SECTION 1.

HISTORY, MISSION, GOALS

OF THE UNIVERSITY

AND THE

COLLEGE OF ARTS AND SCIENCES

DIVERSITY STATEMENT

NOTICE OF NON-DISCRIMINATION
HISTORY OF SUFFOLK UNIVERSITY

Suffolk University is a vital and dynamic university with more than seven thousand students of all ages enrolled in day and evening programs in its College of Arts and Sciences, its Frank Sawyer School of Management, and its Law School. The University is located on Beacon Hill in the heart of Boston and is accessible from all parts of the metropolitan area.

Founded as a law school in 1906, the University developed by adding a College of Arts and Sciences in 1934 and a School of Management in 1937. On April 29, 1937, the Law School, the College of Arts and Sciences, and the School of Management were chartered as Suffolk University by the Massachusetts General Court. The University is accredited by the New England Association of Schools and Colleges.

The Law School, accredited by the American Bar Association and the Association of American Law Schools, awards the juris doctor (JD) degree to its graduates. The College of Arts and Sciences awards Bachelor of Arts (BA) and Bachelor of Science (BS) degrees in seventeen academic departments, along with Bachelor of Fine Arts (BFA) and Bachelor of Science in General Studies (BSGS) degrees. The College also awards Master's Degrees in Education (MS and Ed.M.), Communication (MA), Economics (MSIE), Criminal Justice (MSCJ) Government (MSPS), Mathematics and Computer Sciences (MSCS), and a Doctoral Degree in Clinical Psychology (Ph.D.). A Certificate of Advanced Graduate Study (CAGS) is awarded for study beyond the master's degree in several fields of Education and Human Services. A joint program leading to the Master of Science in International Economics (MSIE) and the Juris Doctor degrees is offered by the College and the Law School. The Frank Sawyer School of Management, accredited by the American Assembly of Collegiate Schools of Business and by the National Association of Schools of Public Affairs and Administration, conducts undergraduate programs in business administration leading to the degree of Bachelor of Science in Business Administration (BSBA) and graduate programs in both Business and Public Administration leading to Master's Degrees in Business (MBA), Public Administration (MPA), Accounting (MSA), Finance (MSF), Financial Sciences and Banking (MSFSB), Taxation (MST), Entrepreneurial Studies (MSES), Philanthropy and Media (MSPM), and Health Administration (MHA), as well as Executive MBA and MPA programs and an Online eMBA program. The Advanced Professional Certificate (APC) in business and certificate of advanced study in public administration (CASPA) and certificate of advanced study in finance provide study beyond the master’s degree. Undergraduate certificate programs in accounting and a graduate diploma in professional accounting (GDPA) are also offered. Joint degree programs leading to Bachelor of Science in Business Administration (BSBA/JD), Master of Business Administration (JD/MBA), Master of Public Administration (JD/MPA) or Master of Science in Finance (JD/MSF) and the Juris Doctor degrees are offered by the Frank Sawyer School of Management and the Law School. The Master of Public Administration and Master of Science in Mental Health Counseling degrees are jointly offered by the College of Arts and Sciences and the Sawyer School of Management.

Since 1906, when Gleason L. Archer established a law school for working adults, Suffolk University has graduated over 40,000 students who have taken their places in the professional world. Among the alumni are some of New England's outstanding jurists, attorneys, businessmen and women, teachers, writers and scientists.
In the summer of 1981 the University opened the new twelve-story Frank Sawyer Building at Eight Ashburton Place. The University's other facilities, near the State House, include the Archer Building (1921), the Frank J. Donahue Building (1966), the John E. Fenton Building (1972, with a new Student Services Wing opened in 1989), and the Ridgeway Building (1991). In fall 1996, a new residence hall was opened at 150 Tremont Street overlooking the Boston Common. Three years later, the University opened David J. Sargent Hall, its new law school building, at 110-120 Tremont Street, adjacent to the Old Granary Burying Ground. The University also operates the Friedman Scientific Field Station on Cobscook Bay in Edmonds, Maine.

Since 1989, the University has greatly expanded its international connections and its collaborations and its collaboration with other Boston-area institutions. In 1995, a Madrid Campus of Suffolk University was opened, and four years later a Dakar campus was initiated. Other close cross-cultural affiliations exist between Suffolk University and Charles University, Prague; University College, Cork, the Ecole Nationale Superieure de Physique de Marseille; Regent’s College, London; and The Stilwell School for International Studies at the Sichuan International Studies University in Chongqing, China. Locally, the University has in recent years established a joint program in Medical Sciences in collaboration with the Department of Radiation Oncology at Massachusetts General Hospital, an academic collaboration/exchange arrangement with the Northeast School of Broadcasting, and a joint Bachelor of Fine Arts degree program with the New England School of Art and Design. In 1995, a full merger agreement was concluded with NESAD, by which it became the New England School of Art and Design at Suffolk University.

During its 93 years, Suffolk has grown in size and in the scope and quality of its academic programs. As it develops new programs to meet emerging needs, Suffolk University remains guided by Gleason Archer's strong commitment to the community and to its people, and by a concern for access, success, and excellence.

UNIVERSITY MISSION

The University Strategic Planning Committee approved, in June 1991, a revised University Mission and Goals Statement. Following suggestions provided by the visiting team from the New England Association of Schools and Colleges (NEASC) as part of the University's decennial accreditation review in October 1992, the University Strategic Planning Committee in April 1993 and September 1994 approved successive modified versions of the 1991 revised Mission and Goals Statement. Between October 1994 and May 1995, a final version of the Statement was approved by the Faculty Assembly of the College of Arts and Sciences, the Faculty Assembly of the School of Management, and the Faculty Administrative Committee of the Law School, as follows:

Suffolk University is a private urban university which welcomes and remains accessible to people from the widest possible variety of backgrounds, educating the members of its community to live in a diverse society and to appreciate the richness of various cultures. It is the institution's tradition, and remains its practice, to provide academic services for people of various levels of preparation and ability, and programs of sufficient depth and academic quality to stimulate the most able. The University maintains a challenging yet supportive
environment for motivated and capable students, offering them a quality education at a reasonable cost. To respond to the evolving needs of today's world, Suffolk furnishes a variety of cross-cultural and international experiences in which diversity and excellence are inextricably interdependent.

Suffolk University places students at the center of its efforts and value structure, and emphasizes academic excellence through teaching, based on the application of theory and research to practice and public service. Located on Beacon Hill in the center of Boston, one of the world's academic and cultural meccas, the University takes advantage of its urban setting, its location at the hub of New England's business, government, and non-profit community, its proximity to federal and state court houses and administrative agencies, and its situation adjacent to the Massachusetts State House, to educate students from the Northeastern United States and from across the nation, as well as international students. In keeping with its historic mission of serving as many constituencies as possible, the University offers day and evening programs at both the graduate and undergraduate levels throughout the year, and is strongly committed to continuing education, with day-long and year-round scheduling flexibility, and complete credit equivalency between day, evening, and summer programs.

The Law School provides an educational program designed to graduate informed, ethical, and effective legal practitioners who are capable of positively influencing the profession and the larger society. It does so by means of a curriculum that is grounded in a strong central core of courses that provide an exposure to major fundamental areas of law (torts, contracts, property, constitutional law). This learning is expanded through extensive elective courses in areas ranging from international law to federal taxation, estate planning and public interest law, and is complemented by numerous clinical programs, internships, and advocacy competitions. The publication of two nationally recognized legal journals by the law school make a significant contribution to the development of legal thought. These programs provide students with a practical understanding of the law and the legal profession. The law school carries out its mission in day and evening divisions that are accredited by the American Bar Association and the Association of American Law Schools. An important aspect of the school's mission is service to the local and national legal communities by the scholarly, public service, and legal activities of the faculty.

The College of Arts and Sciences has as its credo that liberal learning prepares students of all ages and backgrounds to live more fulfilling lives, to appreciate and contribute to the communities of which they are members, and to reach their ethical, personal, intellectual, and financial goals. To help its students maximize their potential, the College emphasizes critical and analytical thinking through a rigorous "success skills" undergraduate core program in written and oral communication, computing, analyzing, and integrating. Faculty scholarship supports diversified liberal arts concentrations available in the humanities, the natural sciences, and the social sciences, along with graduate programs in several fields, most offering career-related or professional program tracks and practical experience on or off campus.

The School of Management utilizes distinctive teaching and the intellectual contributions of its faculty to provide educational opportunities in a supportive, independent setting. Its graduate and undergraduate programs develop competent, confident, and ethical students
able to compete in a dynamic global economy by linking management concepts and practices. Its work augments the benefits of unique location at the heart of Boston's business and government communities. The School is committed to continuous improvement and confirmation of national standards through the accreditation of its programs by both the American Assembly of Collegiate Schools of Business and the National Association of Schools of Public Affairs and Administration.

UNIVERSITY GOALS

In order to respond to the mission statement, Suffolk University has formulated the following goals, toward which are directed the efforts of all divisions of the University.

1. **COMMUNITY AND COMMUNICATION**: Work to strengthen the University’s commitment to a genuine community of student and faculty learners, mutually supportive and mutually respectful. Improve communication, collaboration, and a sense of shared vision across the University.

2. **DIVERSITY**: Develop a campus that reflects the cultural pluralism of the United States and world societies in its students and personnel demographics, its curricula, and its co-curricular programs. Treat diversity among campus members and the attainment of broad cultural awareness as essential to strengthening educational excellence at the University.

3. **QUALITY**: Provide relevant, high quality education and personalized instruction that is responsive to the needs of the University’s various constituencies, while upholding the institution’s academic standards.

4. **IMAGE**: Continue to strengthen the University’s external image and visibility to reflect its substantive achievements in quality (of teaching, learning, and scholarship) and in variety (of programs, curricula, enrollment, and University personnel). Broaden the external image of the University so that it is recognized for its quality programs, its personal attention to student needs, and its cultural diversity.

5. **FINANCIAL**: Continue to assure on-going financial stability by increasing enrollment in appropriate areas, developing non-tuition sources, and strengthening the growing endowment.

6. **FACILITIES**: To improve and expand University facilities required to support continued, enhanced education, quality and diversity, with a comprehensive vision that reflects the needs of all the University’s academic units and constituencies.
COLLEGE OF ARTS AND SCIENCES GOALS

The following goal statements reflect current objectives of the College of Arts and Sciences.

1. To provide students with liberal learning that emphasizes a curriculum of inquiry, expanding perspectives and specialization.

2. To offer undergraduate, graduate and professional education that provides students with the means to explore and adapt their career and personal goals and objectives in a changing economic and technological environment.

3. To assure that undergraduate and graduate students develop an appropriate level of core competencies and their capacities for critical inquiry, creativity, research and analysis.

4. To create a diverse community of teachers and learners where students and faculty engage in the free expression of ideas, fostering independent thought and mutual respect.

5. To provide opportunities for students to enhance their aesthetic, intellectual and moral capabilities, and their sense of self-worth, self-confidence and civic responsibility.

6. To attract and maintain a faculty with a commitment to excellence in teaching, research and service to the university and the greater community.

7. To attract and retain an increasingly competent student body consistent with the mission of the university.

8. To provide an educational environment which includes appropriate classrooms, technologies, libraries, laboratories, recreation areas and other facilities that enhance the process of student learning.

9. To promote research and artistic creation by faculty and students, in order to contribute to the expansion of human knowledge and the richness of human existence.

DIVERSITY POLICY

Suffolk University has given a high priority to creating a truly multicultural, multiracial, gender-balanced community receptive to cultural diversity. The future vitality of Suffolk and other urban universities depends on their ability to be responsive to and provide a welcoming climate for people of many cultures.

As part of Suffolk's efforts to reach this goal, the University strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain and support a culturally diverse faculty and staff. University policies and procedures concerning faculty and employees' development are structured to encourage such diversity. Likewise, the
University strives to actively recruit and retain a widely diverse student body. Faculty and employees are encouraged to actively promote such diversity and such welcoming environment for all. Efforts to achieve those goals will be favorably considered in evaluations.

The University is also committed to creating and maintaining educational curricula in each of its schools that incorporate the values of a multicultural and diverse community and that reflect the pluralism of the United States and the world society. This commitment is congruent with the University's stated mission to prepare and educate men and women to be future leaders and citizens who can function effectively in an evolving, pluralistic and increasing diverse society.

The University further seeks to ensure that student support services, academic support services and co-curricular programs at Suffolk University are sufficiently diverse to meet the needs of a multicultural student body. Alumni activities and community networks will also be utilized to promote the goals of diversity.

**NOTICE OF NON-DISCRIMINATION**

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, Vietnam-era or disabled veteran status in its employment, admission policies, or in the administration of, operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the appropriate coordinator:

Students and applicants in the College of Arts and Sciences and School of Management - Dean of Students, Ridgeway 317, 617-573-8239, TDD 617-557-4875.

Students and applicants in the Law School – Dean of Students, Sargent 410, 617-573-8157.

Faculty and faculty applicants in the College of Arts and Sciences - Dean of the College, Donahue 134, 617-573-8265.

Faculty and faculty applicants in the School of Management - Dean of the School, Sawyer 525, 617-573-8300.

Faculty and faculty applicants in the Law School - Associate Dean of the School, Sargent 410, 617-573-8157.

Other employees and applicants for employment - Director of Human Resources, One Beacon Street, 25th Floor, 617-573-8415.

Inquiries regarding Title IX and other federal and state non-discrimination legislation may be directed to the Director of Human Resources, One Beacon Street, 25th Floor, 617-573-8415.
SECTION 2.

FACULTY:

QUALIFICATIONS
APPOINTMENTS
REAPPOINTMENTS
TERMINATION
PROMOTION
TENURE
RETIREMENT
GENERAL PROCEDURES FOR REVIEW, PROMOTION, AND TENURE

For promotion, tenure, and reappointment, full-time faculty are reviewed annually by the Promotion, Tenure and Review Committee. A recommendation for promotion or for tenure proceeds from a proposal received by the Committee on Promotion, Tenure and Review from a faculty member's department chair or from the faculty member herself/himself. The Promotion, Tenure, and Review Committee can also initiate promotion or tenure proceedings. Recommendations proceed from the PTR to the Dean, the Provost, and the President, and are subject to approval by the Board of Trustees. The Board of Trustees considers the recommendation of each of the above when making a tenure or promotion decision, but is not bound by any individual recommendation.

The PTR committee, while necessarily evaluative, wishes to encourage, and where practicable, to assist faculty toward the attainment of sabbaticals, promotions and tenure awards. The committee seeks to encourage faculty, in close consultation with chairpersons, to review and to plan their relationship with Suffolk University.

To encourage each faculty member to plan his or her academic career, the Promotion, Tenure and Review Committee requires each chairperson to submit an annual assessment of the faculty member's activities, applying the criteria described in the following paragraphs and presenting the chairperson's estimate, with evidence, of the degree to which the faculty member has demonstrated continuing progress toward promotion and/or tenure awards. The PTR Committee will review the assessments submitted by each chairperson, will confer when necessary and appropriate with relevant chairpersons and/or faculty members, and will see to it that relevant information and advice is communicated to appropriate concerned parties.

In addition, each faculty member, including tenured faculty, is required to complete and submit by September 15 of each year a data sheet which describes current activities. Each faculty member also is invited annually to submit a three-page statement and current resume for the PTR Committee to consider in its review of the faculty member for reappointment.
CRITERIA FOR EVALUATING FULL-TIME INSTRUCTORS, ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS, AND PROFESSORS

The following criteria shall be used in making annual reviews of full-time Instructors, Assistant Professors, Associate Professors and Professors.

A. Teaching and Associated Activities:

Dedication to students in the classroom, labs, and office consultation is the sine qua non of college teaching; thus the review begins with this category. The faculty member is expected to demonstrate excellent ability in teaching skills, course organization, and class and exam preparations; to be accessible to students and to be interested in their post-baccalaureate plans; and to respond with a cooperative spirit to the teaching assignments.

B. Scholarship and Creative Endeavors:

The faculty member is expected to keep abreast of current developments in his or her field of scholarship and to contribute to the expansion of knowledge in that field. Such scholarship can take many forms, including publications, presentations at learned assemblies, research projects, and professional growth and development activities, among others. For the faculty member in the creative and performing arts, creative activity, including professional practice judged significant by peer review, will be considered as a form of scholarship. The review seeks to evaluate the intrinsic quality of each faculty member's scholarship. While excellence in scholarship is most easily demonstrated through publication, no form of scholarship is excluded a priori.

C. University and Community Service:

Suffolk University responds to activities within and outside of the university which promote the welfare of the institution or the larger community. The review seeks evidence of faculty activity in this category, which includes departmental duties, advising, college and university committees and projects, and activities beneficial to the institution or the society at large.

POLICY FOR FULL-TIME TENURE-TRACK FACULTY APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS

The following policies apply to permanent full-time tenure-track positions. Occasionally the College of Arts and Sciences will employ faculty in temporary full-time positions. Such non-tenure-track appointments are intended to be relatively few in number and relatively short in duration.

Instructor

To qualify for appointment to this rank, the candidate must ordinarily have the Master's or equivalent degree and plans for the proximate completion of the doctorate or of a program leading to an equivalent terminal degree. If an instructor is not promoted to a higher rank
within five years, his or her association with Suffolk University will be discontinued except in extraordinary cases.

A prospective instructor should give promise of future achievement in the three categories described above (teaching, scholarship, and service). Each year, the department chairperson will evaluate the performance of the faculty member in terms of the criteria described in the Faculty Handbook, prior to making recommendations concerning promotion, reappointment or non-reappointment, and compensation. When necessary and appropriate, the chairperson shall confer with the Dean and members of the Promotion, Tenure and Review Committee regarding the faculty member's continuing progress (or the lack thereof).

**Assistant Professor**

Appointment or promotion to the rank of assistant professor ordinarily requires the possession of the earned doctorate or an equivalent terminal degree. No one will be continued in the rank of full-time assistant professor beyond seven years. Faculty not awarded tenure by the end of the sixth year will receive a one-year terminal appointment, after which the association with Suffolk University will be discontinued.

A prospective assistant professor must provide evidence of effective teaching and of progress toward excellence in the three categories described above (teaching, scholarship, and service). Each year, the department chairperson will evaluate the performance of the faculty member in terms of the criteria described in the Faculty Handbook, prior to making recommendations concerning promotion, reappointment or non-reappointment, and compensation. When necessary and appropriate, the chairperson shall confer with the Dean and members of the Promotion, Tenure and Review Committee regarding the faculty member's continuing progress (or the lack thereof). While promotion indicates continuing progress on the part of the faculty member, it does not guarantee a tenure award.

**Third Year Review**

During the third year of service as an Assistant Professor, a faculty member will receive a more intensive evaluation, or Third Year Review. The candidate’s record of progress since the third year review, along with his or her cumulative record in the categories of teaching, scholarship, and service, will become part of the portfolio used by the Promotion, Tenure, and Review Committee to evaluate his or her application for promotion to Associate Professor and for tenure.

**Associate Professor**

The prospective associate professor must ordinarily possess the doctorate or an equivalent terminal degree. No one initially appointed to the faculty of Suffolk University with the rank of associate professor will be continued in the rank of full-time associate professor beyond seven years without attaining tenure. Faculty not awarded tenure by the end of the sixth year will receive a one-year terminal appointment, after which the association with Suffolk
University will be discontinued.

The rank of associate professor is a senior rank. A prospective associate professor must provide evidence of excellence in teaching, scholarship, and service. Each year, the department chairperson will evaluate the performance of the faculty member in terms of the criteria described in the Faculty Handbook, prior to making recommendations concerning promotion, tenure, reappointment or non-reappointment, and compensation. When necessary and appropriate, the chairperson shall confer with the Dean and members of the Promotion, Tenure and Review Committee regarding the faculty member's continuing progress (or the lack thereof).

Application for promotion to Associate Professor and application for tenure will ordinarily occur at the same time (in the sixth year of full-time service as an assistant professor) and will involve a single process of review and a single submission of materials.

Professor

The rank of professor is a senior rank. The prospective professor must ordinarily possess the doctorate or an equivalent terminal degree. No one initially appointed to the faculty of Suffolk University with the rank of professor will be continued in the rank of full-time professor beyond seven years without attaining tenure. Faculty not awarded tenure by the end of the sixth year will receive a one-year terminal appointment, after which the association with Suffolk University will be discontinued. A prospective professor must provide evidence of continued excellence in teaching, scholarship, and service. Candidates for promotion to the rank of professor are held to a higher standard in regard to their scholarship than are candidates for promotion to Associate Professor and tenure. Specific (and generally concrete) "evidence of excellence" in scholarship is required. The Committee on Promotion, Tenure and Review attempts to remain open-minded regarding the types of scholarly production that constitute relevant "evidence of excellence," and to make determinations of this sort on a case-by-case basis. Generally acceptable as evidence of scholarly excellence, however, are scholarly books (including textbooks), articles in refereed professional journals, and, for faculty members in the creative and performing arts, appropriate creative and artistic products. Under present conditions, faculty members should expect to serve a minimum of five years in the rank of associate professor (ordinarily at Suffolk University) before being recommended for promotion to professor. In many cases, faculty members should expect to serve more that the minimum number of years as associate professor before being recommended for promotion.

Laboratory Instructor

The position of Laboratory Instructor is a quasi-faculty appointment intended to assist the regular faculty in certain laboratory science and other (e.g. language laboratory) offerings especially in lab preparations, equipment distribution and maintenance. It is normally a half-time position. Laboratory Instructors are not in tenure-track positions nor do they participate in faculty programs such as Sabbatical or Research leaves. Master's level preparation is
Laboratory Instructors are not covered by the Policy on Reappointment and Termination described in this Handbook.

TENURE POLICY

The awarding of tenure creates an enduring contract between the faculty member and Suffolk University. Thus the attainment of tenure status is not automatic; it is conferred solely by a positive action of the Board of Trustees. The eligible faculty member is reviewed by the appropriate department chairperson, the Faculty Committee on Promotion, Tenure and Review, the Dean, the Provost, and the President. The Board of Trustees considers the recommendation of each of the above when making a tenure decision but is not bound by any individual recommendation.

All promotion, tenure and reappointment (or non-reappointment) proceedings are confidential in nature, and all participants shall recognize the confidentiality of discussions within these proceedings.

It is the policy of the College of Arts and Sciences of Suffolk University to grant tenure primarily on the basis of individual excellence. Nevertheless the short and long term needs of the College must play a role in tenure awards. Changing demographics and probable changes in courses and programs, in specific departments or across the College, require effective strategic planning. Such planning will necessitate a periodic review of the tenure numbers both by department and in the College and may affect future tenure award judgments. However, tenure quotas by department will not be established in the College.

The substantive decision whether to grant tenure is non-reviewable in any forum. The non-reappointment grievance or the grievance alleging inappropriate denial of tenure is limited to whether the proper procedure was followed.

Eligibility for Tenure

Under ordinary circumstances, faculty members in the College will be reviewed for tenure in the fall of the sixth year of service in a tenure track appointment by the Promotion, Tenure and Review Committee, and recommendations will be made to the College Committee for action by the Board of Trustees at the February or April meeting. Faculty members who are not to be granted tenure will be advised by July 1 of that sixth year and will be given a one year terminal appointment (the seventh year).

Up to two years in leave of absence time may be excused at the discretion of the Dean, and with the consent of the faculty member, from the six (6) year time limit period. The six (6) year tenure time span will begin with the date of the first appointment to a tenure-track position.

Also at the discretion of the Dean, and with the consent of the faculty member, up to three years of service at the rank of Instructor may be excluded from the seven year time limit to achieve tenure.
Faculty members who enter Suffolk University in the rank of untenured associate professor or professor may apply for tenure in the fall of their third year and must apply for tenure by the fall of their sixth year. Faculty not awarded tenure by the end of the sixth year will receive a one-year terminal appointment, after which the association with Suffolk University will be discontinued.

Note: The College approved a new review process and timeline toward tenure, effective fall 2006. The above paragraphs reflect the new policy. That policy applies only to full-time tenure-track faculty appointed as of July 1, 2006. Thus, for the next several years, we will have several overlapping policies, as follows:

I. Tenure Policy for faculty whose tenure-track appointments began before July 1, 2004
   a. Tenure is decided during the 7th year of service to the university and goes into effect at the beginning of the 8th year.

   b. Promotion to Associate Professor is typically considered during the 5th year of service.

II. Tenure Policy for faculty whose tenure-track appointments began on or after July 1, 2006
   a. During the third year of service, faculty members will have a comprehensive review of their performance.

   b. During the sixth year of service, tenure and promotion to Associate Professor, if appropriate, will be considered at the same time. Both tenure and promotion will go into effect at the beginning of the 7th year.

III. Tenure Policy for faculty whose tenure-track appointments began between July 1, 2004 and July 1, 2006
   a. These faculty members may choose between being considered under the old policy (I) or the new policy (II).

SUGGESTED GUIDELINES FOR PREPARING A SUPPORTING FILE FOR THIRD YEAR REVIEW, PROMOTION AND TENURE
The principal goal of candidates for promotion, tenure, and review should be to educate the
Promotion, Tenure and Review Committee on the merits of their candidacy. This should also be the goal of the department chairs who are endorsing a candidate. Ideally, a candidacy for promotion, tenure, or review should be the result of a collaborative process in which the faculty member and chair build a supporting file which reflects the criteria outlined in the Faculty Handbook regarding teaching, scholarship and service. To negate any advantage for candidates whose chairs sit on PTR, all chairs with candidates for promotion, tenure, or review will be invited to appear personally before the PTR. All candidates are also invited to address the committee. Any candidate for promotion, tenure, or review who wishes to address the committee may do so.

A supporting file for promotion, tenure, or review should contain the following items:

Provided by the Chairs:

I. Chairperson’s Recommendation: While PTRs may respect and celebrate the different styles of various chairs, the chairs must recognize that their endorsement is perhaps the most critical piece of the tenure, promotion, and review process. In educating the committee about the candidate’s qualifications, the chair’s recommendation should help the committee to answer the following questions:

- What are the standards in the discipline for research, writing, publication, or creative activity?
- What are the departmental standards for research, writing, and publication?
- Against those standards, what is the quality of the candidate’s publications?
- What is the quality of the placement of those publications?
- Aside from publications, how does the candidate demonstrate current and consistent scholarship?
- How does the candidate fit into the present needs and future goals of the department?
- What is the consensus of the department around the issue of collegiality?
- What is the candidate’s record of service and what is outstanding or unique in that record?
- How was the candidate’s teaching ability evaluated and with what results?
- What needs improvement or what are the goals and expectations for this candidate?

II. The Four Most Recent Sets of Student Evaluations: These should also be provided by the chair, who should certify their integrity and freedom from tampering. Summaries and quote sheets are not as useful as having the actual raw data.

Provided by the Candidate:

III. A Letter of Application: Candidate should address this to the committee and in it,
they should:

· Give a personal statement of their educational philosophy.
· Explain what motivates or drives their research.
· Reflect on their experience as a member of their department and of the Suffolk community.
· Give the committee some sense of their projected goals and expectations as scholars, educators and colleagues.

IV. A CV of the Candidate: The CV should help the PTR to trace the candidate’s achievements and experiences through a coherent time line. The list of publications should clearly distinguish the following:

· Books
· Refereed articles
· Papers presented
· Papers presented and included in conference proceedings
· Refereed poster presentations
· Recitals, exhibitions, poetry readings or performances
· Other categories of scholarly work

V. A Complete List of Courses Taught at Suffolk: The PTR should know when the courses were taught and should be given the content description. Syllabi and sample tests or handouts might also be helpful.

VI. A Complete List of Department, College and University Related Services: The PTR should know what committee, task force, assignment, etc., the candidate has held; when; length of service; and a brief description of duties or output.

VII. The Actual Publications of the Candidate: The publications should be dated and should reference the CV. An explanation should be provided for materials listed on the CV but not produced for the committee.

VIII. Other Relevant Documents: At their own discretion, faculty members might include comments from outside scholars on the quality or importance of their work or submit copies of reviews in newspapers, journals, etc. Again, the goal is to educate and inform the committee. While not necessary in all cases, these additional commentaries might be especially appropriate if they serve to “translate” the standards of a particular discipline into language or criteria which is more accessible to all members of the committee.

NOTE: In special circumstances, PTR might request this additional information. The PTR also reserves the right to appoint outside referees to comment on work submitted.
RETIREMENT AGE
The University's normal retirement age is the last day of the fiscal year in which age 65 is attained. Faculty may retire at age 65 or may continue beyond the normal retirement age. There is no mandatory retirement age.

POLICY ON EMERITUS STATUS FOR RETIRED FACULTY MEMBERS
(Adopted by Board of Trustees 11/18/70)

1. The Dean may recommend to the President that a full-time faculty member who, at the time of retirement, has served a minimum of fifteen years on the Suffolk University faculty be considered for Emeritus status. The Dean may also recommend someone who served less than fifteen years at Suffolk University provided his/her principal teaching was at Suffolk University and the individual deserves special recognition by reason of service to Suffolk University. The President, if he concurs with the Dean's recommendation that Emeritus status be granted, would recommend the individual to the Board of Trustees for consideration. The Board of Trustees would make the final decision as to whether Emeritus status would be granted.

2. Those members of the faculty voted Emeritus status would hold the same rank as Emeritus faculty as they held in their last full-time teaching appointment (e.g. Associate Professor of Mathematics Emeritus; President Emeritus; Professor of Law Emeritus).

3. Emeritus faculty enjoy:
   a. access to libraries and laboratories, as provided for active faculty.
   b. use of a University mailing address so long as a forwarding address is supplied.
   c. appropriate listing in University bulletins.
   d. invitations to attend commencement exercises, and other suitable social and ceremonial functions.

FACULTY DEGREES
Faculty members who receive advanced degrees from American institutions not accredited by one of the six regional accrediting associations shall ordinarily receive no recognition from Suffolk University for such degrees in the way of salary, tenure, or promotion and such degrees shall not be listed in the College Bulletin or in any other official listing of the University. If such an institution is later accredited by one of the six regional accrediting associations, the Committee on Promotion, Tenure and Review may recommend to the Dean of the College a waiver of any or all of the above provisions. Degrees received from a foreign institution of higher learning comparable to the accredited American institutions shall be considered by the Committee on Promotion, Tenure and Review in the same manner as those accredited American institutions and shall be listed in the College Bulletin. In the
event of any questions, the Committee on Promotion, Tenure and Review shall be asked to review the question of recognition and listing of the degree, and make a recommendation to the Dean.

**POLICY ON REAPPOINTMENT AND TERMINATION--INCLUDING REAPPOINTMENT AND TERMINATION REDRESS PROCEDURE--FOR FULL-TIME, PERMANENT, TENURED OR TENURE-TRACK FACULTY IN THE COLLEGE OF LIBERAL ARTS AND SCIENCES**

(Adopted by the Board of Trustees, June 6, 1979)

(Some full-time faculty receive contracts for one, two or three year terminal non-tenure-track appointments. This policy does not apply to such appointments, nor does it apply to any part-time appointments; and the Redress Procedure outlined herein is not for use by faculty members holding either non-tenure-track or part-time appointments in the College.)

1. **Renewal of Appointments with Limitations of Time**

   Appointments to the faculty of Suffolk University are contracts of employment over a stated period of time, usually one year. Only those contracts specifically awarding tenure to the faculty member are exempt from this policy. The University will only renew the contracts of faculty members whose performance is judged to be satisfactory on the basis of the criteria described in this Handbook. Faculty members will be advised early in their term appointment of the substantive and procedural standards that will be employed in reaching decisions regarding renewal, and of any special criteria of the particular department or school that may apply.

   1a. There is no right to automatic renewal of a contract of appointment with limitation of time. As each such contract approaches the end of its term, the University will insure that the faculty member's performance is properly reviewed according to the procedures set forth below and will give the faculty member notice of renewal or non-renewal of the contract, as set forth below.

2. **Review of Performance**

   Chairpersons of all departments in each school or college shall formally review the performance of those faculty members in their departments whose appointments will terminate in a particular academic year. Faculty members shall be notified when the review is to be undertaken and will be invited to submit materials which they believe will be helpful to a thorough evaluation of their performance. In the process of review, the department chairperson shall consult with those faculty members whose contracts will be expiring and with senior faculty members of their departments. After the formal evaluations are completed, faculty members shall be given the option of reading them and making comments. Where chairpersons believe that informal evaluations may be appropriate, they may undertake them during the term of the faculty member's appointment, and shall share the evaluation with the faculty members and shall confer with regard to improving their performance, if warranted.
2a. After making formal evaluation, each chairperson shall forward to the Dean his or her recommendations as to renewal or non-renewal of faculty members in the department whose appointments will be expiring. The Dean may make an initial judgment regarding which appointments shall be renewed and which shall not. Where appropriate, the Dean and the department chairperson may agree that a faculty member shall be given a conditional renewal during which certain agreed upon standards of performance must be met.

2b. The Dean shall transmit to the Committee on Promotion, Tenure and Review the recommendations of department chairpersons and their initial decisions as to the renewal and non-renewal of the affected faculty member's appointments and shall meet with the Committee to discuss the proposed actions. Department chairpersons recommending non-renewals who are members of the Committee shall be excused from deliberations dealing with those non-renewals.

The Committee on Promotion, Tenure and Review may at its discretion inquire into the proposed actions by seeking information from the department chairperson, the affected faculty member, and other members of the faculty. The members of the Committee on Promotion, Tenure and Review may, by majority vote of its members, recommend to the President that a proposed action of the Dean be reversed either as to renewal or non-renewal. Where such recommendation is made, the President shall consider the case and discuss the matter with the Dean, and a designated representative of the Committee on Promotion, Tenure and Review. In all cases the President shall make the final decisions with regard to renewal and non-renewal.

3. Notification of Faculty Members

No notification of non-renewal shall occur prior to completion of the procedures set forth above. A faculty member whose appointment is not to be renewed after its expiration, shall be given by the Dean a written notice of non-reappointment according to the following schedule:

3a. No later than February 1 of the first academic year of service, if the appointment expires at the end of the year; or, if a one-year appointment terminates during the academic year, at least three months in advance of its termination.

3b. Not later than December 1 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.

3c. At least twelve months before the expiration of an appointment after two or more years in the institution.

Some full-time faculty receive contracts for one, two or three year terminal non-tenure track appointments. The notification policy described above does not apply to these faculty as they are on a contract of specified duration. These faculty must presume expiration of their appointment at the end of the term indicated in their contract unless otherwise notified by the College.
4. **Review of a Decision Not to Renew An Appointment**

If a faculty member who has received such written notice believes that non-renewal of his or her appointment by the University constitutes a violation of the College policy on academic freedom as described in this Handbook, he or she may, within thirty days of receipt of the notice of non-reappointment, deliver a written petition to the Dean requesting a review. Such petition shall set forth the facts alleged to have constituted violation of academic freedom and will describe in a concise form the faculty member's arguments for reversal of the decision.

4a. Upon receipt of a petition for review, the Dean shall convene the Committee on Promotion, Tenure and Review for the purpose of selecting a hearing panel to consider the case. The hearing panel shall be composed of five full-time CAS faculty members chosen by lot from a pool consisting of all full-time CAS faculty members. The aggrieved faculty member and the Dean shall each have the right to exclude, on the basis of preemptory challenge, three faculty members whose names have been chosen by lot. Upon each such preemptory exclusion, exclusion for cause, or declination to serve, the name of another full-time CAS faculty member shall be chosen by lot from among the names of all remaining CAS full-time faculty members not yet approved for or excluded from the hearing panel.

4b. No member of the Committee on Promotion, Tenure and Review shall sit as a member of the hearing panel. The members of the hearing panel, so chosen, shall meet and choose one of their number to act as Chairperson for the case and shall determine the earliest convenient date for all parties to meet. The first meeting of the hearing panel with the parties shall be devoted to a determination by the Committee as to whether probable cause to hear the case exists. At this meeting, it shall be the responsibility of the faculty member to present sufficient evidence to persuade the hearing panel that probable cause exists to believe that a violation of academic freedom has occurred. The President, or his designated representative, shall respond, if appropriate.

4c. The hearing panel shall meet at the close of the session to determine whether or not the petition should be accepted for a full hearing and shall make its determination on the basis of the existence or non-existence of probable cause to believe that a violation of academic freedom has occurred.

4d. If the hearing panel determines that no such probable cause exists, it shall so inform the President and the faculty member and its decision shall terminate the case. If the hearing panel determines that probable cause does exist, it shall notify the parties, setting a date for the commencement of a formal hearing.

4e. At least ten days prior to the commencement of the formal hearing, the faculty member shall submit a written complaint setting forth in detail the facts alleged to show a violation of the College policy on academic freedom set forth in the Faculty Handbook, and such arguments as he or she proposes to make. At least five days prior to the commencement of the formal hearing, the President, or his delegate, shall respond, in writing, to the faculty member's complaint. The faculty member will be informed of his right to have an attorney present at the hearing.
4f. At the commencement of the hearing, the hearing panel will invite the faculty member to present his or her evidence to prove the points alleged in the complaint. The hearing panel will accept evidence in documentary, physical and testimonial form. It shall accept all evidence which will aid it in reaching a judgment as to the truth or falsity of the points alleged in the complaint and the University response. After the close of the faculty member's case, the University counsel, the President, or his delegate, shall present a case for the University. Both parties, and/or the members of the hearing panel may question all witnesses and shall have access to all evidence that the non-renewal of his or her appointment was a violation of academic freedom as set forth in the Faculty Handbook.

4g. At the close of the hearing, the panel shall meet to consider the case. It may review a transcript of the proceedings, if one was taken, and shall receive written briefs from the parties to supplement any oral argument which may have been allowed at the discretion of the hearing panel. The hearing panel shall render its decision, in writing, stating those facts which it has found to be true and giving its conclusions as to the arguments of the parties. Copies of the decision shall be delivered to the President and the faculty member.

4h. If the faculty member or the President is dissatisfied with the decision of the hearing panel, either the President or the faculty member may appeal the decision to the Board of Trustees. Such an appeal shall be commenced within ten days of receipt of the decision of the hearing panel and shall be made in writing to the Chairperson of the Board of Trustees. In hearing such appeals, the Board of Trustees shall follow the procedure set forth in paragraph 7. The decision of the Board of Trustees is final.

5. Termination of Appointments

Termination of an appointment with continuous tenure or tenure-track appointment with limitation of time before the end of the specified term may be effected by the University only for adequate cause as defined below, or because of financial exigency. All terminations of contracts of appointment prior to the end of that contract shall follow the procedure set forth below.

5a. Definitions

5a. (1) Cause:
Cause for termination of an appointment shall consist of one or a combination of the following grounds.

5a. (2) Violation of the terms of the faculty member's contract of appointment or failure to comply with duties of the faculty set forth in the Faculty Handbook.

5a. (3) Non-compliance with the responsibilities of the academic profession including, without limitation, the obligation to provide courses of instruction which meet the current standards of the individual's discipline, the responsibility to maintain personal levels of skill and information at least equivalent to those recognized as necessary for academic employment in the
discipline by its national association, and the duty to maintain a code of personal conduct responsive to the needs of a cooperative academic community.

5b. Preliminary Proceedings

Insofar as it is possible, the department chairperson and/or the Dean of the College shall discuss with a faculty member any conduct which, if continued, will be cause for termination. If such discussions fail to resolve the problems, or where the event providing grounds for termination is not cumulative, the department chairperson will meet with the Dean and prepare a written statement of the grounds for termination. A copy of this statement will be forwarded to the President for review. If the President accepts the recommendation of the Dean and the chairperson regarding termination, he shall direct them to set a date for a conference with the faculty member at which the written statement or grounds shall be presented to the faculty member and discussed. The President may attend the conference and shall so attend if requested by the faculty member. If after full explanation of the University's action, the faculty member wishes to appeal, he or she shall commence the process as set forth below.

5c. Commencement of Formal Proceedings

Formal review of a decision to terminate the faculty member for cause shall be commenced by the faculty member's delivery of a written request for review to the Committee on Promotion, Tenure and Review, with a copy to the President within thirty days of receipt of the notice of termination. Not less than ten days after the filing of such a petition for review, the President shall deliver to the Committee on Promotion, Tenure and Review a formal statement of grounds for the termination.

5d. The Committee on Promotion, Tenure and Review shall meet in strictest confidence to consider the statement of grounds and any presentation which the faculty member and the President wish to make. This meeting by the Committee on Promotion, Tenure and Review shall be informal and shall not involve the calling of witnesses or the presentation of evidence beyond that contained in the formal statement of grounds. The Committee on Promotion, Tenure and Review shall prepare an informal report within five days after the close of its consideration of the case which shall recommend to the President and to the faculty member in an advisory way whether or not the matter should be pressed to a full formal appeal.

5e. The report of the Committee on Promotion, Tenure and Review shall not be binding on either party, but rather shall serve to advise the parties of potential outcome of a formal proceeding.

5f. If after reading the report of the Committee on Promotion, Tenure and Review, and if the proposed termination is not canceled, the faculty member wishes to press the formal appeal, he or she shall notify the Chairperson of the Committee on Promotion, Tenure and Review of that fact with a copy to the President. Such notification shall be sent no later than ten days after receipt of the report of the Committee on Promotion, Tenure and Review.
6. **Formal Hearing**

6a. A formal appeal shall be heard by a hearing panel composed of: five tenured CAS faculty members chosen by lot from a pool consisting of all tenured CAS faculty members. The aggrieved faculty member and the Dean shall each have the right to exclude, on the basis of preemptory challenge, three faculty members whose names have been chosen by lot. Upon each such preemptory exclusion, exclusion for cause, or declination to serve, the name of another tenured CAS faculty member shall be chosen by lot from among the names of all remaining CAS tenured faculty members not yet approved for or excluded from the hearing panel.

6b. Either party to a formal hearing, the faculty member or the University, may be represented by a person or persons of his or her choice, including counsel.

6c. The hearing panel shall meet as soon after its selection as possible to elect one of its members as Chairperson and to set the day for the commencement of the hearing. Not less than ten days prior to the commencement of the hearing, the University shall file a formal statement setting forth the grounds for its action and not less than five days prior to the commencement of the hearing, the faculty member shall respond in writing to the University's statement.

6d. A stenographic record of all proceedings before the hearing panel, except its own consideration, shall be maintained.

6e. The University shall bear the burden of proving, through clear and convincing evidence, that the grounds for termination, as set forth in its statement, exist. To meet this burden, it may submit documentary, physical and testimonial evidence.

6f. The panel shall receive all evidence which will assist it in reaching a decision on the case, but shall, within its discretion, limit the parties to the issues presented in the statement of the University and faculty member's response. Both parties and/or the members of the hearing panel may question all witnesses and shall have access to all evidence submitted to the panel. The faculty member shall respond to the case presented by the University and may present witnesses and evidence in support thereof. The panel may permit the parties to offer oral argument at the close of the evidence and shall request written briefs setting forth arguments.

6g. As promptly as possible after the close of the case, the hearing panel shall meet to consider its decision. Such a decision shall be in writing and shall specifically refer to the facts and arguments made by the parties to the preceding. The hearing panel will complete its decision as promptly as possible and deliver it in writing to the President and the faculty member.

6h. Either party to a formal appeal who is dissatisfied by the decision of the hearing panel, may appeal that decision to the Board of Trustees. Such an appeal shall be made within ten days after the receipt of the decision of the hearing panel, and shall be made in writing to the Chairperson of the Board of Trustees.
7. **Appeals to the Board of Trustees**

7a. Upon receipt of appeals under paragraphs 4h and 6h, the Chairperson of the Board of Trustees shall convene a committee of the Trustees to be made up of three persons selected by the Chairperson. This committee shall direct the parties to submit such briefs as they may wish to file at least five days prior to the hearing. The hearing by the Committee of the Board of Trustees shall consist of the presentation of oral arguments by the parties together with responses to such questions as the committee member shall ask. It shall be an appellate hearing and the committee shall not rehear the evidence in the case again.

7b. After reviewing the briefs and oral arguments of the parties, the committee of the Board of Trustees shall consider the case and prepare a written decision to be submitted to the full Board of Trustees as follows:

7b. (1) If the committee believes that the decision of the hearing panel should be affirmed, it shall so indicate in its decision and the case shall be considered closed.

7b. (2) If the committee of the Board of Trustees believes that it would be beneficial, the committee may return the case to the hearing panel and request that the hearing panel reconsider certain specific issues. In such cases the committee shall meet to consider the action of the hearing panel following its reconsideration, and may invite the parties to comment thereon in writing. If the committee accepts the decision of the hearing panel after reconsideration, it shall so indicate in its decision and the case will be considered closed.

7b. (3) If the committee of the Board of Trustees disagrees with the decision of the hearing panel and believes that reconsideration would be inappropriate, or if it disagrees with a decision of the hearing panel after reconsideration, it shall formulate a recommendation for a final determination of the case and submit it to the full Board of Trustees which shall consider the matter and arrive at a final decision in the case.

8. As stated in the College's Faculty Grievance Procedure, a faculty member may use only one of the following two procedures—the Grievance Procedure or this Reappointment and Termination Redress Procedure. The choice of the procedure belongs to the faculty member and must always be stated as part of the initial effort to resolve a grievance. The Faculty Grievance Procedure is intended to be operative in any complaint based on discrimination due to age, handicap, marital status, national origin, parental status, Vietnam-era veteran status or handicapped veteran status, race, religion or sex. The Reappointment and Termination Redress Procedure is intended to be a remedy for complaints as defined herein in paragraph 1 relative to appointments with limitations of time and in paragraph 5 relative to termination of appointments.
SECTION 3.

FACULTY RIGHTS

AND

PROFESSIONAL RESPONSIBILITIES
GRIEVANCE REVIEW

Any faculty member may petition the PTR Committee for redress of any university-related grievance. In such cases, the PTR Committee will then conduct a review of the grievance or make appropriate disposition of the grievance to a suitable forum.

A Reappointment and Termination Redress Procedure--to challenge promotion, tenure, and review decisions regarded by a faculty member as inappropriate by reason of violating her or his academic freedom--is included in the preceding section of this Faculty Handbook. A Grievance Procedure Against Discrimination--to handle alleged discrimination in any of the equal-opportunity categories indicated in the University's Equal Opportunity Policy--is outlined below, immediately following that policy. In any given case, one or the other (but not both) of these procedures, as appropriate, must be chosen by the aggrieved faculty member to seek redress. Anyone using either procedure to address any given issue need not fear recrimination.

STATEMENT ON ACADEMIC FREEDOM AND RESPONSIBILITY

The purpose of this statement is to promote understanding and support of academic freedom and agreement upon procedures to assure it at Suffolk University. To challenge promotion, tenure, and review decisions that she or he regards as inappropriate by reason of violating her or his academic freedom, a faculty member should employ the Reappointment and Termination Redress Procedure included in the preceding section of this Faculty Handbook.

Institutions of higher education are conducted for the common good and not to further the interest of individuals. The common good depends upon the free search for truth and its free exposition. Suffolk University is committed to the solution of problems and controversies by the method of rational discussion. Acts of physical force or disruptive actions which interfere with University activities, freedom or movement on the campus, or freedom for students to pursue their studies are the antithesis of academic freedom and responsibility as are acts which in effect deny freedom of speech, freedom to be heard, and freedom to pursue research of their choosing to members of the academic community or to visitors invited to the University. Academic freedom is the right of scholars in institutions of higher education freely to study, discuss, investigate, teach and publish. Academic freedom applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

ACADEMIC FREEDOM

1. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the administration of Suffolk University.

2. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful to present the various scholarly views related to the subject and avoid presenting totally unrelated material.
ACADEMIC RESPONSIBILITY

The concept of freedom should be accompanied by an equally demanding concept of responsibility. College or university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As people of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution.

FACULTY GRIEVANCE PROCEDURE AGAINST DISCRIMINATION

(Revised, October 12, 1977)

I. Introduction

Suffolk University has made a commitment to its staff that they will not be discriminated against in hiring, compensation, promotion, use of facilities, access to programs, and provision of fringe benefits because of age, disability, sexual orientation, national origin, Vietnam-era veteran status or disabled veteran status, race, religion or sex. A faculty member who claims to have been aggrieved by an act which appears to have been based upon discrimination must utilize the procedure stated below. For purposes of these procedures, the term "Faculty Member" means all those persons employed by Suffolk University in positions holding academic rank as defined in the Faculty Handbook. In the event that a chairperson feels aggrieved by the action of the Dean, the chairperson has the same right and avenue of redress as any other faculty member, with the following exception: He or she should initiate grievance proceedings in writing directly through the Dean.

Academic freedom is not a subject which is covered by these procedures. Faculty members who believe that their academic freedom has been impaired should consult the College's Policy on Reappointment and Termination--with its included Redress Procedure--outlined in the previous section of the Faculty Handbook. A faculty member may use only one of the two procedures, the Grievance Procedure or the Reappointment and Termination Redress Procedure. The choice of the procedure belongs to the faculty member and must be stated as part of the initial effort to resolve a grievance.

II. Procedure

Step 1 - Appeal to Chairperson

A faculty member* who claims to have been aggrieved by an action of the University, its administrators and/or staff should initiate the resolution of his/her grievance through an informal discussion with the department chairperson. At the outset, this aspect of the grievance procedure will be handled informally. Nonetheless, the grievant must inform the chairperson in writing of a desire to discuss a grievance. The chairperson, once notified that a faculty member wishes to discuss a grievance, must set the earliest convenient date for a conference with the faculty member. The chairperson should keep written notes of any dis-
cussions with the grievant and any other person who may be contacted in attempting to resolve the grievance. The grievant and the chairperson shall attempt to resolve the grievance through a mutually acceptable course of action. This informal aspect of the grievance procedure will be considered terminated either, (a) by the grievant's written indication that a mutually acceptable solution has been reached or, (b) by delivery to the grievant of a written memorandum from the chairperson stating the chairperson's resolution of the grievance. If prior to or subsequent to commencing a matter under the Suffolk University grievance procedures, a complainant files a claim with a state or federal court, or agency, the University reserves the right to discontinue the grievance procedure if it believes that continuing the case internally will either not conclude the case finally or will be unnecessarily duplicative.

* Referred to hereafter as the "grievant".

**Step 2 - Appeal to Dean**

If the grievant does not believe that the grievance has been satisfactorily resolved through these procedures, s/he may present the grievance to the Dean within ten working days after receipt of the written views of the chairperson. The presentation of a grievance shall consist of the delivery to the Dean of a written letter setting forth the grievant's case and including a detailed explanation of any discrimination alleged to have taken place.

Upon receipt of a letter presenting a grievance, the Dean shall invite the grievant to confer at the earliest convenient time. The Dean shall investigate the charges contained in all grievant's letters and shall discuss with the grievant all aspects of the case. The Dean and the grievant shall attempt to reach a mutually acceptable resolution of the grievance. If it is impossible to reach a mutual agreement, the Dean shall set forth in writing his findings and recommendations for resolving the grievance.

**Step 3 - Hearing**

A grievant who is dissatisfied with the resolution of the grievance as proposed by the Dean may request the Dean to convene a panel of the College of Arts and Sciences Hearing Committee to hear the grievance. This request must be made in writing within ten working days of the receipt of the decision of the Dean. Upon receipt of a request, the Dean shall commence the process at once.

A. **Hearing Committee**

To arrive at the greatest objectivity, a standing Hearing Committee shall be selected at the beginning of each academic year. The Committee shall consist of 12 persons who are normally full-time members of the faculty of the College of Arts and Sciences, six chosen by lot from all tenured faculty, and six chosen by the Dean. In choosing members of the Hearing Committee, the Dean shall seek as far as possible to select persons who represent the highest standards of fairness and judgment as well as having the ability to comprehend the interpersonal needs of managing a large urban University.

B. **Hearing Committee Panels**

The Hearing Committee shall function in panels of three members each. A panel shall be
chosen for a particular case as follows:

1. Upon receipt of a request that the Hearing Committee be convened, the Dean will inform the Hearing Committee that a complaint has been filed and will identify the grievant. Members of the Hearing Committee who believe that they should disqualify themselves because of personal prejudices or involvement should so inform the Dean.

2. As soon as possible, the Dean will inform the grievant of the names of those members of the Hearing Committee who have not disqualified themselves.

3. The grievant, within two University working days of notification of the active membership of the Hearing Committee, will select one member of the Committee to sit on the panel.

4. After the grievant has selected one member of the Committee, the two remaining places on the panel will be filled by lot from among the remaining members of the Hearing Committee. One peremptory challenge will be allowed the grievant. Further challenges for cause will be considered.

5. If further challenges for cause are considered, the members of the Hearing Committee who have not been challenged shall meet to determine the validity of the challenges.

C. Complaint

Within ten working days after conveying to the Dean the request to present a case to the Hearing Committee, the grievant shall submit to the Hearing Committee Panel a written complaint setting forth in detail all elements of the grievance and summarizing each fact which the grievant believes is evidence of discrimination. Upon receipt of the complaint, the Hearing Committee Panel shall deliver a copy to the Dean and require that he answer the complaint within five working days.

D. The Hearing

The Hearing Panel shall proceed to a hearing as promptly after receipt of the answer as possible. The hearing shall be limited to the issues raised in the complaint and answer.

The grievant will be responsible for demonstrating to the satisfaction of the Hearing Panel, through credible evidence, that the alleged act of discrimination took place.

In determining whether or not an act of discrimination took place the Hearing Panel may consider oral and written evidence presented by the grievant and the Dean.

If witnesses are called by either side, the other side shall be permitted to question them. The hearing shall be conducted in such a manner as to guarantee fairness both to the grievant and the University, while at the same time avoiding the technicalities of adversary proceedings in a court of law. The Hearing Panel may act in both an investigatory and an adjudicatory fashion. The grievant and the University may be represented by counsel.
E. The Hearing Committee Panel Report

The panel of the Hearing Committee which has heard a case shall, as soon after completion of the hearing as possible, prepare a report of its findings. The panel of the Hearing Committee shall in the report state its findings as to the facts alleged in the complaint and answer and shall set forth its proposals for resolution of the grievance. The Hearing Committee shall direct its report to the President of Suffolk University.

Step 4 - Decision of the President

The President of Suffolk University shall review the report of the Hearing Committee Panel and may accept the report, reject the report or return the report to the Hearing Committee for further proceedings as he shall direct.

The President, in stating his decision, shall set forth the reasons for that decision and deliver a copy to the Dean, to the grievant and to the Hearing Committee.

If the President has directed that a case be returned to the Hearing Committee, he shall review the second report of the Hearing Committee and reach a final decision, which shall be delivered to the grievant, the Hearing Committee and the Dean.

Step 5 - Appeal to Board of Trustees

A grievant who is dissatisfied with the final decision of the President of Suffolk University may petition the Board of Trustees for authority to appeal the case to the Trustees.

The Trustees shall, at the earliest possible meeting after a petition from a grievant has been received, review the President's decision and determine whether or not to hear the appeal. If the Trustees decide to hear the appeal, they may, at their discretion review the case as a committee of the whole or appoint a committee of the Board to hear the case.

If the Board of Trustees agrees to hear an appeal, it will invite the grievant to submit a written statement setting forth the grievant's points of disagreement with the President's decision.

The grievant shall deliver the written statement within any time limit set by the Board and shall provide the President with a copy.

The President shall provide a written response to the grievant's statement within such time as the Board may allow.

The Board will consider the grievant's statement and the President's response and reach a decision which shall conclude the case.

If the Board decides not to accept the grievant's request for authority to appeal the case, it shall so inform the grievant and the President, and the case shall be concluded on the basis set forth in the President's decision.
III. Duration of Process

It is evident that a grievance carried through the entire set of procedures specified above will require considerable time. It is recommended, accordingly, that every effort be made to expedite matters and to conclude the process in a timely fashion.

SUFFOLK UNIVERSITY POLICY OPPOSING SEXUAL HARASSMENT

Suffolk University does not tolerate any behavior by administrators, faculty, staff or students which constitutes harassment of students or employees on the basis of race, color, sex, religion, national origin, veterans' status, age, sexual orientation or disability, whether or not the level of conduct rises to unlawful sexual harassment. Such forms of harassment are discriminatory and unlawful. Sexual harassment is a form of sex discrimination and as such violates university policy as well as state and federal statutes.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct or written communication of a sexual nature when:

1. submission to, or rejection of, such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or educational status or as a basis for employment or educational decisions;

2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile, humiliating or sexually offensive work or educational environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. Direct or implied requests by a faculty member of a student for sexual favors in exchange for improved grades or favorable recommendations also constitutes sexual harassment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim and also same sex harassment. Some examples of sexual harassment may include: unwelcome sexual advances - whether or not they involve physical touching; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess; displaying sexually suggestive objects, pictures, cartoons; unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; inquiries into one's sexual experiences; and, discussion of one's sexual activities.

All faculty, administrators and staff are held accountable for compliance with this policy. All members of the Suffolk community should take special note that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by the University.
SEXUAL HARASSMENT COMPLAINT AND RESOLUTION PROCEDURES

Any faculty member, administrator or staff member who feels that he or she has been harassed should, if s/he feels comfortable, attempt to resolve the situation through a discussion with the other party. If one does not feel comfortable discussing the situation immediately, s/he may consult on an informal and confidential basis with the Director of Human Resources.

Formal Complaint Procedure

A. Where to file a Complaint?

If the person alleged to be responsible for the harassment is:

1. A Faculty Member--File with the Dean of the appropriate school
2. An Administrator or Staff Member--File with the Director of Human Resources
3. A Student, a Work-study Student or a Graduate Assistant--File with the Dean of Students of the appropriate school

B. What Should Be Filed?

The complaint should be in writing, should summarize the alleged harassment, should identify the person allegedly responsible for the harassment and should describe the resolution sought.

C. When Should the Complaint Be Filed?

The complaint should be filed within 90 days of the occurrence of the incident.

D. How Will the Complaint Be Processed?

1. If the person alleged to be responsible for the harassment is a student, the Dean of Students or his/her designee will investigate the allegation.
2. If the person alleged to be responsible for harassment is a faculty member, the Dean or his/her designee will investigate the allegation.
3. If the person alleged to be responsible for harassment is a/an administrator or staff member, the Director of Human Resources or his/her designee will investigate the allegation.

The allegation will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. The investigation will include a private interview with the person filing the complaint and, if appropriate, with witnesses. The person alleged to have committed the sexual harassment will also be interviewed. When the investigation is completed, to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of the investigation.
If it is determined that inappropriate conduct has been committed, appropriate disciplinary action will be taken. Such action may range from counseling to termination of employment or expulsion and may include warning or probation.

**E. Note:**

After completion of the investigation, any party who is dissatisfied with the outcome may utilize the grievance procedure as outlined in the suitable faculty handbook or staff personnel policy manual. If all parties agree, the complaint and investigation process outlined here may substitute for the initial reviews of the grievance procedure.

**UNIVERSITY EXTENSIONS AND WORK ADDRESSES**

The telephone extensions and work addresses for the people with whom a complaint may be filed are:

<table>
<thead>
<tr>
<th>Title</th>
<th>Extension</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, College of Arts and Sciences</td>
<td>8265</td>
<td>D-1st</td>
</tr>
<tr>
<td>Dean, Sawyer School of Management</td>
<td>8300</td>
<td>S - 8th</td>
</tr>
<tr>
<td>Dean, Law School</td>
<td>8155</td>
<td>SGT- 410</td>
</tr>
<tr>
<td>Dean of Students, College/SSOM</td>
<td>8239</td>
<td>TRM – 12th</td>
</tr>
<tr>
<td>Dean of Students, Law</td>
<td>8157</td>
<td>SGT- 410</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>8419</td>
<td>B-25th</td>
</tr>
</tbody>
</table>

**STATE AND FEDERAL EMPLOYMENT DISCRIMINATION ENFORCEMENT AGENCIES**

In addition to the above, an employee who believes that s/he has been subjected to sexual harassment may file a formal complaint with either or both of the government agencies set forth below. Using the University's complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

   JFK Federal Building, Room 475
   Government Center
   Boston, MA 02203-0002
   (617) 565-3200
   
2. Massachusetts Commission Against Discrimination (MCAD)
   Boston Office:    Springfield Office:    
   1 Ashburton Place, Rm. 601    436 Dwight Street
   Boston, MA 02108- 1599        Springfield, MA 01103-1333
   (617) 727-3990                (413) 739-2145

**NORMAL OBLIGATIONS AND TEACHING LOAD OF A FULL-TIME FACULTY MEMBER**
The teaching assignment and other duties of an individual faculty member will be established by the department chairperson with the approval of the Dean. The normal load for full-time faculty members in the College of Arts and Sciences is six (6) three-credit courses per academic year, three each semester, or nine to twelve contact hours per week per semester for those teaching laboratory courses.

Faculty members are expected to report to the University before the opening of the semester, on a date designated by the Dean.

In addition to meeting all classes as scheduled, faculty members are expected to undertake departmental work and registration duties as assigned by the departmental chairperson, to attend commencement, departmental meetings, and meetings of the Faculty Assembly. Support for and involvement in student activities is also encouraged. Faculty are required to follow all University, College, and department policies.

Faculty members may be assigned one or two evening courses as part of their regular teaching load. Courses and office hours must be scheduled across a normal work week. Faculty members are expected to be scheduled (classes plus posted office hours) into a minimum four-day campus presence.

With their agreement, faculty members may be assigned to membership on one or more committees by the Dean, after consultation with the department chairperson. Faculty members may also be elected to serve on committees by their colleagues. Although all committee positions are voluntary, if a faculty member accepts a position, he or she is expected to honor the responsibilities entailed in committee membership.

**OVERLOAD TEACHING**

Full-time faculty are allowed to teach one (only one) additional 3 credit course (4 credits if laboratory is included) per semester in the Fall and/or Spring semester for additional compensation.

**FACULTY EVALUATION OF STUDENTS’ PERFORMANCE**

Each instructor must give at least one evaluation to each student in each course by the beginning of the seventh week of the semester. Students who are experiencing academic difficulty should be referred to the Counseling Center and/or Learning Center for assistance as soon as possible. Evaluations should be completed and reported to students well before the last date for course withdrawal without penalty of an "F" grade.

**STUDENT EVALUATION OF FACULTY/CLASS**

The design of student evaluations is approved by the individual department. Usually, regardless of unique adaptations, all designs include a Likert scale section rating the professor on availability, preparation, communication clarity, coordination of class discussion, fairness of grading, relevance of homework assignments, and overall effectiveness. Student evaluations are given out at the end of the last class. At this time, the instructor appoints a student volunteer and leaves the classroom. The student volunteer hands out the evaluations, collects them, and brings them in an envelope to the department chair.
The department chair maintains department copies of these student evaluations and shares them with the appropriate instructor. The student evaluations are used as a guide to instructors for course design, pedagogy, and faculty development. They are used by the Dean and department chairs in the Promotion, Tenure and Review Committee as required criteria for decisions about promotion and tenure.

RESOLUTION ON ATTENDANCE

Federal regulations require universities that receive federal funding to implement a policy monitoring student attendance in class. Instructors will establish the requirements for attendance and participation in each of their classes. Instructors are responsible for informing students of these requirements at the beginning of each course. The student, when absent from class, has the responsibility of obtaining knowledge of materials covered in classes missed, including information about announced tests, papers, or other assignments. (Approved by Faculty Assembly January 23, 2003)

STUDENT EVALUATION OF COURSE/TEACHING

Student course/teaching evaluations, which are designed, administered, and retained by the academic departments, are required in all course sections each semester in all CAS academic departments. If a faculty member so requests, the evaluations may be supplemented by additional forms of course/teaching evaluation in the form of video taping of class teaching performance. The departmental chairpersons will monitor and ensure the quality of faculty teaching through the review of these materials and/or through class visitation(s).

ADVISING AND OFFICE HOURS

At least three hours a week of regularly scheduled and posted office hours are expected of all full-time faculty. Office hours should be kept as faithfully and regularly as class hours. These office hours should be scheduled at periods when the students are most likely to be able to utilize them. Faculty offices are assigned by chairpersons after consultation with the Dean. Additional office hours should be maintained at the beginning and end of semesters when advising duties are heaviest.

REGISTRATION

All full-time faculty members are expected to be available during the registration period to help with advising students and other tasks of registration as assigned by the department chairperson.

CO-CURRICULAR ACTIVITIES

In an urban commuter college it is particularly desirable for faculty members to attend or take part in special University affairs, and to show interest in the life of the students by attending socials, plays, concerts and other public student affairs.

ABSENCE FROM CLASS
The department chairperson should be notified as much in advance as possible when a faculty member for good reason must miss a class or classes so that suitable arrangements can be made. The chairperson has the responsibility of maintaining a log of cancellations or instructor substitutions for periodic review by the Dean. If a period of absence for illness requires a faculty member to miss two meetings of the same course, the instructor should arrange with the department chairperson to have the second and any additional successive meetings of the class met by someone else. The Dean should be informed of the arrangements. The rescheduling or relocation of classes as to time or classroom location requires the PRIOR approval of the Registrar and the Dean or Assistant Dean.

CLASS OBLIGATIONS

In emergencies created by winter storms, unusual traffic jams, or breakdowns in public transportation, a faculty member may be delayed in getting to class. Fairly regular lateness of even two or three minutes indicates inadequate planning. Meeting these obligations on the part of the faculty is taken for granted. If, in the case of an emergency, an instructor comes late to class it is expected that the students will wait for a minimum of fifteen minutes after the normal time for starting the class. In the absence of any message to the class concerning probable arrival time, the members of the class are not required to wait longer than this fifteen minute period. Please see that your students are acquainted with this rule and always inform your department chairperson of delays.

CANCELLATION OF CLASSES

In the event of a severe winter storm or other similar condition, it may become necessary to cancel class. Early morning radio announcements are made on such occasions over as many Boston and local radio and TV stations as possible, including:

**Boston**
- WBZ-TV CH. 7
- WILD
- WJDA
- WXKS
- WCVB-TV CH. 5
- WMJX
- WRKO

**RI**
- WPRI-TV CH 12
- WWLI
- WSNE
- WWRX
- WLKW
- WPRO

**Worcester**
- WSRS/WTAG
- WORC

**NH**
- WSEA
- WQLL
- WZID

Announcements concerning cancellation may be heard over most radio stations between 6:30 a.m. and 8:30 a.m.

If a storm or similar condition develops during the day, and evening classes must be canceled, an attempt is made to get radio announcements on the air. Radio announcements of the evening cancellations may be heard from 3 p.m. to 5 p.m. Evening instructors may also
call the University for information after 3 p.m.

Unless classes are officially canceled by the University administration, all College faculty members are expected to meet their classes as scheduled.

**ROOM ASSIGNMENTS AND CHANGES**

Times and places of class meetings are scheduled by the Registrar’s Office in conjunction with the CAS Dean's Office. Any change must be authorized by the Dean's Office following approval by the department chairperson.

The printed class schedule must be strictly followed. Changes in class days, hours, or place of meeting are not permitted without the express consent of the Dean's Office. Off-campus classes also require similar prior approval.

**LIBRARY COLLECTION DEVELOPMENT**

Faculty members have an obligation to assist the Sawyer Library in the development and maintenance of a book and periodical collection which supports the academic programs of the University. Faculty members should participate in the selection of books which support the College's academic and teaching programs and in the removal of those books which may no longer be needed.

At least once a year each academic department is expected to meet to discuss the development of the library collection and make recommendations to the Library (Library Committee) with respect to the direction of selection, withdrawal and inter-library cooperative activities which reflect upon its long-range needs.

**READING DAYS**

Reading days are days set aside each semester between the end of classes and the beginning of final exams. These days are provided to allow students to have concentrated study time to prepare for exams. In addition, reading days are a good opportunity for group review sessions, library work, and special meetings with faculty. No examinations may be held on these days.

**FINAL EXAMINATION POLICY**

1. All enrolled students are expected to take final examinations when scheduled. THE INSTRUCTOR MAY NOT CANCEL OR CHANGE THE DATE OF THE FINAL EXAMINATION WITHOUT APPROVAL OF THE DEPARTMENT CHAIRPERSON, DEAN AND THE REGISTRAR. Take-home exams, term papers or special projects as substitutes for a final exam require the prior approval of the department chairperson and the Dean.

2. Make-up examinations may be requested by students only when incapacitating illness, other emergency or unusual circumstances makes attendance impossible.

3. Requests for make-up examinations must be made in writing by the student to the Dean of Students promptly (within a week) and must be accompanied by a medical
CONDUCTING FINAL EXAMINATIONS

1. Students should be asked in advance not to bring books and notebooks into the examination room.

2. Faculty members may report breaches of examination decorum personally to the Dean of Students and the department head or may handle the problem personally. Students caught in the act of cheating during an examination should be excluded immediately from the examination room. Faculty should preserve the examination book and any other material involved in the incident for possible disciplinary action.

3. University policy does not allow use of student proctors. Faculty members who wish to use a proctor must secure permission from the department chairperson, who will utilize appropriate department funds. University secretaries are not to be used to proctor examinations as part of their regular duties.

FINAL MAKE-UP EXAMINATIONS

If a student is unable to take a scheduled final examination due to incapacitating illness or other documented emergencies, the student may petition to take a make-up of the final examination. Authorized make-up of final examinations are scheduled during the fourth or fifth week of the semester following the missed examination. Petitions for make-up of final examinations are available in the Dean of Students Office. The petition should be submitted as promptly as possible after the scheduled examination. If the instructor agrees to allow a make-up examination, the student will be notified of the date and time of the make-up examination at least two weeks before the date of the test.

Instructors who agree to allow a final examination make-up will send a copy of the examination, along with instructions, to the Dean of Students Office where the examination will be administered. After completion of the examination, the test answers will be sent to the instructor to be graded. The instructor will then submit a change of grade form to the Registrar.

(Whenever possible, arrangements for the make-up of a final examination should be made between the student and the course instructor so that the examination can be taken as soon as possible after the completion of the course. The formal petition process should be used only when an "informal" arrangement between the student and the instructor cannot be arranged).

GRADES

The final grades of faculty members should be turned in to the Registrar's Office in person,
via fax or using the Suffolk Academic Internet Link (SAIL) at the time requested by the Registrar. Failure to turn in grades to the Registrar's Office on time may necessitate considerable inconvenience to the students and additional costs to the University. Any delay in submitting grades by the faculty is considered a very serious matter. The grading system is presented in the Bulletin. Each year, the Dean's Office reviews grades by area, level of courses, and by individual faculty members, in an attempt to secure fair grading practices. All grade changes must be approved by Department Chairs. Grade changes other than revision of an “I” must also be approved by the Dean.

LABORATORY SUPERVISION

In the event of absence or illness of the faculty member responsible for science laboratory sections, the laboratory must be canceled unless a replacement faculty member can be found. Science laboratory sections must be personally supervised by faculty members. Under no circumstances should a Student Teaching Assistant be left in charge.

Departmental safety measures as prescribed by the appropriate department chairperson and the University Safety Officer must always be observed. Safety equipment must be worn by faculty and students in laboratories as directed by state, federal and University regulations.

FIELD TRIPS

Field trips present a scheduling problem. The Dean of Students should be informed of the date of such trips. Students with an activity scheduled at the time of another class may use their discretion as to which to attend. Faculty are requested to send to the Dean's Office copies of letters thanking appropriate persons for any field trip facilities provided.

COPYRIGHT POLICY

With regard to the potential for copyright infringement within the University community, the areas of primary concern are photocopying of print materials, duplication of audio-visual materials and duplication of computer software. The University is concerned with both the making of illegal copies on university equipment and the use of illegally made copies at the university. Please note that the legal or insurance protection of Suffolk University will not be extended to employees who violate copyright law. The following statements represent Suffolk University's official policies governing these activities.

Congressional guidelines on "educational fair use" of books and periodicals

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a classes:

A. A chapter from a book;
B. An article from a periodical or newspaper;
C. A short story, short essay or short poem, whether or not from a collective work;
D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper;
II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

A. The copying meets the tests of brevity and spontaneity as defined below; and
B. Meets the cumulative effect test as defined below; and,
C. Each copy includes a notice of copyright.

Definitions

Brevity

1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

4. "Special" works: certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience and fall short of 2,500 words in their entirety. Paragraph "2" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such a special work and containing not more than 10% of the words found in the text thereof, may be reproduced.
**Spontaneity**

1. The copying is at the instance and inspiration of the individual teacher.

2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

**Cumulative Effect**

1. The copying of the material is for only one course on the school in which the copies are made.

2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

3. There shall not be more than one instance of such multiple copying for one course during one class term.

(The limitations stated in "2" and "3" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

**Library Policy**

All copying machines in the libraries have the following warning label: "The Copyright Law of the United States (Title 17 U.S. Code) governs the making of photo copies of copyrighted material. The person using this equipment is liable for any infringement."

**Classroom Use of Videotape labeled "Home Use Only"**

The Motion Picture Association of America believes that the Copyright Law permits the showing of videotapes labeled "Home Use Only" in a classroom in a non-profit educational institution as it is part of "face-to-face teaching activities." The use must be part of the instructional program and cannot be for recreation, entertainment, or part of student activities.

Any duplication or copying of a copyrighted videotape is against the law. This would include duplicating a videotape to make an archival copy or transferring a program from one videotape format to another.

**Off-Air Videotaping**

All requests for off-air videotaping submitted to University Media Services must follow the congressional guidelines for off-air taping. Please speak with UMS staff regarding these guidelines or refer to the University's complete copyright policy.

**Responsibilities of Computer Users**

Faculty and other users of software under Suffolk University auspices or on university equipment need to face the legal and ethical issues involved in copyright laws and publisher
license agreements and must accept the responsibility for enforcing adherence to these laws and agreements. Budget constraints do not excuse illegal use of software. Users of Suffolk University equipment are responsible for taking all reasonable precautions to prevent copying or the use of unauthorized copies on university equipment. Illegal copies of copyrighted programs may not be made or used on university equipment.

**For Additional Information**

These copyright policies are excerpted form "On Matters of Copyright: An Informational Bulletin for the Suffolk University Community" prepared by the University Committee on Copyright Policy, Midge Wilcke, Chairperson. The University's policy is based upon Public Law 94-553, October 19, 1976, Title 17 - COPYRIGHTS, and the Congressional Guidelines on Section 107 of that law which cover educational fair use. Copies of the complete policy are available in the following offices: the Office of the President; the Office of the Vice President/Treasurer; the Human Resources Office; and the three offices of University Media Services. In addition, copies are available in each of the dean's offices.

**TEXT REQUISITIONS**

Faculty are requested to place their text requisitions for the Fall term in May and for the Spring term by the end of October. All requisitions must be approved by the department chairperson before being sent to the Bookstore.

**RESERVE BOOKS**

Please advise the College Library of reserve book needs for the Fall term in May and for the Spring term by the end of October. In addition, a list of required collateral reading should be submitted as early as possible so that the books may be placed on the reserve shelves. New titles should be ordered well in advance of the time required.

**OUTSIDE EMPLOYMENT (FULL-TIME FACULTY)**

Outside employment that interferes with a faculty member's responsibilities in the College is not permitted. Faculty members should consult with the Dean about employment beyond University duties before they accept outside employment. In the fall of each academic year, full-time faculty members are required in completing their faculty questionnaires to report on their outside employment for the past year, and to project outside employment for the current academic year. The Dean reviews these reports and consults with individual faculty members concerning any outside employment that appears might interfere with their College duties.

**TUBERCULIN TEST**

Massachusetts Law requires that all faculty provide proof that they are free of tuberculosis in a communicable form. If you have received a negative intradermal tuberculin test within 90 days prior to your date of employment, please submit the results of the test to the University Health Services. If you have not had a TB test within the required time period, please call University Health Services to schedule an appointment for the test. The test is free of charge.
INAPPROPRIATE STUDENT CONDUCT AND PLAGIARISM

The policies governing student conduct, cheating on examinations, and plagiarism will be found in the Suffolk University Bulletin. Procedures for handling offenses are detailed as part of the "Code of Justice," in Before and After Five (the College student handbook). The cases of students who are charged with violating the rules of conduct or academic rules are heard by the Dean of Students or by the Joint Committee on Student Conduct. If unusual disciplinary problems are encountered, the instructor may confer with the Dean of Students as to the appropriate disciplinary action.

Plagiarism is defined in The Random House Dictionary of the English Language as "the appropriation or imitation of the language, ideas, and thoughts of another author, and representation of them as one's original work." Clearly, then, plagiarism also includes purchasing or borrowing a paper. While not technically plagiarism, it is also forbidden to submit paper to more than one instructor without the knowledge and written permission of both. The University regards plagiarism as an extremely serious offense. Taking credit for work not one's own is theft, and shows contempt for the purpose of a university education. Failure in the course, and even dismissal from college, can result.

Every college student needs to understand that in writing a paper s/he must put within quotation marks anything copied from a source, and acknowledge ideas taken from another individual, even when the wording is completely changed. If it is a theme or essay, rather than a research paper, the instructor may allow an acknowledgment in the text of the paper, rather than in a footnote or reference. However it is acknowledged, this is simply a matter of being honest about the sources of the idea, and it is all that is needed in a regular theme or essay.

Research or term papers present a more complex problem. The student is being asked to look up material in a library and to use footnotes or references and a bibliography. If the student's ideas or conclusions are the result of his/her total reading, they need not be referenced, but if they are instead the ideas of one of his/her sources, that source must be credited. Scientific writing may have special requirements.

SMOKING POLICY

Smoking is prohibited throughout Suffolk University facilities.

The policy is based on two principles:

1. Suffolk University has a responsibility to take reasonable steps to protect the health of people while working or attending the University.

2. Optimally, no one at the University should be exposed involuntarily to tobacco smoke.

Suffolk University acknowledges that the successful implementation of the policy requires cooperation and mutual respect, and sensitivity on the part of both smokers and non-smokers.
SUFFOLK UNIVERSITY DRUG AND ALCOHOL POLICY

Standards of Conduct

The University prohibits the unlawful possession, use or distribution of illicit drugs and the unauthorized illegal possession, use or distribution of alcohol on University property or as any part of a University-sponsored activity.

Disciplinary Sanctions

The University will enforce its policy against the unlawful possession, use or distribution of illicit drugs and the unauthorized, or illegal possession, use or distribution of alcohol in a consistent manner and in accordance with local, state and federal laws. Possible disciplinary actions include warning, probation, suspension, expulsion, termination of employment, requirement of satisfactory participation in a substance abuse treatment, counseling, or education program as a condition of reinstatement, continued employment or matriculation. Actual disciplinary action will be imposed based upon a review of the circumstances of the case.

The following examples illustrate the range of sanctions for particular violations of the standards of conduct:

1. Possession of an illicit drug in an amount not implying intent to distribute:
   First Offense: Written warning
   Second Offense: Suspension up to 2 weeks
   Third Offense: Suspension, expulsion or termination

2. Use of an illicit drug:
   First Offense: Entrance into and satisfactory completion of a treatment program approved by the University; failure to enter and to satisfactorily complete the program will result in suspension; expulsion or termination.
   Second Offense: Suspension
   Third Offense: Expulsion or termination

3. Distribution of illicit drugs or possession with intent to distribute:
   First Offense: Suspension, expulsion or termination

4. Use or possession of alcohol by an individual under the age of 21:
   First Offense: Written warning
   Second Offense: Suspension for up to 2 weeks or, where appropriate, a 3 day suspension and entrance into and satisfactory completion of a treatment program approved by the University; failure to enter into and to satisfactorily complete the program will result in suspension, expulsion or termination.
   Third Offense: Suspension, expulsion or termination

5. Distribution of alcohol to an individual under the age of 21 years:
   First Offense: 5 day suspension
Second Offense: Suspension, expulsion or termination

6. Use or distribution (in an open container) of alcohol by an individual 21 years of age or older at a University activity where alcohol is not approved:
   First Offense: Written warning
   Second Offense: 3 day suspension and entrance into and satisfactory completion of a treatment program approved by the University; failure to enter into and to satisfactorily complete the program will result in suspension, expulsion or termination.
   Third Offense: Suspension, expulsion or termination

Drug and Alcohol Counseling, Treatment, or Rehabilitation Programs

The University Counseling Center is available to help employees or students with substance and alcohol abuse and to provide assistance for referrals to outside agencies and programs. Appointments may be made by calling the Counseling Center.

The Counseling Center maintains strict confidentiality of records and counseling relationships. No information regarding counseling relationship is shared with anyone inside or outside the University unless a written release to do so is provided by the employee or the student. In the event that entrance into a counseling, treatment or rehabilitation program is required as a disciplinary measure two written releases to the appropriate Dean or to the Human Resources Office will be required, one to indicate entrance into the program and one to confirm satisfactory completion of the program.

Health insurance plans available to employees or students may provide varying levels of coverage for alcohol and substance abuse programs. Further information on plan coverage for employees is available from the insurer or from the Human Resources Office. Information on plan coverage for the student plan is available from Health Services.

The Drug-Free Workplace Act

Employees involved in work under federal grants and contracts must abide by the University's prohibition of the unlawful manufacture, distribution, disposition, dispensation, possession or use of controlled substances on the University's premises or while representing the University off-campus. Employees are required to notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring either on the premises of the University or while representing the University off-campus. The notification must be made within five days of the conviction. In cases involving federal funding, the University is required to notify the funding agency within ten days after receiving the actual notice of conviction. The University will take appropriate action within thirty days of notice of the conviction.
GUIDELINES TO ASSURE THAT SUFFOLK UNIVERSITY RESOURCES ARE NOT ILLEGALLY USED FOR POLITICAL PURPOSES

Political activities, including campaigning for candidates or upon issues, by faculty, officers, administrators, staff and students, must be kept separate and distinct from the activities of Suffolk University, and resources that the University has received for educational purposes may not legally be used for political purposes.

To provide a clear separation between the University's educational programs and any political activities by individuals and to assure that political campaigning and election activities do not involve the use of funds and other resources held for educational purposes and that activity by individuals will not be mistaken for University action, these guidelines should be observed:

1. Neither the name nor seal of Suffolk University nor any of its colleges, schools or departments should be used on letters or other written material intended for political purposes, including the solicitation of funds for political purposes or activities.

2. No Suffolk University office and no faculty or staff member's office should be used as a return mailing address for the solicitation of funds or endorsement of candidates for public office, or support for proposed legislation.

3. In political correspondence, the University title of a faculty or staff member should be used only for identification and only when accompanied by a statement that the individual is speaking for himself/herself and not as a representative of the University.

4. No University duplicating machines, computers, telephones, or other equipment or supplies may be used for political purposes.

5. No office employee nor other employee of the University should be asked to perform tasks in any way related to political activities while on regular duty.

6. In no case should any action be taken which might implicate or be thought to implicate the University in any political activities.

Not only will political activity on the part of the University jeopardize its exemption from federal and state income taxes, but it also will jeopardize the University's exemption from City of Boston real estate taxes.

We trust that there will be no action on the part of the faculty, administrators, staff or students, which by any possibility will risk the loss of Suffolk University's tax exemption.

WRITING ACROSS THE CURRICULUM PROGRAM

On January 28, 1988, the CAS Faculty Assembly mandated College-wide implementation of the following plan:
I. The English Department shall continue to teach writing in the freshman and sophomore English courses, which have an intensive writing focus.

II. Writing shall be required in courses that come under the heading of All-College Requirements. Students shall be informed of this writing requirement in the college catalogue. Departments retain the prerogative of determining whether a given course shall be exempt from the general rule.

The requirement that writing be incorporated into courses may be satisfied in a variety of ways. The aim is to provide students with suitable writing experience and to determine which students need special assistance to develop effective writing skills. The following are examples of forms of writing that serve these purposes:

1. short essays
2. research papers
3. laboratory reports
4. essay examination responses
5. written homework assignments
6. journals

III. Departments shall assume full responsibility for the teaching of writing to their majors in the junior and senior years.

Each department shall designate several of the courses listed under Major Requirements as "writing-emphasis courses." These courses will focus on effective writing within the disciplines.

Students shall be required to take at least one writing-emphasis course in their major before their final senior semester, preferably during the junior year.

IV. Some departments may find it to their advantage to limit the enrollment in courses that require writing to 25 students. Other departments may not find a limited enrollment suited to their needs and may determine other appropriate ways to reduce the workload or increase the compensation of faculty teaching courses that require writing.

V. Detailed evaluation of student writing skills shall take place in the All-College Requirement courses, as well as in the writing-emphasis courses in the disciplines. This procedure will facilitate the identification of students whose skills are deficient. Arrangements can be made for these students either to take writing workshop courses or to work with peer tutors.

Departments shall determine the best means for overseeing the teaching of writing in the All-College and Major Requirement courses, and shall arrange for the timely evaluation of writing appropriate to the discipline.

To provide for program coordination and to establish norms for implementation, each
academic department shall submit its Writing Across the Curriculum plans for review by the CAS Curriculum Committee and the CAS Educational Policy Committee.

PARADIGMS FOR CREDIT-BEARING OUT-OF-CLASSROOM EXPERIENCES

On April 5, 1984, the CAS Faculty Assembly mandated the following paradigms/guidelines and nomenclature for out-of-classroom experiences for which students are to receive academic credit:

I. Internship -- a work placement outside the University which emphasizes the application of knowledge through experience over its acquisition in theoretical form.

II. Practicum -- a program which uses practical field experience to demonstrate knowledge gained concurrently in the classroom (i.e. a program in which the field experience is employed in a manner similar to the way in which a laboratory component is employed in a natural science course--to provide an experiential supplement to the course's primary activity: the acquisition of theoretical knowledge in the classroom).

III. Directed Study -- an individualized academic project supervised and evaluated solely by a Suffolk University (CAS) faculty member.

Guidelines for Internships:

1. An internship is an off-campus work placement for which remuneration may or may not be received by the student. Academic credit will be awarded as decided by the academic department involved.

2. A student should be visited on-site, whenever feasible, on a regular basis by his/her CAS faculty advisor. These visits will provide a basis for evaluation of the student's job performance.

3. The student should keep a log, journal, or other appropriate record of his/her daily experiences on the job.

4. Periodic interviews between faculty advisor and student should be held whenever appropriate.

5. Every internship will result in the generation of an analytical product which is related to the work experience. This may take the form of a research project, review paper, statistical analysis, etc. This project must be completed for credit to be received.

6. Departments should establish background course work and other requirements to assure that a minimal standard of knowledge and competency is achieved prior to placement.

7. A seminar, which is tied to the internship program is highly desirable. The seminar
requirement may be fulfilled before, during, or following the internship as is appropriate to each program.

**Guidelines for Practica:**

The practicum is similar to a laboratory experience; it provides an avenue by which the student gains experience in the field while being enrolled in a course for which there is a classroom component. Work experience in a practicum is limited and directly relevant to the concurrent classroom discussions.

1. The student should keep a log, journal, or appropriate record as documentation of his/her observations.

2. An analytical product relating field observations and experiences to knowledge acquired in the classroom will be expected. This may take the form of a paper, case study, research report, etc.

3. Where appropriate, on-site visits by CAS faculty advisors and on-campus student/faculty interviews are encouraged.

**Guidelines for Directed Study Courses:**

1. The project is done under the direction of a Suffolk University CAS faculty member, who will be the sole evaluator of the project.

2. The course of study for the project will be determined through conferences between the student and the evaluating faculty member.

3. Undergraduate Directed Studies, 5[00] level courses, are available to Seniors in good academic standing (Juniors with strong records may also be eligible) only when a student's program merits the course, and it has the approval of the student's instructor, advisor, department chairperson, and dean. Only one directed study per semester is permitted.

4. It is also advisable for the student to submit a written proposal to the chairperson of the department, who will then circulate the proposal to all full-time faculty members in the department for their comments and approval.

5. Normally not more than a total of two directed study courses are allowed and these must be limited to a student's major field of study.

Academic credit should not be awarded on the basis of work on a job alone. Academic credit must be the result of academic achievement. The analytic product embodying such achievement can be the offshoot of work experience, but should represent time and effort commitments beyond (in addition to) those required on the job. The total credit bearing out of classroom experiences for any student is limited to that aggregate amount permitted for that student by the Dean following a careful review of the student's college program.

**CONTRACT FOR INCOMPLETE GRADE**
The attached sample for recording faculty-student contract for Incompletes was approved by the Faculty Assembly May 28, 1997. Faculty were encouraged to use it or something similar to document contracts made between a student and faculty member regarding the work necessary to make up an Incomplete. This form does not intend to limit in any way faculty members’ freedom to use an Incomplete or make any agreement necessary. Its purpose is to provide a written document to eliminate debate or misunderstandings. A copy should be given to the student, and a copy should be kept by the faculty member. It was suggested that a copy of the contract be also housed in the department office and/or the CAS Dean’s Office.

A contract such as this can be valuable for the following reasons (a) to confirm the agreement when the faculty member is no longer available (sabbatical or adjunct faculty) and no one knows what was expected of the student in the faculty member’s absence, (b) to eliminate potential debate by providing a written testimony to what was originally agreed upon, which, hopefully, will diminish controversy about expectations when the I is turning to an F, (c) to give a written document to high risk students and students in crisis who find it difficult to remember oral agreements made during emotional moments.
CONTRACT FOR INCOMPLETE GRADE FORM  
(NAME OF DEPARTMENT)

Student _____________________________________________ ____________________
(Last)   (First)  (M.I.)  (Student I.D.)

Course No.____________ No. of Credits __ _________ Semester/Year _______________

Course Title_______________________________________________________________

TERMS OF INCOMPLETE GRAD CONTRACT

Description of Work to be Completed:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Agreed Date of Completion: ___________________________________________________
(Month)   (Day)   (Year)

Signed: __________________________________ Date: _______________________ 

Signed: __________________________________ Date: _______________________

Copies to:  Student
Faculty Member
Departmental Office
CAS Deans Office
FACULTY QUESTIONNAIRE

In order to enable the Dean's Office to maintain accurate and current faculty personnel files, faculty members are asked to complete a questionnaire similar to the following each fall.

Suffolk University
College of Arts and Sciences
FACULTY QUESTIONNAIRE 2005-2006

ACTIVITIES, 2004-2005

In the spaces below or on a separate attachment, please describe your professional activities for the past year, using the following categories:

I. Scholarship and Artistic Activity
   A. Publications (include full citation)
   
   B. Submitted for Publication (indicate if accepted or in process)
   
   C. Papers Presented
   
   D. Poster Sessions
   
   E. Works in Process
F. Other Scholarship

G. Artistic Exhibits or Performances

II. Honors or Recognitions

III. Outside Work
   A. Consulting/Internships

   B. Other Outside Employment for Compensation

IV. Professional Development, Extension, and Public Service

V. Professional Memberships, Offices Held, and Meetings Attended

SUFFOLK UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

Activity Report

FACULTY MEMBER AND/OR ADMINISTRATOR, FALL 2005

NAME:                     DEPARTMENT:

ADDRESS:                _____FULL-TIME   _____PART-TIME

HOME PHONE:  (     )      CURRENT RANK OR TITLE:

HIGHEST EARNED DEGREE (Degree, Institution, Date Received):

DATE OF BIRTH:
(This item is confidential, and for use only as part of a composite institutional database).

TEACHING PROGRAM FOR ACADEMIC YEAR 2004 - 2005:

FALL TERM, 2005:

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Number</th>
<th>Course</th>
<th>Sem.</th>
<th>Hours Per Week</th>
<th>Contact Hrs.</th>
<th>Enrollment</th>
</tr>
</thead>
</table>

SPRING TERM, 2006:

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Number</th>
<th>Course</th>
<th>Sem.</th>
<th>Hours Per Week</th>
<th>Contact Hrs.</th>
<th>Enrollment</th>
</tr>
</thead>
</table>

OTHER INSTITUTIONAL OBLIGATIONS FOR 2005 - 2006
(CAS AND SUFFOLK UNIVERSITY):
RESEARCH AND OTHER SCHOLARSHIP, 2005 - 2006:
Indicate status:
P=Work in Progress;
C=Completed;
S=Submitted for Publication;
A=Accepted for Publication;
N=Not Intended for Publication.
(If published, please provide publication data).

<table>
<thead>
<tr>
<th>STATUS</th>
<th>TITLE</th>
<th>PUBLICATION DATE (IF RELEVANT)</th>
</tr>
</thead>
</table>


Please complete this form and return it to the Dean’s Office by Friday, September 23, 2005.

All the information which appears on this form is necessary to keep each individual’s dossier current and accurate. All unlisted phone numbers must be kept on file in the Dean’s Office where they will be kept confidential.

Please complete this form even if you have no changes.

If your home address has changed from that of last year’s form, please make an (x) in this space ____. You must also notify Payroll of the change in address.

NAME ____________________________________________

HOME ADDRESS ____________________________________

(CITY) ________ (STATE) ________ (ZIP) _____________

If your home telephone has changed from that of last year’s form, please make an (x) in this space ____.

HOME TELEPHONE _________________________________

SPOUSE’S NAME __________________________________

UNLISTED NUMBER ( ) ______________________________

EMAIL _________________________________________
SECTION 4.

STUDENT ADVISING:

INFORMATION, RESOURCES, AND REFERRALS
ADVISING

The following information is provided in the Suffolk University Undergraduate Advising Handbook, which was revised fall, 2001. It is available on-line at www.cas.suffolk.edu/deansoffice/AcademicAdvisingManual.html. Faculty members should familiarize themselves with the information reprinted here, as well as with the contents of the entire handbook. All inquiries and comments should be directed to David Gallant, Director of Undergraduate Advising.

PRIVACY AND PRIVILEGED COMMUNICATION

The Buckley Amendment: Advisors' Responsibilities and Student Rights To Privacy

Since advisors maintain educational records--records of advisees' grades and other information--they must understand the provisions of the Family Educational Rights and Privacy Act of 1974 (commonly referred to as The Buckley Amendment). Basically, this act provides students with access to information placed in their advising files. Furthermore, it ensures that only school officials with a legitimate educational interest may see the students' files. The student's permission must be obtained before any other party may have access to his/her file. Thus, advisors, upon request, must allow students access to their advising file. This fact, however, does exclude a student's right of access to notes that the advisor may have made during the advising sessions. Under this Act, these notes constitute records made by educational personnel and kept solely in their possession. Advisors may allow someone who temporarily performs his/her advising duty to see the notes; if the advisor is to be replaced permanently, however, he/she should remove any personal notes from the student's file before transferring the file to the replacement. Advisors should ensure that their notes from advising sessions are related to academic issues in any event.

Information in the file may be sent to parents or guardian(s) of financially dependent students under age 18 without the student's written consent, if requested by the parent. Institutional policy, however, will determine whether or not information must be sent to parents without the student's consent.

According to the Buckley Amendment, a record also must be kept of requests received from school officials to obtain information from the student's file. The record should not only identify the official making the request, but also the official's legitimate educational reason for requesting the information. The record should remain in the student's file. Each institution is individually responsible for determining which parties qualify as "school officials" and what constitutes a "legitimate educational interest." Advisors should familiarize themselves with their institution's policy governing this matter, as well as other institutional policies regarding implementation of the Buckley Amendment.

Privileged Communications

Although the law recognizes the student's right to privacy of his/her educational records, it also recognizes the advisor's right to privileged communications. Thus, in an effort to help a student, advisors can discuss confidential information regarding that student with other appropriate individuals. The courts generally will respect the right to such communications and will not hold the advisor liable for statements considered as privileged communications. This right, however, is not an absolute one, and advisors must exercise good judgment in
making all confidential statements. To determine the appropriateness of a confidential
discussion, an advisor should simply ask if such a discussion would serve the student's best
interest.

At times, students will come to advisors with personal problems; normally these problems
should remain confidential. In some instances, however, a student may tell the advisor
information that would prove harmful to the student or possibly to others, such as the
intention to commit suicide or the desire to harm another person. Although the statements are
made in confidence, an obligation rests with the advisor to disclose such information to an
appropriate party, such as parents, an intended victim, a school psychologist, or police.

Academic advisors may wish to consult with the Director of the Counseling Center in such
circumstances.

THE ADVISING PROCESS

1. Exploration of life goals
2. Exploration of career/educational goals
3. Selection of educational program
4. Selection of courses
5. Scheduling of classes

Purposes of the Academic Advising System:

To provide students with academic advice designed to help them meet their individual
interests and needs while completing the requirements of the curriculum, and in so doing to
make the most of their years at the college.

To insure that students are educated not only for the present but also for the future by
helping students receive the education best suited to them individually thereby preparing
them for the future worlds of work and of leisure and to help them develop as educated,
sensitive, sensible, and responsible citizens.

To give students a resource upon which they can draw advice, information, and accurate
referrals on policies, procedures, regulations, and requirements.

To encourage students to establish a positive relationship with a senior professional with
whom they can talk, explore ideas, and plan for the future.

To illustrate to students that the college does care about and is sensitive to the needs of every
individual student as a person.

To inform students about campus resources and empower students to use them.
Responsibilities of the Faculty Advisor:

To be available to students by posting and maintaining regular office hours, by seeing students by appointment, and by increasing hours of availability during Advising and Registration periods--supplemental to scheduling, etc., and informal hallway discussions. It is suggested that advisors ask students how they can best be reached in the event a scheduled appointment must be canceled.

To assist students in program planning, concentrating not only on what courses to take but also on how, when, where, and why they should be taken, given the individual student's needs and abilities:

- to insure that students meet all degree requirements;
- to check that students meet all major and minor requirements;
- to insure that prerequisites have been taken and successfully completed, allowing for the timely completion of the student's program;
- to sign certain forms (i.e., registration, outside course authorization, etc.) submitted by their advisees;
- to suggest that students meet distribution requirements by selecting those courses best suited to meet their needs; to encourage students to take their required English courses as early as possible. (before they have reached 60 credits);
- to develop with students a total educational package which uses General Education Requirements, major and minor programs, and electives to provide both a education and career preparation;
- to facilitate the integration of educational, career, and life goals;
- to provide transition guidance;
- to monitor academic progress and encourage academic performance;
- to encourage students' appreciation and application of academic discipline through dialogue and example.

To make sure that students are aware of and understand the options open to them:

- to choose courses to meet General Education Requirements;
- to gain exemptions from (and credits for) specific courses, particularly basic skills requirements;
- to select major and minor programs;
• to select courses within their major and minor programs;
• to choose free electives;
• to utilize Directed Study, Independent Study, Internships, Cooperative Education, etc.;
• to participate in a program of international education;
• to link the program of study with uses and opportunities beyond graduation;
• to stimulate consideration of graduate study when appropriate.

To be sure that students are aware of the support services available to them (e.g., Learning Center, Math Support Center, Second Language Services, Career Services and Cooperative Education, Writing Skills Center, Library, University Media Services, Health Services, etc.) and know how to access them.

To be familiar with general career information relevant to the particular major and to make referrals to career counseling resources for specific information.

**Responsibilities of the Student:**

• to know who the faculty advisor is.

• to visit with the faculty advisor regularly.

• to make sure that all requirements for graduation are met.

• to become thoroughly familiar with the college catalogue and fully understand the major and general degree requirements.

• to use support services recommended.

**Responsibilities of the Department:**

**In CAS,** to provide the Office of Undergraduate Admission with the names of advisors for assignments to students; and to provide faculty advisors with pertinent materials (including check sheets) regarding the major program.

**In SSOM,** the Dean's Office Assigns faculty advisors. The Dean's Office also provides faculty advisors with necessary materials on the major field, with academic standing materials and changes in courses or degree requirements.

To encourage informed, responsible, and sensitive advising.
Special Circumstances: Open Majors

Undecided students, often referred to as open majors, are assigned a designated core advisor by the coordinator of undergraduate advising. Core advisors are faculty members drawn from CAS academic departments. The function of this advisor is to assist students in course selection and registration, to provide information about University resources, and to help transition the student into a major course of study. Once the student decides upon a major, the core advisor will assist the student in making contact with their chosen department where they will be assigned a permanent advisor.

Questions and concerns about open majors in particular, or about the core advisors program in general, should be directed toward David Gallant, Director of Undergraduate Advising, CAS Dean’s Office.

STUDENT REFERRALS

Information regarding the following College offices, agencies, and programs is provided to help CAS faculty members in deciding where, as advisors, they might most helpfully refer high-risk, high-ability, and part-time students. Faculty members need to familiarize themselves with these agencies and options in order that they can make swift and competent referrals.

AHANA (AFRICAN-AMERICAN, HISPANIC, ASIAN & NATIVE AMERICAN) STUDENT SUPPORT

The Assistant to the President and Director of Diversity Services serves as a resource person and advocate for African-American, Hispanic, Asian and Native American (AHANA) students as well as those from other racial and ethnic backgrounds. Concerns that are brought to this office typically relate to personal life, adjustment to campus, academic progress or career planning. Since the office is also a center of information on selected jobs and study opportunities, students are encouraged to call or visit whether or not they have specific concerns.

The Assistant to the President collaborates with other campus members to develop programs and events which meet the needs of AHANA students, which provide knowledge of AHANA cultures or which foster unity across cultures.

The office of the Assistant to the President and Director of Diversity Services is located in Donahue 209; the telephone number (617) 573-8613; emails may be sent to brobinso@suffolk.edu. Visitors may come with or without an appointment on Monday through Friday between 8:45 a.m. and 4:45 p.m. Evening appointments are available on request. All visits are confidential.

ARCHER FELLOWS PROGRAM

The Archer Fellows program, for “highly-motivated, academically-promising students,” is the CAS All-College honors program. Supervision of the Archer Fellows Program is done by the Archer Fellows Steering Committee Supervision of the Archer Fellows Program is handled by the Archer Fellows Steering Committee (see the current
University Catalog for composition of this committee). Questions should be directed to David Gallant, Director of Undergraduate Advising, who handles administrative management of the program. The Archer Fellows program is structured as follows:

**Eligibility Designation**
Archer Fellows is offered each year by the College of Arts and Sciences to the twenty-five most highly-motivated, academically promising students in the freshman class, and to similarly qualified transfer students. Additional highly motivated, academically promising students may apply for membership in the Archer Fellows program up to and including the first semester of their junior year. Students may withdraw from the program, without penalty, at any time during their academic career in the College.

**Special Benefits**
Archer Fellows receive, throughout their career at the College, special recognition, orientation, and advising. Fellows participate in “challenge seminars” and “challenge courses” which allow students the unique opportunity to shape their learning experience to meet their needs and interests as well as work in close collaboration with College faculty members. Fellows are offered, and help plan, a series of social and intellectual events to bring them together. Each event offers them food for thought, and the opportunity to get to know members of the faculty. Finally, Archer Fellows are separately listed in a place of special honor on the Commencement program at their graduation ceremony, and their student transcripts (sent to potential employers and to graduate or professional schools to which they apply) explaining this special distinction, as well as the special requirements and responsibilities, of participation in the Archer Fellows program. Each full-time Archer Fellow receives a merit scholarship of $500 per year. Scholarships are activated as funding becomes available through graduation and program attrition.

**Academic Program and Requirements**
As freshmen, Archer Fellows are participants in a special two-semester honors section of the Freshman Integrated Studies college introductory course. As a sophomore, each Archer Fellow chooses, from among six or seven possible topics, a one-semester “challenge seminar” in either the fall or the spring semester. The topics of the “challenge seminars” are decided on by the Archer Fellows Steering Committee. The topics of the “challenge seminars” offered each semester are decided by the Faculty Coordinator of the Archer Fellows program Dr. David Robbins. As a junior, each Archer Fellow again selects a one-semester “challenge seminar.” As a senior, each Archer Fellow is required to participate in the honors course(s) or program offered by her or his major department. Each Fellow also elects a final one-semester “challenge seminar.”

In addition, Archer Fellows must take several additional 3-semester-hour “challenge” courses in which the Fellow takes on, in consultation with the course instructor, an additional “challenge” (or “honors”) responsibility which the Fellow regards as adding value and interest to her or his academic experience. Overall, the “challenge courses” and “challenge seminars” taken by an Archer Fellow must, at any given time in her or his academic career in the College of Arts and Sciences, constitute no less (although they may constitute substantially more) than 20% of the CAS semester hours that she or he has attempted. To remain in good standing, an Archer Fellow also needs to maintain a
“B” average in “challenge courses”, and “challenge seminars”. A 3.0 (“B”) overall average in any given semester, and a cumulative grade point average of 3.0 (“B”) or better must also be attained. To graduate with designation as an Archer Fellow, a College of Arts and Sciences student must have completed a minimum of twelve semester hours of “challenge” experiences (“challenge courses” plus “challenge seminars”).

**BALLOTTI LEARNING CENTER**

The Ballotti Learning Center is a multi-faceted support service providing diverse programs for the Suffolk University community. Most Learning Center programs offer strategies and techniques for improving academic success. For this reason, Learning Center programs are appropriate for students preparing for graduate school as well as students needing academic support in their current undergraduate or graduate program.

The following services are available at the Center:

**Educational Consultants/ BLC Counselors:** Professional academic counselors assist students with their academic performance. Individual meetings focus on an assessment of personal learning style, diagnosis of academic difficulties, development of study strategies, overcoming academic difficulties, referral to campus resources and matching with a peer tutor. A specialist is available to meet with students with learning disabilities.

**Peer Tutor Program:** Peer instruction in strategies for Time Management, Exam Preparation, Text Comprehension, Note-taking, Learning Style Analysis, etc., applied to current course work. Particularly appropriate for students preparing for graduate school or for students who are having academic problems in more than one course.

**Study Groups:** Review sessions for targeted high risk classes in which student leaders model techniques and strategies for understanding course content.

**Campus Referral:** Central information service for providing referral information about resources on campus.

**Materials Resource Library:** Self-study preparation for GRE, GMAT, MAT, LSAT, and CLEP examinations. This self-study library also includes study skills handouts, academic reference materials (dictionary, thesaurus, handbooks, etc.)

**AHANA/ International Peer Liaison Program:** Peer outreach to answer questions and generally support minority students during their transition into the Suffolk University community.

**CLEP:** College Level Exam Program (CLEP) allowing student to receive college credit by demonstrating content achievement.

**University Achievement Program:** Weekly seminars to assist first semester students in academic and personal adjustment to college life.

**Special Services:** Outreach program to provide support to high-risk students identified by faculty and/or academic standing committees.
The Ballotti Learning Center is located in the Donahue Building, 41 Temple Street, Room 208. The Center is open 9:00 a.m. to 5:30 p.m., Monday through Friday. Evening hours are posted each semester. All services are free. For further information, stop by the Center or call 573-8235.

SECOND LANGUAGE SERVICES

The Second Language Services (SLS) office provides support services for students who do not speak English as their native language. SLS offers intensive English instruction through the English Language for Internationals and English as a Second Language programs. In addition, language workshops and tutorials through Language Related Services aid students who have begun their degree coursework. Our offices are also open to students in need of advice, moral support, or referrals to other campus programs and services. The SLS office works closely with the Ballotti Learning Center and the Center for International Education to ensure that all students with a second language background are given the support and opportunities they need to succeed at Suffolk.

Second Language Services is located in the MTA building at 20 Ashburton Place, on the ground floor. The office is open 9:00 a.m. to 5:00 p.m., Monday through Friday. All services are free. For further information, stop by or call 573-8677 (voice mail is available after business hours.)

CAMPUS MINISTRY

The Office of Campus Ministry and Interfaith Center exist to help students, faculty and staff meet their spiritual, moral and social needs. The Center offers a meditation room, as well as an 18 seat Interfaith Room, to members of the University’s many religious traditions. A Protestant chaplain serves as a counselor and spiritual guide. All are invited to the Interfaith Center, located on the 5th floor of the Donahue Building, to discuss whatever personal, social or religious concerns they might have. Upon request, arrangements can be made with other religious leaders for counseling and guidance.

CAREER SERVICES AND COOPERATIVE EDUCATION OFFICE

The Career Services and Cooperative Education Office assists students in developing career goals, exploring career alternatives, and initiating the strategies and techniques necessary to secure successful, fulfilling employment. Freshman, sophomore, and transfer students are especially encouraged to familiarize themselves with the services available to them through the Office. Services include: Career counseling, help selecting a major, and assistance finding career related work experience.

Workshops are also offered which focus on topics such as resume writing, interviewing, job search strategies, career panels and other world-of-work issues. Additional services provided by the office are the Alumni Career Advisory Network, full- and part-time job listings and the Recruiting Employers' Program.

Staffed by trained professionals, the Career Services and Cooperative Education Office offers individual career counseling and access to a comprehensive resource library that
includes books, periodicals, and directories as aids for all levels of career concerns.

**CONTINUING AND PROFESSIONAL STUDIES PROGRAM (CAPS)**

The Continuing and Professional Studies program is a non-degree, continuing education program available to students at Suffolk University. A student can register for college courses without formally applying for admissions status. CAPS students are required to submit a CAPS registration form during the designated registration period. There are no limits to the number of credit hours a student can earn in the undergraduate CAPS program, however, students interested in eventually entering a degree program are encouraged to do so after the accumulation of 30 credits. At the graduate level, students need to provide proof of a bachelor’s degree for all CAS graduate programs and are limited to two courses (6 credits) before having to apply for degree status. The School of Management does not allow CAPS students to register in MBA or other graduate business courses.

In the School of Management, CAPS students are eligible to enroll in classes at the undergraduate level, and School of Management courses 310 and higher only if the necessary prerequisites have been completed. These completed prerequisites must be verified by an official college transcript. Students may take two courses (6 credits) in MPA or MHA programs before having to apply for degree status. The School of Management does not allow CAPS students to register in MBA or other graduate business courses.

**COUNSELING CENTER**

The primary goal of the Counseling Center is to help clients meet their academic, personal and career goals in a more effective and healthy manner. Services include: individual and group counseling, vocational and personality testing, Career Library and other resources to help students in exploring life and career options, courses for academic credit, and workshops and other consultations to help improve interpersonal communications.

Counseling Center services are available Monday through Friday from 9:00 to 4:30 and evenings by appointment. Appointments can be made in Ridgeway 305 or by calling extension 8226. Services are offered without charge to full- and part-time students. Strict confidentiality of counseling relationships and records is maintained at all times.

The Counseling Center is accredited by the International Association of Counseling Services (IACS). Its Internship Program in Professional Psychology is accredited by the American Psychological Association (APA) and by the Association of Pre- and Post-Doctoral Internships Centers (APPIC).

**DEAN OF STUDENTS OFFICE**

The Dean of Students office is responsible for creating and maintaining programs and services that enhance graduate and undergraduate student life at the University. The office functions as a resource and referral source for a variety of student concerns and welcomes the opportunity to hear from graduate and undergraduate students about their experiences at the University.

In addition to working with students around certain academic petitions and requests for leaves of absence and withdrawals, the Dean of Students works cooperatively with other
parts of the University, ensuring the institution is responsive to students’ needs in all areas. The Dean of Students specifically coordinates the work of the Student Services Division, which includes Athletics, Campus Ministry, Career Services and Cooperative Education, Health Services, Residence Life and Summer Programs, Student Activities, Women’s Program Center and Extracurricular Performing Arts Programs. This office also adjudicates graduate and undergraduate student conduct matters.

The Dean of Students Office provides services to students with physical and learning disabilities. It offers special outreach programs to new transfer students including a newsletter and the Transfer Mentor Program. The Office serves as a major point of contact between parents and the University by offering a variety of outreach programs for parents including a newsletter, a handbook for families, workshops, and orientations. If a student has a question, problem, or an idea and is unsure where to take it, the Dean of Students Office is a good place to begin. The Dean of Students Office is located in the Donahue Building, Room 134. Hours of operation are Monday-Friday, 8:45 am-5:00 pm. Appointments can be scheduled by calling 617-573-8239.

**DISABLED STUDENTS SERVICES**

The Dean of Students Office functions as an advocate for students with learning and physical disabilities and responds to individual's requests for special assistance. Information on Suffolk University's academic and personal support services is furnished by the Office. The Office also provides general guidance regarding disabled student rights under the Americans with Disabilities Act. Any student who reports a learning, psychiatric or physical disability MUST contact the Assistant Dean of Students to access accommodations. Appropriate documentation of the disability is required to be on file in the Dean of Students Office. The Dean of Students Office works collaboratively with the Counseling Center, Ballotti Learning Center and other academic support services to coordinate appropriate responses to the needs of students with disabilities. For a complete discussion of the services, accommodations, and assistive technology available, please refer to the Services for Students with Disabilities Handbook, mailed to all faculty in September. For further information, students are encouraged to call the Dean of Students Office at 573-8239 or TDD# 557-4875.

**GAY, LESBIAN, BISEXUAL AND TRANSGENDER STUDENTS’ SUPPORT**

The Assistant to the President and Director of Multicultural Affairs serves as an advocate and resource person for gay, lesbian, bisexual or transgender (glbt) students and employees. In addition to offering assistance to the glbt community, this office develops policies and programs that address homophobia and that foster unity across cultures. The University’s Safe Zone Program is one example.

The office of the Assistant to the President and Director of Multicultural Affairs is located in Donahue 209; the telephone number is (617) 573-8613. Visitors may come with or without an appointment on Monday through Friday between 8:45 a.m. and 4:45 p.m. Evening appointments are available on request. All visits are confidential.

**SERVICES FOR INTERNATIONAL STUDENTS AND SCHOLARS**
The faculty and staff of Suffolk University recognize that international students and scholars have special issues and concerns, because they are living far from home in a different culture. International students and scholars must deal not only with immigration requirements, but also many other challenges. The Center for International Education is committed to helping international students and scholars overcome the obstacles they may encounter in pursuing their educational and career goals.

The Center for International Education offers informational handouts and presents workshops on a variety of matters, including, but not limited to, employment, adjustment to life in the United States, reentry to the home country, travel, study abroad opportunities, transfer of schools and change of immigration status. The Center also presents an array of social programs designed for both international students and alumni.

Immigration regulations require that upon arrival at Suffolk University all international students must report to the Office of International Advising, within the Center for International Education, to provide documents and demographic information. Failure to provide the documentation and other information could negatively affect the student's immigration status.

The office is located on the 6th floor of the Claflin Building at 20 Beacon Street and is open from 9 AM - 4:45 PM, Monday - Friday. Students may receive basic information anytime they visit and may meet with an advisor during the regularly scheduled "walk-in" hours, with no appointment necessary. An up-to-date schedule is available for each semester from the Center. Staff may be contacted by telephone at 617/573-8154 or by e-mail at oia@suffolk.edu. Students who need documents signed to reenter the United States should visit the office a minimum of two weeks before they plan to travel outside the United States.

The professional staff of the Center for International Education has extensive experience with immigration matters, cultural adjustment issues, and developing and sustaining programs for international students. International students and scholars are encouraged to visit the office and meet with an advisor or attend workshops. All matters are handled with confidentiality.

MATH/COMPUTER SCIENCE SUPPORT CENTER

Math/CS Support Center The Math/CS Support Center (MSC), run by the Department of Mathematics and Computer Science, offers a variety of types of assistance to students during day and evening hours in Fall, Spring and Summer sessions. The following is a brief outline of the programs available. Complete schedules are published at the start of each semester and are available from the M.S.C. (F636) and on the web at www.cs.suffolk.edu. Please call (617) 973 - 5336 for additional information.

Math Help sessions offer one-to-one and small group assistance in course content for all freshmen level mathematics courses. This is a good place to ask questions about daily homework and lectures before questions become problems. Students may drop in as often as needed at any time during scheduled sessions. There are more than 50 hours of scheduled help each week divided between day and evening hours. Sessions are led by caring adjunct faculty and upper class students and run from the first week of classes through final exams. Students need not to be in severe difficulty to attend. When the Math/CS Support Center is open students are welcome to use it as a friendly place in which to do their math homework.
Programming Help sessions offer drop-in tutorial help for students taking introductory computer science courses (through CMPSC 132). There are more than 20 hours of scheduled help each week divided between day and evening. Sessions are led by caring upper class and graduate students and run from the first week of classes through final exams.

Mathshop is a non-credit, full-semester workshop designed for students who need substantial review before starting Math 104, 106 or 121. Similar to a course, Mathshop meets three hours per week, throughout the semester. It systematically covers topics of mathematics such as: arithmetic with signed numbers, fractions, decimals, percentages, basic algebra, and solving equations. Study skills and strategies for dealing with math anxieties are also discussed.

The Math Placement Exam, administered by the Department of Mathematics and Computer Science, is given to all incoming freshman and transfer students during each orientation period. It has been of considerable help in determining the appropriate math courses for incoming students. The placement exam begins with topics everyone will have seen and gradually builds up to problems that only advanced students will have encountered. The goal of this exam is to make sure that each student is placed in a course for which he or she is prepared.

VETERANS SERVICES

Located in the Registrar's Office, 3rd floor, Donahue Building, 41 Temple Street, this office functions as an intermediary between the V.A. and the University. Its concern is threefold: information dissemination, processing initial applications, and troubleshooting problem cases involving entitled veterans whose benefits have not been forthcoming.

WRITING CENTER

The Writing Center offers tutorial services to all students interested in working on their writing. Students do not have to be struggling in a course - or failing – in order to work with one of our tutors. We will help them generate ideas for their papers, formulate a good thesis, organize and detail their argument, improve their sentences, refine their style. We will also help with reading comprehension, literacy analysis and, of course, grammar and punctuation. Since the Writing Center does NOT offer drop-in tutoring, students need FIRST to register in person (students are asked to bring a writing sample) during our open registration hours posted each semester at the Center. Registration takes approximately ten minutes and tutoring usually begins within a few days. Our service is, of course, free of charge.

SECTION 5.
SALARY SCHEDULES

AND

FRINGE BENEFIT PROGRAM
FACULTY SALARIES

The College of Arts and Sciences operates, by direction of the Board of Trustees, on a merit-based salary system, with the Dean receiving salary recommendations for departmental faculty members from the department chairpersons based on faculty performance criteria as defined by rank in Section 2 of this Faculty Handbook. The Dean reviews this input and makes faculty salary recommendations to the President. The Dean also reviews department chairpersons' performance and makes salary recommendations for them to the President based on evaluation of their performance as described for department chairpersons and faculty in Sections 2 and 7 of this Handbook.

Faculty Salary Schedule for the College (2005-2006)

Full-Time Faculty:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$62,000</td>
<td>$157,000</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$51,000</td>
<td>$96,000</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>$43,700</td>
<td>$84,000</td>
</tr>
<tr>
<td>Instructor</td>
<td>$35,100</td>
<td>$57,000</td>
</tr>
</tbody>
</table>

Overload rates for the 2005-2006 academic year: (fall/spring)

<table>
<thead>
<tr>
<th>Rank</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$4,060 per three semester hour course</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$3,800 per three semester hour course</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>$3,540 per three semester hour course</td>
</tr>
<tr>
<td>Instructor</td>
<td>$3,300 per three semester hour course</td>
</tr>
</tbody>
</table>

Laboratory rates for the 2005-2006 academic year: (fall/spring/summer)

<table>
<thead>
<tr>
<th>Rank</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$488 per laboratory clock hour per week</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$446 per laboratory clock hour per week</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>$415 per laboratory clock hour per week</td>
</tr>
<tr>
<td>Instructor</td>
<td>$389 per semester</td>
</tr>
</tbody>
</table>

Overload rates for the 2005-2006 academic year: (summer)

<table>
<thead>
<tr>
<th>Rank</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$3,830 per three semester hour course</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$3,600 per three semester hour course</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>$3,360 per three semester hour course</td>
</tr>
<tr>
<td>Instructor</td>
<td>$3,120 per three semester hour course</td>
</tr>
</tbody>
</table>

Note: The rank used to determine summer salaries is the rank that the faculty member will
hold at Suffolk University during the next academic year.

MINIMUM CLASS ENROLLMENT (SUMMER SESSION)
The minimum enrollment requirement for Summer Session courses is eight students.

There will be no compensation on a pro rata basis for course meetings taught by instructors who have their course(s) canceled because of insufficient enrollment.

SUMMER TEACHING ASSIGNMENTS
The following principles are recognized by both faculty and administrative offices of the College as determining the selection of faculty for the Summer Sessions:

1. All Summer Session teaching is done on a voluntary basis and individual faculty members will be assigned to teach Summer Session courses upon the recommendation of appropriate department chairpersons and approval of the Director of the Summer Session and the Dean. Members of the faculty who accept Summer Session teaching assignments are expected to be present for the entire Summer Session in which their course or courses are scheduled.

2. The primary consideration is to provide a balanced selection of courses which will meet the needs of the students who attend the Summer Session.

3. So far as is possible, with the limitations of paragraph 2, department chairpersons and the Director of the Summer Session will observe a policy of rotation of all full-time members within each department, including the chairperson, or will use some other method of sharing the Summer Session teaching (such as the assignment of single courses) among full-time members who express the desire for such teaching.

FACULTY PAY CHECKS (fall/spring/summer)
Full-time faculty are paid monthly on the fourth Thursday of the month. Pay checks are either mailed to faculty members' homes or deposited in checking or savings accounts through Direct Deposit Payroll. Academic year salaries are paid in 12 equal amounts covering the calendar year. Course overloads are paid on the fourth Thursdays of September, October, November and December for the fall semester and on the fourth Thursdays of February, March, April and May for the spring semester. Summer session I paychecks will be issued in June. Summer session II paychecks will be issued in August. NESADSU summer session paychecks will be issued in two installments. The first installment in June and the second in July. Adjunct faculty are paid on the fourth Thursdays of October, November, December and January for the fall semester.

SUFFOLK UNIVERSITY TUITION REMISSION BENEFITS
Undergraduate Programs and/or Courses
Graduate Programs in the College of Arts and Sciences and the Sawyer School of Management

a. Benefits for All Titled Faculty--Three courses per semester and four courses over the
summer sessions are offered tuition free.

b. **Benefits for Spouses or Same Sex Domestic Partners of All Titled Faculty**-- Unlimited courses offered at 50% tuition.

c. **Benefits for Dependent Children of All Titled Faculty**-- Full tuition is offered after the parent has been employed by the University in a regularly budgeted position for two consecutive years prior to the beginning of the semester.

**Law School**

a. **Benefits for All Titled Faculty**-- Evening Law School tuition is reduced by 75% for all employees who have been employed by the University in a full-time benefit eligible status for two consecutive years prior to the beginning of the semester.

b. **Benefits for Spouses or Same Sex Domestic partners**-- Spouses or Same Sex Domestic Partners may attend either division of the Law School at 50% tuition.

c. **Benefits for Dependent Children**-- Full tuition is offered in either division of the Law School after the parent has been employed by the University in a regularly budgeted position for two consecutive years prior to the beginning of the semester.

**Other Important Facts About the Tuition Benefit**

a. **Definition of Dependent Child**-- A dependent child is defined as a son, stepson, daughter, step daughter, legally adopted child or a child placed by an authorized placement agency for legal adoption. The child must be dependent upon the employee for more than half of his/her support within the meaning of the Federal Income Tax Law and must be declared as a dependent on the employee parent's most recent Tax Return. The tax law specifies that to be a dependent the child must be under 24 at the end of the calendar year and have been a full-time student for at least some part of each of 5 months during the calendar year. Employee parents must certify on the tuition free course approval form that the child is dependent.

Children who enroll in a degree program as dependents may continue to receive benefits for that program beyond dependency provided that the program is completed within 5 years of its beginning.

b. **Tuition Benefits**-- Graduate tuition benefits for employees, spouse or dependents are taxable to the employee in accordance with IRS regulations.

c. **Application Process**-- You, your spouse or your dependent child must follow all the regular admission procedures. Once admitted, to obtain the tuition benefit, you must complete the "Tuition Free Course Approval" form each semester and submit it to the Human Resources Office for certification of benefit eligibility. The Human Resources Office will return the approved form to you. You, your spouse or your dependent child must submit the approved form to Student Accounts at the time of registration.

d. **Financial Aid**-- Employees and their dependents are encouraged to apply for need based
financial aid. Dependent children may be eligible for federal work-study funds or for need based loans to help pay indirect educational expenses. Tuition remission benefits and need based scholarships and grants may not exceed the cost of tuition and other indirect expenses. Dependent children of employees may take advantage of the non-monetary aspects of the merit scholarship programs.

GROUP BENEFITS PLANS

Following is a brief description of Suffolk University's group benefits. The benefits and the corresponding rates may be revised at any time. Further information about benefits and associated forms is available at www.suffolk.edu/hr/benefits.htm.

Flexible Benefits Plan

The University's Flexible Benefits Plan has two parts—the Group Insurance Payment Plan and the Flexible Reimbursement Account. With the Group Insurance Payment Plan, your contributions to your group health and dental plan are made on a pre-tax basis. This means that for federal and state income tax purposes, your contributions to the group benefits plans are not subject to tax. In effect this reduces your taxable salary and increases your take-home pay.

The mechanism which allows the pre-tax contribution is called salary reduction. The University reduces your salary by the amount of your benefit plan contributions. This reduction applies only to your salary for federal and state tax purposes. It does not affect your salary for any other reason, including Social Security tax, salary increase calculations, standard pension contributions, life insurance volume, disability or social security benefits.

Flexible Reimbursement Accounts allow you to set aside some of your own salary on a pre-tax basis to pay expenses not covered by your group benefits plans. From these accounts, you may make tax-free payments for health, dental and dependent care expenses. You may enroll in a Flexible Reimbursement Account within 30 days of your date of employment, within 30 days of change of status, or annually in the late fall for January 1 participation. Enrollment information will be provided at that time.

Health Insurance

The University offers a choice between a health maintenance organization and preferred provider plan. Information on health plans is available from the Human Resources Offices. You and the University both contribute to the cost of health insurance.

Health Insurance at Age 65

Employees who are age 65 may choose either to enroll in one of the University's regular health plans or to enroll in Medicare A and B only. If you select one of the University's health plans, you will have the same coverage as any employee under age 65. Claims will be paid first by the regular group plan. Medicare, if you are also enrolled, will cover costs, if any, not covered by the group plan up to the amount Medicare would ordinarily pay.

Health Insurance at Termination
You, your spouse, and your dependents, if applicable, are eligible for continuation of health coverage upon termination of your employment (voluntary or involuntary, except in the case of gross misconduct) provided you are a member of one of the University's group health plans at the time of termination. Coverage may be continued 18-36 months (the exact eligibility period is determined by the reason for loss of coverage) at a cost to you of 102% of the total cost of the plan.

**Health Insurance at Retirement**

If you meet the following criteria, your coverage under the Plan will continue: (a) Employed prior to November 1, 1995, (b) Retire at the age of Medicare eligibility or over (presently age 65) with 15 or more years of service, (c) Are a titled faculty member or an employee who has worked in a position budgeted at a minimum of 30 hours per week for at least 15 years. Your coverage upon retirement will be a supplement to, or a substitute for, Medicare. To be eligible you must enroll in Medicare Parts A & B.

(Note: If you were employed on November 1, 1995 and were over age 65, your coverage under the Plan will continue when you retire if you had 10 or more years of service.)

**Life and Accidental Death and Dismemberment Insurance**

On your date of employment, you are eligible for group term life and accidental death and dismemberment insurance in the amount of 1 x your base annual salary. The University pays the entire cost of this plan.

In addition, you are eligible for supplemental life insurance in the amount of, at your option, either 1, 2 or 3x your base annual salary. You pay the full premium for the supplemental insurance through payroll deduction. The rates are based upon your age.

**Dental Insurance**

On your date of employment, you are eligible for participation in one of the University's dental insurance plans, which are underwritten by Delta Dental Plans of Massachusetts. Delta Premier provides full coverage for preventive and diagnostic services, 80% coverage for restorative and other basic services, and 50% coverage for major restorative services up to a calendar year maximum of $750 per person. Delta Care is a dental HMO with a limited network of dentists but has no annual maximum and may provide more extensive coverage. You and the University both contribute to the cost of dental insurance.

**Disability Insurance**

Disability insurance is offered on an optional basis. You may join the plan on the first day of the month after completing one year of employment with no break in service and upon attainment of age 26. The cost of the insurance is divided equally between you and the University.

Benefits under the plan begin on the first of the month following six consecutive months of total disability and continue during the disability or until contractual termination. Monthly income benefits which include any income benefits payable from Social Security and Worker's Compensation, are equal to 60% of your monthly salary to the maximum benefit of
$5,000 a month. The minimum benefit is $100 a month.

WORKERS' COMPENSATION

Workers' Compensation Insurance covers medical bills in the event of a job related injury or illness. If the injury or illness requires an extended absence from work, Workers' Compensation Insurance also provides partial salary replacement.

Work related injuries or illness should receive immediate medical attention. Injuries or illnesses must be reported to the Human Resources Office within 24 hours of occurrence whenever possible. The Human Resources Office will process the necessary reporting paperwork with the insurer and the Commonwealth of Massachusetts.

RETIREMENT PLANS

Suffolk University offers several programs to help you save for retirement. The Standard Retirement Plan is a contributory pension plan--both you and the University make contributions to the plan in your name. The University contributes 9% of your gross annual salary and you contribute 5%. To be eligible for this plan, you must be 26 years of age and have completed one year of employment at the University or at another institution of higher education within the immediately preceding 12 months.

The Voluntary Tax Deferred Annuity Plan (VTDA) allows you to make contributions from your own salary to supplement or to initiate your retirement savings. There are no eligibility requirements for participation in a VTDA Plan.

Contributions to both plans are made on a pre-tax or tax-deferred basis. These programs, then, allow you to increase your retirement income and to defer taxes on a greater portion of your current salary.

You may direct your and/or the University's contributions to either of these plans, to several investment options, including fixed and variable annuities and mutual funds. Contributions toward the Standard Retirement Plan and toward the VTDA may be directed to TIAA-CREF and Fidelity.

PAID AND UNPAID LEAVES

Family/Medical Leave Act

The federal Family and Medical Leave Act (FMLA) is intended to allow faculty to balance their work and family life by taking unpaid leave for certain reasons. The FMLA requires that the University provide up to 12 weeks leave during a 12 month period to faculty members who have been employed for 12 months or more. Leaves may be to care for a newborn, adopted or foster child; to take care of a child, spouse or parent with a serious health condition; or if the faculty member has a serious health condition. The following policies comply with this Act:

1. Paid Leave of Absence for a Serious Health Condition, Paid Leave for Childbearing
2. Unpaid Leave of Absence for a Serious Health Condition, Childbearing

3. Unpaid Leave of Absence to Care for a Newborn, Newly Adopted or Newly Placed Foster Child, or to Care for the Serious Health Condition of a Child, Spouse or Parent

4. Intermittent or Reduced Time Leave

Time taken under any of these policies will be considered FMLA days and will be added together and counted towards the allowable maximum of 12 weeks in a 12 month period. Faculty members are required to substitute paid medical leave (including all types of paid disability leave) for all or part of any otherwise unpaid FMLA leave for the faculty member's own serious health condition.

The 12 month period will be counted by measuring forward from the date that the faculty member's first FMLA leave begins. Leaves to care for a newborn, newly adopted or newly placed foster child must be taken in the 12 month period that begins with the birth or placement of the child. If both spouses are employed by the University the length of leave for the birth or placement of a child or to care for a seriously ill parent will be limited to 12 weeks in a 12 month period for both employees. In the event of a leave for the employee's own serious health condition or to care for a seriously ill spouse or child, each employee may take up to 12 weeks leave in a 12 month period.

Application Process

Applications for a leave must be made in writing on the appropriate form and must be submitted to the Dean at least thirty days in advance of the proposed effective date of the leave. In the event of unanticipated illness, the application must be submitted as soon as practical.

Faculty members applying for a leave for a serious personal health condition, must supply documentation from the health care provider that they are unable to perform the functions of their position. In the case of a leave to care for the serious health condition of a covered relative, the health care provider must stipulate in writing that the leave is necessary because the faculty member is needed to care for the family member.

The University may refer to its own medical authorities for a second opinion in determining the nature and length of the disability. In the event that a third medical opinion is necessary the health care provider will be jointly approved by the University and the faculty member. The University will cover the costs of the second and third opinions. All medical certifications will be kept separately from the faculty member's personnel record and will be treated as confidential medical records.

Benefits During Leave

Most benefits will be continued for the duration of the leave provided that the faculty member makes the appropriate contribution. Pension contributions will not be made during the period of unpaid leave. Benefits which are based on salary (i.e. pension, disability, life insurance) may have benefits levels and/or contribution requirements changed to match the salary actually earned during the reduced time leave.
Definitions

A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves (1) inpatient care in a hospital, hospice or residential medical care facility, or (2) continuing treatment by a health care provider. A serious health condition is further defined as (1) incapacity for work for more than three days that also involves continuing treatment by a health care provider; or (2) continuing treatment by a health care provider for a chronic or long-term health condition that would result in incapacity of over three days if not treated; or (3) pre-natal care. Continuing treatment is two or more visits to a health care provider or one visit that results in a regimen of continuing treatment (medication or therapy), or supervision by a health care provider for long-term incurable illness.

Return to Work

At least two weeks prior to the last day of the leave the faculty member must notify the Dean in writing of his/her availability to return to work. The University may request verification from the health care provider or the University's medical authorities of the faculty member's ability to return to work. The faculty member will be reinstated immediately. There may be times, however, where a return to teaching during a semester disrupts the learning environment. In those instances, the Dean and the faculty member will attempt to work out an acceptable solution.

More Information About Each Leave

1. Paid Leave for a Serious Health Condition, Paid leave for Childbearing -- Faculty members, who after one full year of service at Suffolk are disabled by a serious health condition, will be paid their regular base annual salary for a period of time determined by their length of service. The length of the leave is as follows:

   a. Employed one year or more, but less than three years -- Up to three (3) months leave.

   b. Employed three (3) years or more -- Up to six (6) months leave.

Illnesses and/or disabilities which are covered under the Worker's Compensation statutes are excluded.

2. Unpaid Leave of Absence for a Serious Health Condition, Childbearing -- Faculty members who have been employed for three months or more, but less than one year, are eligible for up to eight weeks of unpaid leave if disabled by a serious health condition or childbearing. Faculty may maintain benefits during the duration of the leave provided that they make timely payments for their benefit contributions.

3. Unpaid Leave of Absence to Care for a Newborn, Newly-Adopted or Newly Placed Foster Child, or to Care for the Serious Health Condition of a Child, Spouse or Parent -- Faculty members who have been employed at the University for one year or more may take an unpaid leave of absence to care for a newborn, newly adopted or newly placed foster child or to care for the serious health condition of a child, spouse or parent. The total time taken on leave may not exceed 12 weeks in a 12 month period. Leave under this policy may be integrated with other similar leaves in counting the full 12 weeks.
4. Intermittent or Reduced Time Leave -- Faculty members who have been employed at the University for one year or more may need to temporarily reduce their working hours or take intermittent time off to deal with their own serious health condition; the serious health condition of a spouse, child or parent.

A faculty member in need of intermittent or reduced time leave may be required to transfer to another position that better accommodates the recurring periods of leave.

An intermittent leave is a leave where time off is taken periodically or sporadically at intervals as recommended by the health care provider (i.e. one or several days a week or a month, etc.). A reduced leave is one where the normal workload may be reduced temporarily upon the recommendation of the medical provider.

The base annual salary will be reduced by the time that the faculty member is on leave. For example, if the faculty member reduces the teaching load by one half, s/he will receive one half the base annual salary.

The total time taken on leave may not exceed 12 weeks in a 12 month period. Leave under this policy is integrated with other similar leaves in counting the full 12 weeks of leave. For example, if one took a half time leave for 12 weeks it would be counted as six weeks of leave.

**LEAVES OF ABSENCE**

In individual cases, faculty members have been granted leaves of absence, occasionally supported by loans. In most instances, these leaves have been granted to faculty members who plan to utilize their leave time to complete the requirements of a doctoral degree. In other instances where special circumstances are shown, leaves without pay have been granted to faculty members to enable them to take other temporary positions of special interest to them. Such leaves should be applied for through the department chairperson.

Requests for leaves of absence are considered by the Board of Trustees on the recommendation of the department chairperson, the Dean, and the President.

Some group insurance benefits may be maintained during the unpaid leave provided the faculty member pays either the entire premium or the employee portion of the premium. Other benefits may not be continued during an unpaid leave. Information on benefit continuation is available from the office of Human Resources.

**VALUE-ADDED BENEFITS**

The University offers several no cost benefits which we believe add to our quality of life.

**Athletic Club Discounts:**

*Beacon Hill Athletic Club* – no initiation fee and only $54-$59 per month. For more information, please call (617) 367-2422 or [www.beaconhillathleticclubs.com](http://www.beaconhillathleticclubs.com).
**Fitcorp** – only $68 per month plus a one time initiation fee of $150. For more information, please contact Allyssa Bates, General Manager Fitcorp, One Beacon Street (617) 248-9797 or [www.fitcorp.com](http://www.fitcorp.com).

**Suffolk Fitness Center** – located in the Ridgeway Building this center is available free of charge to all faculty.

**Financial:**

**ForEyes** – vision discount on eyewear, show your Staff ID and get 20% off of contacts and lenses as well as other assorted discounts.

**University Credit Union** – (617) 739-7447, low minimum balance, free checking, great loan rates, call for more details.


**Auto/Home/Condo Insurance Discount** – Group discount on auto and home/renters/condominium insurance rates. For more information call Liberty Mutual Representative, Thomas Twomey, 1-800-320-7591. This is a payroll deduction program.

**WarmLines** – resource and referral service for Eldercare and childcare. Call (617) 244-6843.

**Long Term Care** – This insurance is designed to pay for custodial care in the event of your disability, is available to you, your spouse, children, and parents or in-laws. Premium discount and your premiums may be payroll deducted. Call 1-800-223-1200 or visit their website at [www.tiaa-cref.org/ltc](http://www.tiaa-cref.org/ltc).

**Transit Program** – Purchase pre-tax T-passes, transit vouchers and park/ride passes. Orders may be processed online at [http://online.sodexhopassusa.com/login.cfm](http://online.sodexhopassusa.com/login.cfm). The passes are delivered to your home address.

**TUITION EXCHANGE SCHOLARSHIP PROGRAM**

The University has joined the Tuition Exchange Program (TE), a national scholarship exchange program for undergraduate education for dependent children of employees of TE’s member colleges. Suffolk’s membership in TE provides your dependent child with the opportunity to apply for a one-year scholarship. No scholarship can be guaranteed for your child, however, since both the exporting institution (Suffolk) and the importing institution (the member institution to which your child applies) must have export and import scholarship slots available.

Following is a brief overview of the program. More information about Tuition Exchange and a list of participating schools are available at: [www.tuitionexchange.org](http://www.tuitionexchange.org). Specific details about Suffolk’s program are explained in the University’s TE Export Policy.
Eligibility

TE is offered to the dependent children of all titled faculty and full-time employees who have been employed for five consecutive years by the application deadline of December 1.

Duration and Coverage

Because the University must balance the number of TE students it “exports” to other member schools with those it “imports” to the University, there are a limited number of scholarships available. Export scholarships will be awarded on an annual basis to cover full-time study for the first associate or baccalaureate degree. Students must reapply for export scholarship approval each year. Graduate study, intersession courses, summer school and study abroad semesters are not covered by the export scholarship.

Scholarship Application Process

Your dependent child must be approved at two levels of application:

1. Export Approval (by Suffolk) - Your dependent child must be certified as being eligible for the University’s TE Export Scholarship. Because of balance requirements, we assume that in the first several years Suffolk will have a limited number of export scholarships. These scholarships will be determined based upon the student’s seniority in school as explained in the Export policy. Application must be made on the “Preliminary Application Form for TE Scholarship” and filed with Human Resources by December 1. The University will notify the applicant of approval by December 20.

2. Import Approval (by the school your dependent child plans to attend) - The Human Resources Office will file a “Tuition Exchange Scholarship Application” for all its approved export applicants to their host institution by January 15. The host institution should notify your dependent child of their receipt of the TE scholarship by March 15. Some host institutions may also require that your child apply for financial aid at that institution.

Scholarship Value

The host college determines the value of the TE scholarship it awards and notifies both the sponsored college and the student. The scholarship usually covers tuition charges, but not room, board, course overloads and other fees. Higher tuition colleges may elect to reduce the award to the “Minimum Value Scholarship” established each year by the TE Board of Directors.

If you are eligible to apply for a scholarship and your dependent child may be attending a participating college or university, please call Judy Minardi at 573-8415 or e-mail at: jminardi@suffolk.edu to obtain a copy of Suffolk’s TE Export Policy and the preliminary application.
SECTION 6.

GOVERNANCE
BY-LAWS OF THE COLLEGE FACULTY ASSEMBLY AND THE COLLEGE EDUCATIONAL POLICY COMMITTEE OF SUFFOLK UNIVERSITY

PREAMBLE

Article IV, Section 4d of the By-Laws of Suffolk University, provides: "Each faculty shall have legislative powers in matters pertaining strictly to the academic interest of its own department, subject to approval or disapproval of the Corporation." In accordance with this provision, the faculty is hereby organized to carry out its legislative function. The faculty organization shall consist of two groups: The College Faculty Assembly and the College Educational Policy Committee.

Part 1. The College Faculty Assembly

ARTICLE I. NAME

This organization shall be known as the Faculty Assembly of the College of Arts and Sciences.

ARTICLE II. OBJECT

The Faculty Assembly of the College of Arts and Sciences shall have the responsibility to exercise the legislative function of the faculty as provided by Article IV, Section 4d of the By-Laws of Suffolk University.

ARTICLE III. MEMBERSHIP

The Faculty Assembly of the College of Arts and Sciences shall consist of all members of the faculty of the College of Arts and Sciences, both part-time and full-time, as provided by Article IV, Section 4d of the By-Laws of Suffolk University. "Faculty members are expected to attend the stated and special meetings of their respective Faculties. All members may participate in discussion, but only the President, the Deans, Professors, Associate Professors and Assistant Professors may vote. The Faculty Assembly and the Faculty of any particular school or college may grant the vote to full-time Instructors, upon an affirmative vote of two-thirds of the voting members of the appropriate Faculty, provided that said full-time Instructors have served two full-time consecutive years." (Eligible full-time Instructors were enfranchised by the Faculty Assembly on May 6, 1970.)

ARTICLE IV. OFFICERS

The President of Suffolk University shall be the Chairperson of the Faculty Assembly; the President may designate the Dean of the College of Arts and Sciences to act as Chairperson of the Faculty Assembly (as provided by Article IV, Section 3b of the By-Laws of Suffolk University). The Chairperson shall implement policies voted by the Faculty Assembly when they are administratively practicable and when necessary budgetary provision and Trustee approval can be obtained.
ARTICLE V. MEETINGS

As provided by Article IV, Section 4c of the By-Laws of Suffolk University: "The Faculty of each department* shall meet at the call of the Dean or the President and may fix times for stated meetings." The Faculty Assembly shall meet at the call of the President or of the Dean of the College of Arts and Sciences, either of whom may call a meeting upon his/her own initiative and either of whom shall call a meeting upon the request of either a majority of the full Educational Policy Committee or 25% of the enfranchised members of the Faculty Assembly. The Chairperson and a majority of the enfranchised members of the Faculty Assembly shall constitute a quorum.

*The word "department," as used in Article IV, Section 4c of the By-Laws of Suffolk University, signifies--in accordance with the historical usage of this word by the Trustees when referring to all-University affairs--"academic unit, school or college."

ARTICLE VI. PARLIAMENTARY AUTHORITY

Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.

ARTICLE VII. AMENDMENTS

These By-Laws may be amended from time to time by the Faculty Assembly by an affirmative vote of two-thirds of the members present who are eligible to vote. Written notice of the exact wording of the proposed amendment shall be given at least one week in advance of the Faculty Assembly meeting at which action thereon is to be taken.

Amendments may originate in either the Faculty Assembly or the Educational Policy Committee, but in either case, shall be reviewed by the Educational Policy Committee and reported to the Faculty Assembly. Should the Educational Policy Committee fail to make its report at the next Faculty Assembly meeting on amendments that have been initiated in Faculty Assembly, the Faculty Assembly may proceed to act on the amendment directly.

Part 2. The College Educational Policy Committee

ARTICLE I. NAME

This organization shall be known as the Educational Policy Committee of the College of Arts and Sciences.

ARTICLE II. OBJECT

Section 1. Responsibilities. The Educational Policy Committee shall have the following responsibilities:

a) To propose policy or revisions of existing policies concerning curriculum, standards for earning degrees, examinations, entrance requirements, and academic standards to the Faculty Assembly.

b) Curriculum and governance reviews are intended for any academic changes that will affect other departments or the College as a whole. For example, changes that impact
the core curriculum, cultural diversity requirements, divisional requirements, introduction of a new minor or major, or that are in any way interdepartmental in scope, must be reviewed by the appropriate curriculum committee, Educational Policy Committee, and Faculty Assembly. When in doubt, it is preferable to err on the side of bringing changes through the review process than not. If it is unclear whether the change will affect other departments, it should go before the appropriate Curriculum Committee. Graduate programs should be reviewed by the Graduate Curriculum Committee in order to have funding needs considered. (Revised May 15, 2002.)

c) To appraise continuously and, when appropriate, to propose to the Faculty Assembly changes in the educational policies and programs of the College of Arts and Sciences.

d) To review and evaluate proposed and potential innovations in education and teaching in the College of Arts and Sciences. (Revised May 15, 2002.)

e) To publish an annual report, prepared by the Speaker.

f) To make its minutes and supporting documents widely available to the faculty. (Added May 15, 2002.)

g) To interpret broadly its duties and responsibilities.

Section 2. Method of Initiating Business. Matters to be considered by the Educational Policy Committee may be introduced by the Chairperson, by any member of the Educational Policy Committee, by existing committees of the College of Arts and Sciences, by the Faculty Assembly, by department chairpersons, or by the President.

ARTICLE III. MEMBERSHIP

Section 1. Composition. The Committee shall consist of the Dean of the College of Arts and Sciences, an Associate or Assistant Dean designated by the Dean, and one elected faculty member representative from each department of the College. (Revised May 15, 2002.)

Section 2. Election. Elections to fill vacant posts on the Educational Policy Committee shall take place each April under the supervision of each department chairperson. All full-time faculty members of the College who have been reappointed for the next academic year, including instructors, shall be eligible to vote in this election, although the latter may not serve. It is traditional that new faculty members not be included as candidates on faculty ballots. It is also customary for faculty on leave or sabbatical to not be listed as candidates. (revised February 10, 2004)

Voting for department vacancies shall be done on a ballot including names of all eligible faculty members of professional rank in that department. In the event of a tie the individual or individuals who have most recently served on the Educational Policy Committee shall be eliminated, and the other candidate shall be declared elected. In the event that there is still an unresolved tie, the candidate most senior in years of service to the University shall be declared elected. (Revised May 15, 2002.)
Section 3. Tenure. Members of the Educational Policy Committee shall serve for two-year terms. No members of the Educational Policy Committee shall serve for more than two full terms in succession. (Revised May 15, 2002.)

Section 4. Vacancies. Any vacancy that occurs between regularly scheduled elections shall be filled by a special election in the department in which the vacancy occurs. Any member elected to complete a partial term shall be eligible to be elected for two successive full terms. (Approved by the Faculty Assembly, October 30, 1964; revised May 15, 2002.)

ARTICLE IV. OFFICERS

Section 1. Chairperson. The Dean of the College of Arts and Sciences shall serve as Chairperson of the Educational Policy Committee.

Section 2. Speaker. A Speaker of the Educational Policy Committee shall be elected each year by the members of the Committee. His/her duties shall be: to serve as Chairperson at the direction of the Dean, to serve as spokesperson for the Committee before the Faculty Assembly, to prepare an agenda for each meeting, to send out timely notice of meetings, to arrange for minutes of Educational Policy Committee meetings to be kept, and to prepare on behalf of the Committee an annual report to the faculty and the President. (Revised May 15, 2002.)

ARTICLE V. MEETINGS

Meetings shall be called by the Dean, on his/her own initiative or upon request of the Speaker, of a majority of the elected members, or of the Faculty Assembly. A quorum shall consist of the Chairperson and a majority of the elected members.

All routine meetings should be pre-scheduled and announced at the start of each semester. An EPC member who is unable to attend any given meeting shall arrange for an alternate member of his or her department to attend that meeting, as a voting member, in his or her stead, and shall inform his or her department of the substitution.

The Speaker shall inform the department chair if the department is un-represented for 2 consecutive meetings and does not designate alternates. (Revised May 15, 2002.)

ARTICLE VI. COMMITTEES

All committees of the College, excluding the Promotion, Tenure and Review Committee and the Faculty Life Committee, shall report to the Educational Policy Committee on matters pertaining to educational policy and content, and shall provide complete minutes and any other relevant supporting materials. (Revised May 15, 2002.)

ARTICLE VII. AMENDMENTS

These By-Laws may be amended from time to time by the Faculty Assembly by an affirmative vote of two-thirds of the members present who are eligible to vote. Written notice of the exact wording of the proposed amendment shall be given at least one week in advance of the Faculty Assembly meeting at which action thereon is to be taken.
Amendments may originate in either the Faculty Assembly or the Educational Policy Committee, but in either case, shall be reviewed by the Educational Policy Committee and reported to the Faculty Assembly. Should the Educational Policy Committee fail to make its report at the next Faculty Assembly meeting on amendments that have been initiated in the Faculty Assembly, the Faculty Assembly may proceed to act on the amendment directly.

GOVERNANCE STATEMENT

To clarify what constitutes appropriate faculty participation in the formulation of policies and documents that touch on areas of faculty responsibility, the CAS Faculty Assembly voted on April 26, 1984, the following directive to all CAS committees:

The faculty has primary responsibility for all issues that relate to academic freedom; professional ethics, standards, and responsibilities; curriculum; faculty status; and those aspects of student life which relate to the educational process. Therefore, if a request is made of any CAS committee(s) to review policies or documents relating to these areas of primary faculty responsibility and originating outside the CAS committee structure, review of such policies or documents shall be undertaken by the committee(s) only after assurance has been received by the committee(s) that the following conditions will be fulfilled: (1) such policies or documents must be returned to the committee(s) involved for final review; and (2) policies or documents must then be forwarded to the CAS Faculty Assembly for final action. Only if CAS faculty consideration of a policy or document has followed this procedure shall that policy or document be considered to have received review or approval by the CAS faculty.

(This resolution states a faculty position that any policy should be ratified by the CAS Faculty Assembly if it is to be promulgated as having CAS faculty approval, which is to say that the Faculty Assembly is the only body able to confer formal "faculty approval." Some committees, such as Promotion, Tenure and Review, make policy recommendations that are not subject to review by the Faculty Assembly.)

STANDING COMMITTEES

Promotion, Tenure and Review Committee

The Promotion, Tenure and Review Committee advises the Dean on matters relating to individual promotions, tenures, sabbaticals, non-reappointments, dismissals, etc. In addition, the Committee prepares policy recommendations for consideration by the Faculty Assembly.

The membership of the Committee shall be as follows:

1) The Dean (Chairperson) and the Associate or the Assistant Dean of the College.

2) Three tenured faculty members, one from each of the College Divisions (Humanities, Social Science and Natural Science), elected by all members of the full-time CAS faculty for a two year term.

3) Three tenured faculty members, one from each College Division, elected by the full-time faculty members of their College Division for a term of two years.
4) The elections described in 2) and 3) above shall occur in alternating years, to provide a degree of continuity in the Committee.

5) No department in the College shall have more than one elected member serving on the Committee.

6) Two tenured members of the Faculty may be appointed at the discretion of the Dean and by the Dean for a term of one year. These members may be appointed without reference to duplication of departmental representation.

7) The term of office for each tenured faculty member shall be limited to two consecutive two-year terms (whether elected, appointed, or a combination of both).

PTR Election Procedures (as of July 1995): In the spring of even-numbered years, three tenured faculty members, one from each College Division, shall be elected by the full-time faculty members of their College Division for a term of two years. No elected PTR member may serve more than two consecutive terms. In the spring of odd-numbered years, three tenured faculty members, one from each of the College Divisions (Humanities, Social Science and Natural Science), shall be elected by all members of the full-time CAS faculty for a two-year term. Only tenured faculty members (including those tenured during the academic year at the close of which the PTR election takes place) who have been reappointed for the next academic year are eligible to serve on PTR. It is traditional that members of the faculty on leave or sabbatical not be listed as candidates. Also excluded as candidates are members of the academic departments to which belong PTR members elected for two-year terms in the PTR election one year previously. No department in the College shall have more than one elected member serving on the Committee. Two additional members may be appointed by the Dean without reference to duplication of departmental representation. In the event of a tie, the individual who has most recently served on PTR shall be eliminated, and the other candidate shall be declared elected. In the event that there is still an unresolved tie, the candidate most senior in years of service to the University shall be declared elected. All full-time members of the faculty who have been reappointed for the next academic year, including instructors, shall be eligible to vote, as specified above. In addition, each CAS academic dean receives a ballot appropriate for members of the academic division with which he/she is affiliated. Any vacancy that occurs between elections shall be filled, from among the members of the division in which the vacancy has occurred, on the recommendation of the retiring member, subject to confirmation by the Dean and by majority vote of the PTR Committee.

College Faculty Life Committee

A six-member CAS Faculty Life Committee is elected by the members of the College faculty to make recommendations to the Faculty Assembly on matters concerning all aspects of faculty life. Terms are for two years, with elections for three slots occurring each year. Every spring, the Committee solicits names of interested nominees from the faculty, and three members are subsequently elected. All members of the full-time College faculty are eligible to vote; but those who hold positions in the University administration above the department chairperson level are excluded from serving on the Committee. The Faculty Life Committee elects its own chairperson.
**Faculty Accredited to the College Committee of the Board of Trustees**

Four CAS faculty members are accredited to meet with the College Committee of the Board of Trustees. They are the Speaker of the Educational Policy Committee (who serves as chairperson of this group of four faculty members accredited to the College Committee), a representative of the Promotion, Tenure and Review Committee, the Chairperson of the Faculty Life Committee, and a member of the faculty elected by the faculty at-large for a one-year term.

These individuals are charged with bringing matters of concern to the attention of the College Committee in a timely fashion. Matters may be referred from faculty committees, from the Faculty Assembly, or from any other relevant sources.

Several other standing committees of the faculty are described in the College Bulletin.

**DEPARTMENT CHAIRPERSONS**

Department chairpersons in the College of Arts and Sciences are appointed for terms of one, two or three years at the recommendation of the Dean, subject to the approval of the President and the Board of Trustees. It has been the practice in recent years to appoint all chairpersons for a one-year term.

Department chairpersons are responsible to the Dean, and their duties include the following:

1. Serving as administrative heads of their departments with responsibility for the supervision of faculty and staff.

2. Continuously evaluating current curriculum and curriculum materials, initiating and encouraging the use of appropriate new curriculum materials.

3. Supervising teaching within the department and visiting classes of new instructors, upon invitation, in order to contribute to their professional development.

4. Making teaching assignments after consultation with the Academic Dean, coordinating other activities of academic personnel, and consulting with the Director of Summer Sessions on summer teaching assignments. The chairperson shall prepare departmental teaching schedules, subject to the approval of the Registrar and the Dean.

5. Supervising the counseling and advising of all students registered in the department and of the advising on departmental requirements for other students.

6. Preparing course check-off sheets for their student majors, and making sure that faculty advisors fill out the check-off sheets and place copies in the student's folder in the Registrar's Office and/or in a departmental file; making an annual revision of records of all student majors in their department to ascertain that students have been advised and that an up-to-date check-off list is on file.
7. Reviewing the records of all graduating seniors who are majoring in their department and certifying to the Registrar that the students have completed all requirements necessary for graduation.

8. Making recommendations to the Dean on the selection, retention, promotion, sabbatical leaves, tenure and dismissal of faculty members in their department.

9. Supervising departmental clerical staff.

10. Cooperating with other University departments and administrative staff in providing information on departmental policy and student records.


12. Preparing proposals to solicit funds from foundations or from the state or federal government for projects related to the development of the department and the University or to the professional development of individual faculty members.

13. Carrying out other assignments as arranged by the appropriate officers of the University.

Each department of the College of Arts and Sciences is required to hold at least one meeting a semester. Other meetings should be held when necessary.

Faculty members may appeal all decisions of the department chairperson to the Dean of the College, to the President of the University, and, ultimately, to the Board of Trustees.
SECTION 7.

FACULTY DEVELOPMENT
SABBATICAL LEAVE POLICY

(Approved by Board of Trustees, November 12, 1980)

The purpose of the sabbatical leave program is to provide opportunities for faculty members to enrich themselves professionally so that they may more effectively serve the University. Faculty members granted sabbatical leave are expected to participate in formal programs of graduate or postdoctoral studies, to engage in clearly defined research projects, or to pursue alternative activities of professional development.

A sabbatical leave may be scheduled either during one semester at full salary or during two semesters at half salary. The University shall continue its contributions to the recipient's fringe benefits program for the duration of the sabbatical. Faculty members returning from sabbatical leave shall be eligible for salary increases that occur during the leave. Only faculty members with at least six years of full-time teaching service at Suffolk University are eligible. A recipient becomes re-eligible six years after completion of a prior sabbatical leave. Faculty members on leave may not initiate activities for remuneration (excluding scholarships, fellowships or grants-in-aid). No more than seven percent of the faculty may be awarded sabbatical leaves in any one academic year. In addition, the fiscal and academic needs of the University and of the individual departments will affect the timing of leaves.

Eligible faculty members who wish to be considered for sabbatical leave shall submit a detailed proposal and an up-to-date resumé to their department chairperson by September 15 of the academic year preceding the year for which the leave is sought. After discussions with the applicant, the chairperson shall submit the proposal and resumé with comments (e.g., impact on department staffing and course planning) to the Dean of the College of Arts and Sciences by October 1. The Dean shall then forward all proposals to the Committee on Promotion, Tenure, and Review, which shall assess their relative merit, value, appropriateness, and feasibility. (The Committee may consult with the applicant and/or the Department Chairperson as part of the deliberative process.) The Committee shall then make its recommendations to the Dean who, in turn, shall offer his recommendations to the President and the Board of Trustees. Final decision will rest with the President and the Board of Trustees. Applicants whose proposals are denied shall be informed by the Dean, or by an individual appointed by the Dean, of the reasons for denial.

Sabbatical requests should include the following:

a) a clear, concise, and comprehensive description of the project;

b) an explanation of the project's significance for the applicant and for the University;

c) a statement (if applicable) of possible sources of funding for completion of the project;

d) a list (if applicable and available) of locations at which portions of the proposed activity shall be carried out (e.g., libraries, field sites, institutions, publishing houses, etc.).
Recipients are obligated to resume their faculty responsibilities in the College of Arts and Sciences at the conclusion of the sabbatical leave and to continue them through the completion of the succeeding academic year. Within one semester after returning from leave, recipients are required to submit a summary report of their sabbatical activities to the Dean of the College and to share the highlights of that activity with the University in an appropriate seminar or lecture forum.

**Full Year Sabbatical Leave at Full Salary**

Members of the faculty with at least 20 years of full-time service at Suffolk University are eligible to apply for a full year sabbatical leave at full salary. Full year sabbatical leaves will be awarded only when the budget permits, and only to members of the faculty committed to a full-time major research and scholarship effort for the sabbatical year who agree to complete a book or similar major project arising from their research before the end of the sabbatical period.

**REDUCED TEACHING PROGRAM**

On February 11, 1981, the Board of Trustees approved a reduced teaching load program and authorized up to six hours of released time per academic year to be awarded to up to two CAS full-time faculty members. Applications for this program should be directed to the College's Research Committee, which, after reviewing all applications in a given year, recommends candidates to the Dean. Awards, if authorized, will be granted after a budget review each fiscal year. The awards will not be automatic each year, but will require review by the Dean and authorization by the President. The Research Committee has established the following guidelines:

The reduced load program exists to encourage the pursuit of scholarly research on the part of full-time CAS faculty whose professional activities are not yet at a level of development where these activities are receiving support. The purpose is to help faculty regardless of rank or years at Suffolk, who are either in the early stages of establishing their scholarly identities, or who wish to effect a clear change in scholarly identity or career orientation, by supporting their attempt to develop a scholarly work suitable for publication. Application forms are available from the committee.

**SUMMER STIPENDS**

Each year the College supports faculty research through a program of summer stipends. The exact amount of the award will depend on a combination of budget considerations and the nature of the winning proposal or proposals. This program is administered by the Faculty Development Committee under the Direction of the Dean of the College.

**TRAVEL REQUISITIONS**

Faculty members are encouraged to participate in professional activities outside the University. Funds for travel for participation in such activities are available from and assigned by the department chairpersons and the Dean of the College. Requisitions for these funds should be submitted one month in advance of the date of the trip on special forms.
available in the academic departments, the Dean's Office, or the Business Office. The completed requisition must contain the following information:

1. Name and nature of activity;
2. Sponsoring organization;
3. Dates and location;
4. Estimate of Expenses:
   a) Transportation--method and cost (travel by air must be at "economy" or "tourist" rates);
   b) Room and board--number of days, hotel room rates, meal costs;
   c) Registration fee, if any;
   d) Miscellaneous (including taxi or bus from airport at destination to hotel and return);
5. Total expenses.

An approved requisition must bear the signatures of the department chairperson and of the Dean. The travel requisition should then be sent to the Vice President’s Office for final approval. The VP’s office sends the requisition to the Business office.

When an approved requisition is submitted to the Business Office, one-half of the total estimated expense will be issued to the traveler. Upon returning from the trip, the traveler should submit to the Business Office a detailed expense record, with receipts. Shortly after submission of this material, reimbursement will be made to the faculty member for the remaining half of the approved expenditure.
SECTION 8.

MISCELLANEOUS ADMINISTRATIVE

AND

SUPPORT SERVICES
EVENTS CALENDAR AND NEWSLETTERS

“Dateline Events” Calendar Listing

“Dateline” is the official listing of events and meetings at the University. Information submitted for inclusion in "Dateline" listings is posted in key locations in the University, in both paper and electronic calendars, in the Suffolk Journal and appears on the video monitors around campus. Information may be sent by any department or recognized student organization on campus. Events to be included in "Dateline" must be submitted to the Office of Student Activities five to seven days in advance of the event/meeting. Listings can be submitted by fax at (617) 305-1765 or hand delivered to the Office of Student Activities and Service Learning in the Donahue building, room 529. For more information, contact the office at (617) 573-8320.

The SUN

The SUN, (for Suffolk University Newsletter), the official in-house newsletter is edited by the Office of Public Affairs.

CAS News

The CAS News is a publication put out by the Office of the Dean of the College of Arts and Sciences. This informational resource provides updates on faculty publication, tenure and promotion announcements, committee activities, and other items of interest or import to faculty in the College. For the fall of 2001, this publication will be web-based for the first time. Please call Norman Eng in the Office of the Dean at x8570 or send an email to neng@suffolk.edu with any information you would like considered for posting.

UNIVERSITY MEDIA SERVICES

University Media Services (UMS) is comprised of three media centers that provide equipment and instruction to the faculty and administration for classroom and campus activities. The facilities that primarily serve the College of Arts and Sciences and the Sawyer School of Management are in the Donahue Building, room 215, and in the Sawyer Building, room 908. There is also a media center in Sargent Hall.

In addition to equipment distribution, each center offers specific media production and support services. The Graphic Production Facility, located in the Sawyer Center, is available for faculty and student usage. There is no charge for equipment use; however, there is a small fee for materials. Students who wish to use media equipment in classroom presentations must make arrangements through their professor.

For further information and daily hours on services in the Donahue Media center, please call Bill Walcott, Assistant Director, at 573-8244; for the Sawyer Media Center, contact Derek Pearson, Associate Director, at 573-8484.
THE LIBRARY

The Mildred F. Sawyer Library occupies the first two floors and two floors below street level of the Frank Sawyer Building at 8 Ashburton Place. It contains a collection of 105,000 volumes, more than 900 current periodicals, and 125,000 microform units. Books are arranged on open shelves by Library of Congress classification numbers and may be borrowed for 28 days, renewable. Periodicals are arranged by title on the 1st Floor, but they may not be taken out of the library. Course-required textbooks and assigned articles are kept on reserve at the Circulation Desk on the 2nd Floor. These may be borrowed for two hours in the library.

A catalog of the books and periodicals held in both the Sawyer and Law Libraries is available at terminals throughout the library as well as via the Internet from home computers. The catalog also lists by professor and course number books and articles placed on reserve at the Circulation Desk, as well as books on order and the latest issues of periodicals received.

The Sawyer Library has seating for 350 students, with carrels and three group-study rooms. The library also provides microcomputers, typewriters, coin-operated photocopiers and microfilm reader/printers on the 1st Floor.

When additional resources are needed, the library can refer students to the appropriate library among the many in the Boston area. The holder of a current Suffolk University ID card can use any of the 14 libraries in the Fenway Library Consortium. Students can also use the Boston Public Library, including its Kirstein Business Branch, the Massachusetts State Library, and other academic and special libraries nearby.

The Sawyer Library is open during the fall and spring terms as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday through Thursday</td>
<td>8:00 a.m. to 11:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 p.m. to 9:00 p.m.</td>
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</tbody>
</table>

During the summer terms the library is open as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Thursday</td>
<td>8:00 a.m. to 9:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:00 a.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

The library is closed on most holidays.

Collection of African American Literature In 1971 Suffolk University and the Museum of Afro-American History established a Collection of African American Literature. In 1981 the newly established Boston African American National Historic Site, under the auspices of the National Park Service, joined the project.

The collection includes poetry, drama, fiction, and non-fiction prose of important African American writers from the eighteenth century to the present in both book and periodical form. It contains related critical, historical, biographical, and bibliographical works by
writers of all races. Of special interest is the Collection of African American Writers Associated with New England. Housed in the University's Sawyer Library, the collection serves as the nucleus for a permanent center in Boston for students and visitors to study and enjoy African American literature.

**Archives** The University Archives collect materials documenting the history and activities of Suffolk University, including yearbooks, newspapers, catalogs, newsletters, administrative documents, photographs, and memorabilia. The Archives are located within the Mildred F. Sawyer Library.

**BOOKSTORE**

The Bookstore is located on the street level of the Ridgeway Building at 148 Cambridge Street. It is the official agent of the University in the sale of books, supplies, clothing, and all other articles sold in the name of the institution.

**Bookstore hours are:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>closed</td>
</tr>
</tbody>
</table>

Store hours are extended for the first two weeks of the fall and spring semesters. During school holidays the Bookstore is closed, but it will remain open during school vacations on shortened hours.

**Purchase Policy:**

Checks: In the exact amount of purchase only. Faculty/student I.D., driver's license, and/or major credit card required.

Debit Cards/Visa/MasterCard/Discover: Faculty/student I.D. or driver's license of cardholder required.

**Refund/Exchange Policy:**

Textbooks in as-purchased condition with a receipt may be returned within three weeks of the start of the semester. Returns without a receipt or after three weeks will receive a store credit at the discretion of store personnel.

**Book Buy-Back Policy:**

At the end of each semester, the Bookstore will buy books back for the immediately following fall or spring semester. Fifty percent of the new book price will be offered provided the book is needed for the following semester, is undamaged, and is neither overly written in nor excessively marked up. If the book is not needed for the following semester, the current wholesale price will be offered. The Bookstore reserves the right to determine quality, quantity, and price for books being bought back.
FRIEDMAN FIELD STATION

Suffolk's University's Robert S. Friedman Field Station, in the "Downeast" Maine town of Edmunds, is located adjacent to the Moosehorn National Wildlife Refuge on 40 acres along the shores of Cobscook Bay, an arm of the Bay of Fundy. The location of the field station allows easy access to a variety of spectacular habitats associated with the dramatic rocky coastline and northern forest communities of Maine. Large tidal fluctuations (>18 vertical feet) expose a rich intertidal community for study and research. The station, founded by Dr. Arthur J. West, II and dedicated in 1973 to Dr. Robert S. Friedman, generous benefactor and friend to the field station, is a University resource used to support field-oriented courses in life sciences as well as other disciplines. For information contact Dr. Carl Merrill at extension 8398 or Dr. Beatrice Snow at extension 8347.

SUFFOLK UNIVERSITY A.A.U.P. CHAPTER

Suffolk University has a chapter of the American Association of University Professors (A.A.U.P.). The chapter elects officers annually.

OFFICE OF PUBLIC AFFAIRS

The mission of the Office of Public Affairs is to positively enhance, market and position the image of Suffolk University's College of Arts and Science, Suffolk University's Sawyer School of Management and Suffolk University Law School. This is accomplished through effective use of internal and external communication, various media outlets, marketing, media driven special events, community and government affairs activities and publications on the local, regional and national level. In addition, the Office of Public Affairs maintains an extremely close working relationship between Suffolk University faculty, staff and administrators, its alumni, current and future students, the media, business community, neighbors, and government and civic organizations. The Office of Public Affairs publishes a Media Resource Guide listing faculty experts, The SUN (Suffolk University Newsletter) and a community outreach brochure.

RESERVATION OF AUDITORIUM AND CONFERENCE ROOMS

Use of the Auditorium (55 Temple Street) for activity functions is scheduled by the General Manager in the C. Walsh Theatre Office. Use of the Munce Conference Room (Archer 110) and the McDermott Conference Room (Donahue 128) are authorized through the CAS Dean's Office by calling x8265. Use of the School of Management Conference Room (Sawyer 521) is authorized through the SSOM Deans' Office. The Faculty Lounge (Archer 401) is not normally formally scheduled, but inquiries regarding its use should be directed to the CAS Dean’s Office. The use of the Center for Management Development (CMD) Conference room may be authorized through the Academic Computing Office (SSOM) by calling x8524. Use of space in the residence hall may be authorized by the Office of Residence Life at 617-305-2500.
UNIVERSITY CAFETERIA

The University Cafeteria is located in the basement of the Donahue Building. Both light snacks and full meals are served. A snack shop is also located on the third floor of the Sawyer Building. Faculty are encouraged to dine with residence student hosts in the residence hall dining hall at 150 Tremont Street.

LOST AND FOUND

A section of the University Police Department is set aside for recovered property. The University Police Department is located in the Donahue Building, 1st floor. Students finding lost and found articles are requested to deposit them in the University Police Department as soon as possible. Pick-up hours for items are Monday thru Friday, 9:00 a.m.-5:00 p.m. For further information regarding recovered property please call x8333. Lost and found items are held for 30 days only.

IDENTIFICATION CARDS

All faculty are required to obtain an Identification Card. I.D. cards are produced at the Sawyer Security Office on the second floor of the Sawyer Building and can be obtained between the hours of 7:00 AM and 11:00 PM when staffing allows. Please bring a valid photo ID. Please call 617-573-8333 with any questions regarding ID cards.

REFERENCE REQUESTS

Without your authorization, the University will disclose to credit institutions or to prospective employers only your dates of employment and title(s) of position(s) held. If you wish additional information disclosed, please send a written request to Human Resources.

SOCIAL AND CULTURAL ACTIVITIES

The College and University Social Committees plan a variety of social functions. The College's Cultural Events Committee also schedules a variety of cultural events. If you would like more information from or about any of these committees, please contact their respective chairpersons.

You are encouraged to attend the various social, cultural, and athletic activities sponsored by student organizations.