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**Introduction**

**STM Mission Statement**

The Boston College School of Theology and Ministry (STM) is an international theological center that serves the Church's mission in the world as part of a Catholic and Jesuit university. STM is committed to the Catholic theological tradition, which encompasses academic inquiry, interdisciplinary study, ecumenical dialogue, interreligious encounter, and the engagement of faith and culture.

STM prepares its students for leadership in lay and ordained ministries and for service rooted in faith—in increasingly multicultural contexts. Theological research and reflection, spirituality, and pastoral practice are integral to the School's life and mission.

STM offers graduate programs, including civil and ecclesiastical degrees in theology and ministry, that integrate intellectual, spiritual, pastoral, and personal formation. Drawing on the Ignatian tradition and rich diversity of its students, faculty, and staff, STM fosters a community that is contemplative, critical, and collaborative. The School reaches out to larger theological and ecclesial communities through scholarly research, timely publications, ministerial practice, and continuing education programs.

This text can also be found on the STM Website

**The Faculty Handbook**

This document is intended to be a resource for the faculty of Boston College’s School of Theology and Ministry (STM). It includes policies, procedures, references, and information that will be helpful as faculty members live out their commitment to the mission of the STM.

When this Handbook addresses a matter that is also addressed by the Statutes of Boston College or the Statutes of the Ecclesiastical Faculty at Boston College (EFBC), or is contained in the Boston College Faculty Handbook, those documents take precedence. With the exception of the EFBC Statutes, the Provost’s Office provides definitive interpretation of the meaning of points in these documents should there be ambiguity or need for clarification.

With regards to the Ecclesiastical Faculty (EF) and not to the Department of Religious Education and Pastoral Ministry (DREPM), the Ecclesiastical Faculty Statutes take precedence over Boston College Statutes, Policies, Faculty Handbook, etc. on matters which the EF Statutes address. On matters on which the EF Statutes are silent, Boston College Statutes, Policies, Faculty Handbook, etc. apply.
Faculty Responsibilities

Teaching

All faculty are expected to maintain a high level of teaching effectiveness, investing time and imagination in crafting their courses, conducting their classes, and evaluating the work of students.

The following sections highlight particular aspects of the School’s and the University’s policies concerning teaching. For a full overview, including full information on academic integrity, please refer to the STM academic procedures and policies as well as those that apply university-wide.

Educational Privacy Rights

The confidentiality of much student information is protected by US law, according to the Family Educational Rights and Privacy Act of 1974 (FERPA); faculty should familiarize themselves with the relevant provisions of the Act. Faculty are asked not to discuss specific students in public or communal spaces, and to otherwise ensure that conversations about students cannot be overheard.

Guidelines for a Formative Peer-Review of Teaching

Formative Peer Teaching review is designed for faculty members who wish to reflect upon and enhance their teaching. The process is started by the person requesting review and facilitated by the chair of the department. The chair consults the faculty member being reviewed when assigning a reviewer.

Pre-observation consultation:

To create a context for the observation, the reviewer should look at the instructor’s syllabus, and then ask the following questions of the instructor:

- How does the class I will visit fit into the syllabus?
- What are the goals of the class?
- What happened in the previous class? What have the students done to prepare for the class?
- What methods and strategies (lecture, discussion, case study/problem solving, etc.) will you use in the class?

The visit:

The reviewer should arrive early, and sit in an inconspicuous part of the room, if possible. During the class, the reviewer should consider the instructor’s

- knowledge of the subject;
- enthusiasm;
- sensitivity toward students;
- preparation and organization; and
- clarity of communication.
Conversation:

Following the class, the reviewer and teacher should meet to discuss what the reviewer sees as the positive elements of the class as well as the areas in need of improvement. A general conversation about the teaching/learning experience can ensue. No written record of the review is kept by the department chair or dean.

Mentoring of Students

Advising

Faculty are expected to be in close contact with their advisees and to meet with them in person or via other means of communication (e.g., Skype) at least once each semester during the registration period, and at other times at the request of the advisee. Faculty are also expected to be easily accessible to students both during the registration period and throughout the academic year. Members of the faculty are encouraged to e-mail their new, incoming advisees to make appointments during the registration period during their first semester of study if this has not already been handled by the Student Orientation staff. For suggestions and resources on advising, see the Faculty Advising Guide.

Mentoring

Faculty are encouraged to support the theological, personal, and ministerial development of students by being available to those who may seek them out as mentors.

Letters of Recommendation

Students have a legitimate expectation of the readiness of faculty to write evaluations and recommendations concerning future study and/or employment; doing so is an important part of service to the students and to the STM.

Research

Research Expectations for STM Faculty

All full-time members of the faculty are expected to contribute regularly to research in their fields. In service to the church and the wider public, faculty members are also encouraged to publish the fruits of their research in more widely accessible and professional publications. See the Section on STM Criteria for Tenure & Promotion for detailed treatment of research and publication expectations for both tenure and promotion. After tenure, all faculty are expected to continue to publish regularly in both scholarly and professional publications.

Funding for Research

All faculty are strongly encouraged to seek both external and internal support for their research.

Externally Funded Research

Faculty are encouraged to run searches in online databases of external funding opportunities (such as Grantscape) on a regular basis in order to keep abreast of external funding opportunities that may be
appropriate to their research. In addition, the dean or the associate dean for academic affairs may send out notices of opportunities of particular relevance to STM faculty.

Faculty are encouraged to apply for external research grants and fellowships and can do so at any time; that is, there is no need to wait until one is eligible for sabbatical to do so. Externally funded research leaves do not re-start the sabbatical clock. However, if a faculty member receives external funding for a research leave, the semester(s) that she or he is away do not count toward the 12 semesters of service for sabbatical eligibility. To give an example: if a faculty member receives external funding for a year’s research leave, his/her eligibility for sabbatical is postponed for one year, not six years. Questions about how this policy applies in specific situations should be addressed to the associate dean, academic affairs.

Faculty who wish to apply for an externally funded grant or fellowship should contact the dean or the associate dean, academic affairs and let their department chair and area coordinator know as soon as possible. This will ensure that (1) multiple applications for the same fellowship or grant from Boston College are coordinated; (2) there are not too many faculty in the same area away at the same time for course planning purposes; and (3) the faculty member receives support from University Advancement in the application process.

All research involving human subjects will be reviewed by the University Institutional Review Board (IRB). Approval of research on human subjects must be completed before data collection begins.

**Internally Funded Research**

Boston College offers research support through the Office of the Provost. For information on the different forms of funding, see the Provost’s Faculty Awards and Grants page.

**Research Assistance**

The STM offers five research assistantships each year in order to recruit the most academically talented students. These assistantships are for one academic year and come with a $5000 stipend. RAs are expected to work 10 hours per week when classes are in session, not to exceed 150 hours/semester. The associate dean for academic affairs and the assistant director for admissions coordinate the application process and suggest research assistant candidates for faculty consideration. Research assistants are offered to faculty based on matches between faculty research projects and the skills (e.g., research, languages, etc.) available in the pool of proposed research assistants.

After the five research assistantships have been awarded, additional requests for research assistance and related tasks such as help with proofreading and indexing will be considered based on the availability of funds and awarded at the dean’s discretion. Faculty with such requests should contact the associate dean for academic affairs. The number of hours of assistance is flexible and dependent upon the needs of the faculty member.

**Service**

The general service expected of every faculty person is to promote the stated mission of the School of Theology and Ministry. All faculty are expected to maintain a consistent presence and active engagement in the life and work of the School. This includes participation in department, area, and whole-faculty meetings, being available to other faculty members for consultation and colleagueship;
regular participation in the liturgical life of the STM (e.g., Thursday mass and repast); participation in faculty colloquia and retreats; participation in orientation, convocation, and commencement exercises; and regular attendance at occasional events of the School (e.g., receptions, student/faculty gatherings, recruitment events).

Faculty are expected to be active members in their appropriate scholarly guilds. This includes regular attendance at annual meetings, and, as elected or requested, service on committees or in leadership roles.

Where appropriate by reason of expertise, need, or opportunity, the School encourages service to the larger civic, social, and cultural community. Such outside service should not interfere with fulfilling a faculty’s primary responsibilities to the School.

STM faculty may on occasion be contacted by the media for public comment on matters relating to the Church. Such interviews, writings, and comments should reflect as positively as possible on the Church, Boston College and the STM. The Boston College Office of News and Public Affairs should be apprised of media contact, in advance if reasonably possible. If you desire interview training, and/or counsel for responses to news media inquiries, please contact University Communications.

**Participation in Assessment and Program Review**

The assessment of student learning and the review of academic programs are the responsibility of all faculty members. Faculty are responsible for the following:

- creation of desired student learning outcomes;
- deciding upon the criteria, processes, and instruments for meeting those outcomes;
- directly assessing student work; and
- recommending improvements to academic programs to the dean based on their analysis of assessment data.

The associate dean for academic affairs supports and serves as a resource for the faculty in this endeavor, particularly in the collection and presentation of data, as well as ensures that STM assessment processes meet the expectations set by the University and the appropriate accrediting agencies.

**Committees**

An integral aspect of service is attendance and active participation on all committees to which one is elected or appointed and being available to serve on University committees, as appropriate. For a list of current committees of the STM, the University, and the BTI, and details about faculty service on those committees, please check the [STM Faculty Binder](#).

**Department Chairs**

See [Boston College Statutes Chapter 1, section 14](#). In the School of Theology and Ministry, department chairs

- are ultimately responsible for the degree programs housed in their departments;
- chair department meetings;
- conduct annual and second- and fourth-year reviews of faculty in their departments
• chair the T&P Committee (EF only);
• chair faculty search committees and processes for positions within their departments;
• chair the Department deliberations in promotion and tenure cases and assist faculty through the process;
• attend EFBC Board meetings (EF only);
• serve as *ex officio* members of the Academic Integrity Committee, the Education Policy Committee, and the Dean’s Council; and
• serve as *ex officio* members of the the PhD (DREPM only) and STD (EF only) Admissions Committees.

**Program Directors**

Program directors are appointed by the dean for four-year terms. In the School of Theology and Ministry, program directors

• determine, in consultation with area coordinators, which courses fulfill which requirements in their programs when an *ad hoc* question arises that is not addressed on the Courses and Degree Requirements sheet;
• chair and conduct program reviews (see Program Review Guide) and assessments according to the STM Assessment Cycle that is part of the school’s comprehensive program of assessment, including chairing the Review Committees;
• serve on the Assessment Committee in years when their program is under assessment or review;
• collect assessment data (rubrics, portfolios) and make sure it gets to the office of academic affairs;
• update program handbooks and other program-related materials on a yearly basis;
• present and interpret assessment data to the department, and make recommendations for program improvement and then, as appropriate, guide the proposal through the EPC and faculty approval process;
• certify that students in the program have met or are on track to meet requirements for graduation;
• host gatherings of students in the program, as appropriate to program and student needs (these are usually outlined in the program handbook); and
• other duties as described in the relevant program handbooks.

**Areas and Area Coordinators**

The STM has five faculty areas: Systematic Theology, Bible, Christian Ethics, History of Christianity, and Practical Theology/Pastoral Studies. Every STM faculty member is a member of at least one area, and some are members of two or more areas. The primary responsibilities of faculty areas are (1) course planning; (2) deciding on which courses fall into their area, so as to advise program directors and faculty advisors on these matters; and (3) identifying lacunae in faculty expertise and making appropriate hiring requests to the dean.

Area coordinators are elected by the faculty in the area and normally serve for terms of two years. In consultation with the faculty in the area, responsibilities include the following:
call and chair meetings of the area;
represent the area to the department, the dean, and the other areas of the STM;
attend Area Coordinators’ meetings;
ensure that core requirements in the area are met in all STM degree programs, planning 3-5 years out in terms of course planning;
yearly course planning in terms of who will teach what when in a timely manner according to the STM Course Planning Process deadlines;
advising program directors and faculty advisors on ad hoc questions from students as to what courses count for the relevant area requirements in degree programs;
attend to new course approval requests as they come through the normal process; and
other responsibilities as assigned by the dean.

STM Faculty Hiring and Appointment Procedures

For information about faculty appointments, with and without the option for tenure, and visiting appointments, see the University Statutes, Chapter 2, Section 4.

Full-Time Faculty

All STM full-time faculty (both tenure-track and non-tenure-track) are hired either through a targeted search (which typically involves one individual that the STM seeks to hire) or an open search. Both of these types of search may be limited to a specific academic rank (e.g., assistant, associate, or full professor), be rank open (i.e. to all three academic ranks) or be rank-limited (i.e. limited to two of the three ranks, usually excluding either the assistant or full professor level). In the case of a targeted search the dean may amend or simplify the normal hiring process outlined below.

1. The dean petitions the provost for authorization according to the due date set by the provost (usually mid spring semester for searches the following academic year).

2. Upon receiving approval, the dean asks the department chair to craft a job description.

3. If the provost gives authorization, the dean appoints a search committee: three faculty members from the requesting department, one from the other STM department, the associate dean of academic affairs, and a student in a program in the requesting department. In consultation with the department chair, the dean may appoint a member from the Theology Department or other professional school. The department chair is on the committee, and ordinarily serves as chair.

4. The committee members review all applications, including preliminary interviews if necessary. They forward a full list of applicants to the dean, along with a short list of usually three names of candidates the committee thinks should proceed to the on-campus interview. In consultation with the chair, the dean approves the list of finalists to bring on campus for interview.
5. The interview includes a public lecture, faculty colloquium, a meeting with students, and interviews with the committee and dean. Candidates for faculty positions in the EF also meet with the rector of the Faber Jesuit Community. All STM faculty members and students are invited to attend the lectures and colloquium/interview and fill out questionnaires. Faculty members who have attended the sessions (excluding members of the search committee) are invited to write a letter expressing their recommendation (with an explanation) both to the search committee and to the dean. Faculty participation is a faculty responsibility.

6. After considering the faculty letters and after their own discussion, the voting members of the committee vote yes/no on each interviewee. Only faculty members of the committee are allowed to vote, and should communicate to the chair the reasons for their votes.

7. While the committee does not rank candidates, each member of the committee is encouraged to write to the dean, explaining his or votes of “yes” or “no” to each candidate.

8. The dean meets with the chair of the search committee to review the committee’s actions.

9. The dean tells the search chair whom he chooses and why. If the dean does not accept the committee recommendations of yes or no on the individual candidates, the dean will meet with the committee.

10. For Ecclesiastical Faculty hires, the dean consults the vice chancellor and receives his consent.

11. The dean calls the person to ascertain the candidate’s willingness to accept the position, if it were to be offered. If the candidate indicates that he or she is interested, the dean sends a draft letter of offer to the vice-provost for faculties, including proposed terms of the offer. Upon receiving approval, the dean sends the letter to the candidate.

12. Following formal acceptance of the offer by the successful candidate, the dean informs the chair of the search committee, who in turn informs all of the other candidates for the position that the search has been completed. If no offer extended by the dean is accepted by a candidate, then the search process may either be suspended, terminated, or continue with a new round of candidate interviews. Likewise in the event the dean decides on either a suspension or termination of the search, the chair of the search committee informs all the candidates of this fact.

Full-time, non-tenure-track (formerly called “adjunct”) faculty appointments may be made under the titles of professor, associate professor, or assistant professor of the practice of (e.g. Youth & Young Adult Faith, Canon Law, etc.). For more information, see Boston College Statutes, Chapter 2, Section 2.

New Faculty Orientation

Information about Boston College New Faculty Orientation can be found in the Boston College Faculty Handbook. The associate dean, academic affairs also runs an orientation for new STM faculty in August, covering student advising, syllabi, and STM policies, procedures, and logistics related to getting up and running at STM.

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Part-time Faculty

The process for hiring a part-time faculty member can be initiated in the dean’s office or within a faculty department or area. In the case of the latter, after the chair or area coordinator has received the approval of the dean to hire a part-time faculty member, the department chair or area coordinator is responsible for finding a qualified person to fill the position. If the process is initiated in the dean’s office, the associate dean for academic affairs recruits the part-time faculty member.

- Appropriate public advertising and consultation within the faculty may be done. Possible candidates can be interviewed by the department chair, area coordinator and/or the associate dean.

- The chair, coordinator, or associate dean forwards to the dean for review the candidate’s curriculum vitae and other relevant material (such as course syllabi, teaching evaluations, etc.).

- If the dean approves of the recommendation for the candidate, the dean offers him/her a one-semester or one-year contract, which is signed by the dean and the candidate. PLEASE NOTE: Any salary quoted to the candidate in the recruitment process must have the prior approval of the associate dean for finance and administration.

- All such part-time faculty contracts are subject to the “10 Student Rule” maintained by the Provost’s Office, which means that if the projected course fails to enroll at least 10 students it is subject to cancellation without remuneration by the School. The dean may waive this exception for serious reason.

- The performance of any part-time faculty member is reviewed for adequacy by the department chair and/or dean prior to any offer of a subsequent contract for another semester or year.

Faculty Reviews

Annual Review of All Full-Time Faculty

All full-time permanent faculty (whether tenured, tenure-track, or and adjunct faculty) have their performance reviewed annually. All faculty are to submit their annual report according to both the format and deadline established by Boston College. After the deadline for submission of the faculty annual report has passed, the faculty member is invited to a conference by the department chair. Consideration of both the faculty member’s annual report submitted and other data furnish the principal material for this conference. Some period of time following this annual conference the department chair writes a report outlining the main points of the conference and gives a copy to the faculty member. The faculty member then signs the report, indicating that she or he has received and read it, and also is invited to append additional comments to the report if so desired. The faculty member retains a copy of this report and returns the signed original to the department chair. All materials are then forwarded to the dean.
Second and Fourth Year Review of Tenure-Track Faculty

1. The assistant professor will submit a dossier that includes his/her vita, copies of publications and other completed works, all course evaluations, and other materials related to teaching and service by November 15 of the second and fourth year.

2. The chair of the faculty member’s department will chair the Review Committee. The chair will also see to it that all the members of the department are consulted by the Review Committee.

3. The Review Committee will consist of the tenured faculty of the assistant professor’s department, a member of the other STM department appointed by the dean, and a member of the Theology Department (GSAS), appointed by the chair of that department.

4. The chair and/or another faculty person in the appropriate department will attend at least one class of the assistant professor under review and will conduct an summative review of his/her teaching, according to the procedure set forth by the Provost’s Office.

5. The Committee will meet with the assistant professor, invite him/her to give an oral presentation on his/her work, followed by conversation, assessment and counsel from the Committee regarding areas of strength and those for improvement.

6. In a letter to the dean regarding the assistant professor, the department chair will summarize the evaluation and counsel of the Review Committee and articulate the department’s recommendation regarding the renewal of contract. This letter is due to the dean by the end of the fall semester.

7. The dean will meet with the assistant professor to discuss the written evaluation.

8. The dean sends the chair’s letter to the provost, along with his own recommendation by February 1.

9. Contract renewals are issued by the provost’s office, normally in early March.

Review for Contract Renewal--and Promotion, if applicable--of Full-Time Faculty of the Practice

Review for contract renewal (and promotion in rank, if applicable) of full-time, non-tenure-track Faculty of the Practice in the STM is as follows:

A. The standard procedure is that the faculty member’s department chair chairs the review committee, oversees the review and then writes the final report and committee recommendation, which is shared with the review committee before being forwarded to the dean.
B. The review committee consists of at least three full-time faculty: the chair, one from DREPM and one from the EF. The faculty member under review may request an additional member.

C. The faculty member provides the review committee a copy of his/her updated CV and a set of publications to date. The CV is shared with his/her colleagues in the department and the chair solicits their evaluations of the candidate.

D. After consulting with the professor, the review committee chooses two courses from within the present contract and review the student evaluations. In addition, the faculty member will provide the review committee with summative peer reviews of his/her teaching prior to the committee’s meeting. (See the Provost’s Office website for procedures for a Summative Review of Teaching.)

E. The faculty member will appear before the review committee to discuss her/his teaching, service, and scholarship over the previous three years and plans for the coming years.

F. The chair summarizes the notes from this meeting and sends to the other review committee members for their agreement.

G. The chair writes up a final report and recommendation, presents it to the faculty member who accepts and signs it, as does the chair. The chair sends the report and recommendation to the dean with the complete dossier by the end of the fall semester.

H. The dean then makes a recommendation to the provost’s office by February 1 regarding renewal of contract (and promotion, if applicable).

I. Contract renewals are issued by the provost’s office, normally in early March.

STM Tenure and Promotion Criteria

All candidates for Tenure and/or Promotion in the STM will be evaluated according to the four basic criteria of (1) Teaching, (2) Scholarly Research and Publication, and (3) Service, and (4) Student Formation. A description of the expectations in each of these areas follows.

1) Teaching

Since teaching occurs in many ways and in many settings, its evaluation should encompass the full range of a faculty member’s instructional activities. This includes not only classroom teaching in the various programs of the School at both the master’s and doctoral levels, but also includes teaching that occurs in directed or independent studies or other tutorial settings, as well as the direction of theses, projects, and dissertations.

The review of the faculty member’s teaching should be as comprehensive as possible and evaluates such factors as:

- impact on students as measured by stated learning outcomes;
- course goals and design as reflected in course syllabi provided for the dossier;
- knowledge of subject area(s);
- ability to interest students in the material;
- extent of preparation for classes;
- teaching methods;
- creativity;
- use of appropriate technology; and
- scores on teaching evaluations administered by Boston College.

### Summative Peer Review of Teaching

Procedures for reviewing classroom teaching for the purposes of tenure and/or promotion can be found on the [Provost's Office website](http://www.bc.edu/content/dam/files/offices/avp/pdf/Peer_Review_of_Teaching.pdf).

2) **Research and Publication**

Teaching and learning are reciprocal intellectual activities, and faculty members are expected to be actively engaged in scholarly reflection, research, and writing throughout the course of their professional careers. For the purposes of the tenure and promotion review, a high premium is placed on original scholarship that makes unique contributions to help advance a field of study or expertise.

For Tenure the normal expectation would be the following:

- a *published* book, i.e., a work that has already been printed and distributed to the public, has been reviewed by fellow scholars, and is recognized as a contribution to the field;
- a substantial number of articles published in refereed journals;
- other evidence of scholarship such as scholarly reviews, publications in recognized professional journals, academic presentations at professional meetings, forms of academic or professional consultation, including editorial review for academic presses and journals; and
- a pattern of scholarship and publication that gives evidence of strong probability that scholarly productivity will continue throughout the individual’s career.

3) **Service**

Service is an important measure of one’s professional competence and is essential to achieving a community of scholars within the School of Theology and Ministry, as well as the broader communities of the Church, academic profession, and wider society. The general descriptions of these activities described in the section on Service under Faculty Responsibilities are presumed in this section. Regular attendance and participation in school meetings and activities are presumed of all. Since the work of the School and the University is done through a structure of meetings and committees this type of service is perhaps the most common means through which faculty members contribute to the life of the School and the wider University. Such service may take a number of forms, including:

- service on committees and administrative duties in the School and/or wider University;
● service to the Church in faith formation and pastoral education on the local, national and/or international levels;
● leadership in professional societies related to one’s area of expertise; and
● pastoral and/or ministerial service to the Church.

4) Student Formation

Given the special mission of the School of Theology and Ministry to offer graduate programs that integrate intellectual, spiritual, pastoral, and personal formation, this fourth criterion for promotion and tenure is made explicit for STM faculty. Evidence of student formation often includes:

● participation in social justice and other formation activities with students;
● integration of the four aspects of formation in teaching and advising;
● participation in the liturgical life of the STM; and
● intentional utilization of an Ignatian approach to study with students.

Statutory Note for Members of the Ecclesiastical Faculty

● EF members should consult Article 6 of the EFBC Statutes for an understanding of tenure and how it differs from that of a civil faculty.

STM Tenure and Promotion Process

Note on DREPM Process

The DREPM process is outlined in the University Statutes, Chapter 2, Section 8. In addition, the Morrissey College of Arts and Sciences has a document which guides department chairs in the tenure process. The latest version can be obtained by the STM dean or associate dean for academic affairs.

Special Notes for EF Faculty Applying for Tenure

EF P&T Committee

The Promotion and Tenure Committee of the EF shall consist of six members: the Dept. Chair ex officio, two professors, two tenured associate professors, and a tenured member (non-voting) of the DREPM Dept. In decisions on promotion to professor, the professors have vote and the others have voice; in decisions on promotion to associate professor and tenure, all the members (except the DREPM member) have vote. In all cases, the committee makeup assures an odd number of votes.

The procedure for staffing the committee is as follows: the faculty elect one professor and one associate professor; after considering the results, the dean appoints one professor and one associate with the goal of achieving balance. (In case the dept. chair is an associate professor and the petition is for professor,
the Ecclesiastical Faculty will vote an additional professor to the committee.) The normal term for all members is two years.

**Nihil Obstats**

Candidates for tenure in the Ecclesiastical Faculty normally will be expected to complete all the requirements necessary for application for the required *nihil obstat* from the Holy See, including a detailed CV, brief application narrative, and successful completion of a required ecclesiastical degree such as the STL, SSL, JCL, STD, SSD, or JCD. Please see the dean during the year prior to application for tenure for further details on the application process for the *nihil obstat*.

**Pursuing an STL Degree at the STM**

Faculty who chose to complete their STL degree through the STM must begin by meeting with the STL Program Director, who will consider, in consultation with the associate dean for academic affairs, which courses on prior transcripts would count toward MDiv equivalency, which is a pre-requisite for the STL, and/or which would count toward the STL degree itself. The faculty member then must apply for admission to the STL program (see the associate dean for enrollment management for further details).

Any courses taken at the STM towards the STL must be taken for credit on a Pass/Fail basis. An STM faculty member enrolled in the STL program is not required to attend the STL colloquium. In consultation with the Program Director, the faculty member decides on a thesis committee (a director and a reader) in accord with the requirements in the STL Handbook. A thesis topic is chosen (often based on prior research done in the field) and a private defense is scheduled.

**STM Tenure Process: Timeline and Materials Chart**

At the following link, STM tenure candidates, department chairs, and committee members will find an outline of the process for tenure and of the documents required to complete a candidate’s dossier. Differences in the EF and DREPM processes are noted within this chart. Any questions about the timeline or required materials should be addressed to the associate dean of academic affairs.

https://docs.google.com/document/d/1j8z-zzWd-EYzVsyqIL4yDRsr6q7yf6OIl9rd0YYA6Tk/edit?usp=sharing

**Tenured Candidates for Promotion (usually to Full Professor)**

Tenured candidates for promotion should submit their dossiers according to the timelines and instructions above. While there is no minimum amount of time at Boston College an individual must serve as associate professor before applying for promotion to full professor, the usual expectation is that the dossier supporting the application to full professor goes well beyond that required for tenure and promotion to associate professor. In particular, in addition to ongoing excellence in teaching, research and publication, and service, the successful candidate dossier for full professor demonstrates the real impact of the candidate’s work and influence in the larger academic community.

If a promotion decision is negative, the candidate can apply again in the future.
Final Decision on Tenure and Promotion

Final decision on tenure and promotion applications for members of the Department of Religious Education and Pastoral Ministry is made by the president of Boston College, and final decision for members of the Ecclesiastical Faculty is made by the Board of Directors of the Ecclesiastical Faculty. The decision regarding faculty in the DREPM is communicated to the person by letter from the president and for members of the EFBC by letter from the Vice Chancellor.

DREPM faculty denied tenure should consult the relevant University Statutes (II.4.B.1 and II.6.C). For EF faculty denied tenure in the sixth year, “that faculty member may, at his or her choice, continue to be employed by the School for a period not to exceed one academic year” (EF Statutes, Article 12).

Previously tenured but unsuccessful applicants for promotion in rank remain at their current rank, but may apply again in a future academic year.

If the applicant is dissatisfied with the decision she or he may appeal that decision according to the protocols established in the University Statutes or the statutes or protocols of the Ecclesiastical Faculty.

Visiting Scholars

According to the Boston College Visiting Scholars policy from the BC Faculty Handbook on Provost’s website, visiting scholars

- can be domestic and international faculty or researchers;
- engage in largely self-directed research (the arrangement should not serve as a training program);
- are self-funded and ineligible for compensation and reimbursements from Boston College;
- have an initial term of 12 months, but re-appointments are permitted;
- must have a sponsoring faculty member within the department/school to which they are assigned; and
- must demonstrate conversational English.

Their benefits include full library access, a BC email account, and the ability to sit in on courses with the permission of the instructor (they usually do not register for courses). Depending on the arrangement with the sponsoring department or school, access to office space and/or library carrels may be provided, but such are not guaranteed.

In addition to the criteria above, STM imposes the following criteria for granting visiting scholar status at the STM:

1. The visiting scholar should hold or have held a faculty appointment at some point in their career and/or recently earned a doctoral degree.
2. There should be a correlation between what they do and what we do, i.e., be a good fit for STM faculty in terms of research projects.
3. The visiting scholar should be open to presenting research to our faculty, speaking in a class, or otherwise sharing their research with the STM community.
The responsibilities of the sponsoring faculty member include meeting with the visiting scholar periodically to engage in conversation about research; introducing the visiting scholar to the faculty at the first faculty meeting for which they are at STM (this does not mean the visiting scholar attends the whole meeting); and inviting the visiting scholar to attend STM liturgies and appropriate community events (e.g., international student night, Tasty Tuesdays, Thursday repast).

In addition, the Dean will send out email to stm-all introducing visiting scholars at the beginning of each semester / year; and the associate dean, academics, will invite visiting scholars to attend faculty research colloquia. Visiting scholars will be included on notices to faculty re academic BC, STM, and BTI lectures and events as appropriate and will be added to STM News listserv. They will have boxes in the 2nd floor copy room.

Visiting scholars could be asked to present at a faculty research colloquium, or in STM classes (but not do any grading), or give lectures, although they are free, unless otherwise arranged, to refuse these requests. Visiting scholars (with their consent) may be featured on the website in some way and are kindly asked to mention Boston College STM in any publications that arise from their time here.

Links to Other Faculty Personnel Policies

Retirement and Emeritus/a Status

See [Retired and Emeriti Faculty](#) of the BC Faculty Handbook.

Retirement: EF Only

*From the EFBC Statutes*

Article 17. Retirement is possible at sixty-five (65) but, in accordance with U.S. civil law, is not automatic or compulsory. At the time of their retirement certain faculty may be granted Emeritus status by the president because of their extraordinary contributions to their disciplines and to the faculty. The dean should make this request to the president and provide a rationale for it.

Personal Leave of Absence

See [the Boston College Faculty Handbook](#).

Sabbatical Leave

See [Boston College Faculty Handbook](#).

Lactation Rooms

Faculty seeking lactation rooms on campus should contact the associate dean, finance and administration for current locations.
Termination and/or Non-Renewal of Contract

DREPM faculty should consult the Boston College Statutes. EF faculty should consult the EF Statutes.

Faculty Governance Hierarchies

Department of Religious Ed and Pastoral Ministry

Tenure and Promotion in the DREPM

Because the DREPM is a small department and therefore the STM does not have enough non-ecclesiastical tenured faculty to have its own P&T Committee, tenure and promotion decisions move up through the Morrissey College of Arts and Sciences thus:

Ecclesiastical Faculty

Tenure and Promotion in the EF

- Nihil obstats are granted by the Holy See.
Related Documents

- Mission of Boston College [http://www.bc.edu/offices/bylaws/mission.html]
- Mission of the School of Theology and Ministry [http://www.bc.edu/content/bc/schools/stm/about/mission.html]
- Boston College Statutes and By-laws [http://www.bc.edu/offices/bylaws/]
- Boston College Faculty Handbook [http://www.bc.edu/publications/fachbk/]
- Preparing and Presenting Promotion Cases in the Morrissey College of Arts and Sciences [https://www.bc.edu/content/dam/files/schools/cas/pdf/Preparing-Presenting%20Promotion%20Cases%20(9.8.15)%20(3).pdf]
- EFBC Statutes cannot be supplied online at this time since they have not yet been formally approved, and therefore are not “public.” Please see the associate dean, academic affairs for a copy.
- STM Student Handbook (click on the link for policies and procedures to find the link to the student handbook) [https://www.bc.edu/bc-web/schools/stm/sites/audience-pages/current-students.html]
- STM Academic Policies and Procedures [https://www.bc.edu/bc-web/schools/stm/sites/audience-pages/current-students/academic-policies.html]
- Veritatis Gaudium: [https://press.vatican.va/content/salastampa/en/bollettino/pubblico/2018/01/29/180129c.html]