

1. INTRODUCTION

The purpose of this document is to assemble in one place the guidelines, operational rules, resources, and general expectations and conditions of employment for Permanent Faculty members at St. Mark's College (SMC) and Corpus Christi College (CCC) (= the Colleges). It also includes reference links to Policies that are of particular relevance to Faculty members and that will ensure the effective management of Human Resources at the Colleges.

This Handbook replaces and supersedes all previous Handbooks for Faculty members at the Colleges or any predecessor organizations.

Any changes to the Permanent Faculty Handbook will be made in consultation with the Permanent Faculty members and/or with the Faculty Association; all changes will be communicated in writing to Faculty members at least three (3) months before they take effect.

2. MISSION AND GOALS

2.1 Mission Statement

The community comprising Corpus Christi College and St. Mark's College forms an integrated Catholic Centre at the University of British Columbia. Serving the needs of Catholic higher education in the Province of British Columbia, we are committed to promoting an authentic Christian humanism, marked by the pursuit of academic excellence and animated by the joy of searching for, discovering and communicating truth and meaning in every field of knowledge. We engage students in the integration and synthesis of faith and reason so as to return them to society charged with a commitment to think rigorously, to act justly, and to serve responsibly.

2.2 Vision

Together, Corpus Christi College and St. Mark's College will become the vibrant Centre of Catholic higher educational and intellectual life at UBC and serve the Church throughout British Columbia.

2.3 Catholicity Statement

As Catholic institutions of higher learning, the Colleges shall pursue their mission in harmony with the Ordinances issued by the Canadian Conference of Catholic Bishops to implement *Ex Corde Ecclesiae* in respect of Catholic universities and colleges in Canada. Accordingly, the governance of the College and its activities will be informed by and carried out in conformity with such Ordinances.

Faculty members of the Colleges are expected to observe the highest professional standards and to demonstrate a respectful and sympathetic sensitivity to the mission and vision of the Colleges and to Catholic beliefs and practices that motivate the educational mission of the institution.

2.4 Statement of Academic Freedom

(A) Faculty members enjoy freedom in teaching; scholarship, including research and creative professional work; and publication. This is required by their responsibility to the integrity of their scholarship and discipline and its advancement. Academic freedom specifically entitles Faculty members to do the following:

- (i) Examine, question, teach, learn, and serve;
- (ii) Disseminate opinions on any question related to the member's teaching, professional practice or development, or scholarship, including research and creative professional work, both inside and outside the classroom;
- (iii) Choose and pursue scholarship, including research and creative professional work, and professional development, without interference or reprisal, and freely publish and make public the results thereof;
- (iv) Choose and pursue teaching methods and content;
- (v) Create, exhibit, perform, or adjudicate works of art;

- (vi) Select, acquire, disseminate, or critique documents or other materials;
 - (vii) Criticize the Colleges or any other organizations, whether corporate, political, public, private, or institutional, as well as society at large;
 - (viii) Engage in service to the institution and the community;
 - (ix) Participate in professional and representative academic bodies; and
 - (x) Recommend library material relevant to the pursuit of learning.
- (B) Academic freedom does not require neutrality on the part of the Faculty member. Academic freedom makes intellectual discourse, critique, and comment possible.
- (C) Academic freedom does not confer legal immunity and carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base scholarship, including research and creative professional work, and teaching, on an honest search for truth.
- (D) In any exercise of freedom of expression, Faculty members shall not purport to convey an official position of the Colleges unless so authorized.

2.5 Purpose and Goals

St. Mark's College exists by an Act of the British Columbia Legislature of 2 March 1956. This Act grants the College the right to offer degrees in Theology. The Act does not limit this right to graduate or professional degrees. SMC offers undergraduate and graduate academic programs for the formation of Catholic professionals and continuing education opportunities for students, faculty and staff who work and study on the university campus.

The College is located on the campus of the University of British Columbia (= UBC). It has an affiliation agreement with UBC that gives the College certain rights and opportunities. It has the right to possess land on the campus of the university under the terms of a 999-year lease, similar to the other theological Colleges affiliated to the university. Both SMC and UBC have a representative of the partners on their respective Senates.

Corpus Christi College pursues its mission through its undergraduate program in the humanities. It strives to educate articulate and creative life-long learners who as servant leaders will be prepared to take on the intellectual, professional, and social challenges of our times.

CCC was founded as a Catholic institution designed to meet the educational needs of BC's Catholic community. At the same time, it is open to all students who seek a broad-based, integrated program that emphasizes academic excellence and promotes the ideals of service and social justice. CCC seeks to be accessible to all qualified students by providing affordable tuition and generous financial assistance through scholarships and bursaries.

2.5.1 Purpose

Inspired by Catholic tradition, SMC is committed to promoting an authentic Christian humanism, marked by the pursuit of academic excellence and animated by a joy of searching for, discovering, and communicating truth in every field of knowledge. SMC prepares graduates who continually strive to integrate and synthesize faith and reason, women and men who think rigorously, so as to act rightly and to serve humanity better.

CCC pursues its mission through its undergraduate program in the humanities. It strives to educate articulate and creative life-long learners who as servant leaders will be prepared to take on the intellectual, professional, and social challenges of our times.

2.5.2 Goals

The Colleges set out to prepare their students to become productive citizens of the province by:

- Realizing their Catholic identity and mission as a living and dynamic expression of the Church's mission in higher education for the province of British Columbia;
- Committing to the importance of student success by taking a holistic approach (mind, body and spirit) to the individual needs of our students;
- Responding to the needs of our students and network communities with relevant program and course offerings;
- Engaging strategic recruitment and enrollment management practices in order to attract and retain students.
 - The CCC curriculum is designed to provide students with a broad range of university-transfer courses at the first and second-year levels, to enable them to enter degree programs at one of the province's major research universities. Students who complete 60 credits at CCC and who meet program requirements are currently awarded an Associate of Arts degree.
 - At SMC, the curriculum is designed with the focus on student success by taking a holistic approach (mind, body and spirit) to the individual needs of its students. SMC offers Graduate programs in Theological Studies, Religious Education, Catholic Educational Leadership, and Pastoral Studies, and a Bachelor of Arts in Theology and Culture degree.
- Fostering our mission through responsible stewardship of our resources – human, financial and physical.

3. ADMINISTRATIVE BODIES OF THE COLLEGES

3.1 Board of Directors

The Board of Directors includes elected and appointed representatives of the community who serve on a volunteer basis for renewable three-year terms.

The Board's responsibilities include the development and oversight of non-academic policies, financial supervision of the Colleges, the hiring of the Colleges' Principal/President, and the ratification of administrative and faculty appointments. The Board can create, alter and amend by-laws for the Colleges.

3.2 Senate and Education Council

The Senate of SMC has responsibility for approving and maintaining academic courses and programs, and for approving candidates for degrees, diplomas, and certificates. It includes working committees on curriculum, academic policy, and academic renewal. The Senate serves as a forum for discussion and decision-making on the translation of the SMC's mission into its educational vision and framework.

The CCC Educational Council is responsible for the academic and educational policies of the College. It includes working committees on curriculum and academic policy.

4. PERMANENT FACULTY MEMBERS

Permanent Faculty members are hired on a time-limited, salaried contract. Compensation is determined by the Principal/President and is agreed upon at the time of appointment. Permanent Faculty members are eligible for benefits. All SMC Faculty members report to the Dean of Theology; all CCC Faculty members report to the Academic Dean.

4.1 Appointment and Employment of Permanent Faculty

The goal of the Colleges is to recruit, select, retain, and promote instructors best qualified to fulfill the Colleges' mission and to give the students an outstanding education. For further details, see the Faculty Hiring Policy in Appendix A.

4.1.1 Permanent Faculty Contracts

The Colleges engage each Faculty member as a member of the teaching staff for a fixed term, which may be renewed at the discretion of the Colleges' administration. Permanent Faculty members are engaged according to the terms of the contract. In the event of a conflict between the Faculty member's contract and this Handbook, the contract shall govern.

When a candidate has been selected as the choice to fill a vacant teaching position, the Principal/President makes an offer of employment. If the candidate accepts the offer, three copies of the teaching contract are drawn up and signed by the Faculty member and the Principal/President. One copy (the original) of this contract is placed in the candidate's personnel file kept by Human Resources, one copy is retained by the candidate, and the third copy is kept on file by the appropriate Dean.

4.1.2 Diversity Statement

SMC and CCC welcome applications from any person with the skills and knowledge to contribute productively to the scholarly life of the Colleges. They especially welcome applications from persons of diverse faiths, visible minority group members, Indigenous/Aboriginal People of North America, and persons with disabilities.

4.2 Reappointment

Faculty members will have a meeting with the relevant Dean at least four months before the end of their contract, when they can discuss the prospect of promotion or renewal. Permanent Faculty members who are not going to be reappointed will be provided with a written justification as to why they are not being reappointed. Permanent Faculty members who are going to be reappointed will be notified about procedures for reappointment.

Permanent Faculty members who wish to renew their contracts at the Colleges will not need to reapply for their positions. Furthermore, if the Colleges do not intend to reappoint a Faculty member, they will not hold a job competition until that Faculty member has been formally notified.

4.3 Promotion

Permanent Faculty members with at least five years of full-time teaching experience or equivalent can notify the Principal/President's Office in writing of their wish to be promoted. Please see Appendix B for the detailed process.

4.4 Compensation

Compensation is determined by the Principal/President and is agreed upon at the time of appointment.

4.5 Performance Review

Permanent Faculty members can expect to participate in an annual performance planning and review process to clarify what is expected of them and how their performance is measured. The yearly review/report outlines what has actually taken place and will be submitted to the relevant Dean at the end of the academic year. It forms the basis for the plan for the coming year. Please see appendix C.

5. BENEFITS

The Colleges make available various insured benefits through the Catholic Independent Schools Vancouver Archdiocese, or “CISVA”, to eligible employees. Any dispute regarding eligibility or entitlement is between the employee and CISVA. The Colleges reserve the right to change insurance carriers, cost-share or change or delete benefits at its sole discretion at any time with or without notice. However, the Colleges will endeavor to find similar benefits if it changes carriers. The following is an overview of the coverage offered to regular full-time employees and their dependents; for further details, Faculty members should refer to the CISVA website: <https://cisva.bc.ca/benefit-plan/>. In the event of a difference between the coverage described below and the terms of the CISVA policies or contracts of insurance, the latter shall prevail.

5.1 Group Insurance Benefits

The general benefits available through CISVA include short- and long-term disability benefits and life insurance coverage as well as medical and dental benefits. Faculty members should carefully review the group benefits booklet which is provided to them upon eligibility of coverage. They are expected to know the details of their coverage and how that coverage may interact with any other coverage they hold through a spouse or partner. Any questions should be directed to CISVA or to the Human Resource Office of the Colleges.

5.2 Sick Leave and Short-Term Disability

CISVA provides short-term disability benefits for a period of 112 days. Faculty members are responsible for understanding the details of this coverage and how it may interact with other statutory benefits such as ICBC Part 7 benefits or statutory disability benefits. For example, Faculty members who are entitled to benefits as a result of a third-party injury, such as a motor vehicle accident, may have obligations to repay the group benefit to the insurer. Any questions about these requirements should be addressed to CISVA or the Colleges’ Human Resource Office. Injuries or illnesses due to a workplace accident should be reported to the group benefits provider in case WorkSafeBC rejects the claim. The group disability provider should be notified of any illness or injury claim at the commencement of the illness or injury regardless of whether it is responsible for payment of the claim. Application forms for short-term disability benefits can be found at the CISVA website: <https://cisva.bc.ca/benefit-plan/>.

5.3 Long-Term Disability

The Colleges provide long-term disability benefits through CISVA after a waiting period of 112 days, during which the Faculty member is on an approved short-term disability claim. The CISVA website provides details of the plan and application forms: <https://cisva.bc.ca/benefit-plan/>.

5.4 Group Registered Pension Plan

The Colleges provide an opportunity to Faculty members to participate in a group registered pension plan through CISVA. This plan is a defined contribution plan. Faculty members should review the terms and conditions of such participation on the CISVA website: <https://cisva.bc.ca/benefit-plan/>.

5.5 Employee Family Assistance Plan

The Colleges provide an Employee and Family Assistance Program which provides for emergency counselling services in all areas of mental health services. This service is confidential from the Colleges. The number to access is 1-800-387-4765.

5.6 Extended Health and Dental Benefits

The Colleges offer extended health and dental benefits through CISVA. These benefits include dental benefits, prescription coverage, medical equipment coverage and out-of-country coverage. The scope of the coverage changes from time to time as do the premium costs. Faculty members are responsible for reviewing the benefits coverage information and familiarizing themselves with the details of coverage and the claims process.

6. HOLIDAYS

6.1 Statutory Holidays

The following days are considered statutory holidays by the provincial Employment Standards Act:

New Year's Day	Canada Day	Thanksgiving Day
Family Day	BC Day	Remembrance Day
Good Friday	Labour Day	Christmas Day
Victoria Day		

6.2 College Holidays

Additionally, the Colleges observe the following holidays:

- Holy Thursday (half-day closure)
- Easter Monday
- a period of time over Christmas determined by the Principal/President (normally from noon on 23 December to 2 January, including Boxing Day)

7. ABSENCES

7.1 Absence Notification

Faculty members are responsible for calling their Dean or notifying their students when they are unable to report for work, and they must do so as early as possible. Any absence from scheduled office hours or instruction must be cc'd to the relevant Dean. Time off for doctor or dentist appointments may be necessary from time to time, but when possible appointments should be booked at times other than instruction time or office hours.

7.2 Leaves of Absence

Faculty members are entitled to all of the statutorily protected leaves as set out in the Employment Standards Act of British Columbia (the “Act”). These are unpaid leaves. During these leaves, subject to the terms and provisions of the group benefits provider in place at the time of the leave, the Colleges will continue to provide benefits normally available to the Faculty members during active employment. However, if Faculty members seek to avail themselves of a leave protected by the Act, they must meet the notification requirements set out in the Act.

7.3 Maternity Leave

In accordance with the Employment Standards Act of BC, Faculty members shall be granted a maternity leave of absence for a duration which shall not exceed fifty-two weeks. In accordance with the provisions of the Employment Insurance (EI) Act, the 52-week maximum may include the following:

- two weeks EI waiting period that is unpaid;
- fifteen weeks EI maternity benefits;
- thirty-five weeks EI parental benefits;

Faculty members shall make every effort to give at least 30 days’ notice prior to the commencement of maternity leave. Faculty members shall also give at least 30 days’ notice of their intention to return to work from such leave.

7.4 Parental/Adoption Leave

In accordance with the Employment Standards Act of BC, a Faculty member shall be entitled to a parental leave of absence of up to thirty-seven weeks. In accordance with the provisions of the Employment Insurance (EI) Act, the 37-week maximum may include the following:

- two weeks EI waiting period that is unpaid
- thirty-five weeks EI parental benefits

Faculty members shall make every effort to give at least 30 days’ notice prior to the commencement of the parental leave. Faculty members shall also give at least 30 days’ notice of their intention to return to work from such leave.

Parental leave can be taken any time within one year of the birth or adoption of a child, but it must be taken all at once.

If the Faculty member's child has a physical, psychological or emotional condition requiring an additional period of parental care, parental leave can be extended by up to five additional weeks.

7.5 Family Responsibility Leave

Faculty members are entitled to request up to five days off, to be taken at their discretion, for family responsibility leave. This leave is designed to help Faculty members deal with family problems that conflict with job responsibilities.

7.6 Bereavement Leave

Faculty members are permitted up to three days paid leave of absence in the case of death in the immediate family. Immediate family means parent, grandparent, spouse, child, brother, or sister.

The Faculty member should notify the relevant Dean as soon as possible.

7.7 Jury Duty / Subpoenas

Time off, with pay, shall be granted for the workdays that a Faculty member is required to perform jury duty.

Faculty members are expected to reimburse the Colleges any payments received, other than for transportation costs, in connection with serving as a juror, or as a potential juror, during regular work time.

The reimbursements shall also apply if a Faculty member is subpoenaed to attend court, provided the court case is not directly related to the personal actions of the subpoenaed Faculty member.

7.8 Marriage Leave

Marriage leave of absence with pay of one day will be granted when a Faculty member marries.

7.9 Personal Leave

A Faculty member can request paid leave to cover special circumstances such as serious household emergencies or serious illness of an immediate family member. The granting of such leave, not to exceed two days, is subject to approval by the Faculty member's Dean.

7.10 Unpaid Leave

Requests by Faculty members for unpaid leaves of absence should be made in writing to the Dean and may be granted at the discretion of the Colleges.

A Faculty member will continue to accrue benefits during the first twenty consecutive work days of the unpaid leave of absence.

If the unpaid leave of absence exceeds twenty consecutive work days, the Faculty member shall not accumulate vacation or sick leave credits from the twenty-first to the last day of the unpaid leave.

7.11 Medical Leaves

Faculty members seeking more than two weeks off work due to a medical reason must provide the Colleges with a certificate from a physician which certifies that they are under the care of said physician for a medical issue which requires time off from their position with the Colleges.

Faculty members seeking more than two weeks off work due to a medical reason should apply for short-term disability benefits with the Colleges' group benefits provider.

Faculty members seeking to be off work for longer than the short-term disability period should apply for long-term disability benefits.

Whether Faculty members are approved for short- or long-term disability benefits or not, they are required to provide the employer with regular updates (every 3–6 months) as to the date on which they expect to return to work.

While on medical leave Faculty members are also required to respond to communications from the Colleges and to provide updates on contact information and home address information, if necessary. Faculty members who anticipate that their medical condition will in all likelihood prevent them from responding to communication from the Colleges should provide the Colleges with the name and contact information of a friend or family member who has knowledge of their status.

While Faculty members are on medical leave, the Colleges will continue to pay the premiums it normally pays on their behalf while they are actively employed. However, the Colleges will not pay premiums beyond a two-year period of absence. If Faculty members have not returned to active employment at the two-year mark, or do not anticipate returning to active employment within the foreseeable future, the Colleges are entitled to consider their employment as frustrated. At that time, the Colleges will cease paying premiums for any benefits of those Faculty members.

8. GENERAL PROCEDURES AND CONDITIONS OF EMPLOYMENT

Permanent Faculty members are expected to adhere to all College policies, to the British Columbia Code of Human Rights, and to the following:

8.1 Privacy & Confidentiality

1. Faculty members will be responsible for the confidentiality and security of student records and personal information by taking all reasonable precautions, including ensuring that:
 - a. Information is shared only with other authorized users;
 - b. Information displayed on, or exported from, the Faculty member's computer must not be visible to unauthorized users;
 - c. Information stored on computers must not be e-mailed to private accounts or transported off the Colleges' property digitally or otherwise;
 - d. Information collected will be used only for the purpose for which it was collected;
 - e. Account security protocols established by the Colleges are strictly followed.
2. Faculty members agree and understand that they will not share their computer accounts with an unauthorised person and will change their passwords regularly.
3. Faculty members agree and understand that in all electronic communications with students they are to utilize only College e-mail.

8.2 Conflict of Interest, Gifts and Other Complimentary Items

Faculty members must maintain honesty and impartiality when carrying out their duties. They shall not, through direct or indirect dealings on behalf of the Colleges, place themselves in a position of conflict of interest or in a situation where there is a perceived conflict of interest.

Faculty members are encouraged not to accept hospitality or gifts when such a practice could compromise their objectivity or give the perception that their objectivity might be compromised. Faculty members' objectivity may include, but is not limited to marking and grading, approval of candidates for graduation, recommendations for awards or positions.

8.3 Use of College Property

The assets of the Colleges are to be used for the benefit of the institution. Assets can be both tangible (such as buildings, furniture, equipment, vehicles, supplies, computer systems, tools and funds) as well as intangible (such as intellectual property, patents, work time, use of facilities and services). College assets also include assets purchased with funds provided by the Colleges.

All Faculty members have a duty and responsibility to protect the Colleges' assets and to ensure that they are used exclusively for valid business of the Colleges and not for their personal benefit or for the personal benefit of any other party.

Theft, carelessness and waste have a direct impact on the Colleges' financial performance. Faculty members must use the Colleges' assets and services with utmost care and respect, guarding against waste, abuse, loss and theft.

Faculty members may not borrow, loan, or otherwise remove from campus any of the Colleges' tools, equipment or vehicles for personal reasons. Furthermore, they may not utilize any of the Colleges' tools, equipment, or supplies to perform personal work while on campus, even on an "after hours" basis.

Faculty members may not make unauthorized copies of computer software programs or load/use unauthorized software onto PCs, workstations, or other computer systems owned by the Colleges. Such unauthorized actions could cause the disruption/destruction of computer systems/databases or cause other technical problems. In addition, the unauthorized copying or use of unauthorized software could be a violation of federal copyright laws and could result in civil and/or criminal liability. The unauthorized copying of tapes, books, articles, CDs, DVDs and other materials which are legally protected is also prohibited.

Faculty members should avoid making personal long-distance calls from the Colleges' telephones, but if such a necessity does arise, they must reimburse the Colleges for any long-distance calls they have made.

Further questions on this policy should be directed to Finance & Operations. The Director, Finance & Operations will review this policy within three years to ascertain whether any amendments are necessary.

8.4 Electronic Communications and Internet Use

The following guidelines are designed to ensure that Internet and e-mail services as well as cell phones, telephones, other wireless communication devices, and computers and software on computers are used in a responsible and lawful manner.

- College e-mail is authorized for business of the Colleges only. Sending out offensive or unlawful material, using obscene or profane language, and circulating disparaging comments about an identifiable individual are prohibited.
- Any unsolicited e-mail message containing advertising or offensive material must be deleted immediately without being opened or circulated to another individual. It is particularly important not to open any suspicious or unexpected e-mail attachments.
- The Colleges' e-mail system and its contents, as well as any data stored on or transmitted on this equipment, are the property of the Colleges and the Colleges may access this data at any time without notice to any Faculty member.

8.5 Social Media

Social media include all forms of electronic social networking platforms through which users create or participate in on-line communities to share information, ideas, personal messages and other content. Examples include, but are not limited to, Facebook, Twitter, LinkedIn, Tumblr, Flickr, Reddit, YouTube, Snapchat and comment sections of blogs, news sites and other Internet forums.

- All Faculty members have a duty of loyalty to the Colleges, which includes a duty not to disparage its reputation.
- Faculty members also have a duty to maintain objectivity and guard against conflicts of interest, whether perceived or real, with respect to the student population of the Colleges.
- When using social media, Faculty members continue to be bound by the policies of the Colleges, including, but not limited to, policies regarding discrimination, bullying and harassment, confidentiality, use of property of the Colleges, and conflicts of interest.
- Social media policies apply inside and outside of working hours.
- Social media policies apply to both personal use of social media and internal use of the Colleges' social media platforms.

The social media policies are intended to protect Faculty members as well as the Colleges from damage to reputations and legal issues that inappropriate postings may cause. The Colleges' social media policy is not intended to limit freedom of speech or academic freedom, but rather to encourage Faculty members to exercise judgment and personal responsibility whenever they participate in social media.

- In order to avoid a Faculty member's personal social media account being associated with the Colleges, please add a disclaimer to personal accounts "Opinions are my own and not the views of the Colleges."
- Faculty members are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, Faculty members should check with the Human Resources Coordinator.

8.6 Substance Abuse

The *Workers Compensation Act* Section 116 (2) (d) requires an employer to "ensure that the worker's ability to work without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes."

Sections 4.19 and 4.20 of the *Occupational Health and Safety Regulation* imposes an obligation on Faculty members to advise the Colleges if their ability to safely perform their work is impaired for any reason, and to not knowingly do work where their impairment may create an undue risk to themselves or anyone else.

It is the policy of the Colleges to maintain a drug and alcohol-free workplace. Faculty members whose ability to perform their work may be impaired due to the overuse of any mood-altering substance including, but not limited to, alcohol, cannabis products, illicit drugs and/or prescribed medications, must not attend work and must advise their Dean as to the reason for same.

With the exception of social functions explicitly sanctioned by the Principal/President, alcohol consumption on the premises of the Colleges is not permitted.

Consumption, possession or promotion of illicit drugs or any cannabis or cannabis-related product is not permitted on the premises of the Colleges at any time.

At College functions taking place at locations other than the premises of the Colleges, employees are responsible for themselves, and this includes responsible consumption of any alcoholic beverages.

When attending functions related to business of the Colleges on or off the premises of the Colleges, the abuse of alcohol or cannabis-related products or any legally prescribed or illicit substance will not be tolerated and could result in disciplinary proceedings.

Faculty members whose ability to perform their work may be affected by the use of alcohol, cannabis products, illicit drugs or prescribed medications while at work, or who breach this policy in any other way, may be removed from the workplace, their conduct examined by the President/Principal of the Colleges or his or her designate and subject to disciplinary procedures.

The Colleges will respond to violations of this policy by fair, constructive and consistent disciplinary action that recognizes that alcoholism and drug dependency are treatable illnesses and will accommodate Faculty members with such a dependency provided they are honest about the scope of their issue, agree to treatment, and commit to performance management requirements jointly with the Colleges and their treating physician or specialist.

Faculty members who submit that they have been diagnosed with a substance-abuse problem will be responsible for seeking or accepting assistance to overcome their dependence and may be required to undergo a rehabilitation program as a condition of continued employment.

Medically prescribed cannabis or other legally prescribed medication which does not interfere with the safe performance of duties of a Faculty member are permitted. The Colleges will not tolerate the open use of medically prescribed products within fifteen meters of College premises.

8.7 Personal Relationship Policy

A “personal relationship” is defined as one of blood or legal relation including parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse (including common law and/or same sex partner), step child(ren), or ward of the staff member, father-in-law, or mother-in-law (including parent of the same sex partner). A “personal relationship” also includes romantic relationships and friendships which go beyond the level of acquaintanceship.

If a candidate for a Faculty position who has a personal relationship with an employee of the Colleges would like to put forward an application or is recommended by a current employee of the Colleges for a position, then the candidate and the employee should disclose the nature of the personal relationship prior to the hiring process to any member of the executive team.

Hiring of a Faculty member with whom the Principal/President, Director, or a Dean has a personal relationship can be permitted only with the knowledge and oversight of a member of the Board and the other members of the hiring committee. If the candidate proves to be the best person for the position, the hiring committee may alert both the prospective Faculty member and the employee with whom the prospective Faculty member has a personal relationship that the personal relationship should be disclosed to other staff. The purpose of this policy is to maintain an atmosphere of transparency and fairness.

Likewise, personal relationships between Faculty members or members of the College Board of Directors should be disclosed prior to accepting any offer from the Colleges.

Romantic personal relationships which develop between Faculty members or between Faculty members and staff are discouraged. Where they do develop, and the Faculty members are in a work relationship of inequality (such as Dean to Faculty member, or Faculty member to staff), the person in the position of higher power must report the personal relationship to the Principal/President. If the Principal/President is in such a relationship, s/he must report it to the Board. The purpose of this reporting requirement is to ensure that direct supervision of the Faculty member is removed entirely from the purview of the person with whom the Faculty member is having a romantic relationship.

Romantic relationships between Faculty members and students are strictly forbidden. Faculty members are prohibited from socializing with (dating) students outside of the classroom setting while the student is a student of the College. If a previous relationship exists between a Faculty member and a student, that relationship must be disclosed to the Dean, and the Dean will determine whether arrangements need to be made to remove the student from any existing supervisory purview of the Faculty member.

The exception to the prohibition on student and Faculty members socializing is a one-time group activity after completion of classes. Any group activity through invitation by Faculty members should include an invitation to the entire class. Drug use at such an event is strictly prohibited. Alcohol use by those under the age of 19 is strictly prohibited.

Disclosure of personal relationships will be held in confidence where appropriate to protect individual privacy. However, where an unfairness or advantage could be perceived by other Faculty members, some disclosure may be appropriate. That discretion will remain with the appropriate Director, Dean, and/or the President/Principal in discussion with the individuals affected.

9. RESPECTFUL WORKPLACE

The Colleges are committed to providing an environment that respects and promotes human rights and personal dignity. The Colleges recognize that all Faculty members and the populations they serve have a right to work and serve in a respectful, equitable and fair environment.

The SMC/CCC Respectful Workplace Policy establishes standards of conduct consistent with these values and rights, rooted in law, as expectations for all members of the Colleges.

The Colleges provide a complaint resolution process whereby any Faculty member can raise a concern or file a complaint in a safe and confidential manner.

10. MISCELLANEOUS OPERATIONAL MATTERS

Permanent Faculty members will have access to shared, scheduled office space. Faculty members will post their office hours on the door, and they will ensure that this information is also available to students on the syllabus and to the relevant Dean.

Permanent Faculty members will receive library cards for the Colleges' library, which also gives them borrowing privileges at the libraries of UBC, Carey College, Regent College, and Vancouver School of Theology.

A limited amount of on-site parking is provided for free on a first-come, first-served basis, shared by Faculty, Staff, and Administrators.

11. INDEMNITIES

Exempt and Save Harmless: The Colleges will exempt and save harmless Faculty members from any liability arising from the proper performance of their duties for the Colleges. The Colleges will assume all costs, legal fees and expenses of the Faculty member arising from any legal action.

12. NOTICE OF CHANGE

Any changes to the Permanent Faculty Handbook will be made in consultation with the Permanent Faculty members and/or with the Faculty Association; all changes will be communicated in writing to Faculty members at least three months before they take effect.

APPENDICES

A: FACULTY PROMOTION POLICY 21
B: FACULTY HIRING POLICY 23
C: PERFORMANCE REVIEW 26
D: INTELLECTUAL PROPERTY 28

APPENDIX A: PERMANENT FACULTY HIRING PROCESS

- I. **Identification of Need:** The need for a new permanent faculty position will be determined through strategic enrollment planning, and formal and informal consultation with the Deans, the Faculty Association, and the Registrar.
- II. **Authorization:** The position must be authorized by the Principal/President.
- III. **Posting and Advertising:** The Dean, in consultation with the Faculty Association and the Human Resource Office, shall compose the posting and identify the most appropriate external avenues through which the position should be advertised. This posting must be public to internal and external candidates for at least thirty days. This posting must be approved by the Principal/President.
- IV. **Search Committee:** The search committee is constituted by the Principal/President. Normally, the Dean responsible for supervision of the new hire will serve as Chair of the search committee. The committee includes at least three and no more than five permanent faculty members and may include a student representative nominated by the Dean of Students. The Dean and/or chair of the committee shall appoint the external member of the committee in consultation with the faculty members on the committee. All members of the search committee can vote.
- V. **Initial Interviews:** The Search Committee will meet at least once in order to review applications. At the initial stage, the Committee will create a long list of no more than eight candidates. These candidates are interviewed via Skype/Zoom. The candidate may be pre-interviewed by the Human Resources Director via Skype/Zoom. If there is a pre-interview, the HR director will provide a list of questions to the search committee that he/she plans to ask the candidates before the interview and the HR director will provide consultative feedback to the committee after the initial interviews.
- VI. **Short List:** The Search Committee shall create a short list of at least two and no more than four candidates. The Chair of the Search Committee will present this list to the Principal/President for approval. If the search cannot produce at least two qualified candidates, it will be considered a failed search.
- VII. **On-Campus Interview:** Under normal circumstances, this consists of five parts:
 - a. In-person interview with the Search Committee (this can include a private teaching presentation);
 - b. A private lunch or dinner with representatives of the search committee;
 - c. A public presentation of teaching or research;
 - d. Closed panel meeting with Staff/Students/Faculty members. At this stage, surveys are distributed in order to elicit feedback. This information is available to the Committee and the Principal/President;
 - e. A private interview with the Principal/President.

- VIII. **Recommendation:** The Search Committee will submit its ranking of the short-listed candidates to the Principal/President. Included in this ranking will be an indication of whether the second- and/or third-ranked candidates are also acceptable should the first-ranked candidate be turned down by the Principal/President or should s/he decline to take up the position. The Principal/President shall communicate his/her final decision to the Search Committee.
- IX. Once the Principal/President and the Search Committee agree on the ranking of the preferred candidates, the Principal/President will approach the successful candidate with a job offer.
- X. If there is no candidate acceptable to both the Principal/President and the Committee, the Principal/President can disband the Committee.

APPENDIX B: FACULTY PROMOTION PROCESS

- For now, Faculty promotion will be from Assistant to Associate Professor.
- Permanent Faculty members with at least five years of full-time teaching experience or equivalent can notify the Principal/President's Office in writing that they would like to be promoted. This notification should follow a conversation with the Academic Dean or the Dean of Theology in which the Dean outlines the requirements for successful promotion. The conversation with the Dean should take place in September/October of the year before the faculty member would like to be promoted. The written notification should reach the Principal/President by the end of December.
- Once the application deadline has passed, the Principal/President will assemble an ad-hoc promotion committee to review eligible applications.
- **Composition of the committee**
 - Academic Dean and/or Dean of Theology
 - One Faculty member from outside the institution
 - One Faculty member from within the discipline being considered (may be the outside faculty member)
 - 1-2 other Permanent members of the faculty
 - The Board's Academic Representative (This representative will be appointed from the Curriculum or HR subcommittees of the Board).
- The Dean shall inform the Faculty member of the composition of the Promotion Committee. Faculty members that have a reasonable apprehension of bias in respect of any member of the Promotion Committee may notify the Dean in writing, and the Dean shall replace that member with another person who has the required credentials.
- **Evaluation:** In evaluating the case for an individual faculty promotion, the committee will take into consideration the following points as well as the percentages representing the institution's priorities for promoting its faculty:
 - Strong commitment to **teaching** and evidence of strong teaching and course development (60%)
 - Evidence of a strong commitment to **scholarship** as it relates to the Faculty member's field/discipline and to the academic/professional community (20%). The Dean will solicit three evaluations of the candidate's publications from members of institutions other than CCC or SMC.
 - Evidence of a strong commitment to **administrative and service** obligations that advance the mission of the Colleges (20%).

- Following its deliberations, the committee will make its recommendation to the Principal/President, who retains the right to make all final decisions on faculty promotion.

- **Portfolio Considerations**

The Academic Dossier contains a collection of items that provides evidence of a Faculty member's teaching, research, creative work, and service; an Academic Dossier is created by and is the property of a Faculty member.

Faculty members wishing to be considered for a promotion must provide:

1. an up-to-date curriculum vitae;
2. a covering letter to introduce the contents of the Dossier in a manner that highlights their teaching, research and creative work, and contribution to the Colleges' community and the wider community;
3. a list, year by year, of courses they have taught; if responsibility for a course is shared this should be noted;
4. a copy of those materials they wish to use as evidence of fulfillment of their teaching responsibilities. Candidates wishing to include comments written by students must include all of them. The absence of comments shall not be used as evidence against the application;
5. evidence of published works such as books authored or edited, copies of reviews or critical notices of these books, reprints of articles and reviews, and equivalent material, and any other materials they wish to use as evidence of their research and other scholarly and/or creative activities including, but not limited to, conference presentations and speaking engagements;
6. evidence of engagement in the Colleges and wider community, including their professional community as applicable;
7. any other material which they deem pertinent to the application.

The Academic Dossier shall also contain a table of contents. In addition to the paper dossier, the material should be submitted in electronic form to the Chair of the Promotion Committee.

- At least one external referee will be a part of the Promotion Committee. Faculty members have the right to suggest an external reference provided the external reference is at arm's length. There are no guarantees that the Promotion Committee will accept the suggested external reference. The Promotion Committee has the liberty of contacting another equally qualified candidate to comment on the quality of the Faculty member's work.
- **Pay:** In September, the Principal/President shall determine whether there will be an increase in pay after promotion and what the percentage will be by which the salary is increased. The Principal/President shall have discretion on how publicly available this information is within the Colleges.

- **Communication of Promotion Decision:** The Principal/President writes a letter informing the candidate whether the application was successful. If not, the Principal/President shall invite the candidate to talk about the shortcomings of the application and will provide written guidelines so that the next application for promotion has a better chance for success. If the candidate is unlikely to have a successful application within the next few years, the Principal/President shall clearly inform the candidate orally and in writing of the obstacles against a successful promotion.

APPENDIX C: PERFORMANCE REVIEW

Permanent Faculty members who teach for a number of years can expect to participate in a periodic performance review process to clarify what is expected of them and how their performance is measured.

The performance review process is a formalized approach to reviewing and discussing performance. All Faculty members produce an annual document outlining their activities and achievements of the previous year. The Dean will evaluate this document and will provide a written response to all Faculty members.

The review concentrates on four elements: basic expectations, administration and service, teaching, and research. The reviews form part of the discussion with the Principal/President regarding contract renewal and will serve as the basis for planning for the coming year.

BASIC EXPECTATIONS

- Being available for posted office hours; timeliness to class; responding in a timely way to student requests
- Attending College events as appropriate (for example, Mass of the Holy Spirit at beginning of academic year, Faculty retreat in January, St. Mark's Community Day in April, preview nights/SOAR for undergraduate programming, Convocation, etc.)
- Evaluating student files as required
- Writing letters of recommendation

ADMINISTRATION AND SERVICE

1. At CCC and SMC

Faculty members are encouraged to show strong commitment to their administrative and service obligations to the Colleges, including research supervisions and supervisory committee memberships. If applicable, Faculty members should provide information about their coordination of courses/programs, overseeing web-based delivery of course materials, etc.

2. External professional service

Faculty members should indicate any professional service beyond the Colleges, if they are e.g. office-holders in professional societies, conference organizers, journal editors or board members, members of a grant selection committee, or external PhD examiners.

3. Community involvement

Faculty members should indicate any community and professional activities that have some relation to their position at the Colleges.

TEACHING

Faculty members should indicate:

1. Courses taught (including number of credits of each course and end-of-course enrolment)
2. Courses and curriculum they developed (development of a new course; new preparation of an existing course; new pedagogical methods introduced).

The Colleges value excellent teaching. In order to provide an opportunity for both assessment and, where necessary, improvement, the Colleges use both peer and student evaluations. The process of teaching evaluation is as follows:

1. Teaching Observation

a. Evaluation by a qualified person

Permanent Faculty members will be observed by a qualified person (the Dean of Arts/Theology or another Permanent Faculty member) in their first two years of teaching, and then every three to four years. The observation will be followed by a meeting between the observer and the faculty member; notes of the meeting will be included in the faculty member's file.

b. Peer evaluation

Permanent Faculty members are also encouraged to work with peers to do peer evaluations of teaching with a view to improving teaching.

2. Student Evaluation

At the end of a course, students complete a standardized evaluation form. The Dean will gather and review the evaluations and share them with the Faculty member after final grades have been submitted. Student evaluations are treated as helpful feedback; they are not used as the sole criterion for decisions about promotion or re-hire.

RESEARCH

The Colleges encourage Faculty members to attend meetings of learned societies and other professional and academic bodies, especially those devoted to topics related to the purposes and values of the Colleges. To this end, the Colleges include a professional development fund in each Permanent Faculty agreement. Claims to this fund must be approved by the Dean prior to the project and/or travel, and any unused portions do not roll over into the next academic year. Reimbursement from this fund will be made only upon provision of original receipts attached to a completed expense reimbursement request form from the Dean.

In their year-end report, Faculty members must mention:

- Scholarly publications accepted/published;
- scholarly work in progress;
- conference presentations;
- invited lectures and presentations;
- and any other publications or presentations.

APPENDIX D: INTELLECTUAL PROPERTY

General

1. The Colleges believe that efforts to increase and communicate knowledge are at the heart of academic endeavours. Often these endeavours will result in the creation of intellectual property that may benefit the broader society. Intellectual property means any result of intellectual or artistic activity created by a member that can be owned by a person and protected under patent, copyright, trademark or similar laws.
2. The common good of society depends upon the unfettered search for knowledge in all fields of study and upon its free exposition.
3. In order that Faculty members have control over the direction, integrity, and use of their scholarly work, as a general principle, ownership of all types of intellectual property shall rest with the Faculty member who creates it. Such ownership is recognized as an integral part of academic freedom.
4. No Faculty member shall be obliged to engage in the commercial exploitation of his or her scholarly work or to provide commercial justification for it.
5. The Colleges shall not enter into any agreement with a third party (including an agreement to administer funds) which alters, abridges, or has the effect of altering or abridging the intellectual property rights of a member under this Agreement.

Right to Publish

1. The Colleges are an open environment for the pursuit of scholarly work. Academic freedom and critical inquiry depend on the communication of the findings and results of intellectual investigation. The Colleges shall not interfere with any Faculty member's freedom to publish the results of scholarly inquiry and research.
2. The Colleges shall refuse to enter into or administer any research agreement or grant that allows the funders or other third party to infringe on any Faculty member's freedom to publish the results of research, except in extraordinary circumstances where, statutorily to protect intellectual property, a maximum publication delay of two (2) months from the conclusion of a research project may be accepted.

Copyright

1. Copyright applies to all original literary, dramatic, artistic, musical and textual works as defined by the *Canadian Copyright Act*.
2. Works include but are not limited to: books, texts, articles, monographs, glossaries, bibliographies, cartographic materials, modular posters, study guides, laboratory manuals, correspondence course packages, interactive textbooks, course work delivered on the internet, multimedia instructional packages, syllabi, tests and work papers, lectures, musical and/or dramatic compositions, choreographic works, performers' performances, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer programs, live video and audio broadcasts, programmed instructional materials, drawings, paintings, sculptures, photographs and other works of art.

3. While the Faculty member retains intellectual property over syllabi, tests, and lectures, the Colleges retain the rights to course calendar descriptions and course names.
4. All copyright belongs to the member or members who create the work even if it is produced during the course of employment and with the use of the Colleges' facilities and resources, except in those cases where there is a prior contract or written agreement which assigns the copyright to the Colleges. All such contracts and agreements shall be copied to the Faculty Association.
5. No prior contract or written agreement between the Colleges and a Faculty member shall contain a clause waiving moral rights.
6. When an original work is the creation of more than one member, the provisions of this Article apply on a pro rata basis to all the creators of the work.
7. Where copyright has been assigned to the Colleges by written contract or agreement and the Colleges relinquish their rights to that copyright, all intellectual property rights shall revert back to the first owner. In the event that the first owner is deceased, the rights shall revert to the estate of the first owner.