



# Administrative Policies Governing Faculty and Academic Administrator Positions

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## SECTION I. PURPOSE

This policy sets forth expectations with respect to certain administrative matters relating to St. Thomas faculty and academic administrator positions that are not areas of primary faculty responsibility under the Faculty Handbook.

## SECTION II. SCOPE AND APPLICABILITY

This policy governs administrative matters relating to St. Thomas faculty positions and academic administrator positions that are not the primary responsibility of faculty under the Faculty Handbook. All St. Thomas faculty, academic administrators and other administrators must comply with this policy.

## SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

- a. **12-month academic year** means the 12-month period beginning with the first day of the academic year for a school or college and ending on the last day preceding the beginning of the next academic year for that school or college.
- b. **Academic administrator** means any person employed by St. Thomas who holds a faculty contract for administrators with faculty rank or who otherwise serves as an administrator of an academic department, academic program or other academic unit, regardless of whether the person maintains faculty rank or has contracted, regular faculty responsibilities. Academic administrators include, but are not limited to, the executive vice president and provost, vice provost for academic affairs, associate and assistant vice provosts, deans, associate and assistant deans, academic department chairs and academic program directors.
- c. **Adjunct faculty** means a contingent, part-time employee hired by St. Thomas to fulfill teaching needs that are limited in scope or duration due to enrollment levels, unexpected absences of regular faculty, or evolving circumstances, pursuant to a contract that classifies the employee as adjunct faculty.
- d. **Community standards** means the St. Thomas mission, convictions, policies and applicable law.
- e. **Full-time** means the position is classified as a 1.0 FTE.
- f. **FTE** means the full-time equivalency of the position for purposes of determining the employee's minimum time commitment and benefits eligibility.
- g. **Overload** means a course taught by a regular, full-time (1.0 FTE) faculty member beyond the faculty

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member's contractual course load expectations.

- h. **Part-time** means the position is classified as less than 1.0 FTE, regardless of whether the faculty member is a regular or adjunct faculty member.
- i. **Regular faculty** means faculty members other than adjunct faculty members.
- j. **Sponsored project** means specified research, scholarship, property or other academic, educational or intellectual projects or work undertaken by St. Thomas employees (including faculty, staff and student employees and research assistants) in their scope of employment, alone or in collaboration with third parties, that will be partially or fully funded by a party other than St. Thomas.

#### SECTION IV. FACULTY SEARCH, SELECTION AND FTE

##### A. Regular Faculty Members

The Office of Academic Affairs oversees the search and selection process for regular faculty, and the process must be conducted in accordance with policies and procedures maintained by that Office, including but not limited to the Faculty Qualifications Policy. Faculty search and selection policies and procedures have been developed in consultation with deans, the executive vice president and provost, Human Resources, and faculty as appropriate. They are designed to attract, identify and hire qualified faculty who can best contribute to the fulfillment of the St. Thomas mission consistent with its vision, strategic priorities, operational needs and community standards. Faculty serving on search committees are expected to understand and seek to fulfill these objectives when identifying, recruiting and recommending candidates to fill regular faculty positions.

Regular faculty members typically are hired at 1.0 FTE. However, at the request of a faculty member, St. Thomas may agree to hire the faculty member at an FTE of less than 1.0, or to reduce the FTE of a continuing faculty member below 1.0. Any such agreement will be subject to the approval of the executive vice president and provost, following consultation with the applicable dean and department chair/program director. Reduced FTE will affect salary, benefits and the timing of tenure, promotion, sabbaticals and similar time-based benefits, prerequisites and professional opportunities in proportion to the reduction in FTE. FTE reductions and accompanying changes will be addressed in the faculty member's contract or a contract addendum.

##### B. Adjunct Faculty Members

Department chairs and academic program directors may select and hire adjunct faculty members without further approvals under the following conditions:

- The adjunct faculty member meets the minimum qualifications for adjunct faculty in the department or program, in accordance with the Faculty Qualifications Policy;
- The adjunct faculty member will teach the equivalent of five standard-credit courses or fewer (which generally equates to no more than 20 undergraduate or 15 graduate credits) in the 12-month academic year for that school or college;
- The department/program has sufficient budget to cover the expenses connected to the hire; and
- The hire is made in accordance with the adjunct faculty contract process managed by Human Resources.

Department chairs and program directors are not permitted to hire adjunct faculty members whose positions have not been approved as part of the budgeting process for that 12-month academic year, unless the department chair or program director has obtained the advance approval of the supervising dean (or the dean's designee).

Department chairs, academic program directors and deans may not hire or approve the hiring of adjunct faculty members for the equivalent of six standard-credit courses or more (which generally equates to 24 undergraduate credits or 18 graduate credits) in any 12-month academic year for the school or college, unless the dean has obtained the advance approval of the vice provost for academic affairs, in which case the Office of Academic Affairs will prepare and offer a 12-month contract to the adjunct faculty member.

Additional details about adjunct faculty hiring and contracts are available from the Office of Academic Affairs and Human Resources.

## **SECTION V. FACULTY APPOINTMENTS TO DEPARTMENTS AND PROGRAMS**

Depending on university needs and priorities and faculty qualifications, faculty may be appointed to a single academic department or program within a school or college, to an interdisciplinary program or to a joint appointment involving more than one academic department or program or more than one school or college. As university needs and priorities change, faculty appointments to departments, programs, schools or colleges may be changed by St. Thomas, subject to any applicable provisions of the Faculty Handbook.

### **A. Appointments to Programs**

Unless otherwise set forth in a faculty member's contract, the St. Thomas Faculty Handbook or school or college policies, faculty rights and privileges (e.g., voting for Faculty Senate representatives) of faculty members appointed to programs will be in the program.

Annual review of regular faculty members appointed to a program will be conducted by the program director or, if there is no program director, by the dean. If the faculty member is the program director, the dean will conduct the review or designate an alternate reviewer. Reviews for tenure and promotion will be carried out consistent with the Faculty Handbook, except that the departmental committee will be replaced with a program committee comprising faculty of appropriate rank in the program or, if there are insufficient eligible faculty in the program, in related academic disciplines. The supervising dean will appoint committee members in consultation with the faculty member. When practicable, the related disciplines to be represented on the review committee (if any) will be indicated upon appointment to the position.

Regular faculty members who transfer from programs to a departmental appointment are not guaranteed a position in a particular academic department; placement will be dependent on faculty qualifications and university needs and priorities.

### **B. Adjunct Faculty Appointments to Multiple Departments, Programs, Schools or Colleges in the Same Academic Year**

Adjunct faculty with qualifications to teach in more than one discipline may be hired to teach in more than one academic department, program, school or college in the same academic year, but only with the prior written approval of the vice provost for academic affairs. Prior approval is required to ensure that a 12-month contract is issued in appropriate circumstances and to ensure the adjunct faculty appointment does not exceed the limits set forth in this policy or the Faculty Handbook.

### **C. Joint Appointments of Regular Faculty**

Regular faculty members with qualifications to teach in more than one discipline may be appointed to two departments in one St. Thomas school or college or one department in each of two St. Thomas schools or colleges, depending on university needs. Joint appointments of regular faculty members require the mutual agreement of the deans of the schools and colleges involved, in consultation with the department chairs and program directors of all units involved, and are subject to the prior approval of the executive vice president and provost.

A regular faculty member with a joint appointment is expected to actively participate in the matters of both units. However, for administrative purposes, one unit will be identified as the primary unit, with primary responsibility for budgeting and personnel matters involving the faculty member, including annual evaluation and tenure and promotion review. The second unit will be identified as the secondary unit, which will act in a consultative capacity to the primary unit on budgeting and personnel matters. The faculty member's university-level faculty rights and privileges (e.g., voting for Faculty Senate representatives) will be in the primary unit. The faculty member's unit-level rights and privileges will follow the charter of the primary unit.

The regular faculty member's contract or a contract addendum will specify the joint appointment, which unit has primary responsibility for personnel and budgetary matters involving the faculty member, and the allocation of teaching and advising load, professional/travel funding and service expectations between the two units. To the extent practicable, the units should seek to anticipate and address in the contract other significant allocations between the units.

A joint appointment may be ended at the request or with the approval of the relevant dean(s), in consultation with the executive vice president and provost, and will be effective upon the expiration or amendment of the contract specifying the joint appointment. When a joint appointment of a regular faculty member ends, the faculty member will be appointed solely to the unit with primary responsibility for the faculty member, unless otherwise agreed upon by all participants.

## **SECTION VI. FACULTY TEACHING AND ADVISING ASSIGNMENTS**

### **A. Limits on Total Credits Taught in Any Academic Term**

Programs at St. Thomas operate over a number of academic terms that begin and end throughout the 12-month academic year. A faculty member's course load during any particular academic term is determined by the faculty member's supervisor (department chair, program director or dean depending on the unit) in consultation with the faculty member and the applicable dean. Determination of individual faculty course loads for particular academic terms are guided by principles that ensure faculty members have adequate time to make progress on all of their responsibilities, as outlined in their annual contract, the Faculty Handbook, and school or college policies.

### **B. Course Load and Course Assignments for Adjunct Faculty Members**

Adjunct faculty members are subject to limits on the number of courses they may teach as set forth in the Faculty Handbook. Within these limits and depending on their qualifications, adjunct faculty members may be hired to teach one or more designated courses during a single academic term or may be hired to teach a designated number of courses during the 12-month academic year for the school or college offering the position. If adjunct faculty are hired to teach a designated number of courses, the specific courses to be taught are determined by the adjunct faculty member's immediate supervisor (department chair, program director, dean or the dean's designee, as applicable) in consultation with the faculty member.

### **C. Course Load and Assignments for Regular Faculty Members**

#### **1. Course Assignments**

Course assignments are determined by the department chair/program director or dean (depending on college/school processes) in consultation with the faculty member and may include any course that the faculty member is qualified to teach. This may include in-person, online, mixed-mode and interdisciplinary courses, depending on student needs, faculty considerations, curricular requirements and objectives, intended learning outcomes and the demonstrated effectiveness of different modalities for particular courses or programs.

## 2. Course Load

### a. *Default Course Load Obligations*

Unless otherwise provided in their annual contract, full-time (1.0 FTE) faculty outside the School of Law and The Saint Paul Seminary School of Divinity (SPSSOD) are expected to teach the equivalent of six standard-credit courses (24 undergraduate credits or 18 graduate credits) per year. The default course load obligations for full-time faculty in the School of Law and SPSSOD are determined by the dean, subject to the prior approval of the executive vice president and provost and, for SPSSOD, by the SPSSOD rector/vice president. The expected course load obligations for regular faculty with less than 1.0 FTE are as specified in the faculty member's contract.

### b. *Distribution of Course Load Obligations*

To meet university, academic program and unit needs, the annual course load will be distributed over the 12-month academic year, as determined by the faculty member's immediate supervisor (department chair, program director or dean, depending on the unit), in consultation with the faculty member and as approved by the dean.

Faculty may be permitted to fulfill their required annual course load by allocating two consecutive years of required course load unevenly over two consecutive 12-month academic-year periods, if approved by the applicable dean and documented in the annual faculty course load reports for each affected year. The arrangement also will be documented in the annual faculty contract (or an addendum to the contract) for each of the affected years. Faculty who fail to fulfill their required course load over the two-year period will be subject to a clawback of any excess compensation paid to the faculty member for the completed course load.

### c. *Course Load Credit for Co-Taught Honors Seminars and Other Co-Taught Courses*

Faculty members who co-teach a two-credit Honors Seminar as part of the faculty member's expected course load each will be credited with two undergraduate credits against their respective course load expectations. For other co-taught courses, the allocation of total credits in the course will be made between faculty members depending on the allocation of teaching hours.

### d. *Failure to Meet Course Load Obligations*

Faculty members who do not meet their contractual course load obligations are ineligible to teach and receive compensation for overloads and to receive other non-base compensation. Faculty who fail to meet their contractual course load obligations may be subject to other consequences, consistent with any applicable provisions of the Faculty Handbook and other St. Thomas policies (to the extent not superseded by the Faculty Handbook). The resolution of any course load deficiency must be documented in writing and is subject to approval of the appropriate dean.

## 3. Course Releases

Regular faculty may be released from some of their expected annual course load in one or more academic years to support other significant institutional needs and priorities, without any reduction in salary. The following course releases are automatic based on election to a course-released faculty leadership position:

<b>Position</b>	<b>Course Release</b>
Chair of the Faculty	One course each Fall and Spring semester
Chair-elect of the Faculty	One course per academic year
Chair, Faculty Affairs Committee	One course each Fall and Spring semester

Academic administrator positions filled by faculty, such as department chairs or directors of academic programs, centers and institutes, generally will be eligible for one or more course releases, alone or in combination with a

stipend and/or a reduction in professional engagement and service responsibilities, depending on the scope of the unit(s) being led and the particular responsibilities of the administrative position, as further described in Section VII below.

With the prior written approval of the executive vice president and provost, in consultation with the supervising dean, course releases also may be granted to regular faculty for institutional service that exceeds the faculty member's annual service expectations, such as serving in a leadership position for an institutional initiative like strategic planning; to enable professional engagement that exceeds the faculty member's annual professional engagement expectations, particularly in ways that help meet unit or program accreditation requirements or otherwise serve St. Thomas in a particularly meaningful way; or in other circumstances in which the executive vice president and provost determines, in consultation with the supervising dean, that it is in the university's best interests to substitute other duties to the university in lieu of some or all of the faculty member's annually expected course load.

For the avoidance of doubt, course releases may **not** be used for the following purposes:

- In lieu of or to supplement faculty family or medical leave, except as permitted by the policy on Faculty Family and Medical Leave Benefits;
- To allow for outside employment or consulting work; or
- To accommodate phased retirement, which is governed by the Phased Retirement Option for Faculty.

All course releases must be documented in the faculty member's contract or a contract addendum.

#### **4. Overloads**

Regular, full-time (1.0 FTE) faculty are permitted to teach and receive additional compensation for overloads (measured by number of credits) during the 12-month academic year for the school or college, based on program and university needs and subject to the following conditions:

##### **a. *Fulfillment of Default Course Load Obligations***

Only regular, full-time (1.0 FTE) faculty are eligible to teach overloads. Regular, full-time faculty who receive one or more course releases or otherwise do not fulfill the default course load expectations within their school or college for their position are ineligible to teach and receive compensation for overloads in the same 12-month academic year as the reduced course load, except:

- with the prior written approval of the supervising dean, faculty members may teach and receive compensation for one or more overload(s) when other qualified teaching staff are not available to teach the course; and
- regular, full-time faculty whose contractual course load obligations have been unevenly allocated over a two-year period consistent with Section VI.C.2(b) above are eligible to teach and receive compensation for overloads in the same 12-month academic year in which they are teaching fewer courses than the default course load within their school or college for their position as a result of this uneven course distribution.

##### **b. *Limit on Overload Credits***

The number of overload credits that may be taught by and compensated to eligible faculty during any 12-month academic year is determined by the faculty member's supervisor (department chair, program director or dean, depending on the unit) in consultation with the faculty member, and with approval of the applicable dean. The dean's approval must be secured prior to entering the request for overload payment.

Overloads are not guaranteed to faculty members, and faculty typically are not approved to teach more than eight overload credits (undergraduate) or six overload credits (graduate) in a 12-month academic year, to ensure faculty allocate sufficient time to their other faculty responsibilities.

### **c. *Payment for Overloads***

Faculty who are eligible to teach and receive compensation for overloads will be paid for overloads they teach at the established overload compensation rate for the school or college. A course is designated as an overload and payment occurs when a faculty member exceeds the contractual annual course load obligation.

### **D. Office Hours and Advising**

As part of their teaching responsibilities, all faculty, both regular and adjunct, are expected to make themselves reasonably available on a scheduled basis to students enrolled in their courses for course-related questions, assistance and informal advising, subject to any specific requirements established by the applicable school or college.

In addition, all regular, full-time (1.0 FTE) faculty are expected to provide formal advising services to student advisees as determined by their department chair/program director or other academic administrator. Advisees assigned to the faculty member may include students in the major, minor or graduate program; transfer students; first-year or sophomore students; or students transitioning to the baccalaureate program from the Dougherty Family College.

Regular, part-time (less than 1.0 FTE) faculty may be assigned fewer than the typical advising load per year, based on their particular FTE. Unless otherwise determined by the supervising dean, adjunct faculty generally are not assigned any formal advising duties regardless of the number of courses for which they are contracted.

## **SECTION VII. ACADEMIC ADMINISTRATOR APPOINTMENTS**

### **A. Associate and Assistant Deans and Vice Provosts**

With the approval of the executive vice president and provost, a dean or the vice provost for academic affairs may establish one or more associate and assistant dean or associate and assistant vice provost positions to assist in the discharge of the dean's or vice provost's duties. The budget, responsibilities, compensation and selection of associate and assistant dean and vice provost positions will be in accordance with applicable Office of Academic Affairs, Human Resources and Office of Financial Planning and Budgeting policies and procedures.

Unless otherwise agreed with St. Thomas, associate and assistant deans and vice provosts are full-time staff positions; accordingly, these positions are subject to employee policies on the same basis as other staff employees. Depending on their qualifications and prior experience, at the discretion of the executive vice president and provost and subject to the terms of the Faculty Handbook and Faculty Qualifications Policy, associate and assistant deans and vice provosts may maintain faculty rank at St. Thomas while serving in the academic administrator position. Maintaining faculty rank carries certain "faculty retreat rights" to undertake a regular faculty position if the academic administrator position terminates, even if the individual has no contracted, regular faculty responsibilities while serving as an academic administrator. Academic administrators with faculty rank generally will receive an offer letter outlining the responsibilities of the administrative appointment, the compensation that accompanies it and faculty retreat rights that would apply if the administrative appointment terminates. Such administrators also generally will receive an annual faculty contract with the key terms of the appointment, including faculty retreat rights if applicable.

### **B. Department Chairs and Directors of Academic Programs, Centers and Institutes**

To the extent a school or college maintains separate academic departments and programs within the school or college, each department and program that offers credit-bearing courses will be managed by a designated faculty member who agrees to serve as department chair or program director for a specified term, as further described below.

Additionally, schools and colleges may maintain academic centers and institutes led by directors who may or may not have faculty rank. Similarly, the university's academic programs, centers and institutes that operate outside of schools and colleges may be led by directors who may or may not have faculty rank.

Department chairs and directors of academic programs, centers and institutes within schools and colleges report to the applicable dean. Directors of academic programs, centers and institutes outside schools and colleges report to the President's Cabinet member with the most direct responsibility for the unit that maintains the program, center or institute, or to an associate vice provost or other designee of the President's Cabinet member.

Designation as a department chair or academic program, center or institute director generally is reflected in an offer letter for the academic administrator position or in the faculty member's annual faculty contract or a contract addendum.

### **1. Employee Classification**

Department chairs and directors of academic programs, centers and institutes may be full-time or part-time, depending on the scope of the unit they lead and their specific responsibilities. They are considered staff employees for purposes of their academic administrator roles as chairs or directors. Department chairs continue to maintain their faculty rank and are considered regular faculty employees for purposes of their faculty rights and responsibilities, regardless of whether their chair position is a full-time or part-time appointment. Depending on their qualifications and prior experience, at the discretion of the executive vice president and provost and subject to the terms of the Faculty Handbook and Faculty Qualifications Policy, directors of academic programs, centers and institutes also may hold faculty rank at St. Thomas, but they generally will only be considered regular faculty employees to the extent their contract indicates that they have regular faculty responsibilities in addition to their academic administrator role.

### **2. Responsibilities**

Faculty serving as a department chair or director of an academic program, center or institute use an appropriate portion of their working time (based on the full-time or part-time status of their academic administrator position) to manage the unit they chair or direct and assure that it contributes effectively to the achievement of established objectives and priorities for that unit. Chairs and directors undertake management responsibilities for the department, program, center or institute primarily in five areas: strategic vision, personnel management, budget management, general management and (depending on the unit's particular functions) curriculum or other educational or professional support programming. Additional duties for department chairs and directors of academic programs, centers and institutes may be established by the supervising President's Cabinet member.

Depending on the scope of the unit they lead, department chairs and directors of academic programs, centers and institutes who also have faculty rank may retain some contracted, regular faculty responsibilities, at a reduced level, while serving as chair or director. The specific reduction in regular faculty responsibilities is determined by the supervising President's Cabinet member and may be reflected solely through one or more course releases (as described in Section VI.C.3 above and Section VII.A.5 below) or through a combination of one or more course releases and reduced expectations for service and professional engagement.

Designation as chair or director, faculty rank (if applicable), and any reduction in faculty responsibilities will be reflected in the faculty member's annual faculty contract, a contract addendum and/or an offer letter for the academic administrator position. If the academic administrator position is full-time, the academic administrator will receive an offer letter outlining the responsibilities of and compensation to be paid for the academic administrator position, as well as an annual faculty contract for administrators with faculty rank (if applicable). If the academic administrator position is less than full-time and the academic administrator has faculty rank, the faculty contract generally will identify any course releases or other releases from regular faculty responsibilities and any additional compensation that may be paid in consideration of service in the academic administrator position (as further described in Section

VI.C.3 above).

### **3. Selection and Removal**

The dean of each college or school establishes the process by which recommendations and applications of prospective candidates for department chairs and directors of academic programs, centers and institutes within their school or college may be sought, accepted and evaluated. This process is expected to involve consultation with faculty in the program, center or institute. Department chairs and directors of academic programs, centers and institutes within a school or college are appointed by the applicable dean, in consultation with the executive vice president and provost. Department chairs and directors of academic programs, centers and institutes within a school or college may be removed at any time or reappointed for subsequent consecutive or non-consecutive terms of up to four years, at the discretion of the applicable dean. The applicable dean may choose to appoint a single faculty member to serve simultaneously as chair or director of more than one department, program, center or institute within a school or college, depending on the needs of the school or college, the scope of the units being led and the scope of responsibilities of the particular academic administrator positions.

The selection and removal of directors of academic programs, centers and institutes outside a school or college will be in accordance with applicable Office of Academic Affairs and Human Resources policies and procedures.

### **4. Annual Performance Evaluation**

Department chairs and directors of academic programs, centers and institutes are evaluated annually. If the chair/director continues to have teaching, advising, professional engagement and/or service obligations during the term as chair/director, the faculty member will be evaluated both as chair/director and as a faculty member, taking into account any reduction in faculty responsibilities. Performance as a faculty member will be evaluated using the same criteria as apply to other faculty, as set forth in the Faculty Handbook, taking into account any reduction in faculty responsibilities documented in the annual faculty contract or an addendum to the contract.

For department chairs and directors of programs, centers and institutes within the school or college, the supervising dean or designee will invite faculty members to comment on the chair's/director's performance as an academic administrator during the applicable year, and the faculty evaluation will include a component that evaluates the chair/director based on applicable administrative responsibilities.

For directors of programs, centers and institutes outside a school or college, the supervisor for the academic administrator position will conduct an annual performance evaluation of the applicable administrative responsibilities on the same basis as other staff employees within the unit. If the director also has faculty responsibilities, the supervising President's Cabinet member will submit the annual performance evaluation to the faculty member's dean, who will incorporate the administrative evaluation into the faculty member's faculty evaluation for the year, and the relative weight of the ratings for the academic administrator and faculty roles will depend on the number of course releases or reassignments the director receives for the administrative role.

### **5. Compensation for Service as Department Chair or Director of an Academic Program, Center or Institute**

In consideration of their administrative responsibilities, department chairs and directors of academic programs, centers or institutes generally will be eligible for one or more course releases (as described in Section VI.C.3 above), alone or in combination with a reduction in professional engagement and service responsibilities and/or additional compensation. Release time from teaching and other faculty responsibilities is expected to be used to perform the administrative responsibilities of the chair/director. To the extent the release time is deemed insufficient to compensate the academic administrator responsibilities, the chair/director may be paid additional compensation to reflect the additional responsibilities and expectations associated with the academic administrator role. The specific consideration provided will depend on the scope of the unit(s) being led and the particular responsibilities of the

administrative position and will be determined by the dean in consultation with the executive vice president and provost. The release time and/or stipend must be documented in the faculty member's annual contract, an addendum to the contract and/or an offer letter for the academic administrator position. When a faculty member no longer serves as a department chair or director of a program, center or institute, the faculty member no longer will be eligible for any release time or additional compensation associated with the academic administrator role.

**C. Compensation when Academic Administrators with Faculty Rank Return to a Regular Faculty Position**

Unless otherwise agreed by St. Thomas, if an academic administrator with faculty rank undertakes a regular faculty position and no longer serves as an academic administrator, and the academic administrator position was separately salaried and not compensated through course releases or stipends, St. Thomas will determine the appropriate salary level for the regular faculty position based on market and internal benchmarks for regular faculty with comparable rank, qualifications and performance in the same or a similar discipline within the school or college.

**SECTION VIII. CONTRACTS, MOUs, GRANTS AND OTHER LEGALLY BINDING ARRANGEMENTS**

**A. Limitations on Negotiation and Signing Authority**

Faculty members are not authorized to negotiate the final terms of or to sign contracts or otherwise enter into any other arrangements that legally bind St. Thomas or any of its schools, colleges, other units, other employees, or students. Faculty members who are requested by third parties to negotiate or sign contracts or enter into other legally binding arrangements are expected to contact the designated contract manager for the applicable contract or their dean or the vice provost for academic affairs. See the Office of General Counsel OneStThomas site for a list of designated St. Thomas contract managers.

Academic administrators are not authorized to sign legal documents on behalf of St. Thomas or to legally bind St. Thomas (or any of its schools, colleges, other units, other employees, or students) unless authority is delegated in writing to them by the executive vice president and provost, or has been delegated by the executive vice president and provost to the vice provost for academic affairs or applicable dean and is further delegated in writing by the vice provost or applicable dean to the individual administrator. Academic administrators who delegate signing authority to another administrator are responsible for the consequences of all delegations they make.

**B. International MOUs and Agreements**

The senior international officer is the contract manager and authorized signatory for all memoranda of understanding (MOUs) and agreements between St. Thomas (including any of its schools, colleges and other units) and third parties located outside the United States, or that relate to programs or activities outside of the United States, unless the activities are limited to sponsored projects that do not involve travel by St. Thomas students outside the United States, which are subject to Section VIII.C below. All other MOUs and agreements involving activities, programs or parties outside the United States are expected to be directed to the senior international officer. Policies and procedures involving non-U.S. programs, activities or parties are determined by the senior international officer, in consultation with relevant university and faculty committees, deans, other administrative staff, and the faculty, as appropriate.

**C. Sponsored Projects**

Unless otherwise determined by the executive vice president and provost, the director for sponsored programs is the contract manager and authorized signatory for all MOUs and agreements between St. Thomas and third parties that involve sponsored projects. All agreements involving sponsored projects must be directed to the director for sponsored programs, who will coordinate the negotiation and execution of the agreement and with other relevant units and subject matter experts as appropriate. Policies and procedures for sponsored projects are developed by the director for sponsored programs with other designees as determined by the president or the executive vice president and provost, in consultation with relevant university and faculty committees, deans, other administrative staff, and

the faculty as appropriate.

#### **SECTION IX. HISTORY**

Matters addressed by this policy previously were addressed in policies that comprised an Appendix to the Faculty Handbook, which contained policies of particular relevance to faculty that were not subject to Faculty Senate approval. In 2018, Appendix A was removed from the Faculty Handbook. Subsequently, this policy was separately established to reflect the policy categorization system required by the university's Policy Management Policy. The policy has been updated to clarify its scope and applicability in light of the separation from Appendix A and to reflect practices and administrator titles currently in use.