to be made and responsibility assumed at the level of competence closest to the problem.

- Proceed collegially, enabling all members of the institution to contribute to the decision-making process in a manner proportioned to their competence, experience, concern, and responsibility.

- Give evidence of sincere personal concern, sensitive to human individuality and the varying needs of faculty members and students for recognition, encouragement, challenge and reinforced motivation; this element of manifest personal concern is of particular importance in the seminary situation today where students expect that the seminary will provide them with a satisfying and encouraging experience of Christian community life and where they may be quick to interpret any lack of personal concern on the part of the administration as "typical establishment".

- Finally, be characterized by the modest awareness that an administration is most successful when, unobtrusively, it achieves an order and a climate in which faculty excellence can respond creatively to the challenge offered by qualified and concerned students.

Board of Directors

The Board of Directors of Saint Mary Seminary establishes, with the assistance of the administration, and faculty, the basic policy of the school in accordance with Canon law, applicable civil law, *The Program of Priestly Formation* of the United States Conference of Catholic Bishops, standards of the Association of Theological Schools and the Higher Learning Commission, and sound educational practice.

The Board develops its own bylaws to determine scope and procedures.

Shared Governance

"Policy is ordinarily proposed at the level of the seminary community where concrete needs and problems occur. After review by the seminary faculty and administration, policy proposals of major importance will be presented by the President-Rector to the seminary board and appropriate ecclesiastical authority for approval and promulgation as particular legislation. Consultation of the seminary community, including seminarians themselves, should be characteristic of policy making in seminaries. Direct involvement and participation by the seminary community, including seminarians themselves, should be characteristic of policy making in seminaries" (*PPF* 6th ed. #422).

Borromeo Seminary and Saint Mary Seminary have sought to follow this directive of *The Program of Priestly Formation*. The implementation of this directive for policymaking and faculty-student dialogue has taken many forms with continued adaptations according to the needs and characteristics of the seminary community.

The present structure of this dialogue was established with the consent of the faculty and students in June 1977 and modified in June 1980. It currently takes the following form:

President-Rector, Student Dialogue

The President-Rector will meet once each term with the class chairpersons. These meetings will serve as an open channel for sharing student and faculty concerns relative to the seminary community.

Dean of Students, Student Dialogue

Deans of Students may meet once each term with each class if the class or the Deans of Students deems it necessary. At times the Deans may invite the President-Rector or other appropriate faculty members. These meetings will provide a further channel for sharing concerns relevant to the seminary community.

House Conference

The President-Rector holds a regularly scheduled house conference, an assembly of the formation faculty and seminarians, a minimum of once per semester. This conference is consultative on both policy making and administrative affairs and serves as an open forum at which seminarian and formation faculty concerns may be expressed and discussed.

Decision for agenda items is made by recommendations from the seminarians and formation faculty through an emailed notice which is sent at least two weeks prior to the conference. The agenda is set by the President-Rector.

Minutes of the house conference are kept by a seminarian recording secretary determined by the Seminary administration. These minutes are filed in the President-Rector's office.

The Joint Faculty Committee

It is the task of the Faculty Committee to decide particular policy in all areas of the internal life of the seminary. Its competency extends to the spiritual-liturgical, academic, and community life programs of the seminary and seeks to implement, evaluate, and modify seminary policy in accord with current Church and civil norms and the needs of the times.

The President-Rector serves as ex officio chairperson of this committee, of which all full-time faculty personnel are its members.

Items for consideration by the Faculty Committee may come from the Board of Trustees, the House Conference, the Academic Life Committee, the Global Awareness and Interfaith Committee, the Spiritual-Liturgical Life Committee, the Social Justice Committee, the President-Rector-student dialogue, or from the Faculty Committee itself. Before a final policy vote is taken by the Faculty Committee, items judged appropriate by the President-Rector will be referred to the House Conference.

The Faculty Committee meets regularly during the academic year, ordinarily on the third Friday of each month.

The President-Rector holds veto power in the Faculty Committee. He has two weeks in which to respond to policy decisions of the Committee.

Academic Affairs Administrative Committee

The Academic Affairs Administrative Committee is a standing committee consisting of the Vice President for Academic Affairs, the Vice Rector/Director of Intellectual Formation, the Faculty Chairperson, and the Registrar. Meeting regularly throughout the academic year, the Academic Affairs Committee reviews course schedules and teaching assignments as well as Seminary policies pertaining to intellectual formation, anticipates challenges and opportunities relevant to the Seminary's academic programs, and serves as the admissions board for applications to the MA-Theology and Doctor of Ministry programs. The Academic Affairs Committee makes recommendations for the evaluation, alteration, and innovation of policies and structures to the Joint Faculty Committee, as appropriate.

The Academic Life Committee

The Academic Life Committee is a standing committee that provides a forum for student input concerning the academic life of the seminary, where the evaluation, alteration and innovation of policies and structures may be proposed to the Academic Affairs Administrative Committee, with personal academic issues and day-to-day academic matters handled by the Vice President of Academic Affairs or Faculty Chairperson, as appropriate. The Committee consists of representatives from each class of students at Saint Mary Seminary, the Vice Rector/Director of Intellectual Formation, and the Vice President of Academic Affairs. The most senior student representative chairs the committee and is responsible for identifying questions and concerns of the seminary community pertaining to intellectual formation. Faculty may request to attend meetings of the Academic Life Committee in order to discuss particular concerns or share important information.

Goal:

The goal of the Academic Life Committee is to ensure a vibrant intellectual life in the seminary.
Objectives:

- to hold Academic Life Committee meetings twice each semester to receive input concerning the academic life of the seminary, including the evaluation, alteration and innovation of policies and structures

- to see that relevant information is disseminated over the Seminary website

- to make students aware of new opportunities for intellectual formation

The Spiritual-Liturgical Life Committee

The Spiritual-Liturgical Life committee is a standing committee which recommends particular policies to the Joint Faculty Committee in those matters which relate to the spiritual and liturgical life of the seminary. In this it assists the Spiritual Director, the Director of Liturgy, and the Director of Liturgical Music in fulfilling their respective responsibilities. This committee reviews the general orientation and implementation of the spiritual and liturgical programs, as needed, and recommends policies and procedures necessary for these programs.

In particular, the committee will:

- receive and review suggestions and recommendations for the betterment of the spiritual and liturgical programs; facilitate consultation and discussion within the seminary community on such matters; and make recommendations for implementing the results of this consultation

- offer suggestions and recommendations to the appropriate administrative staff persons relative to their areas of responsibility and, when necessary, refer policy recommendations to the Joint Faculty Committee

- serve as a vehicle for evaluating, when necessary, the policies and functioning of the various aspects of the spiritual and liturgical programs, as well as provide for an annual assessment of the seminary ' s spiritual-liturgical life, which will be presented to the Joint Faculty Committee at its final meeting at the end of each academic year

- coordinate resources, practices, and oversight for liturgical, devotional, and spiritual celebrations appropriate for the seminary community in accord with Church norms

- provide suggestions , support, and assessment for those involved with preparation for liturgical celebrations (e.g., those who house jobs involve liturgical art and environment, liturgical preparation groups for Sunday and major celebrations, etc.)

Its membership shall include the Spiritual Director, the Director of Liturgy, and the Director of Liturgical Music, *ex officio*, and one representative from each class of students at Saint Mary Seminary.

- It is the responsibility of the members to inform and to consult their respective constituencies on all matters to be discussed by the committee.

- The Spiritual Director serves as Chairperson, *ex officio*.

- Meetings should be held with sufficient frequency so that the items which are presented may be treated adequately.

- Items to be presented should be submitted to the Chairperson prior to the scheduled meeting and the meeting's agenda is to be published prior to the meeting. All meetings are considered open to the Seminary community. Any non-members, including non-resident students who wish to address the committee at a meeting are to consult with the Chairperson prior to the meeting.

The Social Concerns Committee

The goal of the Social Concerns Committee is to assist the community of Saint Mary Seminary in integrating into its faith life an awareness of the social justice issues of the day and in making some contribution to the alleviation of poverty, injustice, and neglect in our society. Ordinary meetings are held twice per semester at a time and place announced by the Chairperson after consultation with the members. Special meetings are called as needed.

This committee recognizes three steps in achieving its goal:

1. the identification of social justice issues

2. the provision of information concerning those issues

3. the provision of a meaningful opportunity to contribute to a more just society by concerted action concerning one or more of those issues.

The Committee recognizes that as one moves from step one to step three, there is a decreasing ability to claim certainty, and an increasing need to allow for the decision of the individual conscience. Openness to community discussion of an issue should pervade all three steps. This committee also deals with the Saint Mary Seminary Outreach Trust Fund.

- The members of the Committee serve as advisors to the Board of Trustees of the Saint Mary Seminary Outreach Trust Fund. The chairperson of the Committee also serves as a trustee. It is hoped that service in this capacity will help the community to learn about the needs of others, and how those needs may be addressed in creative ways.

- The chairperson will see to it that each member of the Committee receives a copy of each proposal for funding so that he or she may prepare to discuss and vote on the merits of each proposal at a meeting.

- The chairperson will communicate to the Trustees the advice of the Committee, and will keep the Committee informed about the workings of the Trust Fund.

Its membership shall include

- one faculty member who is appointed as the Chairperson
- one seminarian from classes I & II, and IV & V Theology
- two seminarians at-large

Global Awareness and Interfaith Committee

This committee exists to provide education and experience for the Saint Mary community in issues which affect pastoral life and care in the Church, particularly in the Diocese of Cleveland. Given the growing population of Hispanic peoples in the diocese, special attention is directed toward Hispanic language studies and the diocesan mission in El Salvador. The committee provides opportunities for seminarians to participate in various programs of immersion and inculturation in El Salvador and other foreign missions. Annually, the committee facilitates cooperation of the Saint Mary Seminary faculty and student body in diocesan-level interfaith efforts through the Jewish-Catholic Colloquium and the ecumenical week for Church Unity among Cleveland-area Churches.

The Committee seeks, through quarterly meetings, to accomplish its goals in these ways:

- identifying global and interfaith/ecumenical issues to be addressed
- planning and announcing opportunities in global and interfaith education for the community
- facilitating the participation of the Saint Mary Seminary community in global awareness projects as well as local interfaith and ecumenical projects
- acquiring funds through the submission of the Outreach Trust Fund grant or other funding sources to enable inculturation and immersion experiences for seminarians
- sponsorship of activities that financially aid the poor of developing countries

Its membership includes:

- two faculty members, one of whom is appointed as Chairperson
- two students

Committee on Admissions

The Committee on Admissions is established through our diocesan Vocations Office to consider all applications of students for the seminary.

The Committee reviews the written application and documentation of each applicant and then arranges for a personal interview. The Committee considers the applicant's academic record to determine his or her suitability for graduate study in theology. If the applicant is studying for the priesthood, it will also consider his personal record and his potential for working as a priest in the Diocese of Cleveland.

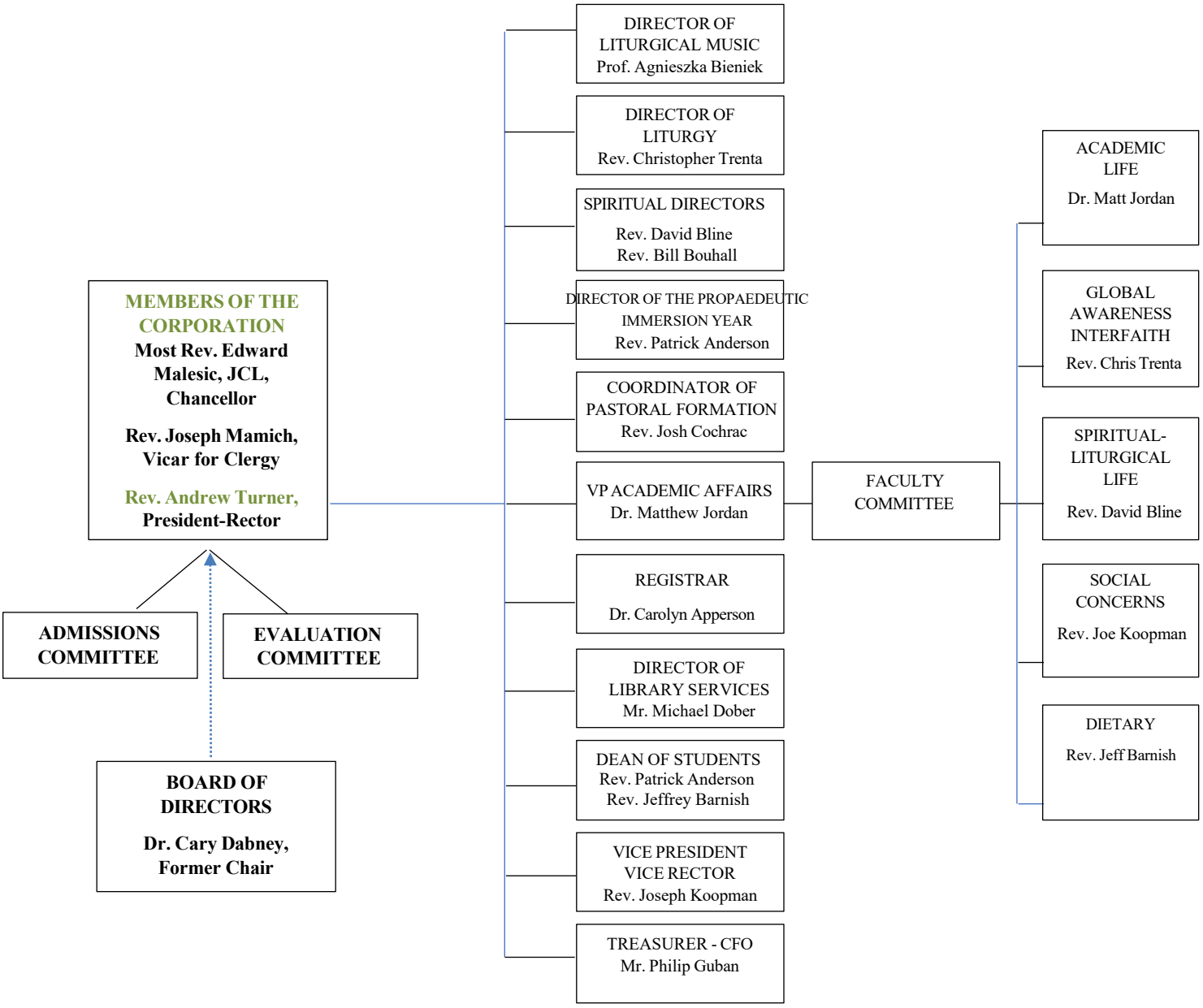
Evaluation Faculty Committee

The Evaluation Faculty Committee is comprised of diocesan priest faculty members who serve as Formation Advisors and are considered part of the evaluating faculty, as well as other faculty members who serve as Formation Advisors by appointment of the President-Rector.

This Committee suggests policy regarding its own method of operation and provides counsel and advice to the bishop regarding the retention and dismissal of students and advancement to Orders.

Appendix A
Governance and Administrative Schema (as of July 1, 2026)

Key: Dotted Lines: Consultative relationship
Solid Lines: Direct relationship



CHAPTER 3 ADMINISTRATIVE STRUCTURE

Officers of the Seminary

The efficient operation of any institution depends upon an adequate understanding by the members of the institution of their role in the institution and of the roles of their colleagues. Effective communication and cooperation in an institution demand a delineation of roles and duties, especially at the administrative level. It is for the achievement of these goals that the following general descriptions are given. (Note: detailed job descriptions are filed with the President-Rector)

The President- Rector

The President-Rector of Saint Mary Seminary is the immediate representative of the Board of Trustees in the administration of the seminary and is its chief administrative officer. He is responsible for the internal administration of the institution and for the interpretation of the philosophy, purposes, and problems of the seminary to the Board of Directors, to the faculty, to the students, and to the alumni and the public.

Although he bears the responsibility for all action taken, he consults with the members of the faculty and shares the execution of these responsibilities with the respective officers. These officers should have freedom to fulfill their tasks while at the same time, informing the Rector about their aspects of seminary administration.

The President-Rector is appointed to the office by the Bishop of Cleveland after appropriate consultation with the Board of Members and the Board of Directors . In addition, a search committee may be appointed by the Chancellor to assist in the process.

Specific Duties

- To be ultimately responsible for all aspects of the Seminary and to receive reports from appropriate staff.
- To report periodically to the Board of Directors on the conduct of the Seminary, its present status, its projections for the future, and its major policy decisions.
- To work with the Board of Directors in devising and executing programs for seminary development and oversee the strategic plan.
- To present annually to the appropriate Ordinary at the time of installation in Ministries or Ordination, a report on each seminarian's personal, academic, and professional progress.
- After consultation with the appropriate Ordinary, to inform applicants about their acceptance or rejection and to inform students who are to be dismissed from the seminary.
- To provide for the preparation of the documentation required for the Admission to Candidacy, for the conferral of instituted ministries, and for Sacred Orders; to present the seminarians'

petitions to the Ordinary and to advise them of his response; and after consultation with the faculty to schedule with the Ordinary the liturgical celebrations for the Admission to Candidacy, the instituted ministries, and Sacred Orders.

- To act as Chairperson of the Committee on Admissions and to provide for the investigation into the intellectual, moral, and psychological qualifications of prospective candidates.

- To act as the only member of the seminary administration or faculty to write letters or recommendations for former students seeking admittance to another seminary or sponsorship by another bishop.

- To hire full-time teaching faculty members after consultation with the Joint Faculty Search Committee.

- To act as Chairman of the House Conference.

- To meet once each term with class chairpersons.

- To provide for the preparation of reports of the status of the institution to external agencies entitled to such reports.

- To provide for the maintenance and centralized housing of all non-academic records; for the custody of all contract documents and other legal documents.

- To work with the Treasurer on the preparation of the seminary budget.

- To meet regularly with the Administrative Staff.

- To assume responsibility for all duties not otherwise assigned or to delegate such duties to others.

- To offer final approval to any commitments involving seminary personnel (including students) and resources outside the school's programs.

- To serve as a trustee for the Saint Mary Seminary Outreach Trust Fund of the Diocese of Cleveland.

- To serve as Chair of the Evaluation Faculty Committee and oversee the "Rule of Life" of the seminary community (Master of Divinity and Faculty Handbook).

- To serve as a member of the Center for Pastoral Leadership's Council of Leaders.

- To serve as a member of the inter-seminary staff.

- To serve as the Principal Designated School Official (PDSO) for verification of immigration status for the Student & Exchange Visitor Information System (SEVIS).

The Vice President-Vice Rector

Upon the recommendation of the Rector and the Board of Trustees, the Vice President-Vice Rector is appointed by the Members of the Corporation and shall assume the duties of the President-Rector in the absence of the latter; he shall also perform such other duties as assigned and report directly to the President-Rector. The Vice President-Vice Rector also serves as Coordinator of Intellectual Formation as described in *PPF* 6th ed. #452-455.

Specific Duties

- To provide for daily and extraordinary schedules for seminary living;
- To be custodian of the official master calendar of events held at the seminary.
- To handle non-academic student and faculty grievances.

Dean of Students (Coordinator of Human Formation)

Borromeo Seminary and Saint Mary Seminary each has a Dean of Students, responsible for discipline, general student conduct, and approval of social and recreational activities. They are guided by the statement in the Decree on Priestly Formation for the norms for community (*PPF* 6th ed. #448-450)

Specific Duties

- To enforce student disciplinary rules as are stated in the student Rules and Procedures (Student Handbook) and in the Catalog.
- To be available at designated times to consider student requests, concerns, absences and tardiness.
- To review students' disciplinary records and to notify students of status, e.g. disciplinary probation, after appropriate faculty consultation.
- To assign students to student offices within the seminary community in consultation with the President-Rector and other administrators.
- To oversee the orientation schedule at the beginning of the year.
- To perform the role of faculty liaison with the student body and the student body liaison with the faculty: i.e., to present suggestions, criticisms, appeals, etc. from faculty to students and from students to faculty.
- To serve as an *ex officio* member of the Admissions Committee.
- To meet with the Administrative Staff.

The Vice President of Academic Affairs

The Vice President of Academic Affairs oversees all curricular matters for Borromeo and Saint Mary Seminaries, maintains representative standards of instruction and scholarship among the faculty and student body, and the promotion of the with the Faculty Chair promotes academic growth of the faculty, and directs the programs and initiatives of the Mary, Mother of the Good Shepherd Institute. Upon the recommendation of the Rector, the Vice President of Academic Affairs is appointed by the Board of Trustees and reports directly to the Rector.

Specific Duties

- To direct the academic program of the Graduate School; its general content and scheduling; and the assignment of faculty to courses.
- To oversee and work with the faculty in areas of the curriculum of the seminary.
- To gather academic documentation of new faculty members and to provide academic orientation for them.
- To provide for the orientation of new students to the academic program of the seminary; to provide for special programs of study as circumstances require.
- To act as liaison for academic sections of official reports to be made to outside agencies, such as the Association of Theological Schools (ATS), the Higher-Learning Commission (HLC) of the North Central Association of Schools, the U.S. Department of Education, etc. and to coordinate various sections of the same.
- To act as academic advisor to students whose performance is unsatisfactory; to approve admission to courses and to authorize withdrawal from courses, and transfers.
- To provide for the preparation and distribution of the Catalog.
- To provide for publicity on courses offered at the seminary to clergy, religious, and pastoral ministers in the area as well as to other interested and qualified parties.
- To provide for adjunct faculty members after consultations with the Rector and the department chairpersons.
- To prepare the budget for the academic program of the seminary and to submit the budget to the Treasurer.
- To work with the Registrar regarding academic protocol with the regulation of transcripts, credit analysis and files.
- To meet with the Administrative Staff.

- To act as *ex officio* chairperson of the Academic Life Committee and serve ex officio on the Institutional Assessment Committee

- Oversees long-range curricular planning

- Anticipates future teaching and faculty hiring needs, oversees hiring process, communicates with faculty candidates and references, and makes recommendations for hiring to president-rector

- Supports president-rector in faculty evaluation and promotion decisions, including review of all faculty evaluations each semester

- Assigns faculty to courses

- Makes decisions on addition/deletion of courses

- Supervises periodic institution-wide assessments (e.g., accreditation, annual review of degree programs); manages and submits accreditation reports

- Represents the Seminary to accreditors, John Carroll University, and other external partners

- With the president-rector, oversees MDiv capstone projects1

- Reviews and updates Seminary catalog, faculty handbook, and MA Theology and DMin degree program handbooks

- Supervises academic honor code system

- Mediates student appeals with regard to grades or other concerns with course policies

- Administers Mary, Mother of the Good Shepherd Institute [and, if we get the Lilly grant, Young Leaders Initiatives]

- Oversees co-curricular intellectual formation activities

- Pursues opportunities for external funding as appropriate

Faculty Chair

The Faculty Chair is a full-time member of the Seminary faculty, appointed by the Rector to support the work of the Academic Affairs Committee.

Specific Duties

- to provide academic counseling

- to oversee MDiv, MA, and DMin capstone symposia and colloquia

- to ensure that the annual Mullen and Aquinas Lectures are scheduled and promoted, and that an event plan for each event is executed no later than four weeks in advance

- to coordinate faculty development initiatives

The Registrar

The Registrar is responsible for maintaining and certifying the students' scholastic records and documents, and ensuring compliance with FERPA, the Federal Education Rights and Privacy Act. Upon recommendation of the Vice President of Academic Affairs, the Registrar is appointed by the Rector of the Seminary and reports directly to the Vice President of Academic Affairs.

Specific Duties

- To prepare the annual academic calendar; to schedule classes and examinations; to review grade reports from professors for courses offered each term; and to certify to the Rector that students have fulfilled the scholastic requirements for advancement to Orders and graduation.

- to be responsible for conducting course registration for all students at the seminary; to certify such registration.

- to assign classrooms for instruction

- to assure the evaluation of courses and to keep on file these evaluation to assure the security and confidentiality of student academic records

- to issue official transcripts for courses taken at the seminary

- to certify students' records for the granting of degrees and other requests for educational verification

- to organize recorded data for statistical study, such as student grades, assessment data, enrollment, etc.

- to ensure catalog and handbooks are properly formatted and current versions are available on the Seminary website

- to maintain the Higher Learning Commission assurance sit

- to support Library Director in providing assistance with *Populi* and *Percorso* for students and faculty

- with the Accounting Manager, prepares billing schedules for Borromeo and Saint Mary Seminaries

- to act as the Certifying Official on behalf of the Veterans Administration or student loan deferments

- to diplomas for graduation
- to graduate records, both in the seminary and the Diocesan Archives
- to serve as the *ex officio* secretary of the Academic Life Committee and an ex officio member of the Institutional Assessment Committee
- to serve as the Designated School Official (DSO) for verification of immigration status for the Student & Exchange Visitor Information System (SEVIS)
- to enter students in the National Student Loan Data System, maintain accurate information regarding student status, and certify students monthly
- to coordinate information nights and social events for MA Theology and DMin degree programs
- to manage admissions and registration processes for MA Theology and DMin degree programs
- to act as custodian of the seminary seal

The Treasurer

The Treasurer is responsible for the administration of the finances of the seminary. He or she administers the approved budget with responsibility for the receipts and disbursements of funds.

Upon the recommendation of the Rector, the Treasurer is appointed by the Board of Trustees and reports directly to the Rector.

Specific Duties

- to manage funds of the seminary under the direction of the Board of Trustees
- to supervise all accounts, balances, and audits and provide the Rector and staff at the end of each quarter a report on the budgetary status of their departments
- to provide for the collection of student fees, tuition, and other sources of income from the students
- to have responsibility for the payroll account, current expenditures, salaries, withholdings and insurance payments for faculty and staff
- in coordination with the Center for Pastoral Leadership Services, Inc., to provide for insurance for the seminary and its properties
- to provide for the preparation of an annual budget and to submit it to the Rector
- to collaborate with the Rector on projects for seminary development

- to meet with the Administrative Staff and to serve as its recording secretary
- to handle employment, financial, and administrative staff grievances
- to work directly with those students whose offices involve the use of seminary equipment or property and/or which involve the purchase of materials in the seminary's name
- to supervise the student health care program by arranging for medical insurance and required physical examinations
- to provide sufficient Center for Pastoral Leadership support staff to maintain all seminary programs
- to be responsible for all purchases for the seminary, responding to the needs brought by faculty members and authorized personnel
- to see that the entire community lives strictly within the budget limitations that have been decided upon
- to review the budget monthly with the Rector.
- to serve as a Trustee of the Saint Mary Seminary Outreach Trust Fund of the Diocese of Cleveland.

The Spiritual Director (Coordinator of Spiritual Formation)

The Spiritual Director has the role of spiritual leadership in order to draw the whole community into a more generous response to the Gospel message. He will do this in exercising his office for the community as a whole and for each individual student.

His office as well as Church legislation requires that he be a man distinguished by learning and prudence, as well as experience, sanctity and charity. He is to possess a comprehensive knowledge of ascetic and dogmatic theology, Sacred Scripture and experimental psychology.

Upon the recommendation of the Rector, the Spiritual Director is appointed by the Board of Trustees and reports directly to the Rector.

Specific Duties

- to see that each seminarian has a personal Spiritual Director whom the student has chosen from an approved group of priests, and to hold the seminarian and Spiritual Director accountable
- to be available himself for the personal spiritual direction of students
- to seek out priests who are suitable and willing to serve as Spiritual Directors for the seminarians
- to coordinate, at least in general, the goals, approach, and skills of all the priests involved in the

spiritual direction of the seminarians and to keep them informed about official matters, e.g., Roman documents on seminarians, seminary policy, NCCB directives, etc.

- to provide for the orientation of new seminarians to the spiritual life program and to the evaluation process at the seminary
- to provide for the spiritual direction of the community by periodic conferences given by himself or by those he may delegate
- to schedule times for the sacrament of Penance, Eucharistic Devotions, Day of Recollection, etc.
- to arrange for the annual community retreat; to arrange for the retreat prior to ordination
- to arrange and supervise an intensive period of spiritual preparation for the Pastoral Internship Experience
- to facilitate the student peer evaluation process
- to serve, *ex officio*, as Chairperson of the Spiritual-Liturgical Life Committee
- to prepare the budget for this area of the seminary program and submit it to the Treasurer
- to meet with the coordinators of the Seminary's Director of Liturgy and Director of Liturgical Music on a regular basis in order to maintain a comprehensive vision for spiritual formation.
- to meet with the Administrative Staff

The Director of Liturgy and the Director of Liturgical Music

The Director of Liturgy and the Director of Liturgical Music are responsible for "the careful preparation and execution of liturgical celebrations" (*PPF* #248) and for the integration of the Church's liturgy into the total life of the seminary community.

In addition, the directors collaborate with staff personnel from other entities at the Center for Pastoral Leadership in providing joint liturgical celebrations and activities.

These directors are appointed by the Rector of the Seminary and report directly to the Spiritual Director.

Director of Liturgy: Specific Duties

- to arrange for the daily celebration of the Liturgy and the Liturgy of the Hours
- to oversee the work of liturgy preparation in general and of the teams who prepare liturgical celebrations at the seminary; and, in cooperation with the Director of Liturgical Music, to schedule student liturgical ministers

- to supervise the training of students for serving at ceremonies
- to supervise the sacristy staff in preparing for ceremonies and to oversee the upkeep and refurnishing of liturgical articles and the replacement or acquisition of liturgical articles
- to schedule the priest faculty members for seminary Masses
- to supervise liturgical ceremonies involving the Seminary when these are held outside of the Seminary
- to serve, *ex officio*, as a member of the Spiritual-Liturgical Life committee
- to submit an appropriate budget to the Spiritual Director
- to serve, *ex officio*, as a member of the Joint Center for Pastoral Leadership Worship Committee
- to serve, *ex officio*, as a member of the Inter-Seminary committee
- to serve as a consultant to the CPL entities

Director of Liturgical Music: Specific Duties

- to prepare the community for musical participation in liturgical celebrations
- to assist in liturgical and music preparation for special liturgies
- to review liturgy plans, especially for special occasions
- to supervise the student music staff and be available for consultation
- to schedule student liturgical music ministers in cooperation with the Director of Liturgy
- to submit an appropriate budget to the Spiritual Director
- to purchase music and other supplies as well as provide maintenance of the organ and other instruments
- to direct the seminary choirs
- to provide or arrange for musical accompaniment and worship aids for seminary liturgies
- to acquire copyright permissions and licenses
- to serve, *ex officio*, as a member of the Spiritual-Liturgical Life committee
- to serve, *ex officio*, as a member of the Joint Center for Pastoral Leadership Worship committee
- to serve as seminary liaison to the Diocesan choir

Director of the Library

The Director of the Library at Saint Mary Seminary is a professional office and the officer holds faculty status. The Director of the Library is the custodian of the library and is responsible for its general supervision, administration, and development. The Director of the Library provides the library with a balanced collection of books, periodicals, microforms, and audio-visual materials, as well as digital resources, within the limitations of the budget, as are in keeping with the stated purposes of the seminary and the desired intellectual and scholarly growth of the students and faculty.

The Director of the Library is appointed by the Rector for a specified term of one year and reports to the Vice President of Academic Affairs.

Specific Duties

- to administer the library in such a manner as to make it a vital part of the institution's educational program
- to analyze the needs of the library and to provide for meeting those needs by procuring and cataloguing books, periodicals and audio-visual materials
- to audit the collection as necessary and provide for the necessary binding of books
- to take care of the library computers and work toward their maximum utilization
- to provide assistance with *Populi* and *Percorso* for students and faculty
- to provide for the orientation of new students to the library system
- to provide support as needed for the audio-visual equipment of the seminary
- to represent the seminary at meetings of the American Theological Library Association (A.T.L.A.), the Ohio Theological Library Association (O.T.L.A.), and the OhioLINK Consortium of Academic Libraries
- to prepare and submit an annual budget and data reports to the Treasurer and Vice President of Academic Affairs

The Director of Field Education (Coordinator of Pastoral Formation)

This officer has a particular responsibility for the pastoral education and formation of students which occur in the context of field placements. This will involve not only the execution of tasks by the students but also their reflection upon this activity, its meaning, and its relation to the mission of the Church in the modem world.

Upon the recommendation of the Bishop, the Director of Field Education is appointed by the Rector and reports to the Rector and Vice President of Academic Affairs.

Specific Duties

- to select, in consultation with the Rector and the Vice President of Academic Affairs, appropriate field placements and to assign students to them
- to select, in consultation with the Rector and the Vice President of Academic Affairs, qualified persons -- priests, religious, and lay persons -- to act as pastoral supervisors for the students
- to provide for supervisory training of all pastoral supervisors
- to provide in-service education for pastoral supervisors
- to provide for on-site visitation of the placement of each student
- to supervise and monitor the learning of pastoral ministry of individual students in internships and in
- field placements.
- to evaluate strengths and weaknesses of students' pastoral learning through quarterly evaluations in consultation with the pastoral supervisors, and to present these at student evaluation sessions
- to act as custodian of the field education evaluation of the students, and dispose of them at the end of each student's matriculation
- to submit an annual budget to the Vice President of Academic Affairs

PART II:
ACADEMIC GUIDELINES AND POLICIES

CHAPTER 4 THE ACADEMIC FACULTY

Appointments and Faculty Status

Appointments to the Faculty

Saint Mary Seminary has been staffed traditionally by priests of the Diocese of Cleveland. This presents a unique case in the questions of appointments. The Catholic diocesan priest is ordained to the service of a diocese. Teaching at the seminary is one form of that service and may be initiated or terminated as the needs of the diocese dictate. Nevertheless, every effort is made to assure the continuity and quality of theological education at the seminary as well as to safeguard the welfare of the faculty member. It is in this context that the following policy statements must be considered.

- Priest faculty members from the Diocese of Cleveland are appointed by the Chancellor of the seminary (the Bishop of the Diocese of Cleveland) with the Board of Trustees on the recommendation of the Rector who will consult with the Vice President of Academic Affairs and Faculty Chairperson. Each priest will receive a letter of appointment as a diocesan appointment from the bishop.

- Lay persons and priests and/or religious who are not directly subject to the Bishop are appointed by the Chancellor with the Board of Trustees upon the recommendation of the Rector after consultation with the Vice President of Academic Affairs and Faculty Chairperson.

The precise terms and conditions of every appointment of this kind will be stated in writing and be in the possession of both the institution and the teacher at the time the appointment is made. These contracts will include salary terms, faculty rank, length of service, fringe benefits, and expectations of the institution.

- It is normally expected that all full-time faculty members hold a doctorate degree or its equivalent.

- Arrangements for obtaining Adjunct Faculty will be made by the Vice President of Academic Affairs in consultation with the Rector. Normally Adjunct Faculty members will hold at least a Masters or Licentiate degree.

- Adjunct Faculty will serve under written contracts which will include salary terms, length of service, and expectations of the institution.

Conditions of Full-time Commitment/Contract and Maintenance of Quality

To safeguard the faculty's freedom to teach, to inquire, and to organize its academic programs, Saint Mary Seminary adopts the following policies. Realizing that clerics or religious have a prior commitment to the Church's general apostolate, to which they may be called at any time by their competent superior, the seminary also recognizes its commitment to a quality program of priestly formation and graduate degree programs. The implementation of these policies offers a reasonable

safeguard for the continuity and quality of the seminary program.

For Faculty Members Who are Not Directly Subject to the Bishop:

- The terms of service to the seminary will be stated in the contracts made with these faculty members. Normally, lay faculty members will receive contracts for three-year terms.

- Long term contracts (longer than one year) will be reviewed at the proper time by the Rector and Vice President of Academic Affairs in view of renewal or non-renewal. Notice of renewal or non-renewal will be given one year before expiration of the contracts.

- One-year contracts will be reviewed at the proper time by the Rector and Vice President of Academic Affairs in view of renewal or non-renewal. Notice of renewal or non-renewal will be given by April 1 of the year in which the contract expires.

- Saint Mary Seminary does not have an indefinite tenure policy. In lieu of this, it may award long-term contracts.

Teaching Responsibilities

Teachers are expected to accept a fair share of teaching assignments. This teaching load will correspond, in general, to that of their peers in other accredited theological schools. While teaching responsibilities are the primary concern of each faculty member, administrative, formational, and other seminary/diocesan needs must also be met. Due consideration is given in these cases.

In general, full-time lay faculty are expected to teach six courses per academic year, normally distributed as three courses per fall and spring semester, at Borromeo Seminary and Saint Mary Seminary and Graduate School of Theology. Full-time lay faculty members may fulfill this expectation in part through oversight of MA or DMin research projects, independent study courses, teaching summer courses, courses for the Seminary's Mary, Mother of the Good Shepherd Institute, or online courses for a partner institution. If these options are unavailable or insufficient to meet the six-course expectation, other pedagogical activities may fulfill this requirement, including but not limited to: lectures and academic presentations (at the Seminary or elsewhere in the diocese) and facilitation of parish-based reading groups. Substitution of such activities for portions of a standard teaching load requires advance permission from the President-Rector. In any case, faculty will be notified by the Vice President of Academic Affairs of course assignments no less than six months before the start of a semester.

Faculty members are free to develop their area of course content within the general lines set by the curriculum.

Likewise, faculty members are free to use the class hours assigned to a course in any normally accepted mode of teaching which they judge to be best suited to the subject matter, to the preparation of the given student group, and to the abilities of the instructor. Among such methods are: lecture, full seminar, modified seminar with or without lecture, reading programs, field work, and teaching techniques. Faculty members are also free to explore other techniques which they may develop for effective teaching.

However, in order that the Vice President of Academic Affairs may carry out his or her supervisory responsibilities which are to coordinate the efforts of his colleagues, to preclude overlapping of areas, and to prevent any imbalance in the use of the student's time, the following norms are expected to be observed. Faculty member will:

- provide the Vice President of Academic Affairs with an accurate and acceptable course description for the catalog by the deadline set in view of publication dates
- provide the Vice President of Academic Affairs with a template syllabus for each course to be taught by the deadline date in advance of class sessions (This syllabus is to include, reference to specific institutional outcomes, indicators of how those outcome
- will be measured, rubrics for assessment, the texts to be used, the required and suggested readings and/or assignments, and the dates when these assignments are due.)
- arrange for any guest speakers or field trips during class time in consultation with appropriate stipend through the Vice President of Academic Affairs ' s Office
- be willing to review their syllabus with the Vice President of Academic Affairs and/or other members of the faculty with a view to assessing and developing the area offerings
- collaborate with the Vice President of Academic Affairs and Academic Life Committee in assessing the suitability of current offerings and in curriculum development, as needed
- when using classroom situations as a teaching method, meet with their class for the full class period on assigned days in the assigned place and at the assigned time
- if using an alternate method of teaching, e.g., reading programs, etc., provide a balance between the work assigned and the opportunity for the student to complete adequately the assignment
- advise the Registrar of any desired changes in class schedule or place in order to avoid conflicts
- advise the Vice President of Academic Affairs of necessary cancellations of scheduled classes arrange for adequate announcement of class cancellations, especially where non-resident
- students are involved, and provide for continuous progress of the class despite cancellations
- cover adequately the material indicated in the syllabus; in no case should the instructor fail to cover at least 80% of the indicated material
- either return or review with the students completed examinations and assignments within a reasonable length of time (If the examination or assignment cannot be returned, then the student will at least be informed of the grade for that examination or assignment.)
- provide the registrar with a booklist to be used in each course in sufficient time so as to have the materials available at the beginning of the course

provide the Library Director at the beginning of each course with a list of readings which will be required for each course and which ought to be placed on the "Reserved Shelf" in the library

Additional Duties

In view of the multi-faceted program of academic formation at Saint Mary Seminary, faculty members are expected to share the duties which may arise apart from the traditional classroom context. Thus, after consultation with the Vice President of Academic Affairs, faculty members will assume a responsibility for:

- serving as Symposium and Colloquium Advisors for students in the MA (Theology), the Master of Arts in Diaconal Ministry, and DMin programs
- serving as a Formation Advisor for the MDiv Program
- tutoring students in Independent Study courses
- participating in the assessment process of students and all four degree programs
- participating in other programs as time and needs dictate

Research and Publication

The relation between the science of theology and the spiritual welfare of people places a serious obligation on teachers of theology and its allied students to continue their own personal study and research. Moreover, professional teachers of theology must not believe that they are adequately serving the Church if they limit their talents and efforts to the student in the classroom. Thus the professional teacher of theology undertakes a ministry of Proclamation and Service through writing, publication, and public lecturing. As an institution first and foremost devoted to the formation of missionary disciples and servant leaders for the Catholic Diocese of Cleveland, the Seminary values the production of practical and accessible work alongside rigorous scholarship.

Faculty Development

Purpose and Underlying Principles:

PPF 6th ed. #469 Seminaries should establish long-range plans for development of professors. These must include plans for recruiting and supporting professors, as well as plans for professors to improve their teaching skills and scholarship.

PPF, 6th ed. #480 To maintain a qualified professors in accordance with ecclesiastical and professional standards, there should be a review process that regularly evaluates performance and offers direction for professional development. Review processes should consider the professor's teaching skills, academic competence, scholarly development (including publications), participation in professional

societies, manner of life, personal dedication to the goals of priestly formation, and commitment to the Church.

PPF, 6th ed. #482 Together, members of the faculty should engage in a continuing evaluation of the programs of the seminary. This evaluation should consider the changing needs of the students, the local Church, and the norms of higher education. To accomplish this continual renewal, the faculty needs to be in regular communication with academic and ecclesial groups outside the seminary.

Policy:

The faculty (full-time, part-time/adjunct) of Saint Mary Seminary are dedicated to a policy of continuous development, both as a group and on an individual basis.

Corporate Development

- The Seminary is in continual contact with other theological schools, especially those in the Ohio region and with professional organizations which assist with the continued upgrading of the institution. Individual faculty members will be expected to participate at various

- times in meetings as representatives of the faculty and the Seminary.

- Meetings of the entire faculty (full-time and part-time/adjunct) are held each month during the academic year.

- Faculty workshops are held annually for evaluating the past and preparing for the future. These are usually held at the conclusion of the academic year and prior to the beginning of the Fall Term.

Individual Development

- Each faculty member (full-time and part-time/adjunct) is expected to maintain active membership in appropriate professional associations and to participate as fully as possible in their meetings. Delivering a scholarly paper at such meetings (even when the paper is not published) is strongly encouraged and affords the teacher an excellent opportunity to test his or her competence among peers.

- Each full- time faculty member is awarded an annual $2,500.00 continuing education allowance.

- The seminary desires the finest quality program of education for its students. It has, then, a special interest in the education of its own faculty members. Every effort will be made to assist the faculty members in their formal training and to encourage the completion of their own degree work.

- Faculty are encouraged to participate in service opportunities and ongoing learning in areas outside their expertise.

- To maintain and promote the quality of professors' teaching, it is mandatory that students be given the opportunity to submit anonymous evaluations of each course they complete. The Registrar's office provides a standardized evaluation form available through the Online Course Management System (*Populi*). Completed evaluations are hidden from faculty until all grades are submitted. Faculty members have an opportunity to review their course evaluations online through *Populi*.
- All faculty (full-time, part-time, and adjunct) members will meet with the President-Rector at the end of the spring term for a personal interview.

Yearly review of collective faculty development occurs during Fall and Spring Faculty Workshops. Review of individual development is discussed annually during personnel reviews with President-Rector.

Sabbatical Policy

Purpose and underlying Principles:

PPF, 6th ed. #483 The seminary should provide time and financial support for seminary professors to maintain professional competence in their fields of specialization through participation in professional associations, study leaves, and sabbaticals.

Policy:

The sabbatical leave of absence is an extended period during which the full-time faculty members are freed from obligations at the seminary so that they might devote themselves to a program of intense professional development.

Such a program may be for personal development, i.e., the upgrading of one's own competence; or the program may be more task oriented, i.e., for the production of some work; or the program may be a combination of both. In any case, the sabbatical leave should be well planned to utilize the time available in the best possible way.

Implementation Procedure:

Saint Mary Seminary seeks to follow the policy agreed upon by the member schools of the Midwest Association of Theological Schools; namely, that:

After completing seven years of service as a full-time member of the school, a person is qualified to request a study leave of one semester and a summer, or a full two semesters. A written proposal is to be submitted to the Rector's Office, outlining the rationale for the person's interest, the scope of the project and its value to the seminary program, at least one year prior to the requested semester(s). In case of several applicants, judgment will be made by the Rector and the Vice President of Academic Affairs on the basis of the value of the proposal, seniority of the faculty member, and resources available. It is understood that at least two full years of service will be given to the seminary upon the completion of such a study leave. Full salary will be granted for any approved study leave, and an adequate living

allowance will be allocated to priest members of the Faculty.

Revised and approved 11/13/2020

Faculty Evaluation

Purpose and underlying Principles:

PPF 6th #461. The academic dean, under the direction of the coordinator of intellectual formation, administers the academic program of the seminary in all its aspects: curriculum, courses, methods of instruction , and the academic quality and performance of professors and students.

PPF, 6th ed. #480 To maintain a qualified professors in accordance with ecclesiastical and professional standards, there should be a review process that regularly evaluates performance and offers direction for professional development. Review processes should consider the professor's teaching skills, academic competence, scholarly development (including publications), participation in professional societies, manner of life, personal dedication to the goals of priestly formation, and commitment to the Church.

Policy:
Each lay member of the seminary faculty meets annually with the President Rector and the Vice President of Academic Affairs for professional evaluation. Priest faculty meet with the rector only. The evaluation is based on the professor's, rector's and dean's reflections as well as student evaluations. At these annual meetings, each faculty member will present a brief overview of his or plans for teaching, service, and research for the upcoming year.

Implementation Procedure:

At the conclusion of the school year, each faculty member will meet with the President/Rector and the Academic Dean, using the Faculty Evaluation Rubric template for reflection and evaluation.

Revised and approved: May 19, 2021

Faculty Rank

Purpose and underlying Principles:

ATS 8.2 The composition of the faculty is sufficient in number and diversity—demographically and educationally—to achieve the school's mission, in light of the number and nature of its degree programs, the size and composition of its student body, and the scope of its theological commitments. Faculty classifications (e.g., full-time /part-time, tenured /non-tenured, ranked/non-ranked, etc.) are clear, fair to those faculty affected, consistently applied, and appropriate to the school's mission, context, and academic offerings. The school has a stable core of faculty.

Policy:

The following titles are an indication of a teacher's academic formation and service to the seminary. New faculty members who have held an advanced rank in other accredited schools of higher learning may be started with a higher rank upon recommendation of the Rector and Vice President of Academic Affairs. The Rector, Vice President of Academic Affairs, or particular faculty member may each initiate the promotion to a higher rank at the appropriate time.

Lecturer

This rank normally applies to new members of the faculty for the first three years of service who have not completed their terminal degree.

Assistant Professor

This rank normally applies to new hires who have completed their terminal degree or its equivalent. Those who were hired as Lecturers will ordinarily be promoted to the rank of Assistant Professor after three years of service. This is normally the highest rank for those who do not hold a terminal degree or its equivalent.

Associate Professor

To be promoted to this rank, one should have completed eight years of full-time service as a faculty member and hold a terminal degree or its equivalent.

Professor

This is the highest faculty rank. The Professor should have completed twelve years as a faculty member and hold a terminal degree or its equivalent.

Adjunct Faculty Member

This title is given to all part-time faculty members.

Promotions

Promotions Implementation Procedure:

Promotion within the ranks of the faculty does not come automatically to all who have fulfilled the temporal and academic requirements. Rather, consideration must be made of the faculty member's own academic growth and of his or her contribution to the academic growth of the seminary as well as the fulfillment of duties as described below.

The faculty member is recommended for promotion in each case by the Rector and Vice President of Academic Affairs to the Board of Trustees for its confirmation. Among the specific criteria to be considered in making such a recommendation for promotion are normally the following:

- Participation in ongoing intellectual formation within one's discipline. The expectation is attendance at conventions, professional meetings, seminars, workshops, etc.

- Teaching excellence evidenced by such indicators as student evaluations, course syllabi, suitable methodologies, etc. Consideration will be given to documentation of teaching scholarship, creative approaches to teaching, and effective teaching methods.

- Evidence of wider professional and/or ecclesial participation, e.g., adult education presentations, diocesan committee work, programs for continuing education of priests and pastoral ministers.

- Evidence of cooperation in the administrative aspects of the seminary operation, e.g., library, community and committee responsibilities, work with registrar, etc., and other service to the institution.

- Publications relevant to one's discipline or related work in seminary education and formation.

Revised and approved: February 25, 2021

Salary Scale

Full-time Priest faculty members from the Diocese of Cleveland receive their salary based on the Diocesan scale for base salary and years of ordained service.

Lay and religious full-time faculty members' salaries are calculated according to their years of experience and faculty rank, with reference to the average measures provided by Association of Theological Schools Fact Book.

Termination and Dismissal

Termination

Termination of position on the faculty may come for one of these reasons:

- expiration of a term commitment/contract
- prior commitment of a priest of the Diocese of Cleveland to the service of the Diocese because of special and/or unusual circumstances
- resignation
- retirement
- dismissal for adequate cause

Dismissal of Faculty Members

Grounds for dismissal are:

- teaching doctrine opposed to the faith of the Catholic Church

- academic incompetence as a scholar and/or as a teacher
- moral delinquency
- failure to perform duties properly

Procedure for Dismissal
It is hoped that in a Catholic seminary an atmosphere of Christian charity might prevail to the extent that in differences between the administration and individual faculty members, personal attempts at negotiations and reconciliation will succeed. In the event that such attempts fail (and, when the case involves a cleric, safeguarding the right of the Bishop to act upon privileged information which he may hold as the Ordinary of the diocese) the following procedures are to be observed under the direction of the Rector or, when this is impossible, the Vice-Rector.

- The Rector initiates a process by giving written notice to the faculty member. The written document will contain a clear statement of grounds for dismissal.

- After written notice has been given, the Rector will establish a committee which will normally consist of the Vice President of Academic Affairs and adequate representation of the faculty. This committee will conduct a hearing and act as a fact-finding body.

- Upon reception of a request from the committee, the Rector will decide the issue. His decision is subject to appeal to the Board of Trustees as the final judge in the case.

- The Rector will grant permission for the person under notice of dismissal to continue faculty duties until proceedings are complete unless immediate harm to self or others is threatened by such continuance. Any suspension will be with pay and in the case of the priest and/or religious, consideration must be given to his or her relation to the diocese and/or community.

- The formal process will begin within ten (10) days from the time written notice is given and the final decision will come within thirty (30) days after the completion of the formal process of investigation.

Resignations from the Faculty

Except for unusual or special circumstances, it is hoped that resignations will not take place within the five-year commitment policy for priests from the Diocese of Cleveland and the contract terms for other faculty members.

Sufficient time should always be allowed in a resignation so that the academic program of the school does not suffer unduly. Thus, the minimum length of notice should be one academic year.

Retirement
Faculty members who are priests of the Diocese of Cleveland will follow the policy of retirement for priests of the diocese. Arrangements for retirement of other faculty members will be made in view of the foreseen possibility and will be a part of that faculty member's contract of service.

Academic Freedom / Censorship
(ATS 8.6; HLC 2.D, Code of Canon Law, 218, *Ratio #140, PPF 364-366*)
Last revised and approved: 11/13/2020

Purpose and Underlying Principles:

"The truth that sets us free is a gift of Jesus Christ (cf. Jn 8:32). In the Christian faith, knowledge, and life, truth and existence are intrinsically connected [The role of the theologian] is to pursue in a particular way an ever deeper understanding of the Word of God found in the inspired Scriptures and handed on by the living Tradition of the Church" (Instruction on the Ecclesial Vocation of the Theologian, 1, 6).

According to the Standards established by the Association of Theological Schools, theological schools "support and safeguard freedom of inquiry for faculty with policies and procedures that are consistent with the mission and theological commitments of the school. Those policies and procedures are clearly published, consistently followed, regularly reviewed, and updated as needed" (8.6).

According to the Criteria established by the Higher Leaming Commission, "The institution is committed to academic freedom and the freedom of expression in the pursuit of truth in teaching and learning" (2.D.).

The freedom of expression required by the exigencies of theological science should be respected as well as the ability to do the research required for its progress (Canon #218).

PPF, 6th ed. #486 The freedom of expression required by the exigencies of theological science must be respected, as well as the ability to do the research required for its progress.529 Seminary statutes are to 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 of the purpose of the seminary and balanced by the rights of the seminarians, 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.”

"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*, 11-12).

Policy:
Among the specific principles governing the freedom to teach and to learn, Saint Mary Seminary holds that:

- The faculty and their students have the pursuit of truth central to their vocation and they are free to pursue this pursuit.

- “Professors should be mindful of the varying degrees of theological certainty and must

carefully distinguish between their own insights and other theological developments or opinions on the one hand and Catholic doctrine on the other" (*PPF* 6th ed. #487).

- "Faculty members must have a firm foundation in the teaching of the Church. A fundamental task of the professor is to present Catholic doctrine as formulated by the authoritative teaching office of the Church (*PPF* 6th ed. #485).

- Faculty members are free to teach, carry on research, and to publish, subject to the adequate performance of their academic duties as agreed upon with this school.

- Faculty members have freedom in the classroom to discuss their subject in which they have competence and may claim to be specialists, without harassment or limitations.

- Faculty members are free to express and act upon their conscientious convictions as individual citizens although they must realize that there is always the tacit representation of one's institution in whatever one says or does; they should also be aware of the role they play in the priestly formation of seminarians.

- Faculty members must take care lest they violate each other's academic freedom by covert interference with their colleagues' work or through bypassing the orderly processes of full faculty discussion of curriculum, appointments, and other basic matters.

- Any unresolved challenge to the doctrinal regularity of faculty members will be subject to a hearing before their colleagues and before the Board of Trustees as well as before ecclesiastical tribunals which may have jurisdiction.

Implementation Procedure:

Process for review of doctrinal irregularities:

- Complaints of doctrinal irregularities are to be presented to the Faculty Chairperson in writing. The Faculty Chairperson will review the complaint with the faculty member for clarification or further explanation. A response will be made in writing to those who registered the complaint.

- If the issue remains unresolved, the party who registered the complaint or the member of the faculty will have the issue reviewed by the Academic Affairs Administrative Committee for resolution. The Rector of the Seminary will also be part of that review. A response will be made in writing.

- If the issue remains unresolved, the party who registered the complaint or the member of the faculty will have the issue reviewed by the Board of Members of Saint Mary Seminary whose decision will be final.

- Throughout the process, the faculty member has the right to theological and/or canonical representation/consultation.

Approved by Faculty November 13, 2020

New Faculty Orientation

Purpose and underlying Principles:
Handbook p. 38. One of the functions of the Vice President of Academic Affairs of Borromeo Seminary and Saint Mary Seminary and Graduate School of Theology is to gather academic documentation of new faculty members and to provide academic orientation for them.

HLC 3.C5. A new faculty orientation process allows for effective, high-quality academic programs.

Policy:

Depending on the role and status (full-time, part-time/adjunct, ordained priest, etc.) of the new faculty member a variety of orientation programs and events occur prior to their start at the Seminary. For full-time academic faculty and formation faculty, formal degreed education, certification, and/or a series of formational workshops are required several years to several months prior to becoming a new faculty member.

For new part-time or adjunct academic faculty, a series of orientation meetings occurs with the Vice President of Academic Affairs at the start of the academic year. Orientation to the physical plant, classroom technology, and other tools and procedures are outlined during these meetings.

The *Faculty Handbook* is distributed to all faculty members outlining expectations, policies, and procedures, in addition to State and Federal employment guidelines. The handbook is revised every three years to ensure updated information.

Implementation Procedure:

The Vice President of Academic Affairs is to review the orientation process on a yearly basis.

Revised and approved: November 13, 2020
Faculty Policies and Guidelines

Faculty Policies and Guidelines

Faculty Ethical Responsibilities

Purpose and Underlying Principles:

"The school has and consistently follows fair and ethical policies and procedures for recruiting, appointing, caring for, evaluating, promoting, and, when necessary, dismissing faculty. All policies and procedures concerning these matters are published in a faculty handbook or similar document that is regularly reviewed and updated as needed." (ATS, 8.5)

Policy:

General Principles

The seminary adopts as a general policy the statement of the Association of Theological Schools on Professional Ethics for Teachers which was adopted by the Association in Alexandria, Virginia, on June 9, 1966.

Even though theological teachers are known for their profession and teaching of religious faith, they are susceptible to the temptations common to all men and women and especially to those which are prominent in the academic setting. A high degree of Christian moral integrity is expected of them in consonance with their faith. By their actions and words they should demonstrate that the work of teaching or administering in a theological school is an authentic form of ministry, a true vocation to the service of God. In addition to the general expectation of moral character and virtue in a person who is

called to teach in a seminary there is still a manifest need for the definition of standards of excellence and rectitude with regard to this work.

The following propositions are proposed as an attempt to set forth such a definition. They are applicable in the main to full-time teachers on theological faculties.

Six Dimensions of Ethical Responsibility

1. *To One's Academic Specialty in Respect to the Intellectual Search for Truth and the Testing of It:*

    a) distinguishing knowledge which can be universally demonstrated from convictions which come by faith and opinions which cannot be proven;

    b) maintaining intellectual honesty and encouraging it by personal example;

    c) refining of professional competence and skill throughout one's lifetime by keeping abreast of current thought and using all appropriate teaching methods, as well as wisely using weekends, summers, and sabbatical leaves;

    d) seeking supervision and expert counsel without losing one's own independence;

    e) not thinking of one's own specialty more highly than one ought to think: that is, regarding it, like all other parts of the theological curriculum, as indispensable but not all-inclusive, and not presuming to pose as an expert in all fields;

    f) maintaining a proper balance of working-time between research and class preparation, insofar as these may not always be identical;

2. *To One's Student:*

    a) giving adequate amount of time, attention, and energy to students;

b) respecting the students' integrity and individuality as persons and helping them face personal problems;

c) respecting students' religious faith and vocation, whether or not these agree with those of the professor himself /herself;

d) being concerned for the nurture and maturation of the student's motivation as a minister;

e) remaining impartial towards one's students, avoiding both favoritism and hostility toward particular students, and avoiding preoccupation with "problem students" at the expense of others;

f) avoiding extreme forms of permissiveness and authoritarianism in teaching and personal relations with students;

g) reading and evaluating papers, theses, and examinations with care and constructive criticism;

h) sharing decisions concerning the total academic and/or professional destiny of students with appropriate faculty colleagues and committees;

i) g. protecting professional confidences and information that should remain the sole possession of the administration and faculty;

3. *To One's Academic Institution (Seminary, College, University) as a Community of Colleagues:*

a) accepting a fair share of teaching assignments in accord with agreed curricular policies;

b) assuming a proper share -- neither too little nor too much -- of committee and administrative work;

c) restraining personal ambition for advancement, promotion, or other preferment at the expense of a colleague's position; and showing due concern for the personal interests of colleagues;

d) respecting the academic specialties and viewpoints of colleagues while maintaining the right to disagree; refraining from disrespectful discussion of them in classrooms or elsewhere in the presence of students;

4. *To the Kingdom of God and the Church:*

a) doing ecclesiastical work in such a way as to contribute to effective academic work and not to militate against it;

b) showing due regard for those in administrative position and for their procedures and policies; expressing legitimate disagreements in an honest and open manner without encouraging factionalism;

c) willingly accepting supervision and helpful criticism;

d) abiding by all terms of a contract or agreement with the institution, as well as by faculty rules;

e) avoiding the misuse of the right of resignation by not indulging in threats thereof without real decision and consequent action; and by the same token, if an administrator, not threatening punitive or retaliatory action against faculty members;

f) deporting oneself in relation to persons outside the institution so as to bring credit, rather than disrepute, to the seminary; and not presuming to represent the mind of one's colleagues or to involve them in controversies without prior consultation with them;

5. *To One's Social and Civic Community:*

a) recognizing and (where possible) fulfilling one's responsibilities as a citizen in a democratic society;

b) relating where appropriate the values and insights of one's study, knowledge, and special talents to the well-being of society

6. *To One's Self as a Person:*

a) not allowing the intellectual or functional elements of one's profession to hamper growth towards the wholeness of Christian life;

b) not allowing preoccupation with academic routine to hinder one's care for physical and

c) mental fitness and social maturity;

d) fulfilling to the best of one's ability the responsibilities of family life;

Specific Applications

Since the above statement is open for interpretation and adaptation to local conditions, the norms in the following section are regarded as specific applications of certain points to the situation at Saint Mary Seminary. Renewal or non-renewal of commitment/contract will be heavily conditioned upon their fulfillment.

Implementation Procedure:

Policy points discussed during the annual interview/review between individual faculty members and the rector. See pp. 56-57, "Individual Development", points 5 and 6.

Revised and Approved: 11/13/2020

Faculty Professional Conduct

Purpose and underlying Principles:

"Seminaries are to be a continuation in the Church of the apostolic community gathered around Jesus. This basic organizing principle means the seminary is first and foremost a learning community of the disciples of Jesus... At the same time, the seminary is a community of charity and friendship, where fraternal bonds are anchored in genuine relation- ships to the Lord and his Body, the Church. Finally, the seminary is a worshipping and praying community that finds its source and summit in the celebration of the Eucharist" (*PPF*, 6th ed. #406).

Policy:

The life of teachers of theology should be marked by a deep personal commitment to the faith which they propose to others and by a high degree of professionalism in the realization of the task of transmitting that faith. A high degree of moral integrity is expected of them in consonance with their faith. By their actions and their words, they should demonstrate that the work of teaching or administration in a theological school is an authentic form of ministry, a true vocation to the service of God.

The Seminary will always be identified as the official and authentic representative of the Catholic faith. As long as persons are associated with the Seminary, they will always be identified with it. Thus, while their personal conduct is a matter of their constant concern while at the Seminary, faculty members must be equally conscious of their conduct outside that context. The witness value of their words and actions, of their very life, extends far beyond their daily contact with seminarians and students of theology.
Implementation Procedure:

Policy points discussed during the annual interview/review between individual faculty member sand the rector. See 0p. 56-57 of MDiv/Faculty Handbook, "Individual Development", points 5 and 6.

Revised and Approved: 11/13/2020

Sexual Harassment and Misconduct

Purpose and underlying Principles:

Human dignity originates in our being made in the image of God. Harassment and sexual abuse against any person violate this dignity. It is both a criminal and sinful act that results in great harm to the physical, spiritual, and emotional integrity of those who have been abused.

Policy:

Saint Mary Seminary and Graduate School of Theology is committed to providing an environment where women and men can work together comfortably and productively, free from sexual harassment. Such behavior is unchristian and will not be tolerated. Since appropriate social interaction is a continuing concern of formation and education, discussions on appropriate behavior are raised in various

forums including theological reflections, spiritual direction, formation advisement sessions, house conferences, field education supervisory sessions and so forth.

This policy against sexual harassment applies to all phases of activity connected with the Seminary, including admissions procedures, testing, classroom demeanor, field work, hiring, promotion, benefits, counseling sessions, terminations, and social events. Prohibited behavior includes not only overtly suggestive or blatantly sexual activity, but also threatening, or demeaning communication of a sexual nature, whether the comments are serious or jocose.

Saint Mary Seminary has integrated benchmarks developed by NACS in association with the outcomes developed the McGrath Institute, together with CARA. The Diocese of Cleveland developed a program of systematic training for seminarians, faculty, and staff regarding procedures, definitions, investigative process, outcomes, and victim follow-up. These policies and procedures can be found in The Diocese of Cleveland Policy for the Safety of Children in Matters of Sexual Abuse (revised 2016) and The Diocese of Cleveland Standards of Conduct for Ministry (revised 2016) have been adopted as the official handbooks by the seminary. The reporting and investigating of any allegations follow both an institutional and independent process to support victims/reporters throughout the process.

Any member of the Seminary community who is a victim of sexual harassment may bring a complaint to any member of the community who, in turn, shall inform a staff or faculty member, the Dean of Students or the Rector who shall cause an investigation to be made by appropriate personnel to determine the truth of the allegations and the disciplinary action to be taken, if any. The investigation shall give the accused an adequate opportunity of a meaningful defense, and the victim an opportunity for appropriate input. The results of the investigation will be given to the Rector. In cases of alleged sexual misconduct involving clergy or seminary personnel, the Rector (or, in his absence, the Vice Rector) will review the allegations in consultation with the Vicar for Clergy; and as required by law in cases with minors and vulnerable adults, report the incident of misconduct to local authorities, as well as the Lay Review Board of the Diocese of Cleveland. All complaints will be handled as confidentially as possible.

Proactivity is required in the Standards of Conduct that include protocols for working with minors, the establishment of boundaries, policies of conflict of interest, conduct with youth, harassment (definition and inappropriate actions), the proper use of organizational records and information, reporting ethical or professional misconduct, policies of administration, protocols of wellbeing for Church personnel and volunteers, the use of social media and all forms of electronic communication. The protocols on reporting ethical or professional misconduct as outlined in The Conduct for Ministry (See F. Harassment and H p.9) and as outlined in Policy for the Safety of Children (see appendices 1-31ff; 2-35ff; 3- 47ff; as well as the form for reporting 4-Slff) are reviewed periodically by the seminary community to provide consistency and portability, to ensure seminarians have recourse even within their pastoral assignments and summer placements outside the seminary environs.

If a seminarian, faculty, or staff member is the victim of harassment or sexual misconduct they will receive ongoing support through spiritual direction and counseling.
Implementation Procedure:

Systematic Training: all members of the seminary community are required to participate in the Virtus

Training program and subsequent updates. All new members of the community undergo a background check and must sign (signature kept on file the Diocese Policy and Handbook regarding protocols for standards of conduct and reporting. Yearly conferences are provided for seminarians on issues of boundaries, ethical and professional behavior and protocols.

Victim Support: Counseling, spiritual direction are provided for the victim and /or their families. Proactivity: Regular opportunities to discuss these issues along with protocols are offered yearly in the yearly Rector's and Spiritual Director's conferences. In addition, professional speakers may be invited to address the seminary community. Formation advisors may also inquire into the well-being of their directees.

Consistency and Portability: The above policy provides common principles and guidelines that apply also to the off campus cites and venues such as parishes and field education assignments.

Revised and approved: May 19, 2021

Grievance Policy

Purpose and underlying Principles:

"The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff." HLC, 2.A

Policy:

Following the principle of subsidiarity, grievances and conflicts involving seminary faculty, students, or staff, shall be resolved at the lowest appropriate level, with attention given to the particular competencies outlined by the Master of Divinity and Faculty Handbook, The Center for Pastoral Leadership Employee Handbook, and the Clergy Personnel Handbook of the Diocese of Cleveland. If there is a question to whom a grievance should be reported, inquiry should be made to the Vice-Rector of the seminary, who is tasked with assisting with the formal process of reporting.

Allegations of serious personal or professional misconduct should be made to the President- Rector of the Seminary or, if need be, directly to the Secretary and Vicar for Clergy and Religious for the Diocese of Cleveland.

Implementation Procedure:

As mentioned in the policy, precise procedures for the resolution of grievances differ according to the competencies that are outlined in the above documents. For example, as established in the governance structure and role of the Vice President of Academic Affairs (Chapter 3, *Faculty Handbook*), all grievances of an academic nature should be referred first to her and/or to the Academic Affairs Administrative Committee.

Likewise, the Chief Operating Officer of the Center for Pastoral Leadership is the appropriate authority to deal with grievances regarding seminary/CPL employees (as dictated by the CPL *Employee*

Handbook), while the Dean of Students has unique competencies regarding seminarian discipline. (Chapters 3 and 7 of the Faculty Handbook).

More critically, for any grievance that involves sexual harassment or discrimination , Appendix II of the *Faculty Handbook* outlines the exact procedures to be followed for the reporting of alleged abuse.

To promote fairness and equity in addressing all grievances, the following procedures have been put in place:

a. Formal grievances should be expressed in writing and signed.
b. The parties in conflict will be afforded the opportunity to respond fully to each other's positions.
c. To the extent appropriate under the circumstances of the dispute, proceedings will be confidential.

As explained in the policy, if there is any question or confusion to whom formal grievances should be reported, all inquiries should be made to the Vice-Rector, who is charged with ensuring protocol is followed.

To assist in the submission of formal grievances, a general "Grievance Complaint Form" is provided in Appendix II of the *Faculty Handbook*.

Revised and approved: May 19, 2021

Conflict of Interest

Purpose and Underlying Principles:

HLC 2.A The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty, and staff.
IRS Form 1023: A conflict of interest occurs where individuals' obligation to further the organization's charitable purposes is at odds with their own financial interests.

Policy:

In the discharge of their duties, responsibilities and activities, all officers, faculty, seminarians, students and staff ("members of the community") shall avoid any conflicts of interest. The mission of the Seminary should form the primary interest of all activities in connection with the Seminary. Members of the community have a duty of loyalty to the Seminary and shall not trade on its good name or betray its mission.

Implementation Procedure:

If any interest should potentially conflict with the advancement of the mission of the Seminary, the relevant member of the community needs to disclose the competing interest to the Vice-Rector who will investigate the situation and make a judgment on whether the activity would actually work to the

detriment of the Seminary. He will communicate his decision in writing to the relevant member of the community within 10 business days of that disclosure. The decision may forbid the potential activity, require modification of it or allow it to go forward as proposed. He shall file the written decision in his "Seminary Complaints" file.

If the member of the community disagrees with the decision of the Vice- Rector, he or she may appeal it to the Rector within 10 days of the Vice- Rector's decision. The Rector will thereafter render a written decision within 10 days of receipt of the appeal.

If the member of the community disagrees with the decision of the Rector, he or she may submit an appeal to the Board of Trustees, which will hear the appeal at its next scheduled Board meeting. The Board may conduct its own investigation and render its judgment within two meetings after the receipt of the appeal.

If the member of the community disagrees with the decision of the Board of Trustees, he or she may appeal to the Chancellor of the Seminary, the Ordinary of the Diocese. His decision will be considered as final.

This policy applies to a wide range of activities in connection with the Seminary. Typically, a member of the community or his or her relatives should not stand to gain (1) a financial advantage from Seminary activities; (2) an unfair advantage in grading; (3) the prospect of receiving sexual favors, (4) public endorsement; or (5) favors of any kind in connection with Seminary activities.
If the conflict of interest involves sexual favors, the Seminary sexual harassment policy automatically applies and takes precedence over this policy.

If the investigation finds evidence of fraud or other illegal activity, the investigating authority will notify the Diocesan Legal Office, which will handle any further investigation and legal action.
If a member of the community fails to disclose a potential conflict of interest ,he or she will be subject to disciplinary action, which can include dismissal from the program.

It should be noted that the mere fact that a member or a member's relative receives a benefit should not automatically trigger a prohibition of the questioned activity. The activity need not be disallowed. For example, if a professor uses a textbook he or she has authored, it typically will benefit both the Seminary and the author. No conflict of interest exists under this policy if such a work is merely required reading as opposed to required purchasing. A further example may be that a seminarian extracurricular or co-curricular activity may spend money at a relative's business (e.g., a restaurant or entertainment facility). Pertinent disclosures might well indicate that the relative may actually give the Seminary a very favorable deal, in which case the activity may go forward as planned.

Seminarian committees that spend money on activities should be monitored by their faculty moderators to ensure that money is appropriately spent and that a particular student or students do not personally benefit in a way that is detrimental to the mission of the Seminary.

I, _____, have read this policy and understand its requirements. I agree to abide by its provisions while engaged in activities that affect the mission of the Seminary.

Signed: _____ Date: _____

Revised and approved: May 19, 2021

Student Counseling

Realizing that classroom contact with the student is only one aspect of the educational process, Saint Mary Seminary follows a policy whereby the members of the faculty are readily available to students apart from class hours for discussion of class work and endeavor to be of assistance to students who appear to be encountering difficulty in studies.

Students should not hesitate to approach faculty members to make appointments for consultation.

A teacher should provide on a weekly basis a minimum of one hour of academic counseling time for every three credit hours of class time.

Professional Exchange

Saint Mary Seminary has been most fortunate to develop a warm and friendly relationship with the other schools of theology of the Ohio region. The cooperative effort of these schools opens a wealth of resources in terms of library facilities and faculty.

As opportunities for the sharing of faculty resources become available, faculty members are expected to participate when reasonably asked to do so and to carry on their teaching activities with the same degree of professionalism as they would at Saint Mary Seminary.

In turn, visiting instructors at Saint Mary Seminary are expected to participate as fully as possible in the academic program of the seminary. Specific expectations are spelled out in each contract.

CHAPTER 5 THE PROGRAM OF INSTRUCTION

General Academic Information

The following material includes information of a general nature and faculty policy appropriate to specific areas of the academic program of Saint Mary Seminary.

Academic Year

The Academic year is divided into two semesters of 15 weeks. The fall semester usually begins mid-August and ends in mid-December. The spring semester begins mid-January and ends in May.

A 14-week summer term, primarily independent study, is offered to Doctor of Ministry and Master of Arts Students. An occasional course may be taught during this time to meet student needs.

Class Attendance

Class Attendance is expected at every meeting of the course(s) for which students are registered unless they are granted the privilege of optional class attendance. Normally, illness or other sufficiently serious circumstances are the only legitimate reasons for missing class. In case of absence, the student is responsible for class work, assignments, and/or examinations and must, with personal initiative, ascertain what is expected from the professor.

Course Credit

Course hours of credit are based on the number of 50-minute class periods, or their equivalent. One credit is granted for approximately14 class periods plus one class period for examination and assessment. The specific hours of credit for each course are given with its description.

Student Credit Hour Load

Students in the MDiv Program will normally carry a minimum load of 11 credit hours. They are expected to apportion a sufficient amount of study for each credit hour. Master of Arts students carrying at least 9 credit hours (three courses) are considered full-time students. Master of Arts in Diaconal Ministry are expected to enroll in designated courses for each semester of the Permanent Diaconate Formation Program. All Doctor of Ministry Students carry four hours of credit a semester, including summers.

Withdrawal and Credit/Audit Change

To withdraw from a course or to change registration from credit to audit (or the reverse) without penalty, a student must obtain the official form from the Registrar. Failure to attend class or merely giving notice to the instructor will not be regarded as official notice of withdrawal and students will lose any deposits and receive a grade of "F" for the course. The last day to withdraw without financial penalty is indicated on the yearly academic calendar. Students who withdraw from a class after this date are responsible for the entire amount of the semester's tuition. (See the Finance section of this catalog for policies regarding

tuition reimbursement in cases of withdrawal.

Academic Evaluation

Students usually undergo evaluation in all subjects at the end of each term. These evaluations may take the form of oral or written examinations, performance presentations, and research/reflection papers. At times a mid-term assessment may be given, or a mid-term project may be required at the discretion of the professor.

The Master of Divinity Portfolio Capstone Presentation is scheduled around the third week of No-vember. These serve as summative and integrative evaluations for candidates enrolled in these programs.

Grading System

Grade reports are given to the students at the end of each term. Term grades are based on oral and written class work and examinations.

The grade received is an evaluation of actual performance and the degree of mastery the student has manifested to the instructor.

Quality Points are used to calculate the student's GPA (Grade Point Average) and assigned based on a 4-point scale. See the current catalog for details.

An incomplete () is given only for serious reasons. If a student is unable to comply with a deadline, he or she must obtain permission for an "I" from the professor on or before the due date for the assignment. Course work must be made up within a designated time, usually one month, but no restriction is placed on the grade a student may receive.

Course work not completed during the extended time given for an Incomplete (I) results in a grade of "F" .

Should a student in a degree program fail a required course, he/she must repeat the course. A failing grade is computed in the cumulative grade average.

The following descriptions serve as evaluative measures of the professor's assessment of student work. The use of pluses and minuses in the grading scale allows for an accurate evaluation of the student's performance within the range of each letter grade.

[A: 100- 96%, A-: 95-93%) Outstanding achievement: exceptional aptitude and performance. The student has demonstrated a number of the following characteristics: an exceptionally good grasp of the course material; evidence of self-initiated reading; cooperation in course activities; manifestation of exceptional capability and originality; a command of appropriate vocabulary and superior ability to integrate and make associations with other material studied.

[B+: 92- 91%, B: 90- 87%, B-: 86- 84%) Good achievement: a significantly higher grasp of the course material, which goes beyond the required basic elements. The student has demonstrated a number of the following characteristics: a significantly more effective command of the material than is generally required; demonstrated ability to perceive applications of principles and relate them to other material; work distinctly above the average; investment in extra-curricular work on his own on course material; a personal grasp of principles so they can be discussed with ease.

[C+: 83-81%, C: 80-77%, C-: 76-71%] Satisfactory achievement: a grasp of the basic content, which enables the instructor to certify the required mastery of the material of the course. The following characteristics are usually present: a command of the basic course content and demonstrated ability to make generally correct applications of
principles; demonstrated ability to express knowledge intelligibly; the standard performance expected.

[D: 70-65%] Poor achievement: a minimal grasp of course content and limited ability to apply principles learned. The following may further characterize this level: sub-standard achievement as related to graduation; the instructor believes the student would not profit materially by repeating the course; the student may advance to course or courses to which the given course is a prerequisite but with dubious prospects of success.

[F: Below 65%] Failure: failure to meet minimal requirements as specified by the instructor. The student must repeat the course if it is required for a degree program.

Academic Appeals

Saint Mary Seminary reserves the right to discipline or dismiss a student who fails to meet the Seminary's or degree program's academic standards. Any student who objects to an academic decision can appeal that action by submitting a formal letter of appeal to the Vice President of Academic Affairs within ten days of the receipt of the evaluation or grade report. The letter should present the facts surrounding the student's complaint and include any pertinent documentation. If the appeal concerns a grade or academic decision, the Vice President of Academic Affairs will arrange a meeting with the student and the professor at a mutually agreed upon time. Depending on the nature of the complaint, such as dismissal from an academic program, the Vice President of Academic Affairs may select members from the Seminary community to serve on an Appeals Board. In requesting an appeal, the student agrees to be bound by the decision of the Appeals Board. The decision of the Appeals Board is final and not subject to further appeal. The decision and rationale are communicated in writing to the persons involved and are kept on file in the Vice President of Academic Affairs 's office.

Grievances

In non-academic matters, a student presents a formal letter to the Vice Rector outlining the grievance. The Vice Rector will determine the process for review and resolution and will maintain a file of all pertinent documentation of formal grievances.

Independent Study

A full-time, degree-seeking student may participate in an independent study under the supervision of a

faculty member with the approval of the Vice President of Academic Affairs. The student must first receive permission from the Vice President of Academic Affairs to approach a faculty member for an independent study. No student is permitted to take an independent study in a given area in a semester where an elective course in that area is offered, unless he/she has taken that elective course.

The aim of independent study programs is to provide the student with opportunities to pursue a problem or a project in depth and to obtain academic credit for such study. It is hoped that such studies would encourage originality and enrich the atmosphere of the seminary as a community of learning.

Independent study programs are open only to those who have completed two semesters of study and have the appropriate cumulative average in their degree program. Independent study is not to take the place of a required course in the curriculum and may not be contracted if a course in that area is taught in a given semester. Exceptions to this must be discussed with the Vice President of Academic Affairs.

A maximum of 6 independent study credits will be accepted toward elective requirements. A student should carry no more than 2 credits of independent study in any one term with the exception students in the DMin program.

Students are required to seek permission from the Vice President of Academic Affairs for independent study. He/She will provide a list of faculty members available for independent study for each term. Due to course load, a given faculty member may not be available for any independent study program. On the other hand, ordinarily, no faculty member will accept more than two students per semester for independent study without permission from the Vice President of Academic Affairs.

The study project is to be discussed with and approved by the faculty member who will sponsor the project in advance of registration.

At the time of registration, students must register for the independent study just as they would for any other course. At the time of registration, the student is to secure from the Registrar the Independent Study Registration Form, complete, and return it to the Vice President of Academic Affairs within four days after registration .

Final report forms and grades are to be submitted by the faculty member to the Registrar at the time final grades are due at the end of the term in which the student is registered for independent study. If the project is not completed at this time, the student will receive the grade of "I" for the project. The usual procedure for make-up work will then be followed.

Professional Appearance and Attire

Saint Mary Seminary and Graduate School of Theology prepares men and women for formal ministry in the Church. Therefore, personal appearance and attire should reflect ministry standards. Commuter students are expected to dress modestly and respectfully and be well groomed for class and while on campus. Seminarians follow the house dress code and guidelines in the Handbook. The administration and faculty reserve the right to determine whether a student's appearance is acceptable.

Transcripts

Saint Mary Seminary and Graduate School of Theology adheres to the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). This act states that the written consent of the past or present student must be obtained before allowing transcripts to be released to any person or body, and such permission is granted only for the reasons specified in the written consent.

Students who wish transcripts of records to transfer to other schools or for other purposes should submit a signed request to the Registrar's Office at least two weeks in advance of need. To protect students and alumni, no telephone requests for transcripts will be honored. Transcripts are issued only at the request of the student, and official transcripts are sent directly to the college or university to which transfer is desired. A fee is required for each transcript requested.

Official transcripts are sent directly to institutions or agencies. Transcripts sent or given to students are marked "unofficial," are unsigned, and do not bear the Seminary seal. Transcripts are released only when all outstanding financial balances have been paid.
Grade reports are given to the students at the end of each term. Term grades are based on oral and written class work and examinations.

Academic Probation

A degree-seeking student who falls below the minimum G.P.A. is placed on academic probation for the following semester. Students who remain on academic probation for three consecutive semesters will be dismissed from the program. Students who fail to show sufficient progress during academic probation are also subject to dismissal.

The Seminary reserves the right to refuse to admit or re-admit any student at any time should it be deemed required in the interest of the student or the Seminary to do so, and to require the withdrawal of any student at any time who fails to give satisfactory evidence of academic ability, earnestness of purpose or active cooperation in all the requirements for acceptable scholarship.

Master of Divinity Degree students on academic probation:

At the close of each semester, a student is placed on academic probation if the cumulative grade point average falls below 2.00. The student is removed from probation at the close of the semester in which the grade average rises to or above 2.00. Placement on, retention, or removal from probation is noted on the semester grade report and on the permanent record.

The following rules govern a student on academic probation:

A student who remains on probation for three consecutive semesters will be required to withdraw for unsatisfactory academic performance.

A student who remains on probation for two consecutive semesters may choose: To continue the regular class-hour load and attempt to remove the probation the third semester, or to reduce the class-hour load and lengthen the time of the course of studies.

A student who remains on probation for three consecutive terms will be required to withdraw for unsatisfactory performance.

Upon the recommendation of the faculty, a student on probation may be presented with one or more of the following:

- may be required to submit a progress report to the Vice President of Academic Affairs
- may have extracurricular activities curtailed, in the case of candidates for the priesthood
- may not be permitted to be admitted to Candidacy, to receive Ministries/Orders, or to enter the internship during that term in which he is on probation
- may be required to lengthen the time of the course of studies

Students who have withdrawn because of academic probation may seek re-admission. To be considered, however, they must demonstrate to the Rector, Director of Intellectual Formation, and Vice President of Academic Affairs that they can do graduate work, usually by successfully completing graduate courses at another school.

MA (Theology), MA in Diaconal Ministry, and DMin students on academic probation:

At the close of each semester, a student is placed on academic probation if the cumulative grade point average is less than 3.00. The student is removed from probation that semester in which the grade average rises to or above 3.00. Placement on, retention on, or removal from probation is noted on the term grade report and the permanent record.

No credit is given for a course in which a student earns an "F". A student must retake a failed required course the next time it is offered. If the failure is in an elective course, the student must take an equivalent elective in the same department. Exceptions to these policies (e.g., an independent study in a subsequent semester to make up a required course) are at the discretion of the Vice President of Academic Affairs.

An MA (Theology) student who remains on probation after the completion of 15 semester hours will be re- quired to withdraw for unsatisfactory academic performance.

An MA in Diaconal Ministry student who remains on probation after two semesters must discuss their academic progress with the Director of the Permanent Diaconate Formation Program and the Vice President of Academic Affairs. It may be decided to continue the formation program but not seek the MA in Diaconal Ministry Degree. Classes will then be taken for audit.

Doctor of Ministry students on academic probation:

A DMin student who is on academic probation for two semesters or who earns a grade of "F" in any course is subject to dismissal from the program.

Educational Technology

Access to the Seminary Internet system and other forms of educational technology is made available to students and faculty to enhance the educational experience and to improve their ability to communicate with others. The appropriate use of educational technology in class is both permitted and encouraged.

All classrooms are equipped for use of technology and Internet access. While in class students are expected to limit their use of personal technology to the course work at hand. Faculty may limit a student's use of personal technology if it is deemed to be a distraction or inappropriate or is detrimental to the learning environment.

The usual expectation of ethical behavior extends to the use the Internet and educational technology. While users are encouraged to conduct legitimate research on the system, any use of technology that panders to immoral behavior or attitudes is prohibited. Obviously civil and criminal laws must be obeyed. Users are reminded that they are responsible for observing the U.S. Copyright laws (United States Code, Title 17); obeying all licensing restrictions in connection with software that is downloaded or used in connection with the system and respecting the privacy of others. (See Internet Policy in Appendix)

Winter Weather Policy

Saint Mary Seminary and Graduate School of Theology normally does not cancel classes since seminarians are resident students. In the case of severe weather, faculty are expected to make a reasonable effort to provide a virtual meeting option. If no virtual option is feasible, non-resident students who cannot safely travel to the Seminary are encouraged to contact their professors and let them know they will not be able to attend class. The professor will not penalize the student. However, the student will be responsible to obtain class notes and complete assigned readings . If a non--resident professor has cancelled class, students will receive an email, text, or call from the professor or Registrar.

Quality of Writing

Since creative yet disciplined thinking and clear communication are essential elements of theological and ministerial practice, the ability to write clearly and expressively is an indispensable requirement for any student of Saint Mary Seminary. Applicants must possess suitable competence in English grammar and composition prior to their admission to the seminary. This competence must be demonstrated according to the instruments utilized by the seminary.

To ensure that this suitable competence is achieved and maintained, each faculty member will: commit him/herself to assist students who need to improve their writing skills. Such assistance may consist of:

- providing numerous opportunities for the students to write throughout the course of the semester
- providing opportunities for students to discuss their own written assignments with other students, attending not only to content, but to how the paper was written
- making written assignments in "stages," requiring the students to submit drafts that will be

critiqued and discussed with them by the faculty member and/or other students

- asking the students to evaluate their own drafts prior to their discussion with the faculty member
- discussing assignments the students have written with a view toward its overall composition , structure, grammar, style and spelling
- providing written comments on papers that are clear and explicit
- referring students with more serious writing problems to their Formation Advisor or to the Vice President of Academic Affairs, who will in tum assist the student in finding professional assistance
- comparing with other professors their assessment of the writing skills of the students they have in common
- commit him/herself to the consistent application and enforcement of the seminary standards and policy on writing

This means including on all course syllabi the following note:

- "Grading will reflect attention to writing mechanics."
- Each professor will determine how the grade will be affected and will specify this determination in writing using a rubric in the course syllabus.

While the above refers to all students, special attention will be given to identifying and remedying writing deficiencies in first year students. In addition, because writing skills are so important to priestly ministry, priesthood candidates must consistently demonstrate suitable competence in them. Therefore, the absence of such competence becomes a formational concern and is appropriate subject matter for student evaluation.

Breaks During Periods of Instruction

For classes that are two credit hours or more, the instructor is expected to provide a short break. For two credit classes the break is generally taken after the first 50 minutes of instruction and may be extended to no more than ten minutes. In a three-credit hour course, the professor may elect to take two short breaks of ten minutes or provide one break not to exceed 20 minutes.

Class Assignments

As a general guideline, the amount of work assigned to a student in a given course should be weighed to the number of credit hours of the course. For example, one credit hour should have no more than 500 pages of reading and no more than 5-10 pages of writing. For a two-credit hour course, 1000 pages of reading and 15-20 pages of writing is the norm. In a three-credit course, 1500 pages of reading and 25-30 pages of writing may be

expected. In any course, reading will vary according to the type and difficulty of text, e.g., biblical commentaries, ritual texts, theology texts, etc. Professors are encouraged to prepare syllabi with these guidelines in mind.

Institutional Review Board (IRB) Compliance Review

All Doctor of Ministry research projects (and in some cases, Master of Arts projects) must be reviewed by the Institutional Review Board (IRB). Saint Mary Seminary and Graduate School of Theology has entered into an agreement with John Carroll University to conduct this compliance review. The IRB assists in a review of Doctor of Ministry or Master of Arts Project proposals along with surveys or instruments that will be used for specific research on human subjects. The John Carroll University IRB will issue a review of the project and forward it to the Registrar of Saint Mary Seminary and Graduate School of Theology. The IRB process must be completed prior to the student's scheduled prospectus symposium.

The primary goal of Institutional Review is to protect the rights and welfare of human subjects when they participate in surveys, interviews, or focus groups that result in systematized, generalizable knowledge intended for but not limited to publication or other public dissemination. The protocol for Institutional Review is based on federal regulation and Christian ethics, as well as informed consent.

The purpose of an informed consent is to help investigators protect research participants by informing them about the nature of the research, including the procedures to be followed and any associated risks or benefits to participation. In compliance with federal regulations, the IRB carefully reviews informed consent documents.

Project Review is generally required for the following:

- Survey, interview, focus group & observational research involving human subjects
- Evaluation Research, e.g., data is collected on a new course, technique, or pilot study to determine the effectiveness of the material or the manner in which material is collected, etc.
- Some oral history, especially if it is to be published, e.g., topics that might cause distress or breach of privacy, etc.

Process

1. Faculty and Students must participate in CITI Training (Collaborative Institutional Training Initiative) online.
2. Students complete and submit their research proposal to IRB Office at JCU prior to Prospectus Symposium
3. Students will receive a response: Does the project come under IRB jurisdiction or not? a. Exempt b. Expedited c. Full Board Review

The Doctor of Ministry project forum director will guide students through the IRB review process. Further information regarding IRB policies, procedures, and sample forms may be found at http://sites.jcu.edu /research/pages/irb/

Courses at Other Institutions

Transfer of Credit

Students who have taken courses at other institutions before application to the seminary should submit all transcripts for review by the Registrar and Faculty Chairperson. Credit for advanced standing applied to a degree program is based on the following criteria: (1) The graduate level courses are from an accredited institution; Theology courses will only be transferred from a Catholic university. (2) The courses transferred are equivalent in description and content to those required in the given degree program and course of study they are matriculating toward; (3) The student has received a minimum B (3.00) grade from the institution where the course was taken. (4) The credits were earned with 8 years of the application to Saint Mary Seminary and Graduate School of Theology. (5) A maximum of eleven (11) hours of coursework may be transferred for credit. (6) Students may be required to submit a copy of course syllabi for final judgment by the Faculty Chairperson.

Master of Divinity Program

Saint Mary Seminary regards its MDiv program of formation and study as a full-time occupation calling for the engagement of a person's time, talent, and ability during the academic year. Accordingly, no student may enroll for any degree program, course of studies, or program leading to certification at any other institution during the academic year. Because of special needs and interests, a student may enroll at another institution during the academic year for a single non-theological course according to the following provisions:

- There must be prior approval of the Vice President of Academic Affairs.
- No permission will be given to a student with an average below a "B" (3.00).
- Non-credit language courses pursued during free time as a particular interest or hobby do not fall under the above provisions unless a student is under academic probation.

Master of Arts in Diaconal Ministry

Because this degree program is also a formation program for ordained ministry, transfer credit will usually not be accepted in fulfillment of the degree requirements. However, in individual cases applicants with a graduate theology background verified by transcript from a Catholic accredited graduate institution may be considered by the Director and the Vice President of Academic Affairs as equivalent. Not more than six (6) credits may be transferred.

Doctor of Ministry Program

Participants in the Doctor of Ministry program may no more than six semester hours of doctoral level theology courses completed in graduate institutions. Prior permission is needed from the Vice President of Academic Affairs along with a course description and syllabus. Transcripts must be sent to the Registrar's office at the completion of the course.

Academic Integrity

Academic honesty is expected of every student involved in the seminary's academic program. The goals and purpose of Saint Mary Seminary and its special relationship to the training of ecclesial leaders demands that students exhibit personal integrity and high ethical standards.

Therefore, unless other sources are appropriately indicated, all material which a student offers for a course must represent only his or her own work. Claiming the work of others as one's own or falsifying materials (e.g., term papers, exams, or reports) can result in failure for the specific assignment or the entire course, as well as suspension or expulsion from the seminary program.

If a teacher determines that academic dishonesty has occurred, a written report of the incident should be made to the Vice President of Academic Affairs, including the action that the teacher has taken in response. Vice President of Academic Affairs will keep the report in the student's file and may also take further disciplinary action, if it is deemed necessary. For students preparing for ordination, the student's integrator should be informed of the incident.

An appeal by a student should first be made to the teacher in whose course the alleged dishonesty has occurred. If the student is not satisfied with the appeal to the teacher, he or she may appeal to the Vice President of Academic Affairs. If a mutual resolution to the dispute cannot be achieved through the intervention of the Vice President of Academic Affairs, the VPAA's own judgment on the matter will prevail.

If the Vice President of Academic Affairs is the teacher involved, the appeal should be made to the Rector and if a mutual resolution of the dispute cannot be achieved through the intervention of the Rector, the Rector's own judgment on the matter will prevail.

Course Evaluation

It is mandatory that every course have a written standardized evaluation from each student which will be available on Populi during the last week of classes. Professors do not receive their course evaluations until their grades have been submitted. All field education final reports are turned into the Field Education Secretary by the last day of class which is scheduled on the Academic Calendar.

Records Directory: Policies and Procedures

Confidentiality of Faculty Records

Saint Mary Seminary recognizes that individuals have a right to their good name and reputation and privacy. At the same time, in order to carry on effectively its mission as an institution for both priestly formation and theological education, the seminary must gather and retain -- at least temporarily -- certain highly personal and sensitive information about its faculty. The seminary wishes to hold such information in trust and looks to traditional Church values and practice to help it to safeguard this trust in a responsible Christian manner.

These policies and procedures are published here so that both faculty and administrative personnel may understand and mutually respect the rights and responsibilities of the parties involved.

Categories of Information and Records

President-Rector's (*hereinafter 'Rector'*) File: This file contains the following materials: any correspondence leading to appointment to the seminary faculty; appointment materials; official correspondence from the Chancellor (Bishop), appointment to the faculty; records of promotion; records pertaining to sabbaticals; records of annual self-assessments and reviews.

Vice President of Academic Affairs' File: This file contains the following materials: course syllabi; course evaluations; for faculty members other than diocesan priest faculty, copies of contracts and any special arrangements; contracts for adjunct faculty members.

Business Office File: The Business Office keeps certain information on file for the sake of administrative procedures. This information includes, in addition to directory information, data which might be valuable in case of emergency, such as the names and telephone numbers of persons to contact in case of an emergency, personal physician's name, medical history, medical insurance data, etc.

Confidentiality and Access to Faculty Records

Because of the personal and sensitive nature of much of this material access to it is limited to the faculty member, the President-Rector, (or the Vice-Rector in the absence of the Rector) and where pertinent to the Vice President of Academic Affairs during the tenure of the faculty member.

The seminary will exercise due care to protect the confidentiality of this material.

The files are kept until the departure of the faculty member. At that time the materials from the Rector's File and the Vice President of Academic Affairs 's File are given to the Registrar. Access to the file is then limited to the Registrar, the Rector and the former faculty member. A copy of the appointment letter and the termination materials, however, are kept as part of the archives of the seminary. Materials from the Business Office File are destroyed with the departure of the faculty member.

Confidentiality of Student Records

Saint Mary Seminary recognizes that individuals have a right to their good name and reputation and privacy. At the same time, in order to carry on effectively its mission as an institution of graduate theological studies, the seminary must gather and retain -- at least temporarily --certain personal and sensitive information about its students. The seminary wishes to hold such information in trust and looks to traditional Church values and practice to help it to safeguard this trust in a responsible Christian manner.

These policies and procedures are published here so that both students and seminary personnel may understand and mutually respect the rights and responsibilities of the parties involved. In order to ensure that a student's right to privacy remains inviolable, sensitive records will be retained only as long as the student is pursuing a course of action that is focused on receiving the conferral of an academic degree or

is actively engaged in a continuing course of studies for personal or professional enrichment. Thereafter, the sensitive records will be destroyed as described below.

Categories of Information and Records

Directory Information: The following data is considered as directory information: a student's name, address, telephone number, date and place of birth; social security number; names of previous schools attended with corresponding dates, degrees earned, major field of study; dates on which ministries, candidacy, or Orders were received.

This information is accessible to the general public at the discretion of seminary officials, unless a student specifically requests that any or all of this data be withheld from release. Such a request must be filed with the Administration within sixty days of enrollment at the seminary.

Admissions File: This file contains the following materials: any correspondence leading to application for admission; the admission application form; transcripts of academic work; Graduate Record Aptitude Examination results. All materials in the Admissions File may be reviewed by each member of the Admissions Committee in carrying out that committee's responsibility. The discussions of the Admissions Committee are held in confidence by its members. A summary of the discussion is prepared by the committee secretary.

After the completion of the committee's work and an applicant is accepted, the Admissions File becomes the basis of the Academic File and is held by the Vice President of Academic Affairs until the student completes the program, withdraws, or is dismissed. If an applicant is rejected, the Admissions File for the applicant is destroyed.

Academic File: Once an applicant is accepted, a permanent academic file is opened for that student. In addition to holding transcripts of previous academic work and, where applicable, GRE scores, this file will contain a record of all courses in which a student is enrolled and a note of withdrawal or the grade given for the course. The record also contains a cumulative grade point average and designates the academic program in which the student is enrolled. Dates on which degrees are awarded are also recorded.

These records along with paper are held permanently by the seminary and kept in fireproof cabinets under the supervision of the Registrar, the Vice President of Academic Affairs and the Archivist. While registered for courses at the seminary students are given an unofficial copy of their transcript at the end of each term as a grade report.

Business Office File: The Business Office keeps certain information on file for the sake of administrative procedures. This information includes, in addition to directory information, material which might be valuable in case of emergency, such as the names and telephone numbers of persons to contact in emergency, personal physician's name, medical insurance data, auto insurance data, etc.

The Business Office also keeps a record of a student's financial responsibilities to the seminary and payments thereof, and a record of requests for certification of student status.

These records are kept as long as the accounts are active and as long as is necessary for the seminary to conduct its regular audit of financial records.

Confidentiality and Access to Student Records

Because of the personal and sensitive nature of much of this material access to it is limited on the part of students, faculty, and administrative personnel. Limiting access to this material is an effort to safeguard the confidential nature of the material as well as to assure that the information given in the records will be honest and accurate.

Much of the information contained in the files has been seen by the student; to some the student is required to waive the right of access, to some the student may choose whether he or she waives the right of access.

The seminary will exercise due care to protect the confidentiality of this material.

Admissions File: The gathering and safeguarding of this material is the responsibility of the President-Rector and the Faculty Secretary. Access to all this material is given to the members of the Admissions Committee to aid them in their corporate decision on an applicant. Knowledge of this material is held in confidence by the members of the Committee.

The student hereby agrees to waive access to all the material in the admissions file other than the application; transcripts of academic work; Graduate Record Aptitude test scores; and recommendation forms unless the student has specifically waived the right of access to the recommendation in question.

Academic File: The Academic File is the responsibility of the Vice President of Academic Affairs and Registrar. Along with President-Rector,, Vice Rector, and Faculty Chairperson, these are the only persons who normally have access to this file.

Transcripts of grades will not be released unless a person requests such in writing. Normally official transcripts are sent from the institution, not through a student. The date and recipient of each transcript are noted in the file. Saint Mary Seminary and Graduate School of Theology complies with the *Federal Education Rights and Privacy Act (FERPA)*.

Upon occasion of an accreditation visit, random access to student academic records is permitted to appropriately authorized members of the evaluation team. The student hereby grants such access to allow for the evaluation of the institution's academic and administrative program.

Students may receive upon request a review of their Academic File from the Vice President of Academic Affairs.

Business Office File: This material is the responsibility of the Treasurer of the seminary who will see that it is kept confidential, and that access is given only to authorized Business Office personnel. Students have access to all the materials in their Business Office File.

FERPA Compliance:

The Federal Education Rights and Privacy Act (1974) is a federal law that protects the privacy of student education records. Saint Mary Seminary adheres to the stipulations of FERPA in the maintenance, retention, and release of student education records of eligible students.

Student rights include:

1. to inspect and review the student's education records maintained by the institution;

2. to request that the institution correct records they believe to be inaccurate or misleading. If the institution decides not to change the records, the student has a right to a formal hearing and to place a statement in the file regarding the contested information.

Saint Mary Seminary requires the written request from the eligible student (current or previous) to release education records to a third party.

Confidentiality of Seminarian and MDiv Student Records

Saint Mary Seminary recognizes that individuals have a right to their good name and reputation and privacy. At the same time, in order to carry on effectively its mission as an institution for both priestly formation and for the development of ministerial competence in its MDiv students, the seminary must gather and retain -- at least temporarily -- certain highly personal and sensitive information . The seminary wishes to hold such information in trust and looks to traditional Church values and practice to help it to safeguard this trust in a responsible Christian manner.

These policies and procedures are published here so that both seminarians and seminary personnel may understand and mutually respect the rights and responsibilities of the parties involved. In order to ensure that a seminarian's right to privacy remains inviolable, sensitive records will be retained only as long as the seminarian is pursuing a course of action that is focused on receiving a call to priestly Orders in due course.

Henceforth, whenever seminarians are mentioned, MDiv students are also included for the purposes of this policy statement where applicable.

Categories of Information and Records

Directory Information: The following data is considered as directory information: a student's name, address, telephone number, date and place of birth; social security number; names of previous schools attended with corresponding dates, degrees earned, major field of study; dates on which ministries, candidacy, or Orders were received.

This information is accessible to the general public at the discretion of seminary officials, unless a student specifically requests that any or all of this data be withheld from release. Such a request must be filed with the Administration within sixty days of enrollment at the seminary.

Admissions File: This file contains the following materials: any correspondence leading to application

for admission; the admission application form; sacramental records; transcripts of academic work; Graduate Record Aptitude Examination results; letters of recommendation (including a letter of recommendation from the Rector of Borromeo Seminary for graduates of that institution) report of the physical examination; applicant's autobiography; and reports of the faculty interviewers. The report of the psychological testing is also a part of the admissions process but is treated as a separate category.

All the materials in the Admissions File are reviewed by each member of the Admissions Committee in carrying out that committee's responsibility. The discussions of the Admissions Committee are held in confidence by its members. A summary of the discussion is prepared by the committee secretary.

After the completion of the committee's work and an applicant is accepted, the Admissions File becomes the basis of the Rector's File and is held by the Rector until the student completes the program or withdraws. Academic transcripts and test scores are transferred to the student's Academic File. If an applicant is rejected, the Admissions File is sealed and filed.

Psychological Reports: Applicants for the formation program of Saint Mary Seminary are required to undergo a routine psychological evaluation conducted by a licensed psychologist approved by the seminary. The applicant is invited to review the results of the evaluation with the psychologist. The psychologist, with the applicant's permission, sends a written evaluation to the seminary's Rector who is Chairperson of the Admissions Committee. The report is shared with the committee as a part of the admissions process. Once the admissions process is completed, if an applicant is accepted into the seminary, the psychological report is retained as a part of the Rector's File. If in the course of a seminarian's formation further psychological evaluation may be required by the seminary, written reports of such evaluations will be added to this file with the seminarian's permission. Once a seminarian completes the program and is ordained, or withdraws or is dismissed, the file is archived.

Academic File: Once an applicant is accepted for the seminary a permanent academic file is opened for that seminarian. In addition to holding transcripts of previous academic work and GRE scores, this file will contain a record of all courses in which a seminarian is enrolled and a note of withdrawal or the grade given for the course. The record also contains a cumulative grade point average and a note of the academic program in which the student is enrolled. Dates on which degrees are awarded are also recorded.

These records along with paper backups are held permanently by the seminary and kept in fireproof cabinets under the supervision of the Registrar and the Vic President of Academic Affairs.
While registered for courses, seminarians are given an unofficial copy of their transcript at the end of each term as a grade report.

Rector's File: As the chief administrative officer of the seminary, it falls principally to the Rector to safeguard the confidentiality of a seminarian's records. Consequently, apart from the Academic File, the Field Education File and financial and seminarian loan material, all other records and documentation on a seminarian are held in security in the Rector's Office. The following materials are contained in the Rector's File: materials retained from the admissions file including the psychological report; any further psychological reports; copies of official correspondence between the Rector and the seminarian; any correspondence received relative to a seminarian by the Rector; materials from the most recent faculty evaluation of a seminarian; copies of correspondence between the Rector and a seminarian's bishop or

religious superior (generally these are letters of recommendation in support of a seminarian's petition for ministries, candidacy, or Orders). Finally, the Rector keeps a register of all ministries, admission to candidacy, and ordinations conducted under the jurisdiction of Saint Mary Seminary.

Faculty evaluation materials are held until they are supplanted by a new evaluation. These materials serve the Rector as a basis for his recommendations to the bishop or religious superior.

Field Education File: To facilitate the process of placing seminarians in appropriate field assignments and of making a summary report of a seminarian's field education progress at the annual faculty evaluation session the Director of Field Education retains certain files on each seminarian.

The following materials are contained in this file: the Work Experience Profile filled out by each seminarian when admitted to the seminary; Leaming Agreements signed by the seminarian and supervisor at the beginning of each semester; and evaluations from both supervisors and seminarians at the end of each field education program signed by both seminarian and supervisor, after mutual dialogue on the assessment tools. This material is held on file until a seminarian is ordained, or withdraws, or is dismissed from the program, at which time the file is archived.

Internship File: The seminarian file relative to his internship in a parish contains evaluations from each of the two sessions that comprise the internship experience. Included also in the file are two Leaming

Agreements, one, which guides the first session's learning, and a second which guides the final session's learning.

Such evaluations include a seminarian's self-evaluation, a supervisor's evaluation, evaluations from individual members of the parish staff and the support staff as well as evaluations from individual members of the seminarian's laity formation board. Each document is signed after mutual dialogue between the evaluator and the seminarian.

These files are kept in the office of the Rector and are available to members of the evaluating faculty only.

Such materials are held on file until a seminarian's ordination, withdrawal, or dismissal from the program, at which time the file is archived.

Business Office File: The Business Office keeps certain information on file for the sake of administrative procedures. This information includes, in addition to directory information, material which might be valuable in case of emergency, such as the names and telephone numbers of persons to contact in emergency, personal physician's name, medical insurance data, auto insurance data, etc.

The Business Office also keeps a record of a seminarian's financial responsibilities to the seminary and payments thereof.

Finally, under the direction of the Treasurer who acts as the Student Loan Officer, records are kept for those seminarians who apply for seminarian loans while at Saint Mary Seminary. These records would include copies of all applications for loans as well as copies of all grants and any necessary

correspondence which would take place.

These records are kept as long as the accounts are active and as long as is necessary for the seminary to conduct its regular audit of financial records.

Confidentiality and Access to Seminarian Records

Because of the personal and sensitive nature of much of this material access to it is limited on the part of seminarians, faculty and administrative personnel. Limiting access to this material is an effort to safeguard the confidential nature of the material as well as to assure that the information given in the records will be honest and accurate.

Much of the information contained in the files has been seen by the seminarian; to some the seminarian is required to waive the right of access, to some the seminarian may choose whether he waives the right of access.

The seminary will exercise due care to protect the confidentiality of this material.

Finally, respect for and the preservation of the confidentiality of the material in these files must be balanced with the seminary's responsibility to the Church in presenting suitable candidates for ordination, and with its responsibility for certifying the professional ministerial competence of M. Div. students.

Admissions File: The gathering and safeguarding of this material is the responsibility of the Chairperson of the Admissions Committee, the seminary Rector. Access to all this material is given to the members of the Admissions Committee so as to aid them in their corporate decision on an applicant. Knowledge of this material is held in confidence by the members of the Committee.

Seminarians hereby agree to waive access to all the material in the admissions file other than the application; sacramental records; transcripts of academic work; Graduate Record Aptitude test scores; autobiography and results of the physical examination, and recommendation forms unless the seminarian has specifically waived the right of access to the recommendation in question.

President-Rector's File: The material of the President-Rector's File which includes the psychological reports is supervised by the President-Rector of the seminary. In his absence during extraordinary circumstances, the Vice-Rector may have access to these student files.

The President-Rector alone will normally have access to this material. However, evaluation faculty members, the seminary Spiritual Director and, at times, other Spiritual Directors, can request access to this file from the Rector to aid them in their formational and spiritual direction responsibilities. The Rector will note in the file the date and name of the person to whom information was passed on or who was given access to the file.

Seminarians hereby agree to waive access to all the materials in the Rector's File other than the material noted earlier that is transferred from the Admissions File; copies of official correspondence between the Rector and the seminarian; records of ministries; candidacy and ordination to diaconate and priesthood.
Academic File: The Academic File is the responsibility of the Registrar and Vice President of

Academic Affairs. Along with a designated secretary and the Rector, these would be the only persons who have normal access to this file. To assist the evaluating faculty in its responsibility the Vice President of Academic Affairs will see that members of the evaluating faculty receive the data of a seminarian's GRE scores, undergraduate average, GPA at Saint Mary Seminary at the end of each term, as well as a record of grades for all courses each term.

Transcripts of grades will not be released unless a person requests such in writing. Normally official transcripts are sent from the institution, not through a seminarian. The date and recipient of each transcript are noted in the file.

Upon occasion of an accreditation visit, random access to seminarian academic records is permitted to appropriately authorized members of the evaluation team. The seminarian hereby grants such access so as to allow for the evaluation of the institution's academic and administrative program.

Seminarians may receive upon request a review of their Academic File from the Vice President of Academic Affairs.

Field Education File: This material is for the use of the Field Education department. A summary of this material is presented orally to the evaluating faculty at the time of evaluations of seminarians. The seminarian may also receive an oral summary of the material in the file. In addition to the Director of Field Education and the Rector, other members of the evaluating faculty have access to this file upon request.

The seminarian hereby agrees to waive access to all the materials in the Field Education File other than materials previously seen and signed by the seminarians.

Internship File: This material is for the use of the evaluation faculty. A summary of this material is presented orally to the evaluating faculty at the time of seminarian evaluations. The oral summary may also be given to the seminarian and his supervisor. Members of the evaluation faculty have access to this file upon request.

The seminarian hereby agrees to waive access to all the materials in the Internship File other than materials previously seen and signed by the seminarian.

Business Office File: This material is the responsibility of the Treasurer of the seminary who will see that it is kept confidential, and that access is given only to authorized Business Office personnel, and, upon request, to members of the evaluating faculty.

Seminarians have access to all the materials in their Business Office File.

APPENDIX I: COPYRIGHT GUIDELINES

The following material is an excerpt from an article which appeared in the *Seminary Newsletter of the NCEA*, Vol. 15, No. 2: December 1976.

Without great fanfare, the first r vision of copyright legislation since 1909 was signed into law on October 20, to become effective January I, 1978 (Public Law 94-553). Under the law, copyrighted material i-, now to be protected during the lifetime of the author and for 50 years thereafter. But probably the most significant part of the new legislation for those involved in education is contained in the report accompanying the law; this report is now part of the legislative history to which courts may refer in deciding copyright cases. In the report are set down guidelines to assist in the interpretation of the doctrine of "fair use," the previously unwritten principle which courts have employed to allow some unauthorized copying in the past.

According to these guidelines, reprography must be "spontaneous"; this means that "the decision to use the work and the moment of its use, for maximum teaching effectiveness, are so close in time that it would be unreasonable to expect a timely reply to a request for permission."

For purposes of teaching or research, a person may then make a single copy of:

- a chapter from a book
- an article from a periodical or newspaper
- a short story, short essay, or short poem
- a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper

For classroom use, it is permissible to make multiple copies of:

- a poem of less than 250 words
- an excerpt of less than 250 words from a longer poem
- a complete prose article, story, or essay, if it is less than 2500 words
- an excerpt, from any prose work, of not more than I 000 words or ten percent of the work, whichever is less
- one chart, graph, diagram, drawing, cartoon or picture from a book or periodical

An instructor, however, should not make multiple copies from the same author more than once in a class term, nor from the same collective work or periodical issue more than three times in a term. "Consumable" materials, such as workbooks and standardized tests, may not be copied at all.

When making interlibrary loans, a library can safely make as many as six copies per year of a periodical published within the last five years. (Periodicals more than five years old are exempted from the guidelines.) Similarly, for interlibrary loans, it is permissible to make as many as six copies per year of small excerpts from longer works, copies of unpublished works for purposes of security and preservation, copies of published works to replace damaged copies, and copies of out-of-print works, which cannot be purchased at a fair price.

It should be emphasized that these guidelines represent the minimum that is pem1issible under the law, and they specifically state that they are "not intended to limit the type of copying permitted

under the standard of fair use."

The proliferation of fast, flexible, and economical means of reproducing materials that we have witnessed in recent years seems to have dulled the sensitivity of many people to the moral issue involved here. The morality of the herd seems to have prevailed in the minds of many --"everybody's doing it." But it is still true that unauthorized replication of copyrighted material can be not only illegal but also immoral, insofar as it is an unreasonable use of someone else's property… But it seems obvious that if any consciences should be alerted to matters of justice, it should be the consciences of those of us who in one way or another arc involved in training moral leaders

APPENDIX II: POLICY AGAINST SEXUAL HARASSMENT

Saint Mary Seminary and Graduate School of Theology is committed to providing an environment where women and men can work together comfortably and productively, free from sexual harassment. Such behavior is unchristian and \viii not be tolerated. Since appropriate social interaction is a continuing concern of formation and education, discussions on appropriate behavior are raised in various forums including theological reflections, spiritual direction, formation advisement sessions, house conferences, field education supervisory sessions and so forth.

This policy against sexual harassment applies to all phases of activity connected with the Seminary including admissions procedures, testing, classroom demeanor, field work, hiring, promotion, benefits, counseling sessions, terminations, and social events. Prohibited behavior includes not only overtly suggestive or blatantly sexual activity, but also threatening, or demeaning communication of a sexual nature, whether the comments are serious or jocose.

Any member of the Seminary community found to have violated this policy shall be subject to appropriate disciplinary action, including a warning, reprimand, suspension, or discharge, according to the findings of the complaint investigation. Any member of the Seminary community who is a victim of sexual harassment may bring a complaint to any faculty member who, in turn, shall inform the Dean of Students or the Rector who shall cause an investigation to be made by appropriate personnel to determine the truth of the allegations and the disciplinary action to be taken, if any. The investigation shall give the accused an adequate opportunity of a meaningful defense, and the victim an opportunity for appropriate input. The results of the investigation will be given to the Rector who will either adopt the findings and recommendation or modify them to achieve an equitable result. All complaints will be handled as confidentially as possible.

APPENDIX III: INTERNET POLICY

Introduction: Access to the seminary internet network is made available to students and faculty to enhance the educational experience at the seminary, and to improve their ability to communicate with others. The campus-wide fiber optic network is to be considered part of the formational experience for faculty, seminarians, and commuter students, and, as such, it must be used with integrity and good judgment and in accord with all applicable civil laws as well as in compliance with all norms and guidelines for those in formation for public ecclesial ministry

1. **No Expectation of Privacy:** Since the Seminary is providing onsite access to the internet for formational purposes, communications created, sent, received, stored and/or accessed using the Seminary Internet System are not private. Seminary officials reserve the right to monitor and inspect all electronic communications that use the Seminary Internet System. The Seminary may disclose the contents of such communications to third parties such as law enforcement personnel and to those who have ecclesiastical authority over the seminarians or other students. Users hereby waive any right to privacy that they may have otherwise claimed in connection with their use of the Seminary Internet System.

2. **Inappropriate Use:** The usual expectation of ethical behavior extends to the use of the Seminary Internet System. While users are encouraged to conduct legitimate research on the system, uses that pander to immoral behavior or attitudes are prohibited. Obviously civil and criminal laws must be obeyed. Users are reminded that they are responsible for observing the U.S. Copyright laws (United States Code, Title 17); obeying all licensing restrictions in connection with software that is downloaded or used in connection with the system and respecting the privacy of others. E-mail or other information inadvertently received shall not be read but shall be deleted from one's files as soon as the discovery is made.

3. **Safeguards:** Users will avoid excessive or inappropriate use that would materially and adversely affect the system. All users must, at their own expense, install and keep updated software that protects the system from computer viruses and other invasive programs that might compromise the security of the computers using the Seminary Internet System. Users will not permit others to use the system through their computers. Only those who have agreed to this policy may use the library computers.

4. **Operating Standards and Violations:** The Librarian will act as liaison for computer affairs and publish from time-to-time advisory bulletins on the use of the system. The librarian has the authority to require that certain security software be installed on each computer. Violations of this Policy may lead to restricted access to the system, denial of access, and academic discipline up to and including expulsion from the Seminary in addition to whatever civil or criminal penalties that might accrue to the user's wrongdoing.

I have read the above conditions and restrictions, and l agree to abide by them.