PART III
DEFINITIONS

Article 11. Definition of the University Instructional Staff.

The Instructional Staff of St. John's University shall consist of all persons employed in the titles of president, assistant to the president, vice president, dean, associate dean, assistant dean, director, coordinator, chairman of department, departmental representative, professor, associate professor, assistant professor, instructor, lecturer, professorial lecturer, teaching fellow, adjunct professor, research professor, laboratory assistant, laboratory instructor, research associate, research fellow, visiting professor, librarian, assistant librarian, registrar, and assistant registrar.

Article 12. Definition of the University Faculty.

The Faculty of St. John's University shall consist of all persons employed full time in the ranks of professor, associate professor, assistant professor, instructor, adjunct professor, research professor, laboratory instructor, research associate, and visiting professor.

PART IV
INSTRUCTIONAL ORGANIZATION

Article 13. The General Assembly

The General Assembly of the University shall consist of all members of the University Instructional Staff as defined in Article 11. The Assembly shall meet at least once in each semester or oftener upon call by its executive officers, or by petition of ten percent of its members. The General Assembly shall have no legislative powers, but it shall have the privilege of submitting advisory opinions to the University Senate, or to the Faculty Councils of individual schools or colleges, on matters of University-wide concern. Such advisory opinions shall become mandated agenda-items for consideration by the legislative body to which they are submitted. The Assembly shall make its own bylaws. The president of the University, or a vice-president designated by him, shall preside at its meetings.
Article 14. The University Senate

§ 14.1 Legislative authority over University-wide educational policy, subject only to the Board of Trustees and other provisions of these bylaws, shall be vested in a University Senate. The University Senate shall consist of two classes of members: ex officio and elected.

§ 14.2 Ex officio members shall be: the president, the vice-presidents, the dean of faculty, the dean of student services, the deans of the schools and colleges, the director of the Junior College, the registrar and director of admissions, the director of libraries, the director of science, and the coordinator of curricula.

§ 14.3 Elected members shall be of two categories: delegates from departments and delegates from schools or colleges.

a. One delegate from each of the following departments shall be selected in the manner and shall possess the qualifications described in paragraph d below: Accounting, Biology, Business Law, Chemistry, Classical Languages, Economics, Fine Arts, Management, Marketing, Physics, Political Science, Psychology, Sociology, Speech

b. Two delegates from each of the following departments shall be selected in the manner and shall possess the qualifications described in paragraph d and e below: English, History, Mathematics, Modern Foreign Languages, Philosophy, Theology.

c. Delegates from each of the following schools or colleges in the number indicated shall be selected in the manner and shall possess the qualifications described in paragraph d below: School of Education, 3; School of Law, 1; College of Pharmacy, 1.

d. All delegates elected during the academic year 1965-66 shall be chosen from the ranks of associate professor and professor who have completed three or more years of consecutive full-time service at St. John's University; thereafter only faculty members possessing tenure shall be eligible for election as delegates to the University Senate. All faculty having completed three or more years of consecutive full-time service at St. John's University in the ranks of instructor, assistant professor, associate professor, or professor shall be eligible to vote for department and school or college delegates to the University Senate. If, for any reason, a department, school or college faculty is unable or unwilling to elect its quota of delegates, the vice president for academic affairs, after consultation with the chairman of the department and/or the dean or deans of the schools or colleges concerned, shall appoint a faculty member or members to fill the resulting vacancies. These appointees shall be chosen from the department, school or college concerned. The same qualifications for voting and for election shall apply to the choice of persons to fill unexpired or temporary vacancies.

e. No two delegates elected from a single department under the provisions of paragraph b above shall be chosen from faculty assigned to the same campus center of the University. The only exception to this rule shall be in the case where no faculty member with the requisite qualifications is assigned to one of the two University centers. In such case both departmental delegates may be individuals assigned to the same center.

§ 14.4 Initial elections to membership in the University Senate shall be without term. As soon as practicable after the organization of the Senate the length of service of department delegates shall be determined by lot, the delegates of one-third of the departments receiving one-year terms, the delegates of one-third of the departments receiving two-year terms, and the delegates of one-third of the departments receiving three-year terms. The first full year of operation under these provisions shall be deemed to be such part of the academic year 1965-66 as shall remain after their enactment and the academic year 1966-67, ending June 30, 1967.

The terms of school and college delegations shall be similarly determined by their participation with the departments in the drawing of lots. Thereafter all elections shall be for three-year terms. Regular elections of department, school, and college delegates shall be by secret ballot by the members of the
faculty entitled to vote in each department, school, or college during the first full week in May following the initial term of office to which delegates were elected during the academic year 1965-66.

§ 14.5 The University Senate shall be responsible, subject to the Board of Trustees, for the formulation of policy relating to: curriculum matters affecting more than one school or college; the admission, retention, and graduation of students; student activities and student discipline. It shall make its own bylaws and conduct the educational affairs customarily cared for by a university faculty, subject to the following provisos.

a. Among the standing committees of the University Senate shall be a committee on curriculum including in its membership the University coordinator of curricula.

b. Among the standing committees of the University Senate shall be a committee on student activities including in its membership the University dean of student services and more than one representative of the full-time student body.

c. Among the standing committees of the University Senate shall be a committee on budget which shall be empowered to receive and report to the Senate upon the annual budget of the University.

§ 14.6 The President of the University shall preside at meetings of the University Senate, or in his absence the Vice President for academic affairs, the dean of the faculty, or another vice president or dean designated by the president.

§ 14.7 The Secretary of the University Senate shall be nominated and elected by the Senate.

Article 15. Faculty Councils

§ 15.1 Legislative authority over school or college educational policy, subject only to the Board of Trustees, shall be vested in Faculty Councils for particular schools and/or colleges.

§ 15.2 Separate Faculty Councils in the College of Business Administration, in the School of Education, in the School of Law, and in the College of Pharmacy shall consist of the dean, the associate dean, the assistant dean or deans, and until the end of the first full academic year of operation under these bylaws, of all members of the respective school or college faculty in the ranks of associate professor and professor. Thereafter, in addition to the dean, his associate, and his assistants, all members of the school or college faculty possessing tenure shall be members of the Faculty Council in their respective school or college. The dean of each school or college or, in his absence, the senior professor present, shall preside at meetings of the separate Faculty Councils.

§ 15.3 A single Faculty Council for the liberal arts shall exercise jurisdiction over the educational policies of St. John's College, of University College, and of the Graduate School. The liberal arts Faculty Council shall consist of two classes of members: ex officio and elected.

a. Ex officio members shall be: the dean of the liberal arts colleges, the dean of the graduate school, the associate and assistant deans of the three units, and the chairman of each liberal arts instructional department.

b. Elected members shall be one delegate from each instructional department in the three liberal arts units.

c. All delegates elected during the academic year 1965-66 shall be chosen from the ranks of associate professor and professor who have completed three or more years of consecutive full-time service at St. John's University; thereafter only faculty members possessing tenure shall be eligible for election as delegates to the liberal arts Faculty Council. All faculty having com-
pleted three or more years of consecutive full-time service at St. John's University in the ranks of instructor, assistant professor, associate professor, or professor shall be eligible to vote for department delegates to Faculty Council. If, for any reason, a department is unable or unwilling to elect its delegate, the dean of the liberal arts colleges, after consultation with the chairman of the department and the dean of the graduate school, shall appoint a faculty member to fill the existing vacancy. The appointee shall be chosen from the department concerned. The same qualifications for voting and for election shall apply to the choice of persons to fill unexpired or temporary vacancies.

d. Initial elections to membership in the liberal arts Faculty Council shall be for such part of the academic year 1965-66 as shall remain after the enactment of this bylaw and for the academic year 1966-67. Thereafter all elections shall be for two-year terms. All elections shall be by secret ballot by the members of the faculty entitled to vote in each department. Regular elections shall take place during the first full week in May following the initial term of office to which delegates were elected during the academic year 1965-66.

e. The dean of the liberal arts colleges shall preside at meetings of the liberal arts Faculty Council, or in his absence the dean of the graduate school. If both deans are absent the senior professor present shall preside.

§ 15.4 Faculty Councils shall be responsible, subject to the Board of Trustees, for the formulation of policy relating to school or college curriculum matters, and regulations pertaining to the admission, retention, and graduation of students which concern only the school or college which they represent. Each council shall make its own bylaws and conduct its educational affairs customarily cared for by a school or college faculty, subject to the following provisos.

§ 15.5 The secretary of each Faculty Council shall be nominated and elected by the Council concerned.

Article 16. Coordination

§ 16.1 Certification of all elections to Faculty agencies established under these bylaws shall be made by appropriate deans or department chairmen to the President of the University within one week of the date of an election. Organization meetings of these faculty agencies shall be convened as soon as practicable after the membership rosters are complete, but in no case more than one month after all have been certified to the President.

§ 16.2 A Bylaw Coordinating Committee shall be appointed by the President of the University for the purpose of reviewing proposed bylaws of the University Senate and of the Faculty Councils to insure their conformity with these bylaws and with one another. This review shall be confined to the elimination of contradictory provisions and to the proposal of methods for the reconciliation of possible conflicts of jurisdiction among the bylaws of the various University agencies.

§ 16.3 The Executive Vice President shall be chairman of the Bylaw Coordinating Committee. Other members shall be the Academic Vice President and the deans of the respective schools and colleges. The University Senate shall, at its organizational meeting, elect three of its members as representatives on this committee. Each Faculty Council shall, at its organizational meeting, elect one representative to membership on this committee.

a. Among the standing committees of each Faculty Council shall be a committee on curriculum and a committee on budget. The committee on budget shall be empowered to receive and report to the Council on the annual budget of the school or college.

b. Should a Faculty Council find it necessary to develop policies relating exclusively to students in their own school or college, any committee established to deal with such questions shall provide authorized representatives of the full-time students concerned an opportunity to express their views.
b. Upon certification to the President of the completion of its task, and of the non-conflicting character of the bylaws of the University Senate and those of the Faculty Councils, the Bylaw Coordinating Committee shall cease to exist.

**PART V**

**DEPARTMENTAL ORGANIZATION**

**Article 17. Purpose** Each Department of instruction, subject to the approval of the appropriate Faculty Council and of the University Senate, and subject to the provisions of other sections of these bylaws, shall have control of the educational, personnel, and budget policies of the department through the vote of all of its members who are members of the faculty and have been serving continuously for at least three academic years. It shall cooperate with related departments, and with university agencies in general in the development of school, college, and university-wide interest.

**Article 18. Department Chairman**

§ 18.1 The department chairman shall be the executive officer of his instructional department and shall carry out the department's policies as well as those of Faculty Council, of the University Senate, and of the Board of Trustees related to it. He shall be responsible for (a) the administrative work of the department such as departmental correspondence and records; (b) the assignment of courses to, and arrangement of programs of individual teachers; and (c) the general supervision of the department. He shall have authority to initiate policy and action concerning departmental affairs subject to the powers delegated to the committees on educational policy and departmental personnel and budget. He shall represent the department before faculty legislative agencies, administrative authorities, and the Board of Trustees. He shall preside at meetings of his department. He shall prepare the tentative departmental budget, shall discuss it with the committee on departmental personnel and budget and shall transmit it, together with the committee's comments and his recommendations to the designated budgetary authorities of the University. The chairman shall also be charged with responsibility for assuring careful observation and guidance of those members of the instructional staff of the department who are on probationary appointment. In this task he may require the assistance of other faculty members in the department. The chairman of the department, when recommending such probationary appointees for reappointment beyond three full years of consecutive service shall make full report to the dean or deans of his schools or colleges and/or to the vice president for academic affairs, as well as to the faculty personnel and budget committee and/or the review committee regarding the appointees' teacher qualifications and classroom work, the relationships of said appointees with their students and colleagues, and their professional and creative work.

§ 18.2 The chairman of the department shall be a tenured person in one of the professorial ranks (except as provided in paragraph 18.2c below), appointed by the Board of Trustees upon recommendation of the appropriate school or college dean, the vice president for academic affairs, and the president. No such recommendations shall be made to the Board until the following procedures have been complied with.

a. As soon as practicable after the enactment of this bylaw in each department, all faculty members in professorial ranks who have served three or more consecutive years at St. John's University in full-time faculty positions and are not on leave shall be convened by the present chairman of department, or in his absence by an appropriate school or college dean, for the purpose of nominating candidates for the position of department chairman. The qualified faculty members present at this meeting shall by majority vote determine the procedures to be followed at the meeting for the presentation of individual names and for the discussion, if any, of the qualifications of prospective nominees. Final voting on nominees shall in every instance be by secret ballot. Proxy or mail voting shall not be permitted, nor shall individuals on leave be permitted to vote.
b. Each department shall by this procedure nominate no more than three candidates for position of department chairman. These nominations, together with a tally of all votes cast in the selection process shall be notified to the vice president for academic affairs. The vice president, after consultation with the appropriate dean or deans, shall select from among the candidates so presented the person to be recommended for appointment as chairman. His name, together with those of others nominated with him, shall be forwarded to the president for recommendation to the Board of Trustees. Should a department submit but one nominee to the vice president for approval, the vice president shall have the privilege of recommending in place of the single nominee a person of his own choosing who meets the qualifications for department chairman set forth in paragraph 18.2 above.

c. During the academic year 1965-66 only, untenured individuals in the ranks of associate professor and professor who have completed three or more years of consecutive service in full-time faculty positions at St. John's University shall be eligible for selection as chairman of department and may continue to hold that position, although untenured, until the expiration of the term of office for which they are appointed. Until the end of the initial year of operation under these bylaws, present chairmen of departments in the rank of assistant professor may be continued in their present positions.

d. Chairmen of departments selected in 1965-66 shall serve initial terms of one, two or three years, depending upon the lots which fall to their departmental delegates to the University Senate. Thereafter all chairmen shall serve for three years. Should any department have no delegate in the University Senate, the initial term of office of its chairman shall be fixed by the vice president for academic affairs in such manner as to preserve an approximate equality in the number of annual departmental nominations. The initial year of operation under these provisions shall be deemed to be such part of the academic year 1965-66 as shall remain after their enactment and the academic year 1966-67, ending June 30, 1967.

Successors of department chairmen first appointed under the provisions of the preceding paragraphs shall be nominated in accord with the provisions of paragraphs 18.2, 18.2a, 18.2b above, during the first full week in May prior to the expiration of their terms of office. Appointments shall be announced by the Board of Trustees no later than June fifteenth thereafter, and shall take effect July first thereafter. Vacancies shall be filled in the same manner and shall be for the unexpired term.

a. Should the president not approve any person nominated by a department for the office of chairman, he shall confer with the members of the department qualified to participate in nominations, and thereafter shall report to the Board of Trustees any subsequent action by the department with respect thereto, together with his own recommendation of a chairman. A recommendation by the president to the Board of Trustees for the appointment of a department chairman other than one nominated by the department should occur only after careful consideration by the president of the qualifications of all those nominated by the department. The president should base his recommendation on the capacity of the individual selected to act effectively as the departmental administrator and spokesman, and as a participant in the formation, development, and interpretation of University-wide interest and policy.

Article 19. Departmental Representative

Where the work of a department is divided between the Jamaica campus and other centers of instruction, there
may be a departmental representative at each such additional center; excepting that where only a small number of persons of a department are assigned to such additional center, the president shall have discretion in determining whether there shall be a departmental representative. The departmental representative shall be a member of the department whose principal instructional duties are allocated to the center concerned. He shall be nominated by qualified faculty members of the department assigned to that center. The qualifications for departmental representative and for participating in his selection, as well as the procedures to be followed in appointing him shall be the same as the qualifications and procedures outlined in article 18 for the selection and appointment of department chairmen. Such departmental representative shall exercise the responsibilities of department chairman for purposes of action on matters concerning exclusively the work of the center to which he is assigned.

Article 20. Educational Policy

§ 20.1 Each department of instruction shall be responsible for the development of policy concerning its own educational affairs, and shall have the fullest measure of autonomy consistent with the maintenance of general educational policy of the university. Departmental authority shall extend (but not be limited) to the content and frequency of specific course offerings, major and minor requirements, prerequisites, and other matters which may affect the level and quality of instruction. Each department shall be responsible for transmitting its policy recommendations to the appropriate faculty council and/or the university senate on matters affecting its own discipline, and shall comment, when requested by school, college, or university curriculum committees, on proposals from other departments or agencies affecting the department curriculum.

§ 20.2 Procedures for the development of departmental educational policy shall be determined by each department in accord with the following provisions.

a. There shall be in each instructional department with ten or more faculty members an educational policy committee of not less than four members including the department chairman as chairman of the committee. The committee shall not include at any one time more than one instructor who shall have completed at least three years of consecutive full-time service in the university. Committee members other than the chairman shall be elected by all faculty members in the department who possess the qualifications for voting for members of the faculty council.

b. Each department engaged in both graduate and undergraduate instruction and with a faculty membership of ten or more shall establish two educational policy committees, one to deal with undergraduate matters, the other to deal with graduate matters. Both committees shall be chosen in accord with the provisions of paragraph 20.2a above.

c. Departments in the professional schools and colleges, and liberal arts departments with fewer than ten members, may exercise their educational policy functions through a faculty council curriculum committee or through a departmental committee of the whole, provided that in the latter case only faculty members with at least three consecutive years of full-time service shall participate.

Article 21. Personnel and Budget Policy

§ 21.1 There shall be in each instructional department in the liberal arts colleges and in the graduate school a departmental committee on personnel and budget consisting of five members, where possible, including the department chairman as chairman of the committee. Committee members other than the chairman shall be elected by all faculty members in the department who possess the qualifications for voting for members of the faculty council. Members of the department committee on personnel and budget shall possess the qualifications for membership in faculty council (see paragraph 15.3c above). Vacancies, whether temporary or permanent, shall be filled in the same manner. Each departmental committee on personnel and budget shall serve a three-year term coinciding with the term of office of the department chairman. Elected members shall be chosen at the time of selection of the chairman.
The department committee on personnel and budget shall be responsible for departmental policy formulation and administrative action in the areas of staff recruitment, appointments, reappointments, promotions, and the granting of tenure. The committee shall review and express its opinion on department budget requests as prepared by the chairman, and shall exercise such authorities and responsibilities as may be allocated to it in other portions of these bylaws, and as may be consistent with general school, college, and university personnel and budget policies.

Article 22. Status of Priests and Religious

§ 21.2

Faculty service by members of the Congregation of the Mission in other Vincentian educational institutions above the secondary school level or other accredited institutions of similar grade shall be deemed to be the equivalent of faculty service at St. John's University.

§ 22.1

For purposes of voting and holding office in university faculty agencies, members of the Congregation of the Mission who have served seven or more years in faculty ranks in educational institutions referred to in paragraph 22.1 shall be deemed to possess the qualifications conferred by tenure.

§ 22.3

Members of the Congregation of the Mission assigned to faculty posts at St. John's University, subject to the provisions of paragraphs 22.1 and 22.2 above, possess the same rights and duties as other faculty members of like rank and status.

§ 22.4

Priests and religious other than members of the Congregation of the Mission shall enjoy the same status as members of the Congregation of the Mission as set forth in paragraphs 22.1, 22.2, and 22.3 above.
§ 24.3 The committee on personnel and budget of the college of business administration shall consist of the dean of the college as chairman and of the chairmen of each department of instruction within the college.

§ 24.4 A single committee on personnel and budget shall be established for the liberal arts colleges and the graduate school. This committee shall consist of the dean of the liberal arts colleges as chairman, the dean of the graduate school, and the chairman of each liberal arts instructional department.

§ 24.5 All department recommendations for appointment, reappointment, promotion, or tenure within the respective schools or colleges shall be considered by the school or college committee on personnel and budget, the results of such consideration shall be reported to the vice president for academic affairs.

§ 24.6 Appointments and reappointments to the instructional staff in grades not of faculty rank shall be final when approved by the school or college committee on personnel and budget and by the vice president for academic affairs. Should the vice president for academic affairs withhold his approval all pertinent recommendations, together with supporting documents, shall be referred to the university review committee for final decision.

§ 24.7 All recommendations for appointments and reappointments to faculty rank, for promotions in faculty rank, and for the conferral of tenure on faculty members shall be reviewed by the appropriate school or college committee on personnel and budget. Notice of the action taken on each such recommendation, together with all credentials pertaining to the individuals involved shall be referred to the university review committee.

Article 25. University Review Committee

§ 25.1 Final review of individual credentials supporting recommendations for faculty appointments, reappointments, promotion, and tenure, and of general university fiscal ability to implement such recommendations shall be provided by the university review committee.

§ 25.2 The vice president for academic affairs shall be chairman of the university review committee. Other members shall be the executive vice president, the vice president for financial affairs, the dean of faculty, the dean of each school or college and the chairman of the university senate committee on budget.

§ 25.3 The university review committee shall receive all university senate recommendations with respect to university-wide personnel and budget policies and shall forward such recommendations, with or without comment, through the president to the board of trustees. The committee may request university senate comments and/or recommendations on personnel and budget matters of university-wide concern. Recommendations for the appointment or reappointment of instructors and assistant professors shall be submitted by the university review committee to the president, whose decision shall be final. Recommendations for the appointment or reappointment of associate professors and professors and for the conferral of tenure shall be submitted to the president for transmission, with or without comment, to the board of trustees, whose decision shall be final.

Article 26. Promotions

§ 26.1 Promotions in faculty rank shall be made in accord with the procedures set forth in paragraphs 26.2, 26.3, 26.4, 26.5 and 26.6 below, and shall conform to the criteria for promotion described in Article 29 of these bylaws.

§ 26.2 No later than February 1 of each calendar year the chairman of each department shall report to the dean of his school or college and to the school or college committee on personnel and budget the names of eligible individuals recommended for promotion by the departmental committee on personnel and budget. Each recommendation shall be accompanied by a dossier of information detailing the academic experience of the person concerned, listing the academic credentials which justify the promotion, and reporting the outcome of departmental consideration of the recommendation.
§ 26.3 No later than March 1 of each calendar year the dean of each school or college shall report to the Vice President for Academic Affairs the action recommended by the school or college committee on personnel and budget with respect to every person considered for promotion. In cases where the committee rejects a departmental recommendation, where the dean differs with the recommendation of the school or college committee on personnel and budget, or where a minority of the committee wishes to record a difference of opinion with the majority, reasons for the rejection of the recommendation or for the differences of opinion shall be reduced to writing and shall be placed in the individual's dossier when it is forwarded for further action to the Academic Vice President. Copies of all such documents added to the personal dossiers shall be sent to the chairman of the respective individual's department and shall be promptly communicated to the individual concerned.

§ 26.4 No later than April 1 of each calendar year the Vice President for Academic Affairs shall forward to the Board of Trustees through the President of the University all recommendations for promotion which have come to him from the personnel and budget committees of the various schools and colleges and which have been reviewed and acted upon by the University Review Committee. Should the Review Committee not support a school or college recommendation, both the positive recommendation and the Review Committee's reasons for disapproving it shall be forwarded to the president. The president shall forward all these materials to the Board, and may add to them his own recommendations for Board action. Copies of adverse recommendations by the University Review Committee or the president shall be transmitted to the dean of the school or college involved, to the chairman of the affected faculty member's department, and to the individual concerned.

§ 26.5 No later than May 15 of each calendar year the Board shall act upon the recommendations for promotion and, no later than June 1, shall certify receipt of promotion in writing to each person to whom a promotion has been granted.

§ 26.6 Appeals procedures shall be available for the use of individual faculty members who may consider themselves aggrieved at any stage in the promotional process. All such appeals shall be submitted in writing to the appropriate body by the individual concerned, and shall be accompanied by such written evidence as the individual may consider supportive of a request for promotion. Each aggrieved person shall also be entitled to a personal hearing by the appeals agency. An appeal from the action of a department committee on personnel and budget shall be submitted to the dean of the applicant’s school or college and shall be considered by the committee on personnel and budget of that school or college. An adverse decision of the school or college committee on personnel and budget shall be final. Where a school or college committee on personnel and budget has rejected a departmental recommendation for promotion, or where the school or college dean or a committee minority has filed an adverse report, the individual shall direct his appeal to the Academic Vice President. The appeal shall be considered by the University Review Committee whose decision, if adverse, shall be final. Appeals from adverse recommendations by the University Review Committee or the President shall be directed to the Chairman of the Board of Trustees and shall be considered by an appropriate Board committee whose decision shall be final. Should the Board of Trustees itself reject a promotional recommendation which has been approved by all requisite University agencies, the Board shall state its reasons in writing, shall communicate them to the person involved as well as to the President, the Academic Vice President, the appropriate school or college dean, and the chairman of the individual's department. The Board shall reconsider or affirm its action after having received a written appeal from and granted a hearing to the person affected by the action.

Article 27. Tenure

§ 27.1 No later than January 1 of each calendar year the Dean of Faculty shall develop a master list of faculty eligible for tenure as of the beginning of the following academic year. This list shall identify the department and school or college affiliation of each individual included. The Dean of Faculty shall supply the chairman of each department and the dean of each school or college with a copy of that portion of the list pertaining to his own instructional division.
§ 27.2 No later than February 1 of each calendar year the chairman of each department shall report to the dean of his school or college and to the school or college committee on personnel and budget the names of eligible individuals recommended for tenure by the departmental committee on personnel and budget and the names of those not so recommended. Each affirmative recommendation shall be accompanied by a dossier of information detailing the academic experience of the person concerned, listing the academic credentials which justify the conferment of tenure, and reporting the outcome of departmental consideration of the recommendation. Eligible persons not recommended for tenure by the department committee shall be promptly informed by the chairman of that fact and of the reasons for it.

§ 27.3 No later than March 1 of each calendar year the dean of each school or college shall report to the Vice President for Academic Affairs the action recommended by the school or college committee on Personnel and Budget with respect to every person considered for tenure. In cases where the committee rejects a departmental recommendation, where the dean differs with the recommendation of the school or college committee, or where a minority of the committee wishes to record a difference of opinion with the majority, reasons for the rejection of the recommendation and for the differences of opinion shall be reduced to writing and shall be placed in the individual's dossier when it is forwarded for further action to the Academic Vice President. Copies of all such documents added to the personal dossiers shall be sent to the chairman of the respective individual's department and shall be promptly communicated to the individual concerned.

§ 27.4 No later than April 1 of each calendar year the Vice President for Academic Affairs shall forward to the Board of Trustees through the President of the University all recommendations for tenure which have come to him from the personnel and budget committees of the various schools and colleges and which have been reviewed and acted upon by the University Review Committee. Should the review committee not support a school or college recommendation, both the positive recommendation and the review committee's reasons for disapproving it shall be forwarded to the president. The president shall forward all these materials to the Board, and may add to them his own recommendations for Board action. Copies of adverse recommendations by the University Review Committee or the President shall be transmitted to the dean of the school or college involved, to the chairman of the affected faculty member's department, and to the individual concerned.

§ 27.5 No later than May 15 of each calendar year the Board shall act upon the recommendations for tenure and, no later than June 1, shall certify receipt of tenure in writing to each person upon whom tenure has been conferred.

§ 27.6 Appeals procedures shall be available for the use of individual faculty members who may consider themselves aggrieved at any stage in the process of consideration for tenure. All such appeals shall be submitted in writing to the appropriate body by the individual concerned, and shall be accompanied by such written evidence as the individual may consider supportive of a request for the conferment of tenure. Each aggrieved person shall also be entitled to a personal hearing by the appeals agency. An appeal from the action of a department committee on personnel and budget shall be submitted to the dean of the applicant's school or college and shall be considered by the committee on personnel and budget of that school or college. An adverse decision of the school or college committee on personnel and budget shall be final. Where a school or college committee on personnel and budget has rejected a department recommendation for tenure, or where the school or college dean or a committee minority has filed an adverse report, the individual shall direct his appeal to the Academic Vice President. The appeal shall be considered by the University Review Committee whose decision, if adverse, shall be final. Appeals from adverse recommendations by the University Review Committee or the President shall be directed to the Chairman of the Board of Trustees and shall be considered by an appropriate Board committee whose decision shall be final. Should the Board of Trustees itself reject a tenure recommendation which has been approved by all requisite University agencies, the Board shall state its reasons in writing, shall communicate them to the person involved as well as to the President, the Academic Vice President, the appropriate school or college dean, and the chairman of the individual's department.
The Board shall reconsider or affirm its action after having received a written appeal from and granted a hearing to the person affected by the action.

Article 28. CONFLICT OF INTERESTS

No faculty member shall be eligible to vote in any matter concerning his own reappointment, promotion, conferral of tenure or special compensation.

PART VII

QUALIFICATIONS AND CONDITIONS FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION OF MEMBERS OF THE INSTRUCTIONAL STAFF.

Article 29. Qualifications and Conditions

§ 29.1 No person shall be required to meet the following qualifications in order to remain in his present rank, but all persons shall be required to meet such qualifications for any higher rank as a requirement for entrance therein. Conditions restricting length of service or defining probationary periods and the procedures to be followed in the case of non-reappointment apply to all present and future members of the instructional staff.

§ 29.2 The President. Qualifications: (to be developed)

§ 29.3 Assistant to the President. Qualifications: (to be developed)

§ 29.4 Vice President. Qualifications: (to be developed)

§ 29.5 Dean; Associate Dean; Assistant Dean; Director; Coordinator; Chairman of Department; Departmental Representative. Qualifications: (to be developed)

§ 29.6 Instructor. Qualifications: For appointment as instructor the candidate must possess an earned doctoral degree from a university of recognized standing or must present satisfactory evidence that dissertation research has been undertaken and that all other requirements for the doctorate have been met. In technical and professional fields degrees or other equivalent academic titles earned in approved institutions of higher learning where the training received is properly related to the work of the department may be accepted in lieu of a doctoral degree. In departments such as Fine Arts achievement deemed equivalent to that obtained through work leading to a doctoral degree may be accepted.

The candidate must evidence satisfactory qualities of personality and character, ability to teach successfully, interest in productive scholarship or creative achievement, and willingness to cooperate with others in the achievement of the objectives of St. John's University.

Conditions: Service in the rank of instructor is normally limited to four years.

§ 29.7 Assistant Professor. Qualifications: For promotion or appointment as assistant professor the candidate must meet the requirements for appointment as an instructor, and in addition must: 1) possess the earned doctoral or professional degree or equivalent normally required for teaching in his field; 2) Give evidence of marked effectiveness as a teacher both in the classroom and in the guidance of students; 3) Demonstrate capacity for professional growth; and 4) Give promise of those qualities of professional distinction associated with faculty members who hold this or a similar title in the leading universities in the United States.

§ 29.8 Associate Professor. Qualifications: For promotion or appointment as associate professor the candidate must possess the qualifications for an assistant professor, and in addition a record of significant achievement in his field or profession or as an administrator. Evidence of scholarship, research, or creative activity may be manifested through scholarly publications in professionally recognized media as well as through such subsidiary evidence as direction of or significant participation in research projects and in the scholarly activities of learned societies. There shall furthermore be evidence that his alertness and intellectual energy are respected outside his own immediate academic community.
§ 29.9 Professor. Qualifications: For promotion or appointment as professor the candidate must possess the qualifications of an associate professor, and in addition a record of distinguished intellectual, educational, or artistic achievement. There shall be evidence of continued growth and of general recognition among scholars and educators outside the University.

§ 29.10 Lecturer. Qualifications: For appointment as lecturer the candidate must possess a master's degree or its equivalent in the field of his teaching assignment together with such additional indications of scholarly and teaching ability as the department and the dean of the school or college may deem desirable.

Conditions: Appointment to the grade of lecturer may be for no longer than one year at a time. Original appointments may normally be renewed no more than two times. Exceptions to this rule may be made upon recommendation of appropriate departmental, school or college, and administrative agencies in the case of individuals who have special abilities considered to be of educational value but who do not aspire to appointment as instructor. No one ordinarily shall be appointed to the grade of lecturer who is a candidate for a degree at St. John's University.

(Paragraphs 29.11 through 29.23 are reserved for descriptions of the qualifications and conditions required for appointment, reappointment, and promotion in the instructional staff grades of professorial lecturer, teaching fellow, adjunct professor, research professor, laboratory assistant, laboratory instructor, research associate, research fellow, visiting professor, assistant librarian, librarian, assistant registrar, and registrar.)

Article 30. Probationary Periods and Non-Reappointment.

§ 30.1 All initial appointments in faculty ranks are probationary, with the exception of persons first appointed with tenure to the rank of professor. During the probationary period an individual may be notified of non-reappointment without specification of cause. Notice of non-reappointment after the conclusion of the probationary period but prior to the conferral of tenure shall be accompanied by a statement to the person whose appointment is not being renewed of the reasons for such non-reappointment.

§ 30.2 The probationary period for persons in the ranks of professor and associate professor shall terminate with their second reappointment.

§ 30.3 The probationary period for persons in the ranks of assistant professor and instructor shall terminate with their third reappointment.

§ 30.4 In every case of non-reappointment, whether or not the person involved is in probationary status, notice of non-reappointment shall be given in writing in accord with the following schedule.

a. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

b. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

c. At least twelve months before the expiration of an appointment after two or more years in the institution.

§ 30.5 Should any of the university agencies which participate in approving appointments and reappointments under the provisions of Part VI of these bylaws refuse approval of a recommended initial appointment or of a recommended reappointment of a person on probationary status in any rank, that refusal shall terminate the recommendation without appeal.
PART VIII
Faculty Tenure

Article 31. Definition, Rights and Obligations

31.1 Tenure shall mean the right of a person to hold his position during good behavior and efficient and competent service, and not to be removed except for cause in the manner hereinafter provided.

31.2 The right to grant tenure resides in the University alone and shall be exercised by the Board of Trustees upon the recommendation of faculty and administrative authorities in accord with the provisions of this article and of articles 21, 22, 23, 24, 25, 27 and 28 of these Bylaws.

31.3 Tenure shall be granted only to faculty members on full-time appointment, and shall be governed by carefully defined criteria and formulated standards of judgment as an extension of these criteria. Such criteria and standards shall be prepared by the University Senate in cooperation with other faculty agencies and with administrative officials of the University and shall be submitted to the Board of Trustees for final approval.

31.4 All University procedures governing the conferral or revocation of tenure shall conform to the Statement of Principles on Academic Freedom and Tenure adopted in 1940 by the Association of American Colleges. It shall be specifically understood that the reference in this Statement to "Freedom....of Extramural Activities" shall not be interpreted as limiting the right of the University reasonably to restrict extramural classroom teaching or other compensated employment by full-time members of the St. John's University Faculty.

Article 32. Eligibility for Tenure

32.1 Tenure is attached normally to the ranks of professor and associate professor, under exceptional circumstances to the rank of assistant professor, and is granted:

a. To persons promoted to the ranks of professor or associate professor;

b. To persons appointed to the rank of professor not later than three years after appointment, unless notification of the expiration of appointment has been given at least twelve months in advance.

Tenure upon appointment without term may be granted in exceptional cases to professors who enjoy tenure in another accredited institution of higher learning;

c. To persons appointed to the rank of associate professor, not later than four years after appointment, unless notification of the expiration of appointment has been given at least twelve months before the end of this period;

d. Upon the recommendation of appropriate faculty and administrative authorities, and in exceptional cases only, to persons in the rank of assistant professor or to persons promoted to that rank. Such recommendations shall be made only on behalf of persons whose academic credentials do not meet stated requirements for promotion to a higher rank, and shall be accompanied by convincing evidence that their continuance as faculty members will contribute to the educational welfare of the University.

32.2 Tenure is not attached to:

a. The rank of instructor;

b. Administrative positions. Individuals serving as administrators may be granted tenure as members of the faculty if they fall within one of the categories enumerated above;

c. Visiting or adjunct professorial positions;

d. Part-time teaching positions;

e. The non-faculty grade of lecturer.

Article 33. Probationary Periods for Tenure

33.1 In the event that a person in the rank of lecturer receives an appointment as instructor, the period of service as lecturer shall not be counted as part of the probationary period required for tenure. Service in the non-faculty rank of lecturer shall not ordinarily exceed three years. However, persons with special teaching qualifications but without academic qualifications for faculty status and tenure may be permitted to remain as lecturers without limitation on their years of service.

33.2 Service in the rank of instructor ordinarily shall not exceed four years.

33.3 Service in the rank of assistant professor shall not exceed seven years except in cases where tenure has been granted to assistant professors under the provisions of § 32.1 d above.

33.4 No person shall serve at this University or any other University a combined probationary period longer than seven years in the ranks of instructor and assistant professor prior to promotion to the rank of associate professor.
Article 34. Interim Tenure Arrangements

§ 34.1 At such time as these Bylaws become effective, those who already enjoy tenure at St. John's University shall be confirmed in that status.

§ 34.2 Other persons in the rank of associate professor or professor as described below shall be considered for tenure under the procedures described in Articles 21, 22, 23, 24, 25, and 27 of these Bylaws, except that the dates for such consideration shall be adjusted to provide the earliest possible conclusion of the total process. Such consideration shall be granted to the following categories of associate professors and professors:

a. Those who have completed seven consecutive years of full-time service at St. John's University in the rank of instructor or higher.

b. Those who have completed two consecutive years of full-time service at St. John's University in the rank of professor.

c. Those who have completed three consecutive years of full-time service at St. John's University in the rank of associate professor.

§ 34.3 Other persons in the rank of instructor or assistant professor who, by the end of the current academic year, will have completed seven consecutive years of full-time service at St. John's University in either or both of these ranks shall be considered for tenure under the procedures described in Articles 21, 22, 23, 24, 25, 27 and 28 of these Bylaws, except that the dates for such consideration shall be adjusted to provide the earliest possible conclusion of the total process. Should a present instructor be recommended for tenure, he shall be concurrently considered for promotion to the rank of assistant professor.

§ 34.4 Those persons who, within twelve months of the effective date of these Bylaws, have held appointment in the rank of instructor or assistant professor or both for less than seven years may serve for a maximum period of ten years in either or both ranks (except as provided in § 32.1 d, above) prior to eligibility for promotion to the rank of associate professor and receipt of tenure.

§ 34.5 Nothing in this article shall be construed as providing grounds for the extension of a probationary period of shorter duration already agreed upon by an individual faculty member and the University.

§ 34.6 The provisions of this article shall become null and void at such time as a final determination of the tenure status of all persons affected by it has been made by the Board of Trustees.

Article 35. Grounds for Removal or Suspension

§ 35.1 Members of the faculty may be suspended or removed for one or more of the following reasons:

a. Incompetent or inefficient service.

b. Demonstrated neglect or unwillingness to perform the duties of an appointment in accordance with the established policies and procedures of the University.

c. Conduct inconsistent with accepted professional and moral standards. This shall not be so interpreted as to constitute interference with academic freedom.

d. Physical or mental incapacity.

§ 35.2 The President may suspend a member of the faculty pending the investigation of the charges against him. Such a suspension shall normally be with pay.
against the faculty member and the principal points of such evidence as would support the charge.

§ 36.2 Immediately after the formulation of charges against a faculty member under the terms of § 36.1 above, the President shall have served upon the person involved a copy of such charges. At the time of service of charges the individual shall be notified of his right to a hearing by a faculty committee to determine whether he should be removed from his faculty position on the grounds stated. The time and place of such hearing shall be indicated, and the faculty member shall be informed, in detail or by reference to these Bylaws, of the procedural rights that will be accorded to him. The faculty member shall state in reply whether he wishes a hearing, and, if so, shall answer in writing, not less than one week before the date set for the hearing, the charges made against him. The person charged shall be accorded no less than ten nor more than twenty days from the date of service of charges in which to file his answer to them.

Article 37. Hearing Committee

The hearing committee shall be an elected standing committee of the University Senate of no fewer than three nor more than five members not previously concerned with the case to be heard.

Article 38. Hearing Procedures

§ 38.1 The hearing committee shall consider the formal charges, written supporting evidence, and the faculty member's written reply to the charges. If the faculty member has not requested a hearing, the committee shall consider the case on the basis of obtainable information and shall confirm or dismiss the charges; otherwise the hearing shall proceed.

§ 38.2 The President shall have the option of attendance during the hearing. He may designate an appropriate representative to assist in developing the case; but the committee shall determine the order of proof, shall normally conduct the questioning of witnesses, and, if necessary, shall secure the presentation of evidence important to the case.

§ 38.3 The faculty member shall have the option of assistance by counsel, whose functions shall be similar to those of the representative chosen by the President. There shall be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony shall include that of teachers and other scholars either from the University or from other institutions. The faculty member shall have the aid of the committee, when needed, in securing the attendance of witnesses. The faculty member or his counsel and the representative designated by the President shall have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member shall have the opportunity to be confronted by all witnesses adverse to him. Where unusual and urgent reasons move the hearing committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his statements, shall nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence shall be duly recorded. Unless special circumstances warrant, formal rules of court procedure need not be followed.

The committee shall reach its decision in conference, on the basis of the hearing. Before doing so, it shall give opportunity to the faculty member or his counsel and the representative designated by the President to argue orally before it. If written briefs are helpful, the committee may request them. The committee may proceed to decision promptly, without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision is aided thereby. It shall make explicit findings with respect to each of the grounds of removal presented, and a reasoned opinion may be desirable. Publicity concerning the committee's decision shall be withheld until consideration has been given to the case by the Board of Trustees. The President and the faculty member shall be notified of the decision in writing and shall be given a copy of the record of the hearing. Any release to the public shall be made through the President's office.

Article 39. Action by the Board of Trustees

The President shall transmit to the Board of Trustees the full report of the hearing committee stating its action. If the Board of Trustees chooses to review the case, its review shall be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The decision of the hearing committee shall either be sustained or be returned to the committee with objections specified. In such case the committee shall reconsider, taking account of the stated objections and receiving new evidence if necessary. It shall frame its decision and communicate it in the same manner as before. After study of the committee's reconsideration the Board of Trustees shall make a final decision confirming or dismissing the charges.
Article 40. Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by the faculty member, the hearing committee, or administrative officers shall be avoided until the proceedings have been completed. Official announcement of a final decision shall be limited to a statement of the charges and of the action taken with respect to them by the hearing committee and the Board of Trustees.