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Saint Martin's UNIVERSITY

ADJUNCT FACULTY GUIDE

TABLE OF CONTENTS

INTRODUCTION FROM THE PROVOST.....3

GENERAL INFORMATION.....4

TECHNOLOGY **5**

SUPPORT SERVICES **6**

FACULTY CONTRACTS/LETTERS OF INTENT **7**

INSTRUCTOR RESPONSIBILITIES **8**

CLASS SCHEDULES, EVALUATION, AND GRADING POLICIES **12**

ACADEMIC DISHONESTY **15**

INSTRUCTOR OPPORTUNITIES / BENEFITS **16**

ADJUNCT FACULTY ADVISORY COMMITTEE (AFAC) **17**

OFFICE OF HUMAN RESOURCES **23**

STUDENT SUPPORT SERVICES **29**

LIBRARY, FACILITIES, AND PUBLIC SAFETY SERVICES **32**

INTRODUCTION FROM THE PROVOST

Dear Colleagues,

Welcome to the 2025–26 academic year at Saint Martin's University.

At Saint Martin's, we are informed by the Catholic intellectual tradition and guided by our Benedictine values. This means we strive to educate future leaders to be mindful citizens of the world who exhibit wisdom and compassion in thought and action. Your professional expertise is vital to this work, and we are deeply grateful for your service to the Saint Martin's University community.

The *Adjunct Faculty Guide* is a collection of resources designed to supplement the *Faculty Handbook* and *Faculty Bylaws*, the *Employee Handbook*, and the *Academic Catalog*. Please note that the information in this guide may evolve as our university grows and adapts. Your best resources will always be your dean, department chair or program director, the college/school executive assistant, and your faculty colleagues.

Thank you for agreeing to be part of the Saint Martin's University family.
We look forward to the contributions you will make this year.

Sincerely,

David Olwell, Ph.D.
Interim Provost and Vice President of Academic Affairs

GENERAL INFORMATION

USEFUL WEB RESOURCES

Office of Registrar policies and forms:

https://www.stmartin.edu/directory/offices-departments-directory/office-registrar

Handbooks and Other Policy Manuals

https://www.stmartin.edu/about/policies

Academic Catalog

https://www.stmartin.edu/academics/academic-calendar-catalog/academic-catalog

Saint Martin's Community Calendar of Events

https://www.stmartin.edu/news-events

Office of Public Safety

https://www.stmartin.edu/directory/offices-departments-directory/office-public-safety

Academic Calendar with Holidays and Office Closures

https://www.stmartin.edu/academics/academic-resources/academic-calendar

Link to Emergency/Weather Information:

https://www.stmartin.edu/emergency

Saint Martin's uses a text message alert system to provide official notification of critical

emergencies (e.g., situations that pose an imminent, physical threat to the community and weather-related campus closures). We encourage you and all students to sign up for text message alerts in case of emergency or weather closures.

TECHNOLOGY

University Email Account Information: Please note that you are required to use your Saint Martin's email account to correspond with students and colleagues on matters relating to your teaching. This enables the University to recover official correspondence in compliance with our records policy and in case we are required to provide these to external agencies.

Accessing Your Email, Moodle, and Self-Service Accounts: You should have received an email with your login credentials for your SMU email. Your SMU account allows you to log into your school email account, Moodle account, and Self-Service, and can also be used to logon to SMU computers, access Library database research resources, get software, and register your personal devices for use on the university's network.

Changing Your SMU Network Account Password: Please navigate to http://office.stmartin.edu to change your password and supply an account recovery email and phone number. Passwords expire every 180 days, please note that once your password has expired, you will need IT assistance to access your account and reset your password.

Microsoft Office: Your SMU email will give you access to Office 365 for the duration of your time at the University. The full Microsoft Office 365 Suite, including Word, Excel, Powerpoint, and other programs are available both on the web at http://office.stmartin.edu and for download on the same site.

Moodle: Many courses, whether they are taught online or in the classroom, use SMU's chosen Learning Management System, "Moodle," to enhance learning experiences. Students may only see current courses in which they are actively enrolled and may only see courses that

instructors have enabled for student use. To login and check Moodle, navigate here: http://moodle.stmartin.edu/

Self-Service: Faculty use Self Service to see their assigned classes, get a list of students enrolled in their classes, enter the 10-day count, and post grades. For assistance, please contact the Office of the Registrar, but the ITS Help Desk can assist with basic questions. To login and check Self-Service, navigate here: https://selfservice.stmartin.edu/selfservice/home.aspx

Need assistance? Whether you need password assistance, help with Moodle, assistance with a personal computer or device, or just don't know how to do something, the ITS Help Desk is here to help! ITS is open Monday through Friday from 8:00 a.m. to 4:45 p.m. Contact the ITS Help Desk by emailing Help@stmartin.edu from an SMU email account, calling 360-688-2222, or submitting an online request here.

SUPPORT SERVICES

The Computer Resource and Copy Center (CRC): Located on the third floor of Old Main in office 350. The CRC has 15 computers available for student, faculty, and staff use on a first-come/first-serve basis. Printing, copying, and scanning are a few of the services offered in the CRC. The CRC also has some equipment that can be provided for classroom use. For a full list of services please contact the CRC or visit their page on the Saint Martin's website.

Phone: 360-438-4518

Email: CRC@stmartin.edu

Place a print request online here.

Printing on Campus: To print materials on campus you'll need to be in the PaperCut system. Visit the CRC with your new staff/faculty ID to set up your papercut access. CRC staff can also walk you through use of on-campus printers.

Technology Assistance: In Old Main, CRC staff is available for walkup assistance with urgent classroom system errors, printer errors, and first steps when Old Main office computers need ITS help. When printer or copiers in Old Main run out of paper or toner, contact the CRC by phone or email for more supplies. If assigned to another building, please contact the Computer Resource and Copy Center or IT for assistance. If assigned to the JBLM extension campus, contact the campus office at Stone Education Center (Ft Lewis) 253-964-4688 for guidance.

Audio/Visual Equipment: The CRC has available for check-out a computer with CD/DVD drive, a document camera, projector/large display, and an HDMI port for portable devices. ***Special Arrangements:*** *Note that you may need to supply your own HDMI cable or other adapter depending on the type of device you are using.*

If you have any special requests, please be sure to contact the CRC at least 48 hours in advance for the arrangement. Any requests made after 4:00 pm on the day you require special arrangements/equipment cannot be guaranteed.

Video Recordings: If you are interested in video recording your session, equipment can be borrowed at O'Grady Library: https://www.stmartin.edu/academics/academic-resources/ogrady-library/technology

Classroom Access: Your classroom should be unlocked during the hours buildings are open. If you cannot get into a classroom, please contact the ***Public Safety Office*** at (360) 438-4555.

FACULTY CONTRACTS/LETTERS OF INTENT

According to the Faculty Handbook, adjunct faculty are endorsed by their disciplinary peers through Department Chairs who work closely with their College/School/Division Deans to identify teaching needs and to vet candidates for appointment to Adjunct positions. Adjunct faculty are evaluated annually prior to re-appointment; evaluations are coordinated by

Department Chairs and may include consideration of student evaluations and classroom visits by peers.

Adjunct faculty may be full- or part-time as defined below and may be contracted for a semester, year, or multiple-years. Adjunct faculty teaching assignments are determined by the Department Chair at the time of the faculty member's appointment, and contracts/appointment letters or teaching assignments are not guaranteed to be renewed for subsequent semesters or years, as appropriate.

A preliminary draft of the Letter of Intent may be sent via email 4-6 weeks prior to the beginning of the semester. The final version will be emailed to your SMU account after the 10-day count. Courses with fewer than 7 students will not be offered except in exceptional circumstances. In these circumstances, the instructor's pay might be pro-rated based on the number of students registered for the course. The current minimum of 7 is subject to revision as the University continues to work on strengthening class sizes and optimizing the learning experience.

The complete Faculty Handbook is found at: https://www.stmartin.edu/documents/faculty-handbook-and-bylaws If you have any questions regarding your contract, please contact the Chair of your Department.

INSTRUCTOR RESPONSIBILITIES

Adjunct part-time faculty workloads are calculated as follows: 1 hour of teaching requires 1-1.25 hours of preparation. Each semester teaching hour therefore equates to 2 - 2.25 weekly workload hours.

Adjunct part-time faculty are encouraged to maintain one weekly office hour per course, which is included in the total hours represented below in calculations of an adjunct part-time faculty member's weekly workload.

The following section summarizes material in the *Faculty Handbook* and presents guidelines that may help you in planning and understanding your work schedule:

TEACHING HOURS	PREPARATION HOURS	OFFICE HOUR	WORKLOAD
1	1.25	.33	2.6

Adjunct part-time faculty are expected to maintain one office hour per week for 3-4 semester credit hours of teaching. Part-time adjunct faculty workloads do not typically exceed **10 semester credits on the Lacey Campus** in each semester. Part-time adjunct faculty workloads do not typically exceed **8 credits in each 8-week session on extension campuses**.

Please note that academic terms at Saint Martin's are referred to as semesters when they run for 16 weeks and sessions when they run through shorter periods (such as the 8-week sessions at ELD).

Sample Workloads – Lacey Campus semesters:

TEACHING HOURS	PREPARATION HOURS	OFFICE HOURS	WORKLOAD
3	3.75	1.0	7.75
4	5.0	1.0	9.0
6	7.5	2.0	15.5
8	10.0	2.0	20.0
9	11.25	3.0	23.5
10	12.50	3.0	25.50

Any hours constituting required attendance at university meetings or required service on committees or additional weekly office hours are calculated as additional hours of commitment

within a part-time adjunct faculty member's workload. All such additional required hours must be approved by the provost and may be additionally compensated.

Sample Workloads – 8-week Sessions:

TEACHING HOURS	PREPARATION HOURS	OFFICE HOURS	WORKLOAD
3-credits = 5.5	7.0	1.0	13.5
6-credits = 11.0	14.0	2.0	27
8-credits = 14.0	14.0	2.0	29

Ordering Textbooks Through the SMU Bookstore: It is the instructor's responsibility to order books after their teaching schedule is confirmed and in accordance with deadlines set by the bookstore manager. Students using financial aid to purchase books are sometimes required to do so through the SMU bookstore. Getting book orders into the bookstore in a timely manner allows the bookstore to acquire used versions before they become unavailable. The bookstore will put out a request for orders in the preceding semester. Orders can be done by emailing the information to the bookstore or by using the Adoptions and Insights Portal: https://sso.bncollege.com/bes-sp/bessso/saml/stmartinedu/aip/logon Use your stmartin.edu login.

Direct link to the SMU bookstore: https://www.stmartin.edu/directory/offices-departments-directory/saint-martins-bookstore

Textbook Desk Copy Policy: Instructors are expected to research and order desk copies of books for their own use. You must contact the publisher directly for desk copy orders. Please note that some booksellers may not provide desk copies to instructors.

Course Syllabus: Contact the executive assistant of your college/school for the latest template. Please ensure that you annotate items listed on your syllabus so that your students are clear about their responsibilities and work assignments.

While each college/school has different submission deadlines (please contact the relevant executive assistant for guidance), at a minimum, syllabi for all courses should be finalized at least 2 weeks prior to the start of the session in which you are scheduled to teach.

- College of Arts & Sciences
- School of Engineering
- School of Business
- College of Education and Counseling

Training and Support: If you need assistance with Moodle and/or help with the class syllabus, please refer to the Moodle webpage at http://moodle.stmartin.edu/ or contact your school/college executive assistant for more information.

Student Attendance Verification: During each session, instructors are required to report student attendance for the 10 day census count via Self-Service https://selfservice.stmartin.edu/SelfService/Home.aspx Reporting attendance enables the Registrar and Student Financial Services to better identify students who are not attending and/or failed to properly withdraw from a course. The ten-day count also enables the University to maintain accurate head-count records for the semester and to report these accurately to the Department of Education. It is vital, therefore, that instructors report the ten-day count in each of their classes.

The Registrar will email a reminder (with instructions) each term/session. Additionally, all instructors are *expected to maintain appropriate records of student progress and attendance.*

Student Attendance: Faculty are free to set their own attendance policy for their classes but are expected to make reasonable efforts, typically by email to the student's SMU email, to contact assigned students who are not logging into their Moodle courses. At the end of the term, students who never significantly engaged in the course in Moodle and did not withdraw should be given the "XF" grade for non-attendance. Students who stopped participating later during the online class may be awarded the "XF" grade for non-attendance, a failing grade of "F," or a passing grade if he/she earned enough points prior to not attending.

Food and Drink Policy: Covered drinks and small/light snacks are typically allowed in all classrooms, subject to the instructor's approval. **Food such as hamburgers, fries, pizza, etc.,** are not allowed in the classroom unless prior arrangements are made with the instructor.

Cleaning supplies/trash cans are available in each classroom to clean up any spills, soiled tabletops, crumbs, or trash. Colleges and units using the classrooms are responsible for cleaning spills resulting from eating and drinking in the classroom.

White Boards: Instructors must clear white boards at the end of class.

Classroom Visits: Department Chairs will schedule classroom visits to one of your classes at least once a year; the visit may be by the Chair or by a senior faculty designee. Deans may also visit your classroom, and you will be informed in advance of visits. Of course, you may also invite senior colleagues to conduct a peer evaluation by visiting your classroom. Please note that peer evaluations of your classes will be included in considerations regarding renewal or non-renewal of your contract in subsequent years as well as in considerations for promotion.

CLASS SCHEDULES, EVALUATION, AND GRADING POLICIES

Scheduled Class Time: Please note that your class is scheduled for a specific timeslot. Class times should not be changed except through approval by your college/school dean. The Registrar should be notified about all approved changes. Please be conscious also of class start and end time; instructors scheduled for subsequent sessions in the same room require timely access to the classroom to prepare for their teaching session.

Cancelling Classes: Classes may occasionally have to be cancelled for a variety of unavoidable reasons: instructor illness, inclement weather, emergencies, etc. If you must cancel a class, please notify your students, your Department Chair, and your school/college executive assistant as soon as possible. Ideally, you should try to make an alternate arrangement two weeks in advance with your dean. You can access student and class information using Self-Service. We encourage you to use Moodle and SMU email to notify students.

Final Examinations: The schedule for final exams can be found on the Registrar's website: https://www.stmartin.edu/academics/academic-resources/office-registrar/finals-schedule As the *Faculty Handbook & Bylaws* notes, "The period of final examinations is scheduled at the end of the semester by the Registrar's Office. No examinations are to be administered to classes during the last regular week of scheduled classes in lieu of the final examination. Final examinations, if given, must be administered at the date and time specified by Registrar. Exceptions to this policy must be approved by the Provost."

Testing Policy: To arrange for testing and/or proctoring of students, contact the Center for Student Success https://www.stmartin.edu/academics/academic-resources/center-student-success

Course Assessment and Evaluation: During the last couple of weeks of the semester or session, you will receive information via email on how to conduct electronic evaluations through Moodle. This is an opportunity for feedback on the course and instruction.

Grading Policies: Your syllabus should include a clear statement about grading policies. Clearly stated policies protect you and the University in case of any challenges regarding your grades.

Withdrawal: A student may withdraw from a course by completing a withdrawal form at the Office of the Registrar. A "W" will be recorded on the student's transcript. Please refer to the academic calendar provided by the Registrar's Office for dates related to withdrawal deadlines.

End of Session Grades: At the end of each session, please submit students' grades into Moodle or Self-Service. The Registrar will send detailed information regarding final grader submission including specific deadlines. Please note that late submissions can affect students' financial aid, probation and suspension notifications, their registration for subsequent semesters, and their ability to graduate on schedule. If you don't submit the grades in time, you will need to contact the Office of the Registrar.

Changing Grades: If you discover an error in the recording, the calculation of the student's final grade, or completion of coursework to satisfy an incomplete, a grade change form must be sent to the Office of the Registrar. The form is available at the Office of the Registrar and must be picked up in person by the instructor.

Incomplete Grades: Please check the University policy governing an "I" or incomplete grade for students who may have outstanding assignments or a final exam remaining at the time class grades are due. The grade of "I" represents incomplete work and should be given for work which is of passing quality but which, because of circumstances beyond the student's control, is not complete.

Instructors are allowed to grant incomplete grades to students as long as 50 percent of the course work for the course has been completed and the student has a justifiable cause for not completing the remaining work, such as deployment, illness, family emergency, etc. Students

are required to contact their instructors prior to the last week of class to request an incomplete; please ensure that you receive backing documentation for requests, e.g., medical documentation or a document on military deployment.

The issuance of the grade of "I" is at your discretion as an instructor. Approved Incomplete Forms are submitted to the Office of the Registrar. The removal of an "Incomplete" grade is the student's responsibility. Instructors can change a grade at a later date by completing a "Change of Grade" form if late submissions or make-up exams have been arranged with the student. Incomplete grades, if not changed by the end of the following semester, automatically convert to an F.

Please contact the Office of the Registrar for more detail and guidance. Most forms, and the Academic Catalog (explaining policies), can be found on the Registrar's website: https://www.stmartin.edu/directory/offices-departments-directory/office-registrar

Returning Graded Student Work: If students want their materials mailed to their home, they need to supply you with a self-addressed stamped envelope.

ACADEMIC DISHONESTY

Policies and procedures surrounding plagiarism and academic dishonesty can be found in the Academic Catalog, posted on the Registrar's website: https://www.stmartin.edu/directory/offices-departments-directory/office-registrar

Plagiarism: Plagiarism is the act of using the words and ideas of others without giving proper credit. Common varieties of plagiarism include:

- Having another individual write a paper or take an examination for a student.
- Directly quoting material without using quotation marks or proper indentation.
- Not giving credit for another person's original ideas and organization.

The Acceptable Use of AI in Coursework: Any use of technology that misleads a reviewer in assessing the student's mastery of a specific set of skills or knowledge is a type of intellectual dishonesty, that is, a type of cheating. Students who are unsure about the appropriateness of using an artificial intelligence tool (or "AI") should check with the instructor before using it. This includes the use of tools that generate text, images, video, code, and other works. If you are permitted by your instructor to use one or more AI tools in producing your work, you should disclose the use of that tool. You should say which tool you used and how you used it. Then if you use specific AI generated content (text, images, videos, audio, code, and so on) you should cite it in the style (APA, MLA, and so on) specified by your instructor.

INSTRUCTOR OPPORTUNITIES / BENEFITS

Full guidance for all relevant opportunities and benefits can be found at the Employee Handbook: https://www.stmartin.edu/directory/offices-departments-directory/office-human-resources/employee-resources/employee-handbook For example: adjunct faculty are eligible for undergraduate and graduate tuition remission after 5 years of teaching at SMU. Adjuncts have access to office space and library services and can participate through elections, and with compensation, as representatives on Faculty Senate, Faculty Welfare, and Faculty Development committees. Adjuncts are also welcome to attend all campus events.

Faculty Handbook: "Adjunct Faculty members . . . are invited to attend Faculty gatherings such as College/School and University Assembly, professional development workshops and conferences, student and Faculty convocations, and other community events such as lectures, presentations, and cultural performances. Adjunct Faculty may also be invited by Regular Faculty or academic leaders to attend Department and/or other meetings and to serve on ad hoc Committees and Task Forces."

Adjunct Faculty Advisory Committee (AFAC)

Adjunct faculty have historically been invested academic practitioners for Saint Martin's University (SMU). As adjunct faculty continue to be an integral part of the Saint Martin's

community one major function and purpose of this committee will be to assist in creating and maintaining academic infrastructures that include the contributions of adjunct faculty.

The goals of the Adjunct Faculty Advisory Committee:

- We are devoted to helping and mentoring our students as they strive towards excellence in all facets of their lives developing the ability and inspiration to be active contributors to our diverse communities, and to live their lives in service with integrity and intellect.
- Adjunct faculty support Saint Martin's University as an important part of academic life. We are here to assist the growth and development of the University along with all of its stakeholders.
- The AFAC identifies specific issues unique to the adjunct teaching cohort and addresses the needs and interests of adjunct faculty members at SMU.

The Adjunct Faculty Advisory Committee is tasked with the following:

1_Provide support to adjunct faculty and create strong, healthy relationships among all faculty and staff members.

2_Advise the Provost's Office and other campus stakeholders (Abbey, Faculty Senate, Board of Trustees) on the development and implementation of activities, policies, and procedures that enhance the adjunct experience at Saint Martin's University.

3_ Recognize the diverse ways in which adjunct faculty support SMU in its pursuit of its stated educational mission and lived experience of Benedictine values.

4_Discover and recognize the specific ways that can facilitate inclusion of adjunct faculty into all elements of campus life.

5_Maintain open communication to advocate for adjunct-specific interests in areas relevant to University educational polices and operating procedures / policies.

Source URL: https://www.boisestate.edu/academics-deptchairs/home/committees/

BYLAWS (draft)

I. Definition: The Adjunct Faculty Advisory Committee, hereinafter "AFAC," or "the Committee," is a university committee of Saint Martin's University, reporting directly to the office of the Provost, and is governed by Saint Martin's University policy.

II. Purpose: The AFAC's objectives are stated in the AFAC mission statement: (A) to represent the interests of adjunct faculty; (B) to facilitate the inclusion of adjunct faculty in shared university governance; (C) to facilitate communication among adjunct faculty and between adjunct faculty and other constituencies in the university.

III. Academic Limits and Eligibility: The AFAC represents adjunct faculty from all divisions of SMU on all campuses. An adjunct faculty member is a current SMU employee appointed to teach specific courses and who is compensated to teach on a course-by-course basis. Staff who teach part time are also included in this group. Fulltime faculty, including instructors and visiting professors, and administrators teaching one or more courses as an adjunct are not eligible for representation through AFAC.

IV. Ratification: Since AFAC is a structure within the university officially designated to represent the interests of its employees, these bylaws must be approved by the provost. These by-laws governing the operation of the AFAC shall take effect upon ratification by a simple majority of votes cast by adjunct faculty.

V. AFAC Membership, Officers, and Sub-Committees: Any adjunct faculty member who meets the election eligibility criteria (described below) may be nominated for election to AFAC. Becoming a member of AFAC means a commitment to attend and to participate in all or most AFAC meetings, held no less than twice during spring and fall semesters; campus-wide AFAC events; and AFAC activities and meetings with SMU personnel including administrators, faculty, and staff. Any adjunct faculty member in good standing may serve as AFAC chair or on AFAC sub-committees once elected to AFAC. The Chair is elected for a 2-year term. Committee

members including the chair may be elected by the membership to serve on sub-committees and may volunteer. Vacancies that occur in the chair or sub-committee positions may be filled by the remaining members of the Committee. The AFAC may appoint standing and ad hoc committees. Sub-committee meetings and other activities are open to any AFAC member.

Adjunct Faculty Advisory Committee (AFAC) Job Descriptions

Chair: The Chair provides leadership and direction to the committee and facilitates the committee meeting its stated objectives. The Chair takes a supervisory role to ensure individual responsibilities are met and is a signatory for the Adjunct Faculty Advisory Committee. The Chair is also the primary representative to the Office of the Provost and other governing bodies (Board of Trustees, Abbey, Faculty Senate).

Vice Chair: The Vice-Chair supports the Chair and is able and available to perform the Chair's formal duties as needed. The Vice-Chair is expected to have a full understanding of the formal responsibilities of the Chair.

Secretary: The Secretary reports to the Chair and is responsible for the committee's administrative tasks: providing detailed meeting notes and minutes, maintaining AFAC permanent records including the Moodle page and email list, and all correspondence. The Secretary will prepare annual reports as needed.

Treasurer (as needed): The Treasurer reports to the Chair and manages financial records, carries out annual audits, creates and presents an annual budget, and develops short-term and long-term financial strategy. The Treasurer communicates the financial history to all members.

Representative (one from each school/college listed below). These are two-year terms, staggered between Spring and Fall semesters.

The Representative brings the needs, interests, and concerns of adjunct faculty in their respective areas to the attention of the Committee for discussion and reports Committee activities and decisions to their constituents.

- The Hal and Inge Marcus School of Engineering (HIMSE)
- The School of Business (SoB)
- The Department of Nursing (not currently part of CAS)
- The College of Education and Counseling (CEC)
- The College of Arts and Sciences (CAS)
- Extension Campus at Joint Base Lewis McChord (JBLM)

Representative expectations:

The Adjunct Faculty Advisory Committee will review any issue that impacts the adjunct faculty cohort at Saint Martin's University.

Representatives will be expected to attend two meetings per semester:
Fall: October and December; Spring: March and May.

Becoming a member of AFAC requires a commitment of participation in most committee meetings and activities, including separate meetings with SMU administrators, staff, and other faculty.

AFAC members are responsible for representing adjunct faculty needs to SMU administration. Issues related to professional development, compensation, and working conditions are at the forefront of developing advice and recommendations to structure policy and procedures related to adjunct faculty.

AFAC decisions are by consensus or by a simple majority of a quorum; a majority of the AFAC membership shall constitute a quorum.

VII. Democracy: The AFAC's governing principle is representative democracy. AFAC members are responsible for representing the needs and concerns of adjunct faculty to the campus administration, making recommendations related to adjunct professional development and working conditions, and providing advice in the development and implementation of policies and procedures related to adjunct faculty. The AFAC sets policy within the limits of the bylaws, actively pursues the AFAC's objectives, and may be involved in the disbursement of allocated professional development funds. The AFAC reviews any issues that collectively impact the interests and/or needs of the adjunct faculty at SMU. AFAC decisions are by consensus or by a simple majority of a quorum. A majority of the AFAC membership shall constitute a quorum. Decisions by the AFAC can be called for review and possible revocation by a referendum of the adjunct faculty held by AFAC upon receipt of a petition signed by 10% of the adjunct faculty currently employed at SMU. Not more than half the required signatures may be from any one college or campus division. A minimum of 20% of the currently employed adjunct faculty must participate in the referendum for its outcome to be valid.

VIII. Budget: The AFAC is currently a voluntary organization and thus does not have a budget. Annual professional development funds for adjuncts are determined by the SMU CFO in conjunction with the provost. The AFAC will elect a Financial Secretary/Treasurer to handle the Committee's finances if a need should arise. The representative to the Faculty Development Committee shall regularly report the status of funds to the AFAC and shall open the AFAC's records to any adjunct faculty member who wants to review them. The Office of the Provost shall be notified as to an accounting of the use of any allotted funds.

IX. Elections: AFAC members are elected by vote of current adjunct faculty at SMU, and by SMU adjunct faculty only. Adjunct faculty members who have been active in teaching in the previous year at SMU are eligible to hold positions in the AFAC. The AFAC has at least eight members. In addition to the Chair, Vice-Chair and Secretary, one of the positions is for adjunct faculty in the College of Arts and Social Sciences; one in the College of Education & Counseling; one from HIMSE; one from the College of Business; one from the School of Nursing; and one from JBLM. From those elected members, representatives to the Faculty Senate, Faculty Welfare Committee and the Faculty Development Committee will be elected to serve and report in those respective committees. AFAC terms are for two years, with at least two positions coming open each year; thus, there will be some AFAC members with previous experience every year. Nominations will be open, and the membership shall be notified of upcoming elections at least 21 days prior to the election, so that members who want to run may be placed on the ballot. Election of AFAC members shall be by secret ballot. Adjunct faculty shall be given the opportunity to vote for their representatives even if the representatives are unopposed.

X. Reporting: At the end of the academic year, the committee will draft a summary of its work and the recommendations that come out of that year's discussions. This summary will be submitted to the provost and other relevant University stakeholders for review, and also can be used by the Adjunct Faculty Representative to the Faculty Senate as a guide for items to advocate for on behalf of adjunct faculty.

XI. Amendments: These by-laws may be amended by a two-thirds majority of the AFAC. Amendments to the by-laws, like the by-laws, shall ultimately be approved by the provost.

OFFICE OF HUMAN RESOURCES

Employment Policies: In the tradition of the great universities of the world and strengthened by our rich Benedictine heritage, Saint Martin's University is a community of teachers, scholars, and learners. All University activities are directed toward the professional well-being of our community and the fulfillment of our university's mission. Membership in this community – as faculty (regular or adjunct), student, staff member, academic leader, or university administrator – imposes certain obligations on members; these obligations include respectful and nurturing conduct toward other members, respect for learning and scholarship in all its forms, intellectual, academic, and professional honesty, personal integrity, and dedication to the pursuit of knowledge in accordance with the University's mission.

The Saint Martin's University Employee Handbook is intended to acquaint all employees with the heritage of our institution, applicable policies, procedures, practices, and benefits. It provides information that will be helpful throughout the course of your employment. It is essential that you read it and become familiar with its contents.

When policies apply only to non-faculty employees the term "staff" is used. When policies apply to both faculty and staff the term "employees" is used. Staff with teaching responsibilities are not considered "adjuncts" but are considered "staff."

In the event of any conflict between the *Employee Handbook* and the Faculty Handbook & Bylaws regarding faculty selection, ranking, advancement or dismissal processes, the *Faculty Handbook* takes precedence. In all other matters addressing employment, the Abbey Corporation Licensing Agreement, the Bylaws of the University, and the Saint Martin's University Employee Handbook, (in that order) take precedence over the *Faculty Handbook* in the event of any conflict.

Topics covered by the *Employee Handbook* that need clarification can be discussed with the Office of Human Resources.

Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student educational records. FERPA grants parents certain rights with respect to their children's educational records until the age of 18. Once a student reaches the age of 18 or attends a school beyond high school these rights transfer to the student. Saint Martin's University prohibits the disclosure of information from a student's education records without written consent of the student and that disclosure but be made to a school official who has a legitimate educational interest in the records. Additional information on who is considered a "school official" and the criteria for a "legitimated educational interest" can be found in the Saint Martin's University Employee Handbook. Therefore, be mindful of sending student educational information via email, posting on doors, or placing graded educational documents in a box outside your office for students to pick up. If you have questions regarding FERPA contact the Registrar's Office or the Office of Human Resources for clarity.

Workplace Conduct: Saint Martin's University is steadfastly committed to our Catholic Benedictine values and therefore strives to maintain a civil and humane atmosphere free from harassment and discrimination, full compliance with all applicable state and federal laws, and ethical standards that govern its operation as a Catholic Benedictine institution of higher education and as an employer.

Employees are expected to uphold and support the mission of Saint Martin's University and to respect the teachings of the Catholic Church even though they may not accept these teachings as their personal religious belief. This does not imply an employee's full agreement with every aspect of the Church's position; it means that employees are expected to be familiar with the objectives, faith, and ethical expectations of the Church, and to commit themselves to serve conscientiously and cooperatively within the frame of reference which they provide.

Consistent with our commitment and expectations, the University expects each employee to conduct themselves (language, actions and behavior) in a manner consistent with our Catholic Benedictine values, legal and ethical standards, as well as the Anti-Bullying Policy, Anti-Harassment/Non-Discrimination Policy, Sexual Harassment Policy and the Disruptive Behavior & Violence in the Learning, Living and Working Environment Policy outlined in the Saint Martin's University Employee Handbook.

Saint Martin's University Non-Discrimination Statement: The principles of our Catholic Benedictine tradition, equal employment opportunity, and non-discrimination are fundamental to the mission, goals, and objectives of Saint Martin's University. The University does not discriminate in employment or in the delivery or administration of its educational programs, policies, scholarship and loan programs, athletic or other University programs on the basis of sex, sexual orientation, race, color, religion (except as a bona fide occupational qualification for certain select positions (as outlined in the St. Martin's Abbey & Saint Martin's University Licensing Agreement), marital status, national or ethnic origin, military or veteran status, age, or disability.

Employees with concerns or complaints about discrimination on the basis of sex or gender in employment or employment-related matters or in the conduct of educational programs and activities, or any other concerns related to the University's non-discrimination policy, may contact the University's Title IX Coordinator:

Cynthia Johnson, PHR, SHRM-CP
Associate VP-Human Resources/Title IX Coordinator
5000 Abbey Way SE, Lacey WA 98503
360-688-2290
cjohnson@stmartin.edu

Discrimination & Harassment: Saint Martin's University is characterized by mutual trust and the Benedictine values of Community, Dignity and Respect. The University affirms the principle that its students, faculty, staff, monastic members, and administrators should be able to work and learn in a safe yet stimulating atmosphere. The accomplishment of this goal is essential to the Catholic Benedictine tradition.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. In determining whether discrimination or harassment has occurred, the totality of the circumstances surrounding the incident must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom, and advocacy. Saint Martin's University maintains and encourages full freedom, within the law, of expression, inquiry, teaching and research; however, academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation, or coercion. Discrimination and harassment are not within the protections of academic freedom.

If you have a concern about possible discrimination or harassment in connection with University employment, programs, services, facilities or activities, (whether related to conduct engaged in by fellow employees or by someone not directly connected to Saint Martin's University e.g., an outside vendor, consultant or customer) you are to contact the Office of Human Resources. Additional information regarding reporting, disciplinary actions, and retaliation can be found in the Saint Martin's University Employee Handbook.

Sexual Misconduct & Title IX: Here at Saint Martin's, we consider all but a few university employees "Responsible Employees" under Title IX. Responsible employees are mandatory reporters under Title IX, and includes **any employee who a student or employee could reasonably believe has this authority or responsibility to take action.** This means, you are an agent of SMU and therefore, could be found liable if you fail, through deliberate indifference, to fulfill your duty to protect students or employees in regard to sexual misconduct.

When someone comes to you to report any form of sexual misconduct, they come to you because you are a person they trust. It is important first and foremost to believe them.

- It's **NOT** a joke.
- Believe them – what they are telling you is **NOT** a lie.
- Listen without judgement and display empathy – don't devalue them, their feelings, or their perceptions.
- Let the individual lead the conversation – Let them do the talking and remember what are telling you and remember names.
- Protect the person's privacy, but do not promise confidentiality.
- **DO NOT act as an investigator**, simply be compassionate and connect them to campus and resources – this is not your role as much as you may like it to be.

The first thing you need to do….before a disclosure is made is to let the person know that you are a "responsible employee" with a duty to report what might be said.

Reporting Obligations: After an initial disclosure, or when empathetically listening to the disclosure, you must let the student/employee know the University reporting obligations. Here's some recommended language:

> "I appreciate that you feel comfortable talking with me. No one deserves to experience such behavior. Please know that our conversation is not confidential, but it is private. As someone who cares about your safety and well-being, I want you know that I have a responsibility to tell a member of the Title IX Team (Cynthia Johnson our Title IX Coordinator, Melanie Richardson our Dean of Student Affairs, or Sharon Schnebly our Director of Public Safety) so that she is aware and can provide you with information about options available to you regarding your safety and access to support services."

Making a Report: Responsible employee's reporting obligation consists of providing the following to the Title IX Coordinator or a member of the Title IX Team:

[name of person reporting] + [other party in known] + [details known about incident]

If a student/employee is in immediate danger, call Campus Public Safety or 911

Reporting Options: The Title IX Coordinator and the Title IX Team can assist a student/employee in making a Title IX report as well as provide academic/employment accommodations and support services. Although not confidential they will provide as much privacy as possible. **Email sent to Ann requesting current phone number on July 24.**

Cynthia Johnson, AVP-HR Title IX Coordinator cjohnson@stmartin.edu 360-688-2290	Ann Adams	Sharon Schnebly Director of Public Safety sschnebly@stmartin.edu 360-438-4354

Student Confidential: Our campus offers confidential staff, in our Counseling & Wellness Department (CWC), who can speak with students about their options in reporting and coordinate academic accommodations and student support services. The CWC staff do not have an obligation to report incidents to the Title IX Coordinator: counselingcwc@stmartin.edu
360-412-6123

Employee Confidential Resource: Employee Assistance Program (EAP) called "Employee Connect."

Online	Phone
https://www.guidanceresources.com Username: LFGsupport	888-628-4824

Password: LFGsupport1

Additional information on Title IX and the grievance process can be found in the Saint Martin's University Employee Handbook or by contacting the Title IX Coordinator.

Cynthia Johnson, AVP-HR

Title IX Coordinator

cjohnson@stmartin.edu

360-688-2290

STUDENT SUPPORT SERVICES

The Center for Student Success: The Center for Student Success (CSS) fosters academic excellence and empowers Saint Martin's students to reach their learning potential and educational goals. In partnership with staff and faculty across campus, the CSS provides individualized support in an inclusive environment that incorporates active engagement, appropriate resources, and effective learning strategies.

The CSS offers free academic services for all Saint Martin's students, including writing support, subject-matter tutoring, disability support, and academic advising. For more information on the Center for Student Success, please visit our webpage: https://www.stmartin.edu/directory/offices-departments-directory/center-student-success

If you have any questions or suggestions, or would like to collaborate with the CSS, please email us at: CSS@stmartin.edu

Saints Care: Saints Care is a student support network bringing together campus partners—faculty, staff, families, and students—to foster the success of each student in their navigation of campus life. Our team listens with the ear of the heart, responding to each student's unique

needs with compassion and respect. Saints Care embodies the value of community living by facilitating a holistic approach to proactively address the academic, social-emotional, and cultural needs of all students.

Faculty, staff, students, and community members are welcome to submit a Saints Care Referral at https://www.stmartin.edu/saints-care for any reason; including, but not limited to:

- Academic concerns
- Personal health issues
- Not attending classes
- Death or health concerns in the family
- Behavioral concerns or changes
- Safety concerns
- Personal, emotional, or financial issues
- Substance use concern
- Disability support or assistance, either short or long term, including medical accommodations
- Disturbing, distressing, or disruptive behavior or statements
- Suicide ideations (verbal and/ or written, including class assignments and social media)
- Aggressive or violent behaviors
- Stalking, dating or domestic violence

There is no wrong report. Saints Care would always rather have you share your concerns so the Saints Care team can review. You may also call the Office of the Dean of Students at 360-438-4367, Public Safety at 360-438-4555 or Academic Advising at 360-438-4569 for consultation.

If there is immediate threat of harm to self or others, please call 911 and then the Office of Public Safety at 360-438-4555.

Bias Impact Response Team (BIRT): The Saint Martin's University Bias Impact Response Team (BIRT) is a group of selected University community members appointed by the President to monitor and address incidents of bias to help Saint Martin's live out its meaning and practice of community.

The Bias Impact Response Team serves to:

- Fosters a healthy campus climate, exposing bias and working to dismantle it.
- Encourages dialogue around challenging and difficult issues related to diversity, equity, and inclusion.
- Promotes a campus community in which all members of our community feel safe, at home and welcome.
- Restores the relationship between individuals and the community, where personal narratives are heard and validated, and the institution acknowledges these narratives and takes action.

Reports to the Bias Impact Response Team can be made here.

Behavioral Intervention Team (BIT): The Behavioral Intervention Team (BIT) is a dedicated cross-campus team that meets regularly to assess and intervene in problematic student behaviors. BIT was formally created as a standing group and its members have received specialized training The team collaborates, collects information, identifies risks, and intervenes when appropriate to protect people from harming themselves or others.
Examples of incidents and situations that are addressed by the BIT include:

- Classroom disruption
- Behaviors that may pose a threat to the physical safety or well-being of individuals or groups
- Conflicts among individuals or groups that have the potential to escalate and pose a disruption to elements of the University community

Referrals to the Behavioral Intervention Team can be made through Saints Care. If there is immediate threat of harm to self or others, please call 911 and then the Office of Public Safety at 360-438-4555.

LIBRARY, FACILITIES, AND PUBLIC SAFETY SERVICES

O'Grady Library: Our mission is to actively support the educational goals of Saint Martin's University by providing instruction, services, resources, facilities, and technologies that facilitate access to information and in order to foster inquiry, creativity, discovery, and the acquisition of knowledge. circulation@stmartin.edu 360-688-2260
https://www.stmartin.edu/directory/offices-departments-directory/ogrady-library

Facilities Services Group: We are committed to the members of the Saint Martin's Community. Our team provides support for the full spectrum of facilities management activities, including capital planning and development, campus planning and landscape architecture, facilities project design and construction, space management, physical plant operations and maintenance, utilities, environment health and safety compliance.
smufacilities@stmartin.edu 360-688-2361
https://www.stmartin.edu/directory/offices-departments-directory/facilities

Office of Public Safety: The Public Safety Office is located on the second floor of Old Main. They provide parking passes and ID cards and offer safety escorts around campus. Saint Martin's University also provides full-service protection to the campus community through the Office of Public Safety which operates 24 hours a day, 365 days a year. Safety officers patrol campus 24 hours a day with an emphasis placed on crime prevention and education.
publicsafety@stmartin.edu 360-438-4555
https://www.stmartin.edu/directory/offices-departments-directory/office-public-safety