

## **FACULTY MANUAL “MINOR CHANGE” AMENDMENTS (SPRING 2023)**

**Sec. IV, Paragraph 2 (p.50) of the *Faculty Manual* (2021 edition):**

**The Joint Faculty Senate-Provost Committee on the *Faculty Manual* is authorized to make minor changes that do not alter the substance or meaning of the text and that, as appropriate, reflect current usage. Such changes take effect when made and will be followed by timely documentation on the *Faculty Manual* website.**

**Accordingly, the Committee has identified the modifications of the 2021 *Manual* detailed herein for inclusion when the substantive Spring 2023 amendments are adopted by the Board of Trustees. The 2023 edition of the *Manual* will reflect both types of amendments, with the changes made by the Committee documented on the [Faculty Manual website](#).**

Joint Faculty Senate/Provost Committee on *The Faculty Manual*:

Miriam Joseph, PhD, MLS – Special Assistant to the Provost [Chair]\*

Terry Tomazic, PhD – Faculty Senate President

Chris Rollins, JD – Faculty Senate President-Elect

Julie Birkenmaier, PhD – Faculty representative appointed by the Faculty Senate Executive Committee

Kris L’Ecuyer, PhD – Faculty representative appointed by the Faculty Senate Executive Committee

Jane McHowat, PhD – Associate Dean for Faculty Affairs and Development/School of Medicine\*

Danielle Uy, JD – Vice President and General Counsel\*

\*University Administration Representatives

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### **ITEM #1**

#### **Equal Employment Opportunity – Saint Louis University Affirmative Action Plan (p. ii)**

Replace heading and text with:

#### **Affirmative Action/Equal Employment Opportunity Statement**

The management of Saint Louis University views affirmative action and equal employment opportunity as a major policy commitment and as an important management goal.

Thus, it is our policy to recruit, hire, train, promote and in all ways provide fair treatment on the basis of the merit without regard to: race, color, sex, religion, national origin, sexual orientation, disability, age or veteran status.

All University policies, practices and procedures are administered in a manner consistent with our Catholic, Jesuit identity. In addition, it is our intent to administer our various personnel programs, such as compensation, benefits, transfers, layoffs, returns from layoff, Saint Louis University sponsored training, education, and social activities, in such a manner as to eliminate any practices which might directly or indirectly exclude any employee from deriving benefit from them.

Special efforts will be made to ensure that all employment decisions are based on principles of Equal Employment Opportunity and with the further commitment to ensure that Affirmative Action will be taken so that qualified minority group individuals, females, Vietnam Era Veterans, persons with different abilities, disabled veterans, and other protected class individuals are introduced in to the work force in an atmosphere that encourages them to aspire for promotional opportunities as they arise.

**EXPLANATION:**

This substitution reflects the [current University statement](#) posted on the website of the Office of Institutional Equity and Diversity.

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**SEC. I. History, Philosophy, and Mission of Saint Louis University**

**ITEM #2**

**SEC. I. Philosophy and Mission of Saint Louis University**

**A. Historical Perspective (p.1)**

Remove entire section.

**EXPLANATION:**

This very limited historical information is superfluous to the *Manual*. Its removal requires renumbering Sec. I and modification of the section heading to Philosophy and Mission of Saint Louis University.

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**SEC. II. Organization of Saint Louis University**

**B. General Administration of the University**

**ITEM #3**

Substitute the following text for the placeholder in the 2021 *Manual*:

**Vice President of Medical Affairs/Dean of the School of Medicine (p.3)**

The Vice President for Medical Affairs (VPMA) is the chief academic and administrative officer of the School of Medicine. Further, the Center for Advanced Dental Education reports to the VPMA. While this dual position reports directly to and is evaluated by the President, the VPMA regularly consults with the Provost on faculty-related matters, including but not limited to, promotion and tenure and grievances.

The VPMA chairs the SSM SLUCare Academic Council and works closely with SSM leadership to ensure it supports the school's academic mission and research efforts.

See Sec. II.C.2.a. of this *Manual* for the position's decanal responsibilities.

**EXPLANATION:**

This text reflects this position as it currently exists, following the SLUCare/SSM integration. It replaces the placeholder spot in the 2021 *Manual*.

**ITEM #4**

**II.B.4. Chief Executive Officer of SLUCare (p.4)**

Remove entire section.

**EXPLANATION:**

This position no longer exists. The removal of this text requires renumbering Sec. II.B. and elimination of subsequent references.

**ITEM #5**

**C. Academic Administration of the University**

**II.C.2.a. Dean (p.5)**

Update the title Dean of Libraries to Dean of Libraries and Museums.

**EXPLANATION:**

Change reflects current title.

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**SEC. III. Faculty**

**H. Rights, Powers, Privileges, and Immunities of Faculty Members**

**ITEM #6**

**II.H.3. Intellectual Property (p.27)**

Substitute the following for the "Intellectual Property" text in the 2021 *Manual*:

**Intellectual Property Ownership**

The *Intellectual Property Ownership Policy* linked from the Office of the Provost website governs ownership of intellectual property created at Saint Louis University. The policy addresses both technical and creative works that commonly are protected through copyright, patents, and trademarks. Faculty are the owners of all the works they

produce as a normal outcome of their scholarly endeavors, including course preparation, with limited exceptions (e.g., work for hire as defined by the policy). Should a faculty member be unable to perform their University obligations, and for a period of up to one year after a faculty member has left the University, the University may use course materials (regardless of format) without further consent from the faculty author of those materials, but only to the extent necessary to fulfill the educational mission of the University. In addition, the University may use and reproduce course materials for administrative purposes (e.g., accreditation) both while the faculty member is an employee and for a period of ten years after they have left the University.

**EXPLANATION:**

This section is about intellectual property (IP) ownership, not IP generally; therefore, the word “Ownership” is added to the section heading. Otherwise, the biggest content change is removal of the focus on copyright that appears in the 2021 *Manual* text and the addition of the reference to the new (2022) IP ownership policy which addresses copyright and other IP types. The remaining replacement text, largely from the new ownership policy, essentially is identical to the text in the 2021 *Manual* re: use of course materials. The reference to the 2009 *Patent and Intellectual Property Policy* in the 2021 *Manual* can be eliminated as that policy is cited in the 2022 IP ownership policy; furthermore, a new policy about IP commercialization is forthcoming and will replace this 2009 policy.

**ITEM #7**

Update these references to “University Medical Group” to “SLUCare”:

- p.23 - Extramural Activities -- Paragraph 3, Line 2
- p.46 - Limitations of Authority - Section "1)", Line 5
- p.47 - Limitations of Authority - Section "2)", Paragraph 5, Line 2