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SECTION ONE: ORGANIZATION OF THE COLLEGE

I. General Powers

"BE IT enacted by the Senate and House of Representatives, in General Court assembled, and by the authority of the same, That William Bowdoin, John Todd, Joseph D. Condit, David Choate, and Samuel Williston, their associates and successors, be, and hereby are incorporated, by the name of the Trustees of Mount Holyoke Female Seminary, to be established in South Hadley, in the county of Hampshire, with the powers and privileges, and subject to the duties and liabilities, provided in chapter forty-fourth of the Revised Statutes, passed November fourth in the year one thousand eight hundred and thirty-five, and with power to hold real and personal estate, not exceeding in value one hundred thousand dollars, to be devoted exclusively to the purpose of education."

"BE IT enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 1. The name of The Trustees of Mount Holyoke Female Seminary is changed to The Trustees of Mount Holyoke Seminary and College.

Section 2. The corporation of Mount Holyoke Seminary and College is hereby authorized to grant such honorary testimonials, and confer such honors, degrees and diplomas as are granted or conferred by any university, college or seminary of learning in this Commonwealth; and the diplomas so granted shall entitle the possessors to the immunities and privileges allowed by usage or statute to the possessors of like diplomas from any university, college or seminary of learning in the Commonwealth: provided, nevertheless, that no such honors, degrees, or diplomas shall be conferred except by the vote of a majority of the trustees of said corporation."

"BE IT enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 1. The name of The Trustees of Mount Holyoke Seminary and College is hereby changed to The Trustees of Mount Holyoke College.

Section 2. All devises, bequests, conveyances and gifts heretofore or hereafter made to said corporation by either of said names shall vest in The Trustees of Mount Holyoke College.

Section 3. This act shall take effect upon its passage.

II. The Trustees

A. Number, Composition, and Terms of Office

Section 7: The Board of Trustees shall have not more than thirty-one members consisting of:
(a) the President of the College who shall be an ex officio voting member of the Board;
(b) not more than twenty-four members elected by the Trustees (referred to herein as "Term Trustees") of whom at least two shall be alumnae and one of whom shall be elected by the Trustees from the three most recent graduating classes, in accordance with the guidelines adopted by the Board (referred to herein as the "Young Alumna Trustee");
(c) the President of the Alumnae Association; and
(d) five individuals chosen by the alumnae in accordance with the procedures adopted by the Alumnae Association of Mount Holyoke College (referred to herein as "Alumnae Trustees" and together with the individuals referred to in (a), (b) and (c), the "Trustees"). The number of Trustees shall be fixed from time to time by the Trustees.
re-election for a period of a year following their second term. In the case of the Chair, this provision shall not apply if necessary to permit continuous service as Chair of the Board for a total period of five years.

Section 8. Unless the Trustees determine otherwise at the time of election of any Trustee:
(a) Each Trustee, except the Young Alumna Trustee and the President of the Alumnae Association, shall serve an initial five-year term, and at the conclusion of such initial five-year term may be re-elected to serve one additional term not to exceed five years. Trustees who have served on the Board for two consecutive five-year terms shall be ineligible for re-election for a period of one year following their second five-year term. In the case of the Chair, this provision shall not apply if necessary to permit continuous service as Chair of the Board for a total period of five years.

(b) The Young Alumna Trustee shall serve a three-year term.

(c) The President of the Alumnae Association shall serve as a Trustee during her term of office.

(d) One Alumnae Trustee shall be elected each year to serve for a period of five years.

B. Meetings

Section 13: The Trustees shall hold at least three regular meetings each year. One shall be in the autumn, one in the winter and one in the spring, on such date and at such time as is stated in the notice of the meeting. Any and all business may be transacted at regular meetings.

Section 14: Special meetings may be held at any time and at any place upon the call of the Chair of the Board of Trustees or the Executive Committee, or upon the written application of three members of the Board. The notice of any special meeting shall state the items of business for which the meeting is held and no business shall be done except that stated in the notice.

C. Officers and Committees

Section 19: The officers of the Board of Trustees shall be a Chair and Vice Chair. The standing committees which shall be chosen from the Trustees shall be: 1) an Executive Committee; 2) a Finance Committee; 3) an Investment Committee; 4) a Nominating & Governance Committee; 5) an Education Committee; 6) a Student Affairs Committee; 7) a Conference Committee; 8) a Development Committee; 9) a College Relations Committee; 10) an Audit Committee; 11) a Five Colleges and Technology Committee; and 12) an Institutional Risk Committee.

Section 20: The Board may appoint such additional officers as it deems necessary.

Section 30: The Education Committee shall have general supervision over all matters pertaining to the educational activities and policies of the College and during the periods between meetings of the Board of Trustees shall represent the Board in dealing with such educational matters as may arise. It shall receive and examine all reports submitted to it with respect to the curriculum, the departments of instruction, and an annual review of academic salaries. It shall receive and examine all recommendations submitted to it with respect to appointments or promotions to the rank of professor or associate professor, including administrative officers, and appointments or promotions which involve the right of tenure of the appointee.

In general, initiation of educational policy shall rest with the Faculty; but whether initiated by the Faculty or by the Board of Trustees, changes of a major nature in the academic functioning of the College shall require consultation between the Faculty and the Trustees, unless there be agreement between the two bodies.

Section 32: The Conference Committee shall meet with a similar committee appointed by the Faculty at least once each year. The two when so meeting shall constitute the Joint Conference Committee. It shall be the duty of the Conference Committee, as well as of the Joint Conference Committee, to promote mutual understanding and a spirit of cooperation between the Faculty and the Board of Trustees, and to that end to consider any question of an educational character, or any other question affecting the general welfare of the College, that the Trustees or the Faculty may bring before said committee. The conditions under which the Faculty may present such questions to the Trustee Conference Committee or to the Joint Conference Committee for discussion and recommendations to the Board, and the procedure therefore, shall be fixed by faculty legislation and shall be subject to the approval of the Board.
III. The Administrative Officers

A. The President of the College

1. Election and General Powers

The President of the College shall be both the leader of educational policy and the chief executive officer of the College, and shall exercise such leadership and supervision of its administrative officers, faculty, agents, and employees as will promote the efficiency of each department and of the College as a whole. The President shall be elected by the Board of Trustees, shall hold office at the pleasure of the Board, and shall be responsible only to the Board.

The President shall be a voting member ex officio of all committees of the Trustees and a voting member ex officio of the Board of Trustees and of all committees of the Faculty, except the Faculty Conference Committee and the Faculty Appeals Committee elected by the Faculty in accordance with Board policy.

[In each of the five most recent elections of the President of the College the Faculty accepted the invitation of the Board of Trustees to select three Faculty members to serve on a special advisory committee on the selection of a new President. In each instance three members of the Faculty were elected for this purpose according to procedures adopted by the Faculty on recommendation of the Faculty Conference Committee. (Fac. Min. Apr. 4, 1955, Oct. 30, 1967, Apr. 4, 1977, Apr. 27, May 18, 1994, March 25, 2009.)]

The President shall also be the chief executive officer of the Faculty. The President shall report to the Faculty pertinent action taken by the Board and shall keep the Board informed of the more important proceedings of Faculty meetings.

The President shall direct the Vice President for Finance and Administration and Treasurer in the preparation of the annual budget, and all diplomas of those receiving degrees from the College shall bear the signature of the President. The President shall have the authority to enter into contracts for the College, and to delegate to all Officers of the College and their designees contracting authority in accordance with their responsibilities and duties. It shall be the President’s duty to make a full report to the Trustees at the autumn meeting on the condition of the College during the preceding academic year and to present for their consideration such measures as the President may deem necessary or expedient for its welfare.

With the approval of the Board, the President may appoint those officers of the College as will in the President’s judgment contribute to the effective functioning of the College. The officers of the College may include the Vice President for Finance and Administration and Treasurer, the Vice President for Academic Affairs and Dean of Faculty, the Vice President for Development, the Vice President for Student Affairs and Dean of the College, the Vice President for Enrollment, and the Secretary of the College. The Vice President for Finance and Administration and Treasurer and Secretary must be approved by the Board or if necessary or expedient, the Executive Committee, prior to assuming the responsibilities of those offices.

2. Role in Appointments and Promotions

The President shall recommend to the Board of Trustees through the Education Committee all promotions and appointments of members of the Faculty, excluding instructors, assistant professors, and other faculty on term appointments; the President shall also recommend all appointments which involve the right of tenure, and the designation of chairs of departments for a specific term of years. Before recommending appointments and reappointments of members of the faculty, the President shall consult with the Faculty Advisory Committee on Appointments, Reappointments, and Promotions.
B. The Vice President for Academic Affairs and Dean of Faculty

The Vice President for Academic Affairs and Dean of Faculty shall be the second ranking officer of the College with regard to educational policy. Subject to the supervision of the President, the Vice President for Academic Affairs and Dean of Faculty shall be concerned with administration of educational policies, regulations, and decisions made by the Faculty and its committees, and with such matters as may be delegated by the President. The Vice President for Academic Affairs and Dean of Faculty shall be, ex officio, a voting member of the Joint Conference Committee.

In case of the prolonged absence or incapacity of the President, or in the event of the death of the President, the Vice President for Academic Affairs and Dean of Faculty shall temporarily discharge the powers and duties of the President until such time as the Board of Trustees shall take action in the matter.

The Vice President for Academic Affairs and Dean of Faculty also serves as Mount Holyoke’s representative to Five Colleges Inc.

C. The Vice President for Student Affairs and Dean of the College

Description of position: Reporting directly to the President, the Vice President for Student Affairs and Dean of the College [hereafter Dean of the College] shall provide leadership and broad oversight of student curricular and co-curricular affairs, with the goal of strengthening curricular and co-curricular linkages and assuring that co-curricular as well as curricular affairs support the educational mission of the College. The Dean of the College shall be responsible for the administration of educational policies and the academic and non-academic regulations stipulated in Faculty Legislation and the Student Handbook. The Dean of the College shall serve on the Academic Priorities Committee, the Advisory Committee on Multicultural Community and College Life, and other committees when appropriate. In conjunction with the Dean of Faculty, the Dean of the College shall oversee curricular development and implement such curricular initiatives as the first-year seminar program. The Dean of the College shall also oversee the academic advising system, including pre-professional advising, and the administration of exchanges and dual degree programs, withdrawals, deviations from requirements, student leaves of absence, academic responsibility, and other special matters that concern individual students. In the area of student services, the Dean of the College shall oversee the office of the Associate Dean of the College/Dean of Students, who in turn shall oversee the offices of Student Programs, Residential Life, Religious Life, and the Health Center/Counseling Services.

Procedure for appointment: The President shall appoint the Dean of the College in consultation with a Dean of the College Search Committee composed of three Faculty, at least two staff and two students. The elected Faculty members of the Academic Priorities Committee, in consultation with the President, shall select three Faculty members to serve on the Search Committee. One of the Faculty shall be a current member of the Academic Priorities Committee and one a current member of the Advisory Committee on Multicultural Community and College Life. Members of the Advisory Committee on Multicultural Community and College Life other than the students and current Dean of the College, in consultation with the President, shall select two staff from among those who work under the purview of the Dean of the College to serve on the Search Committee. Students serving on Dean of the College Search Committee shall be selected by the Student Government Association in whatever manner it deems appropriate. The Dean of the College Search Committee shall consult regularly with the President about possible candidates and shall solicit suggestions as widely as possible from among constituencies served by the Vice President for Student Affairs and Dean of the College.

IV. The Faculty

A. Definition and Voting Members

The Faculty of the College shall consist of the President, the Dean of Faculty, all who bear the academic titles of Professor, Associate Professor, Assistant Professor, Instructor, Senior Lecturer, and Lecturer.

The voting members of the Faculty shall be the above listed members of the Faculty.
B. Grant of Power

Subject to the reserve power of control of the Board of Trustees, the Faculty shall prescribe requirements for admission, courses of study, conditions of graduation, the nature of degrees to be conferred, and regulations for the conduct of the educational work of the College. They shall recommend to the Board of Trustees candidates for degrees in course and may recommend candidates for honorary degrees.

No exercise of the powers herein conferred on the Faculty, which in the judgment of the President of the College involves a major issue in the educational policy of the College, shall take effect without the concurrence of the President of the College and the approval of the Board of Trustees. No exercise of the powers herein conferred on the Faculty and students, which in the judgment of the President of the College involves a major issue in the non-academic functioning of the College, shall take effect without the concurrence of the President of the College and the approval of the Board of Trustees.

C. Officers

The presiding officer at meetings of the Faculty shall be the President of the College, or, in the President's absence, the Dean of Faculty.

Three Faculty members shall serve as Marshals in charge of formal academic ceremonies. One member shall be appointed annually for a term of three years. During the first and second years of service the appointees shall be known as Faculty Marshals and shall work with the College Marshal. The College Marshal shall be the appointee in the third year of service.

D. Meetings and Voting Procedure

The Faculty shall hold such meetings during the College sessions as they may determine and shall keep a record of their proceedings. Subject to the reserve power of control of the Board of Trustees, they shall make such rules of procedure and provide for and constitute such committees as may be required, except as provided in Section 32. [See section 32 above.]

With the advice of the Advisory Committee on Appointments, Reappointments, and Promotions, the President may invite members of the College community, including students, who are not voting members of the Faculty to attend meetings of the Faculty either as participants with voice but without vote, or as observers without voice or vote.

Meetings of the Faculty shall be either open, with voting members, participants, and observers present or they shall be closed, with attendance restricted to voting members and participants only. Regular monthly meetings shall be held during the academic year and shall normally be open. Any open meeting or portion thereof may be closed by vote of a majority of the members present. The President, the Conference Committee, or any fifteen voting members who so request, may call a special meeting of the Faculty and may require that it be closed. The Secretary's record of closed proceedings and any reports to the Faculty which are designated confidential shall not be made available to observers.

One hundred members of the Voting Faculty shall constitute a quorum. The rules contained in the latest edition of Robert's Rules of Order shall govern the Faculty in all cases in which they are applicable and are not inconsistent with Faculty Legislation.

A motion involving an important matter of policy or membership on a committee of the Faculty shall not be voted upon at the meeting of the Faculty at which it is first proposed but shall be voted on at a later meeting unless this rule shall be suspended by a vote of two-thirds of the members present and voting.
Nominations to standing committees of the Faculty shall be made by the presentation of a partial slate by the Faculty Conference Committee and by additional nominations made from the floor during the meeting at which the partial slate is first presented. Such nominations shall be voted on at the next regular meeting of the Faculty, unless this rule shall be suspended by a vote of two-thirds of the members present and voting. Unless this rule is suspended by a vote of two-thirds of the members present and voting at the meeting at which the slate is first presented, such nominations shall be voted on either at the next regular meeting of the faculty, or within six weeks by electronic election.

Additional nominations may be made by submission of names in writing to the Secretary of the Faculty by any five members of the Faculty until ten days prior to the meeting at which these nominations are to be acted upon. The names of such additional nominees shall appear on the agenda, together with the nominations previously made. Elections shall be held simultaneously. To be elected, a candidate must receive a majority of the valid votes cast.

Only those nominated by the Faculty Conference Committee (or by petition for membership on the Faculty Conference Committee) may be elected in uncontested elections. In the event that a person nominated by the Faculty Conference Committee becomes ineligible to run for an elected committee, because of the results of a preceding election to that same committee, the floor will be open for nominations for that committee during the same meeting at which the voting is scheduled to be held.

E. Committees and Representatives

1. Nature, Membership, Elections and Appointments, Reports

Members of the Faculty serve, by elections or appointment, on standing committees established by the Faculty and on ad hoc committees constituted by the Faculty, the President, or the Dean of Faculty. The Faculty is also represented in the Alumnae Council, on certain committees of the Alumnae Association, in the Seven College Conference, and on various Five College Committees. Students also serve on several Faculty-Student committees.

The President of the College shall be a voting member ex officio of all committees of the Board of Trustees and voting member ex officio of the Board of Trustees and of all committees of the Faculty, except the Faculty Conference Committee and the Faculty Appeals Committee elected by the Faculty in accordance with Board policy.

Faculty eligibility for committee membership shall be defined in terms of the individual committees. By "teaching Faculty" is meant those members of the Faculty engaged in teaching subjects counted toward a degree and having been appointed to the ranks of Professor, Associate Professor, Assistant Professor, Instructor, Senior Lecturer, or Lecturer.

To effect equal representation on those standing committees so requiring, the departments shall be organized, for the purpose of committee assignments only, into three divisions as follows:

Division I: Departments of Art, Classics and Italian, Dance, English, French, German Studies, Music, Philosophy, Religion, Russian and Eurasian Studies, Spanish, and Theatre Arts;

Division II: Departments of Astronomy, Biological Sciences, Chemistry, Computer Science, Geology, Mathematics and Statistics, Physical Education, and Physics;

Division III: Departments of Economics, Gender Studies Geography, History, Politics, Psychology and Education, Sociology and Anthropology.

The Dean of Faculty shall, after consultation with the Faculty Conference Committee, appoint members of standing appointed committees. These appointments shall be announced by the President at the first Faculty meeting of the academic year.

After a full term of service, members of all standing committees shall be ineligible for re-election or reappointment for a period equal to that of the committee term of service, with the following exceptions: a member substituting on a committee for a short term, or a member serving on a committee in an ex officio capacity.
A member of the Faculty who is elected to any committee and whose College responsibilities since election change to become primarily administrative (half-time or more) shall resign from that committee.

Each of the standing committees shall submit to the Faculty at least one report each year. All annual written reports of achievement shall be deposited in a place accessible to the Faculty and only brief oral synopses, if any, shall be presented in Faculty meeting. Other reports submitted to the Faculty for action shall not be read in full if the material has previously been sent to members of the Faculty in writing.

Certain business of the Faculty as a whole shall be delegated to the following standing committees:

2. **Standing Committees: Elected**

The elected standing committees of the Faculty shall be those listed below. All elected standing committees of the Faculty, with the exception of the Advisory Committee, will be chaired by one of their elected Faculty members. Chairs of elected committees shall be chosen by continuing and incoming committee members in April of each year and announced at May Faculty meetings. Nominations for all elected committees except the Faculty Conference Committee will be made by the Faculty Conference Committee, jointly with the President and the Dean of Faculty, followed by nominations from the floor and by petition. With the exception of the Advisory Committee on Appointments, Reappointments, and Promotions, all elected committees may appoint Faculty to fill vacancies of one semester or less.

**a. The Academic Priorities Committee**

1. **Membership:** Faculty – 5, Administrators – 2, Students – 2, Registrar – ex officio
2. **Qualifications**
   a) Faculty: One each from arts, languages, other humanities, social sciences, and sciences and mathematics, at least one of whom should be a member of an interdisciplinary program.
   b) Administrators: Dean of Faculty, Dean of the College.
   c) Students: Chosen as directed by the SGA.
3. **Faculty Selection:** One member to be elected each year.
4. **Faculty Term:** 4 years
5. **Faculty Chair:** Chosen by continuing and incoming committee members each April.
6. **Responsibilities and Authority**
   a) Oversee the development of long range curricular innovation, planning, and policy. Solicit ideas from the faculty and administration, as well as investigate curricular practices and educational policies at other institutions. Specify the implications of that planning for future allocation of faculty lines.
   b) Make recommendations on the allocation of faculty lines to the Dean.
   c) Consider matters of general educational policy; receive suggestions from the Faculty, Dean of the Faculty, Dean of the College, and Departments and Programs; make recommendations to the Faculty and Dean of the Faculty; initiate and revise educational legislation. Educational matters include curricular revision within departments and programs, relations among departments and programs, new curricular ventures, curricular implications of major grants, distribution requirements, language requirements, academic standards, first-year seminars, student writing, quantitative reasoning, graduation requirements, and all other academic policies stated in Section Two, Parts II-XI; Section Three; and Section Four, Parts I-V of Faculty Legislation.
   d) Oversee academic programs outside of departments and programs, including those offered by the Centers.
   e) Oversee College courses and Curricular Support courses; review new courses and extensive revision of existing courses, and make recommendations to the Faculty; approve one-time new courses and inform the Faculty.
   f) Oversee the work of some appointed committees, including the Academic Administrative Board and the Committee on Graduate Work.
   g) Consult as needed with the Vice President for Enrollment and the Vice President for Development.
h) Evaluate external reviews of departments and programs.

7. Operations:
   a) The Dean of the Faculty, Dean of the College, five Faculty, and two Student members shall serve as the Committee of the Whole for all of the general work of the committee.
   b) Student members shall not participate in discussions of individual faculty members or allocations.
   c) To accomplish its detail work, the Academic Priorities Committee shall establish the following subcommittees, whose membership may draw on non-APC faculty:

   Regulations: To meet with the Dean of Studies to address issues and proposals related to the curriculum, such as department, program, and College requirements, classification of courses, independent study and honors, grading, schedules and classes, incomplete work, teaching evaluations, suspensions and leaves of absence. The subcommittee may well consult with other committees of the College.

   New Courses: To meet with the Registrar to review new and substantially revised course proposals. New and revised courses shall be presented without recommendation to the Faculty for a first reading at least five days before Faculty Meeting. The Committee shall then consider any written comments received on these courses before recommending final action at the subsequent Faculty Meeting. Unless a Faculty member calls for a vote on the approval of a new or extensively revised course during either the first or second reading, the course is taken as approved by the tacit consent of the Faculty.

   Allocations [5 faculty]: To advise the Dean of the Faculty and the President on proposals for tenure-track and lecturer positions. The subcommittee and the Dean will call annually for proposals from departments and programs. The subcommittee will summarize the proposals for the Faculty. After consulting with the Dean of the Faculty and the Dean of the College, and then reviewing and ranking the proposals, the subcommittee will directly and exclusively file its report with the Dean. The subcommittee may recommend that individual proposals be tailored to the long-range plans of curriculum. The subcommittee may also initiate allocation requests that address the long-range curricular needs of the College, or that blend two or more departmental/program proposals.

8. Reporting: The Committee shall publish its agenda for each upcoming meeting and shall submit an annual written report of its operations and achievements to be included in the agenda mailing for the May Faculty Meeting.

b. The Advisory Committee on Admissions and Financial Aid

   1. Membership: Faculty – 4, Administrators – 3, Students – 2
   2. Qualifications:
      a) Faculty: One from each division and at least one who teaches in an interdisciplinary program
      b) Administrators: Vice President for Enrollment and College Relations, Director of Student Financial Services, Director of Admissions
      c) Students: Two from the junior or senior class chosen as directed by SGA
   3. Faculty Selection: Two members elected one year and one each of the succeeding two years
   4. Faculty Term: Three years
   5. Faculty Chair: Chosen by continuing and incoming committee members each April
   6. Responsibilities and Authority
      a) The Committee shall advise the Vice President for Enrollment on matters of policy and priorities concerning recruiting, entrance requirements, admission, and financial aid for all undergraduate students.
      b) The Faculty members of this Committee shall bring to the Academic Priorities Committee any contemplated changes in policy or practice that may affect the academic mission of the College.
   7. Operations: The Committee shall meet regularly throughout the academic year and, where appropriate, may ask for reports from administrators or faculty groups.
8. Reporting: The Committee shall submit to the Faculty an annual written report on the issues addressed and the advice given, to be distributed with the agenda of the May Faculty Meeting.

c. The Advisory Committee on Appointments, Reappointments, and Promotions

Fac. Min. Apr. 1999

1. Membership: Faculty – 5, Administrator – 1

2. Qualifications:
   a) Faculty: Teaching Faculty, rank of full professor, with at least one member from each of the three divisions of study and at least one member who teaches in an interdisciplinary program. No member may serve concurrently on this Committee and the Committee on Appeals, and no more than one member may serve from any one department at a time.
   b) Administrators: Dean of Faculty serves as Chair; President shall be present as an observer with voice.

3. Faculty Selection: Two members to be elected one year and one each of the succeeding three years.

4. Faculty Term: 4 years

5. Faculty Chair: None (chaired by the Dean of Faculty)

6. Responsibilities and Authority:
   a) Advise the President on all appointments and reappointments to grades of professorial rank and on reappointments of Instructors and Lecturers.
   b) Consider and advise the President on all promotions to or within the professorial and senior Lecturer ranks.
   c) Consider and advise the President on all termination of appointments within the professorial and senior Lecturer ranks.
   d) Oversee a subcommittee which includes non-tenured Faculty and student representatives on the process of evaluation of teaching.

7. Operations: The Dean of Faculty, while not compromising the Committee’s obligation to maintain confidentiality, shall summarize the work of the preceding academic year and comment to the Faculty on significant changes in its practices or in the patterns of its decisions on candidates.

8. Reporting: The Committee shall submit to the Faculty an annual written report of its operations and achievements, to be included in the agenda mailing of the May Faculty Meeting.

d. The Faculty Affirmative Action Committee

Fac. Min. Apr. 1999

1. Membership: Faculty – 3, Administrator – 1

2. Qualifications:
   a) Faculty: One from each division
   b) Administrator: Dean of Faculty

3. Faculty Selection: One member elected by ballot by the Faculty each year

4. Faculty Term: 3 years

5. Faculty Chair: Chosen by continuing and incoming committee members each April

6. Responsibilities and Authority:
   a) Assist the Faculty in achieving the College’s affirmative action goals to diversify the racial, ethnic, and cultural composition of the College community.
   b) Provide departments and interdisciplinary programs with guidelines and other information on the College’s affirmative action programs and procedures.
   c) Give advice and instruction to departments and programs on ways to conceive and conduct searches to enhance diversification of the Faculty.
   d) Assist departments and programs in identifying potential candidates whose recruitment would serve the College’s affirmative action goals.
   e) Act as intermediary between Departments and the Administration in requests for additional hiring authority when such hires would enhance the diversification of the Faculty.
   f) Oversee faculty recruitment to assure compliance with the College’s affirmative action goals and procedures.
   g) Recommend to the Dean of Faculty and the President an extension or nullification of a search if it finds that a specific recruitment effort has been procedurally inadequate.
h) Grant, where appropriate and consistent with law, exceptions to the general requirement of a full affirmative action search.

7. Operations:
   a) Meet with the Dean of Faculty to identify searches that have been approved.
   b) Meet with each department and program conducting a search.
   c) Give advice and information throughout the search process.

8. Reporting: The Committee shall submit an annual written report of its activities and on the College's progress toward achieving a more diverse community.

e. The Committee on Appeals

1. Membership: Faculty – 6
2. Qualifications:
   a) At least one member from each of the professorial ranks.
   b) No more than one member from any one department.
   c) No one shall serve concurrently on the Committee on Appeals and on the Advisory Committee.
   d) One member shall be selected to serve as an alternate each year and shall be selected to that position from among the five members who are not serving as Committee Chair for that year.
3. Faculty Selection: Two members elected by ballot by the Faculty each year.
4. Faculty Term: 3 years
5. Faculty Chair: Chosen by continuing and incoming Committee members each April.
6. Responsibilities and Authority:
   a) Serve as a board to review whether the proper policies and procedures were followed in appealed decisions on reappointment, tenure, dismissal, termination of appointment or academic freedom. [See SECTION SEVEN, II.]
   b) Review the circumstances and consult all appropriate documents and witnesses at the request of a faculty member who has been denied reappointment or tenure.
   c) Review the circumstances and consult all appropriate documents and witnesses at the request of a Faculty member who has been dismissed or otherwise penalized for cause, or whose appointment has been terminated for financial exigency, or who has filed an academic freedom grievance.
   d) Submit recommendations for reconsideration by the President and the Advisory Committee when reviewing an appeal relative to reappointment or tenure, if the Committee finds that not all pertinent evidence was considered or that inappropriate evidence, including any that might constitute a violation of academic freedom, contributed to the decision.
   e) Submit its recommendations to the President and the Trustees when reviewing a case of dismissal for cause, for financial exigency, or an academic freedom grievance.
7. Operations:
   a) Any member of the Committee who is the appellant, a member of the appellant's department, or who participated directly in the decision being appealed shall be disqualified from the proceedings. A member may also remove herself or himself from the proceedings, at the request of the appellant or on her or his own initiative for reason of bias or interest. A vacancy shall be filled by the alternate on the Committee. If more than one member should be disqualified or unavailable, the Committee shall make up its requisite composition by choosing from previous members of the Committee on Appeals.
   b) The Committee shall review, upon the appeal of the Faculty member involved, decisions on reappointment, tenure, dismissal, termination of appointment or academic freedom.
   c) All evidence and information pertinent to the decision being appealed shall be made available to the Committee members serving on said appeal by the Dean of Faculty's Office.
8. Reporting: The Committee shall submit reports only to the previously designated constituencies upon completion of an appeal.
f. The Advisory Committee on Multicultural Community and College Life

1. Membership: Faculty – 4, Administrators – 3, Non-faculty Staff – 3, Students – 3
2. Qualifications:
   a) Faculty: From different divisions
   b) Administrators: Dean of the College, Associate Dean of the College, Director of Diversity and Inclusion
   c) Non-faculty Staff chosen as directed by Staff Council
   d) Students chosen as directed by SGA
3. Faculty Selection: One member elected by ballot by the Faculty each year.
4. Faculty Term: 3 years
5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
   a) This Committee shall determine its agenda by choosing among issues brought to it by students, faculty, and staff.
   b) Advise the Dean of the College on activities and policies fostering an inclusive community that respects group and individual differences, and that serves the intellectual, educational, and social needs of its members.
   c) Advise and oversee committees addressing all aspects of College life under the jurisdiction of the Dean of the College, including those that relate to the development of a more culturally diverse community life, and/or involving issues of student co-curricular and residential life.
   d) Review, monitor, and propose College policies to assure that all practices at Mount Holyoke are unbiased and to provide ongoing anti-bias education throughout the institution.
   e) Create permanent subcommittees, and temporary task forces and ad hoc committees when needed, and appoint Faculty, when needed, to serve as members or chairs of such entities.
   f) Receive, review, and act on reports from all subcommittees, ad hoc committees, and task forces under its jurisdiction.
   g) Maintain a list of current subcommittees, task forces, and ad hoc committees under its jurisdiction, and publish that list for the College community.
   h) Meet regularly with the Trustee Committee on Student Affairs.
   i) Solicit from the College community suggestions and concerns relevant to the Committee’s charge.
7. Operations: The Committee shall meet regularly throughout the academic year; set up subcommittees, ad hoc committees, and task forces as appropriate; and act on reports and recommendations from all entities under its jurisdiction. One of these entities shall be a subcommittee on the inclusiveness program.
8. Reporting: the Committee shall submit to the Faculty an annual written report on the issues addressed and the advice given to be distributed with the agenda of the May Faculty Meeting.

g. The Faculty Conference Committee [see also 3. below]

1. Membership: Faculty – 5
2. Qualifications: Teaching Faculty
3. Faculty Selection: Two members to be elected one year and one each of the succeeding three years. Nominations for membership to this committee shall be made by petition, followed by nominations on the floor of the Faculty.
4. Faculty Term: 4 years
5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
   a) Promote mutual understanding and cooperation between the Faculty and the Board of Trustees.
   b) Represent the Faculty in the presentation and discussion of any question of an academic character or any other question affecting the general welfare of the College that the Faculty instructs the Committee to refer to the Board of Trustees.
   c) Consider any such questions suggested by individual members of the Faculty, presenting to the Trustees such of these as its considered judgment may direct.
d) Address issues of governance, and conflicts between Faculty members and other entities at the College.
e) Represent Faculty interests in discussions of benefits.
f) Set the agenda of Faculty meetings in consultation with the President and Dean of Faculty. (Faculty members may also introduce agenda items at the appropriate time before an agenda is approved at the beginning of any meeting.)
g) Assign issues to appropriate committees at its discretion.
h) Make nominations for all elected committees and most appointed committees, except itself.
i) Oversee the revision and style of faculty legislation.
j) Promote understanding and cooperation between the Faculty and the Student Government Association, meeting at least once a year with the Student Conference Committee.
k) Represent the Faculty in recommending candidates for honorary degrees to the Trustees.
l) In consultation with the President of the College, appoint an ad hoc committee to conduct a periodic review of the Dean of Faculty and submit a report to the President. (See Appendix XIV for suggested guidelines.)

7. Operations:
   a) Meet weekly or as needed throughout the academic year.
   b) Meet with the Trustee Conference Committee at least annually.
   c) Appoint an ad hoc committee to review faculty benefits issues when appropriate.
   d) Report to the Faculty at each Open Faculty Meeting.
   e) Call special meetings of the Faculty as it deems necessary.

8. Reporting: The Committee shall report regularly to the faculty at the monthly Faculty Meeting. It shall submit an annual written report of its operations and achievements to be included in the agenda mailing for the May Faculty meeting.

h. The Faculty Grants Committee

1. Membership: Faculty – 4, Administrator – 1
2. Qualifications:
   a) Faculty: One from each division of study and one who teaches in an interdisciplinary program.
   b) Administrator: Dean of Faculty
3. Faculty Selection: Two members elected one year and one each of the succeeding two years.
4. Faculty Term: 3 years
5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority: The Committee shall award to members of the faculty, funds for the support of research and other creative activities.
7. Operations: Meet as needed to fulfill its responsibilities.
8. Reporting: The Committee shall submit an annual written report of its operations and achievements to be included in the agenda mailing for the May Faculty meeting.

i. The LITS Advisory Committee

1. Membership: Faculty – 5, Administrators – 2, Students – 2
2. Qualifications:
   a) Faculty: One from each division of study, one from an interdisciplinary program, and one from a foreign language department.
   b) Administrators: Dean of Faculty, Director of LITS. By invitation other members of the LITS staff as needed.
   c) Students: As stipulated by SGA.
3. Faculty Selection: Two members elected by ballot by the Faculty each year.
4. Faculty Term: 3 years
5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
   a) Advise the Director of LITS and the Dean of Faculty about library and instructional technology needs of the College.
   b) Promote the effective use of these resources among faculty and students for learning, teaching, and research.
c) Guide strategies for the maintenance and development of the library collection.
d) Assist the Director in long-range planning for information technology.
e) Review the LITS budget yearly and assure that the allocation of resources is aligned with the goals of the long-range plans.
f) Assure Faculty representation on search committees for the senior management positions of LITS and choose Faculty representatives for the search committees.
g) Coordinate the work of LITS with the long-range curricular planning of APC.
h) Make recommendations pertinent to curricular and faculty development opportunities, planning, policies, budgeting, external funding opportunities, computer labs, use of space, and collection development.
i) Report to the Faculty any discrepancies between the long range plans and the procedures or operations of LITS with recommendations for actions to resolve such discrepancies.

7. Operations: The LITS Advisory Committee of the whole shall approve general goals and principles of operation, but may break into subcommittees to address more specific issues and develop recommendations for their solutions.

8. Reporting: The Committee shall submit an annual written report of its operations and achievements to be included in the agenda mailing for the May Faculty meeting.

j. The Faculty Committee on Planning and Budgeting

1. Membership: Faculty – 5, Administrators – 3
2. Qualifications:
   a) Faculty: Teaching Faculty from the three divisions.
   b) Administrators: Treasurer, Dean of Faculty, Associate Dean of Faculty
3. Faculty Selection: Two members to be elected one year and one each of the succeeding three years.
4. Faculty Term: 4 years
5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
   a) Participate in the various phases of the College’s budgeting and planning process.
   b) Advise and counsel the Treasurer, the Dean of Faculty, the President and the members of the Board of Trustees.
   c) Hold at least one open meeting of the Faculty during the fall semester, which may occur during a regular faculty meeting.
   d) Present a report outlining the proposed budget no later than the April Faculty Meeting.
   e) Represent the budgeting needs and interests of the Faculty to the Administration and Board of Trustees Finance Committee.
7. Operations:
   a) Meet regularly with the Treasurer and Dean of Faculty throughout the year to review and discuss planning information and analyses, to evaluate the advantages and disadvantages of various alternative budget priorities, and to examine planning and budgeting policy questions.
   b) Request and search out necessary information to fulfill its responsibilities.
8. Reporting: The Committee shall submit an annual written report of its operations and achievements to be included in the agenda mailing for the May Faculty Meeting.

2. Standing Committees: Appointed

The following committees work under the supervision of the Academic Priorities Committee:

k. The Academic Administrative Board

1. Membership: Faculty – 3, Administrators – 5/6
2. Qualifications:
   a) Faculty: One from each of the divisions.
   b) Administration: Dean of Studies; Class Advisor for First-Years; Class Advisor for Sophomores and Juniors, and Dean of the Senior Class; Registrar.
3. Faculty Selection: One member appointed each year by the Dean of the Faculty in consultation with the Faculty Conference Committee.
4. Faculty Term: 3 years
5. Faculty Chair: None (chaired by the Dean of Studies)
6. Responsibilities and Authority:
   a) Act upon the requests of students for deviation from the requirements for the degree of Bachelor of Arts
   b) Review the status of low-grade students, warn them, or in conjunction with the President, exclude them from the College. Should students so excluded apply for readmission, the Board shall decide whether they shall be readmitted. After the close of the College year the power to decide all questions concerning low-grade students shall be delegated to the Dean of Studies and such members of the Academic Administrative Board as are available, with the consent of the President.
   c) Supervise the functioning of the honors program. Its approval shall be required of all degrees awarded *summa cum laude*. In an exceptional case the Board may approve the awarding of an honors degree to a student who fails to meet the specified requirements for the degree *summa cum laude, magna cum laude, or cum laude*. When the award is for Honor or High Honor by a thesis or project, the exception may be made only upon recommendation of the department or major committee concerned.
7. Operations:
   a) The Dean of Admissions, the Director of Health Services, and the Director of Counseling Service shall sit with the Board as non-voting members when the exclusion of students from the College is at issue.
   b) The Board shall confer with the Academic Priorities Committee on issues that require exception to the normal curricular policies of the College.
8. Reporting: To the Academic Priorities Committee and/or the Faculty when appropriate.

l. The Committee on Fellowships
1. Membership: Faculty – 3, Administrators – 1, Alumna – 1
2. Qualifications:
   a) Faculty: One from each of the divisions
   b) Administrator: Dean of Studies, National Fellowships, and Graduate Advisor
   c) Alumna: appointed by the Alumnae Association
3. Faculty Selection: One member appointed each year by the Dean of Faculty in consultation with the Faculty Conference Committee.
4. Faculty Term: 3 years
5. Faculty Chair: None (chaired by Dean of Studies)
6. Responsibilities and Authority:
   a) Award fellowships reserved for the alumnae and receive reports from departments on the award of departmental fellowships.
   b) Consider the applications of candidates for such fellowships as the Fulbright, Luce, Marshall, Truman, and Rhodes, and make appropriate recommendations.
7. Operations: Meet as needed to fulfill its responsibilities.
8. Reporting: Report to faculty and administration as appropriate

m. The Frances Perkins Steering Committee
1. Membership: Faculty – 3, Administrators – 4, Students – 3
2. Qualifications:
   a) Faculty: Teaching Faculty
   b) Administrators: Director and Associate Director of the Frances Perkins Program, Vice President for Enrollment, and Dean of Admissions.
   c) Students: Frances Perkins students, one a senior designated to read applications in March, elected by the Frances Perkins student body.
3. Faculty Selection: One member appointed each year by the Dean of the Faculty in consultation with the Faculty Conference Committee
4. Faculty Term: 3 years
5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
a) Review candidates for admission to the Frances Perkins Scholars Program
b) Consider policy matters including entrance requirements, financial aid, progress toward graduation, and various aspects of student life.

7. Operations:
   a) Meet in the fall semester as needed to address policy issues that are brought to the attention of the committee.
   b) Read applications in March for admit decisions.

8. Reporting: Included with the report on admissions in general.

n. The Committee on Graduate Work

Fac. Min.
Sep. 1999

1. Membership: Faculty – varies, Administrator – 1
2. Qualifications:
   a) Faculty: One from each department or program offering courses for graduate students.
   b) Administrator: Dean of Studies, who shall be the permanent secretary.
3. Faculty Selection: Faculty shall be appointed by the chair of each department or program concerned, after consultation with the members of that department or program.
4. Faculty Term: 3 years
5. Faculty Chair: Chosen from among and by the Faculty committee members.
6. Responsibilities and Authority:
   a) Shall be the only body empowered to recommend the awarding of a graduate degree from Mount Holyoke College.
   b) Consider and make recommendations to the Faculty concerning educational policy in relation to graduate work.
   c) Have general oversight of all matters that concern graduate students.
   d) Be empowered to make minor exceptions from the requirements for the degree of Master of Arts and Master of Arts in Teaching upon recommendation of the departments concerned.
7. Operations: Meet as needed to fulfill the above stated responsibilities.
8. Reporting: Report to the Registrar those individuals recommended for a graduate degree.

p. The Committee on the Health Professions

Fac. Min.
May 1972
Apr. 1983
Feb. 1997

The Committee of the Health Professions shall consist of a Career Development officer and seven to twelve members of the Faculty. The Faculty members of the Committee shall be appointed, and shall serve three-year renewable terms. The Committee shall advise students and alumnae interested in careers in medicine and other health professions. Faculty members of the Committee shall write the Health Professions Advisors’ letters of recommendation for students and alumnae applying to medical schools and other programs that require such letters. The Committee shall guide programs and policies at the College related to health professions and applications to professional schools in these areas, and shall attempt to coordinate and facilitate advising in these areas done by all faculty.

p. The Academic Honors Board

Fac. Min.
May 2014

1. Membership: Faculty – 3, Students – 3; Administrator – 1
2. Qualifications:
   a) Faculty: One from each of the divisions
   b) Students: One from each class year (Sophomore, Junior, Senior)
3. Faculty Selection: One member appointed each year by the Dean of the Faculty in consultation with the Dean of the College and the Faculty Conference Committee.
4. Faculty Term: 3 years
5. Student Selection: Three members elected by ballot each year by the Student Government Association
6. Student Terms: 1 year with possibility of renewal
7. Faculty chair: none (chaired by Dean of Studies)
8. Responsibilities and Authority:
   a) Adjudicate reported violations of the Academic Honor Code; this includes: collecting evidence, scheduling hearings, and determining penalties.
   b) Educate the College community about the history, intent, and purpose of the academic honor code.
c) Consult as needed with the Academic Administrative Board and the Academic Priorities Committee.
d) Publish procedures and guidelines of the Committee’s adjudication process in the Student Handbook.

9. Operations: The Committee shall meet regularly throughout the academic year.
10. Reporting: The Committee shall submit to the Faculty an annual written report of its activities to be included in the agenda mailing of the September Faculty Meeting (for the previous academic year).

3. The Conference Committees

a. Trustee Conference Committee and Joint Conference Committee

The Trustee Conference Committee shall meet with a similar committee appointed by the Faculty at least once each year. The two when so meeting shall constitute the Joint Conference Committee. It shall be the duty of the Trustee Conference Committee, as well as of the Joint Conference Committee, to promote mutual understanding and a spirit of cooperation between the Faculty and the Board of Trustees, and to that end to consider any question of an educational character, or any other question affecting the general welfare of the College, that the Trustees or the Faculty may bring before said committee. The conditions, under which the Faculty may present such questions to the Trustee Conference Committee or to the Joint Conference Committee for discussion and recommendations to the Board, and the procedure therefore, shall be fixed by Faculty Legislation and shall be subject to the approval of the Board.

b. Faculty Conference Committee

[See above SECTION ONE, IV E 2 g.]

c. Student Conference Committee

The Committee shall consist of the President of the Student Government Association, the Chair of the Senate, and three students appointed annually by the SGA Appointing Committee.

The Committee shall receive topics for discussion which it may refer to the appropriate groups or resolve in committee. It may meet with the Faculty Conference Committee to consider matters of mutual concern, and it may bring problems to the Trustee Committee on Conference when other avenues for resolution have been exhausted.

4. Faculty Representatives

a. To the Alumnae Association

Faculty members may be invited by the Alumnae Association to serve on the Alumnae Quarterly Committee and others as appropriate.

b. To the Seven College Conference

A representative of the Faculty shall be appointed by the Dean of Faculty for a two-year term of service.

c. Five College Committees

[See SECTION SIX, IV.]

d. Other

The President of the College or the Dean of Faculty shall normally represent the College at outside functions but Faculty members or alumnae may be appointed by these officers as appropriate to serve in this capacity.

V. The Student Government Association

A. Grant of Power

No exercise of the powers herein conferred on the Faculty and students, which in the judgment of the President of the College involves a major issue in the non-academic functioning of the College, shall take effect without the concurrence of the President of the College and the approval of the Board of Trustees.
The Student Government Association of Mount Holyoke College is charged with making and enforcing regulations with regard to all matters concerning the conduct of the undergraduate students in their College life with the following exceptions:

1. Matters directly concerned with the business management of the College, or the public relations of the College as distinguished from those of the Student Government Association and other student organizations, shall be under the jurisdiction of the administrative officers of the College.

2. Matters pertaining to the management of the residence halls.

3. Matters of academic policy shall be under the jurisdiction of the Faculty and are understood to cover all matters having to do with the curriculum and the conduct of the educational work of the College, including: the maintenance of acceptable standards of academic responsibility, it being understood that this function is normally carried out by the Dean of Faculty and the Dean of the College; the making of regulations concerning the use of the Library, such regulations to be administered by the Librarian and staff, and penalties to be imposed by the Dean of Faculty after consultation when necessary.

B. Faculty-Student Committees

Students shall serve as prescribed above on the following standing committees of the Faculty: the Academic Priorities Committee, the Advisory Committee on Admission and Financial Aid, the Advisory Committee on Multicultural Community and College Life, and the LITS Advisory Committee.

VI. The Honor Code Council

Subject to the reserve power of control of the Faculty and students acting jointly, the Honor Code Council shall be charged with the review and adjudication of matters pertaining to student non-academic life. The Council shall consist of at least seven students and a representative from the Office of the Dean of Students. The Council shall choose its Chair from amongst its student members. Student members will be appointed by the Dean of Students in consultation with the SGA. The Council shall meet regularly during the academic year. The Council shall have the following duties, powers, and responsibilities:

1. The HCC shall adjudicate, or refer for adjudication, cases involving the violation of non-academic regulations or policies, except when the Dean of Students, after consulting with the HCC, determines that a case must be adjudicated within the Dean of the College area. Cases that are filed during times that the HCC is not meeting may also be referred within the Dean of Students area.
   a. The Council shall serve in an adjudicatory capacity as the presiding board for cases involving violations of non-academic regulations.
   b. The Council does not adjudicate cases involving violations of the College’s alcohol and drug policy. [See Alcohol Policy and Guidelines, Student Handbook.]
   c. As an adjudicatory body, the Council has the responsibility to adhere to its procedures and regulations. The Council, in consultation with the Office of the Dean of the College and the College’s legal staff, shall draft the hearing procedures. These procedures shall be published annually in the Student Handbook.
   d. The voting members of a Hearing Board shall typically consist of three members of the council and a representative of the Dean of Studies.
   e. The decision of a Hearing Board shall be subject only to the right of appeal to the Dean of the College or the President, in accord with HCC procedures.
   f. At a hearing, the complainant and respondent may be accompanied by an advisor of their choice. Both complainant and respondent shall have the opportunity to testify, to present evidence, to hear and question witnesses, to be advised as to the content of statements made against them, and to offer rebuttal. There shall be a verbatim record of the hearing [see Judicial Procedures, Student Handbook].
2. The Council may review, at the request of any group or individual member of the College community or at its own initiative, existing non-academic regulations. The Council shall recommend modifications to the appropriate organs of the College when these regulations are in conflict with state or federal law, safety or health regulations, individual rights, the general welfare of the community, or the ability of students to maintain a system of self-government under which non-academic regulations are made and enforced.

3. The Council has the responsibility to educate students, faculty, and staff as to its activities and disciplinary procedures. The Council and the Advisory Committee on Multicultural Community and College Life shall consult periodically to discuss issues of common concern.

4. Jurisdiction over matters in the area of student non-academic life that is not specifically delegated to other bodies shall be assumed to belong to this Council. The Council shall not assume executive, legislative, or judicial powers conferred on the Student Government Association by the Honor Code Council under Grant of Power [see SECTION FIVE, A.].

VII. The Academic Departments

A. Definition

Recognition of the significance of various fields of knowledge has resulted in division of the subject matter of the curriculum into departments. [See SECTION ONE, IV E 1.]

B. Department Chairs

A chair of a department, in providing the leadership for the administration of the department, is to a substantial degree a part of the administrative personnel of the College. The special responsibilities and duties of the office of the chair include those that promote standards of scholarship and teaching, those that look toward efficiency and harmony in the department, and those that are chiefly administrative in nature.

Appointments to the chair are normally made for three-year terms with emphasis on a policy of rotating the office whenever practicable.

The President shall recommend to the Board of Trustees through the Education Committee . . . the designation of chairs of departments for a specific term of years.

Department members as a group may take a secret ballot for the chair and thereafter make a joint recommendation to the President.

VIII. Academic Advisors

A. For First-Year Students and Sophomores

For each entering class there shall be academic advisors drawn from the teaching Faculty and appropriate administrative officers of the College. The advisors shall be appointed by the Dean of First-Year Studies and the program shall be under the general supervision of the Dean of the College.

These academic advisors shall help students plan and appraise their programs from the beginning of the first year until they choose their major fields of study. The choice of major may be made at any time during the sophomore year prior to the end of the advising period in the second semester of that year.

B. For Majors

Departmental: The chair of the department in which a student is taking her major work shall serve as her advisor or, at the department's discretion, the advising may be delegated to another member or members of the department.
Interdisciplinary: The chair of the chosen program committee shall serve as the student's advisor or the advising may be delegated to another member of the committee.

Special: A committee of two, appointed by the Dean of the College, shall act as advisors.

C. For Graduate Students

Arrangements for advising shall be made by the departments concerned.
SECTION TWO: THE CURRICULUM AND ACADEMIC REGULATIONS

I. Admission Requirements

All candidates for admission, whether as first-year or students transferring from other institutions, shall apply to the Board of Admissions which shall select for entrance those whose credentials indicate adequate preparation for college work and promise of ability and purpose to profit from the resources of the College. Entrance requirements shall be published in the current Catalogue.

A student who leaves the College before graduation and wishes to be readmitted shall submit her request to the Dean of the College.

II. College and Distribution Requirements

A. College Requirements

1. First-Year Seminar

All entering students must complete a first-year seminar. The first-year seminar program introduces students to the idea of the liberal arts, which is central to the academic and intellectual life of the College. The courses themselves form the core of the program. These seminar-style courses are small, discussion-based, and foster critical inquiry and intellectual discourse, while also encouraging the development of some of the academic skills necessary to a student’s liberal arts education at Mount Holyoke—thinking critically and creatively; reading with interpretive skill; evaluating evidence (visual, textual, and scientific); and communicating effectively with the written and spoken word. Most of the seminars are also structured to demonstrate connections between the disciplines. First-year seminars may meet distribution requirements, and must be approved courses at Mount Holyoke.

2. A Language other than English, ancient or modern

Ordinarily, this requirement shall be satisfied by the end of the sophomore year. It may be fulfilled by completion of any one-semester language course or upper-level course taught in a language other than English or, in the case of a student whose first language is not English, by achievement of exemption through certification by the Dean of International Students.

3. Multicultural Perspectives

In keeping with the mission of the College, Mount Holyoke’s Multicultural Perspectives requirement encourages students to engage intellectually with the complexity of the world and its peoples. Students must complete an approved four-credit course devoted primarily to the study of some aspect of: (a) the peoples of Africa, Asia, Latin America, and the Middle East; or (b) peoples of color in Australia, Europe, or North America; or (c) peoples in North America whose primary language is other than English. This course must incorporate a diversity of perspectives. With the approval of the Dean of the College, a course taken off-campus may be used to fulfill the requirement.

4. Physical Education

Four physical education units are required, recognizing the importance of healthy physical activity in promoting academic success and the need to develop these habits early in life. The four units should be completed by the end of the student’s fourth semester at the College. All transfer students shall complete two physical education units.
B. Distribution Requirement

Believing that a well-educated person is acquainted with a variety of fields of knowledge, the College requires that each student complete courses in three different categories, distributed among the three curricular divisions as follows: One course from Group I, one course from Group II, and one course from Group III. Interdisciplinary and interdepartmental courses meet the distribution requirement in the category indicated for each such course. If a course is cross-listed between a department and an interdisciplinary program, it will meet the distribution requirement within the department. To meet a distribution requirement, a course must carry at least four credits within one semester. Language courses used to meet a student's language requirement may not also be used to meet one of that student's distribution requirements. Independent study (295 and 395) will not satisfy the distribution requirement. Courses that departments have exempted from distribution credit will be indicated in the catalogue description.

The categories in which distribution may be met are as follows:

**Group I: Humanities**
Art history, classics, dance, English, film studies, history, languages and literature (Arabic, Chinese, French, German, Greek, Hebrew, Japanese, Korean, Italian, Latin, Russian, Spanish), music, philosophy, religion, studio art, theatre arts, and approved interdisciplinary courses entailing study of the humanities.

**Group II: Science and Mathematics**
Astronomy, biological sciences, chemistry, computer science, geology, mathematics, physics, statistics, and approved interdisciplinary courses entailing study of mathematics or the natural sciences.

**Group III: Social Sciences**
Anthropology, economics, geography, politics, psychology, sociology, and approved interdisciplinary courses entailing study of the social sciences.

Students wishing distribution credit for courses completed at another institution must obtain approval from the proper department or program at Mount Holyoke. Requests for individual variations from this curriculum must be made through the Dean of the College or the Registrar to the Academic Administration Board. A record of all exemptions shall be on file in the Registrar's Office.

C. Advanced Placement

Effective for students entering in Fall 2003, a student who has received a grade of 4 or 5 on an advanced placement examination of the College Entrance Examination Board in a subject approved for credit by the appropriate College department shall receive four elective credits.

III. Classification of Courses

A. Course Types

Liberal arts courses are normally offered by departments and programs. If such courses are housed in more than one department or program, they shall be cross-listed.

"College" courses, which are liberal arts courses taught outside of departments or programs (or in non-departmental entities), may be proposed by regular members of the faculty (or visiting faculty they invite) to be approved by the Academic Priorities Committee. A subcommittee chosen by the Academic Priorities Committee and consisting of at least one member of this committee and two other faculty members shall serve the oversight function of a department for college courses.
"Curricular support" courses, which are courses designed to strengthen skills applicable to a student's academic growth, may be proposed by any academic entity (including Library, Information, and Technology Services, the centers, departments, and programs) to be approved by the Academic Priorities Committee. A subcommittee chosen by the Academic Priorities Committee and consisting of at least one member of this committee and two members of the proposing entity shall serve the oversight function of a department for curricular support courses. Credits granted for curricular support courses shall not be used to satisfy distribution, major, or minor requirements.

Credits granted for non-liberal arts courses shall not count towards distribution requirements; normally they shall not be used to satisfy requirements for majors or minors.

B. Credit Limits

No more than 12 credits combined that are earned from curricular support and non-liberal arts courses may be applied towards the 128 credits required for the degree of Bachelor of Arts, whether a student takes such courses before or after she has matriculated at Mount Holyoke.

C. Course Levels

1. Undergraduate Courses

Courses shall be open to all students who have fulfilled the prerequisites. Courses numbered 100-199 are considered introductory courses. Courses numbered 200-299 are considered intermediate courses. Advanced courses, numbered 300-399, ordinarily shall have a prerequisite of at least 8 credits in the department, of which 4 shall be on the intermediate level.

2. Graduate Courses

Courses numbered 400-499, shall be open only to graduate students and to seniors who meet the prerequisites for the course and who have suitable records in the department concerned.

D. Minimum Enrollment

Regular courses ordinarily may not be offered with fewer than seven students enrolled. Appeals of this ruling may be made by instructors to department or program chairs; if the chair feels a course should be offered in spite of small enrollment, the chair shall obtain the permission of the Dean of Faculty to offer the course.

IV. The Major

The major shall provide a coherent program of study in a discipline or area of knowledge.

A student shall elect her major at some time in her sophomore year, no later than the end of the eighth week of classes of the second semester. A student's declaration of her major and any subsequent request to change her major shall be submitted to the Registrar, who shall make the proper notation on her record. Her advisor shall be appointed as indicated below.

Each academic department or committee shall recommend candidates for the degree of Bachelor of Arts to the Registrar, ordinarily not later than ten academic days prior to the last day of classes, stating that upon successful completion of the current semester's course work the candidate will have fulfilled the requirements in a major field of study as stated in the College Catalogue.

With permission of her major department or committee, a student may take courses required for her major at other colleges.

A. The Departmental Major

The major shall include at least 32 credits, at least 8 of these at the 300-level. At least 68 credits of the total of 128 required for the degree shall be in departments other than the major department.
Education may not be chosen as a departmental major; it may form part of an inter-disciplinary or special major.

The chair of the department either shall serve as advisor for each student majoring in that department or, at the department's discretion, the advising may be delegated to another member or members of the department.

B. An Interdisciplinary Major

Interdisciplinary programs may be established when there is sufficient sustained interest in a well-defined area of knowledge which crosses disciplinary lines. The Faculty members proposing such a program should submit a request to the President for recognition of that area of knowledge as a formal interdisciplinary program.

Each interdisciplinary major program shall be administered by a committee (typically consisting of four or five faculty members) appointed by the President after consultation with the Dean of the Faculty, the Academic Priorities Committee, the several departments concerned, and the current program committee members. The chair of the program committee shall also be appointed by the President and shall function in much the same way as the chair of a department. Each program committee member will make a commitment of serving for at least three years on the program committee, regularly teach courses in the program, and be willing to serve as chair. Programs may choose to select as affiliates of the program faculty who have interests in common with the program or teach courses in the program.

An interdisciplinary major shall consist of at least 40 credits in the approved program, divided between two or more disciplines. At least 12 of these credits shall be taken at the 300-level.

The chair of the committee shall serve as advisor for each student electing the interdisciplinary major or the advising may be delegated to another member of the committee.

The departments offering courses in the program shall regularly negotiate the courses they will provide to the program (and other support) with the program committee chair under the direction of the Dean of Faculty and the Academic Priorities Committee.

C. Special Major

A properly qualified student whose interest crosses departmental lines in an area other than those provided as interdisciplinary programs may plan an integrated major incorporating work done in two or more disciplines. This major shall consist of at least 40 credits divided between two or more disciplines, at least 20 of which shall be taken at the 300-level.

A student wishing to elect a special major shall submit her proposal in writing to the Dean of Studies no later than the end of the eighth week of classes of the second semester of her junior year. The proposal should state concisely the purpose and objective of her plan of study and should formulate at least the core of an integrated program of course work and independent study that would achieve her objective. The proposal should carry the endorsement of one member of the Faculty who agrees to be her primary advisor, and of a secondary advisor from a different department. If the Dean of the College judges the proposal to be intellectually and educationally sound, he or she shall appoint the primary advisor as chair of the advising committee and shall appoint a second faculty member from a different department, typically the secondary advisor, to her committee. Any subsequent change to the student’s special major must be endorsed by her committee and approved by the Dean of the Studies.

V. Outside the Major

To ensure some depth and coherence of knowledge beyond a single major, each student shall elect one of the following options:

1. A **minor** that consists of a minimum of 16 credits above the 100-level. A minor may take one of three forms:
   a. A minor sponsored by a department or an interdisciplinary program. A department or program may require approval for a minor.
b. A free-standing minor or a certificate program, as listed in the Course Catalogue.
c. A special minor devised by a student in consultation with, and approved by, her academic advisor. Normally, courses are drawn from two or more departments or programs. A special minor may not have a title identical with the name of an existing major.

2. A second major

3. Special Majors and some Interdisciplinary Majors by definition fulfill the Outside the Major requirement.

A student shall elect one of these options no later than the end of the eighth week of classes of the second semester of her junior year. A student's declaration of her specific choice and any subsequent request to change that choice shall be submitted to the Registrar, who shall make the proper notation on her record.

VI. Independent Study and Honors

These programs aim to give the student increased opportunity to develop her capacity for independent and original work. A maximum of 16 credits in independent study and/or an honors program may be used toward the 128 credits required for graduation.

A. Independent Study

Requests to undertake independent study must be approved by the director of the project, the chair of the department or committee, and the academic advisor.

Sophomores, Juniors, and Seniors: Any student may request to undertake independent study after the completion of the first year. A maximum total of eight credits of independent study may be elected in the sophomore and junior years.

With the encouragement of her director and approval of the department or committee concerned, a senior may request to change her independent work to honors work providing she meets the requirements stated in section B below.

1. Practicum

Independent work with a practicum component in a professional or volunteer setting, and a substantial academic component supervised by a Mount Holyoke faculty member, may be designated 295 Practicum or 395 Practicum. When the practicum takes place during the summer or January, the bulk of the credit-bearing work will normally take place during the following semester. Practicum designation ordinarily requires consultation with a faculty member prior to commencement of the practicum. Independent work with a practicum component is governed by the same policies as all other independent work.

2. First-Year Tutorials

A small number of exceptionally well-qualified first-year students will be invited by the Dean of First-Year Studies to participate in these tutorials which will be worth two credits and normally taken as a fifth course. Students will have the option of dropping the tutorial after one semester; vacancies may be filled by students who have done exceptionally well in their first semester. [See Appendix XII.]
B. Honors

Honors work, consisting of a minimum of 8 credits distributed between at least two semesters, may include an approved 2–4 credit capstone or equivalent (300-level) course, with the remaining credits being independent study, recorded on the transcript as a 395. Any department that wishes to add such a capstone course as part of their honors program should submit a proposal explaining the rationale to the Academic Administrative Board. Honors work may be undertaken with the approval of the department, major committee, or special honors committee concerned by any senior who, prior to her senior year, has maintained a cumulative average of 3.00 in her college work or a 3.00 average in her major field. Ordinarily honors work shall be undertaken in the field of the major, but it may be pursued in another field or fields with the approval of the department(s) or major committee(s) concerned and of the Dean of the College. An honors thesis or project that does not culminate in a recommendation for a degree with honor shall be recorded on the student's transcript as independent study.

VII. Ungraded Option

Each student may elect to take a total of four courses (or 16 credits) outside her major department on an ungraded basis under the following conditions:

The election must be recorded in the Registrar's Office no later than the fiftieth academic day of classes. No changes in the option may be made after that date.

The course taken under this option may not be used for distribution credit, to fulfill a language requirement, to fulfill the Multicultural Perspectives requirement, or to count toward the minor.

No more than one course may be elected on an ungraded basis per semester.

The instructor's class list will not indicate who has elected the ungraded option.

An ungraded course shall not be counted in the cumulative average, whether or not the student receives credit. CR (Credit) shall be recorded for a course taken under the ungraded option in which a student receives a grade of A through D-. If a student does not receive credit for an ungraded course, NC (No Credit) will appear on her transcript.

Exception: Courses for which credit only is given and any Five College course graded on a pass/fail basis only shall not be counted in the quota.

VIII. Schedules and Classes

A. Definition of "Academic Days"

Academic Days are days on which classes are scheduled.

B. Class Appointments

Classes shall be scheduled only during the hours set by the Registrar. An instructor shall report to the Registrar any change in the scheduled time of class appointments.

Regular class attendance is expected of all students unless an individual instructor suspends this ruling.

A student shall not resume the work of a semester after more than 20 academic days of continuous absence except by permission of the Dean of the College upon recommendation of the instructor concerned.

In the week before or after a recess, no class appointments shall be changed, omitted, or curtailed.
C. Course Registration

A schedule of 16 credits each semester is the ordinary program. Programs of fewer than 12 credits or more than 20 need the approval of the Dean of the College. Exception: First-Year Students in the first semester need approval for 20 or more credits from the Dean of First-Year Studies.

A student shall not be allowed credit for a course in which she is not formally registered. Her formal registration shall not be considered complete until her course registration card has been signed by her advisor and recorded in the Registrar's Office.

Ordinarily a student who has received credit for a course may not elect the course a second time unless a fundamental change is made in the subject matter or method of the course.

The self-taught language courses currently offered through the University of Massachusetts cannot be used to meet the Mount Holyoke College language requirement. Credit will not be granted for the University's self-taught courses in languages available through regular classroom instruction at Mount Holyoke; exceptions to this policy (if any) must be approved by the chair of the language department concerned. Four academic credits will be given for one full year of work in these self-taught languages.

A request for auditing shall be approved by the instructor.

D. Change in Schedule

All changes shall be made through the online registration system or presented in writing to the Registrar.

A student may add a course during the first 10 academic days of a semester and may withdraw from a course during the first 15 academic days of a semester without the instructor's permission.

After 10 academic days a student will not be permitted to enter another course for credit.

Students may withdraw from a course without penalty within the first 50 academic days (10 weeks) of the semester, with the instructor's permission. When a student has withdrawn from a course after 15 academic days, the course will appear on the transcript with a notation of "W," indicating that the student withdrew from the course without penalty. The "W" will not be counted in the student's grade point average.

In cases of emergency, students may petition for exceptions to the above deadlines. Such petitions must be approved by the instructor, and authorized by the Dean of the College, the Director of the Health Service, or the Director of the Counseling Service.

An instructor who wishes to require a student to withdraw from a class shall present a request to this effect to the Academic Administrative Board.

IX. Incomplete Work

An instructor may report a student's work as incomplete only if the student has been given an excuse by the Director of the Health Service or Director of the Counseling Service or the Dean of the College because of an emergency. The instructor's report to the Registrar shall be accompanied by notice of the date agreed upon for the completion of the work. Ordinarily the instructor shall report a final grade two weeks after the time set for the completion of the work. If the work is incomplete at that time, the Registrar shall record a grade of F for the course unless a different grade, based on work previously done, is submitted by the instructor, or the period is extended by the Director of the Health Service or Director of the Counseling Service or the Dean of the College.
X. **Student Leaves of Absence**

Transfer credit will not be awarded to student for post-matriculation study during fall and spring semesters unless an approved Leave of Absence has been granted. Degree-seeking students, whether full- or part-time, may not enroll for credit at another institution during semesters they are registered at Mount Holyoke College.

Transfer credit granted by Mount Holyoke College for approved course work at other institutions during semesters of approved Leaves of Absence shall count toward the A.B. requirement of 128 credits. Grades so earned shall not be recorded on the Mount Holyoke College transcript. The transferred credits cannot be applied to the College’s residency requirement.

A. **Medical Leaves**

A student may be given a medical leave of absence for reasons of ill health on the recommendation of the Director of Health Services or the Director of the Counseling Service, who shall notify the proper administrative offices. A student who wishes to return from medical leave must be cleared for return by the Director of Health Services or the Director of the Counseling Service. A student who after one full year on medical leave has not been cleared to return will be withdrawn from the College unless arrangements are made with the Director of Health Services or the Director of the Counseling Service for her leave to be extended. A medical leave, including an extension, will not normally be longer than four full semesters.

When a student intends to return from a medical leave of absence she shall notify the Director of Health Services or Director of the Counseling Service prior to July 1 if she intends to return in September, or December 1 if she wishes to return for the second semester. The same dates shall apply to a request for an extension of medical leave. The Director of Health Services or Director of the Counseling Service shall notify the proper administrative offices of the student's medical clearance or extension of medical leave. The actual date of the student's return and related academic issues, such as credits or program of courses, shall be decided by the Dean of Studies in consultation with the Registrar. If the student does not communicate with the Director of Health Services or Director of the Counseling Service by the required date, the medical leave will be canceled and the College will consider the student as having withdrawn from the College.

During a medical leave, a student may earn a limited number of credits toward a Mount Holyoke degree by studying at another institution of higher education in the United States. 16 credits per semester is the maximum number of credits which may be transferred for approved course work.

B. **Leaves for Academic Purposes**

A student may earn a limited number of credits toward a Mount Holyoke degree by studying at another institution of higher education in the United States or abroad, or by studying independently. A maximum of 32 credits for an academic year's study at another institution may be counted toward the total required for the degree. 16 credits is the usual limit for a single-semester leave, but upon pre-approval of the Academic Priorities Committee, a Mount Holyoke Program may have an alternate credit limit.

Application for a leave for academic purposes shall be made to the Dean of International Affairs for study abroad or to the Office of the Academic Deans prior to dates announced in College publications. Leave will ordinarily be granted if the student proposes a suitable program approved by her major or prospective major department (or by her advisor if the major is undecided), is in good academic standing, has a GPA of at least 2.70, and will meet the residency requirements for the A.B. degree. A student planning to be on leave during the junior or senior year must have the approval of her major department concerning the completion of the academic requirements.

**Study abroad.** A student may study in a foreign country, either as a member of an organized group or in an independent program. If the work is to be done in a language other than English, her language proficiency shall be at a level set by the appropriate language department.
Twelve College Exchange. Amherst College, Bowdoin College, Connecticut College, Dartmouth College, Mount Holyoke College, O’Neill National Theatre Institute, Smith College, Trinity College, Vassar College, Wellesley College, Wesleyan University, Wheaton College, and Williams College/Mystic Seaport Program in Maritime Studies have organized an exchange program whereby a student at one college may spend a year or, in a few cases, a semester at one of the other colleges. Application shall be made through the Office of the Academic Deans prior to a date set in consultation with the member institutions.

Study elsewhere in U.S. Study at other institutions of higher education in the United States may be approved on the same basis as study abroad or on the Twelve College Exchange. Admission to the other institution shall be the responsibility of the student.

Individual programs for special credit. An academic leave of absence may be obtained for purposes other than participation in programs offering credit. A sophomore, junior, or senior in good academic standing may apply for a leave of absence to work away from campus on a project related to the degree, provided that the project is fundamentally academic in character, that is, that it requires disciplined work in a recognized field of study such as one of those listed in the catalogue. Such a project must be outlined and approved before the leave will be granted, but no evaluation of the credits it bears will be made until after it has been completed. The amount of credit granted will depend on the amount and quality of work presented rather than on the length of time spent away from campus. The manner in which the work is presented for evaluation will vary according to the nature of the project undertaken; disciplined work can be shown by such various means as a paper, model, work of art, or qualifying examination. The instructor evaluating the project shall determine the grade. The amount of credit to be granted for the work completed shall be determined by the Dean of Studies and a member of the Academic Administrative Board upon the recommendation of the department.

All applications must be approved by the student’s academic advisor, the chair of the department in which the work is done or the major committee concerned, and the instructor who will evaluate it.

A maximum of 16 credits of work done in this way may be applied to the 128 credits required for graduation, but may not be counted in the 64 credits of the residency requirement for the A.B. degree. Eight of the credits thus received shall not be included in the maximum of 16 credits of independent work permitted against the total of 128 credits. A student on leave for a program that does not offer credit may also elect courses for credit at other academic institutions.

C. Leaves for Non-Academic Purposes

A student may apply for a leave for purposes other than those listed in A. and B. Application shall be made to the Office of the Academic Deans prior to a date set by that office and announced in College publications. Ordinarily such leave will be granted for a maximum of one academic year if the student is in good academic standing.

During a leave for non-academic purposes, a student may earn a limited number of credits toward a Mount Holyoke degree by studying at another institution of higher education in the United States. 16 credits per semester is the maximum number of credits which may be transferred for approved course work.

D. Reinstatement

At the expiration of a leave of absence for other than medical reasons, a student shall automatically be reinstated unless she notifies the Registrar of her withdrawal

XI. Other Credit Sources

A. Summer and Intersession/January Study

Academic work done in the summer and in the intersession period between fall and spring semesters shall be subject to the following conditions:
Overall limits: A maximum of 12 transfer credits in total may be granted for all approved post-matriculation summer and intersession study at other institutions. The one exceptions is that a first-year student entering in the spring semester may have as many as 8 additional summer/intersession credits provided that the total of these credits and first semester credits earned elsewhere does not exceed 20.

Summer/Intersession Limits: A maximum of 8 transfer credits per summer may be awarded. A maximum of 3 transfer credits per intersession may be awarded.

Credit obtained in summer or intersession study at other institutions shall count toward the 128 credits required for the A.B. degree, but grades for these transferred courses shall not be recorded.

B. Advance Placement Credit

A maximum of 32 credits will be granted for all advance placement work. Advance placement credits granted are elective credits, and cannot be applied to fulfill any specific College requirements (e.g. distribution, language requirements).

Advance Placement credits may be granted for strong performance in pre-approved programs of pre-matriculation study. The list of eligible programs and related criteria for credit awards are determined by the Academic Priorities Committee, maintained by the Registrar, and published in the College catalogue. For example, students who have received a grade of 4 or 5 on an advanced placement examination of the College Board, in a subject approved for credit by the appropriate College department, receive four elective credits. Other programs typically approved include the International Baccalaureate, German Abitur, French Baccalaureate, and General Certificate of Education (A-Levels), each within specific criteria for acceptance.

XII. Internship Programs sponsored by Mount Holyoke

Internship Programs are intended to provide students with valuable first-hand experience in government, international organizations, business, and other fields. Faculty members proposing new internship programs should submit a request to the President who may, after consultation with the Dean of Faculty and the departments concerned, appoint a Faculty or Faculty-Student committee to establish and administer the program. The President shall also appoint a Director of the program who shall act as chairman of the committee and to whom the committee may delegate certain of its responsibilities.

The committee shall be responsible for maintaining the quality of the program, for appointing for each intern a Faculty advisor who may be the Director of the Program, and, upon completion of an internship and related work, for determining whether independent study (practicum) credit should be awarded, if sought. Evaluation by the intern’s supervisor, her Faculty advisor, and the Director of the program if not the Faculty advisor, and an analytical report by the intern shall be required of all interns seeking credit. The committee may ask for evaluation by an expert other than the Faculty advisor. Prerequisites are required for participation in all internship programs. A follow-up course of study may be required in some cases. An internship must be of at least eight weeks duration and normally will be pursued during the summer following a student's sophomore or junior year.

Each internship committee shall submit a biennial report on its program to the Academic Policy Committee, who will make periodic reports to the Faculty on the internship programs. [See Appendices.]

XIII. Exceptions

Any exception to the prescribed plan of study shall be approved by the Academic Administrative Board. A request shall be presented through the Registrar to the Board. The support of the chair of the department concerned will be taken into account.
SECTION THREE: EVALUATIONS

I. Evaluation of Student Work by Faculty Members

The grading system shall be A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F to indicate the quality of the work. Recognizing that any system of grading is but a cryptic form of evaluation, members of the Faculty shall interpret the grades on individual pieces of work by detailed commentaries aimed at assisting students to evaluate their work.

An ungraded course shall not be counted in the cumulative average. For a course taken under the ungraded option, CR shall be recorded for a grade of A through D-; for an F, no credit shall be given, although the course will be recorded on the transcript with NC (No Credit).

In interpreting and implementing the legislation on evaluation, members of the Faculty shall follow the guidelines to be drawn up and reviewed periodically by the Academic Priorities Committee. These guidelines shall be publicized through annual distribution by the Dean of Faculty to appropriate members of the College community. [See Appendix VII]

A cumulative average of 2.00 shall be required of all students for graduation. Ranking will be computed only when needed for the internal determination of academic awards, and no permanent record of relative class standing shall be kept.

An instructor may change a grade recorded in the Office of the Registrar only with the permission of the Academic Administrative Board.

II. Examinations and Papers

A. Final Course Examinations

Examinations, which ordinarily cover the semester’s work, shall be confined to the regular examination period and shall be two hours in length, with an extra half hour permitted.

A reading period of two or three calendar days shall be observed between the last day of classes and the first day of the examination period. No examinations, additional readings, projects, or papers may be scheduled or due during the reading period. Review sessions and conferences may be scheduled on these days at the discretion of the instructor.

Self-scheduled examinations shall be the general rule for final examinations except for those that require the use of audio-visual aids. A student must take a prescheduled examination at the scheduled time. She may take the other examinations whenever she wishes providing that she takes them in a classroom during the examination hours and completes them during the regular examination period. A student not taking an examination during the examination period for reasons other than illness shall automatically incur a failure in the examination unless the penalty is waived by the Academic Administrative Board.

The Registrar shall be responsible for checking with instructors concerning prescheduled examinations, for organizing the self-scheduled examinations, and for publishing detailed instructions in official media prior to the beginning of each examination period. The examination centers for the distribution and return of the examinations shall be staffed by students under the supervision of the Registrar.

An instructor who must read more than 50 examination papers in a single course may instruct the students to take that examination within the first 4 days of the examination period.

In the second semester, a graduating senior must take final course examinations during the first three days of the examination period.
B. The Honors Paper or its Equivalent and the Honors Examination

The senior honors paper or equivalent evidence of independent work shall be submitted in final form to the department or major committee concerned by a deadline set by the department or committee in adequate time for the grade to reach the Registrar no later than eleven calendar days before Commencement. In the case of a single-department major or honors project, the paper or its equivalent shall be evaluated by an examining committee appointed by the department and composed of at least three members: two or more members of the department in which the honors work has been done, including the director of the project and, ordinarily, the chair of the department, as well as a member of another department at Mount Holyoke or an examiner from outside the College. In the case of an interdisciplinary or special major or honors project, the paper or its equivalent shall be evaluated by an examining committee composed of at least three members drawn from at least two departments and shall include the director or directors of the honors project and the student’s advisor or advising committee.

Within one month after Commencement departments shall submit to the Library, Information and Technology Services (LITS) each accepted honors thesis for cataloguing and preservation.

Honors Examination. A candidate for an honors degree by thesis or project shall take a special honors examination, either oral or written, designed to test her command of the special subject of her honors work and her ability to see its significance as part of the field. The length of the honors examination shall be no more than one hour if the examination is oral, and no more than two hours if the examination is written or both oral and written. It shall be given no later than 10 days before Commencement.

In each case the examination shall be conducted by the committee which has evaluated the honors project.

C. Special Examinations, In-Course Examinations, and Papers

Special Examinations. At any time a special examination may be required of a student who in the opinion of the instructor concerned has not been present at class appointments frequently enough to understand the course material. Failure to pass this examination may result in loss of credit for the course.

In-course Examinations. The time and place of an in-course examination shall be determined by the instructor concerned, except that none shall be assigned during the last scheduled week of classes. Laboratory practicals, or in-course examinations for students who had been ill, may be scheduled during the last week.

Papers. All papers assigned as part of a series of regular semester assignments for a course shall be due no later than the last day of classes. A substantial final paper required as a substitute for a final examination may be due no earlier than the first day of the examination period and no later than the end of the final examination period or, for seniors in the second semester, the third day of the examination period.

III. Honorary Titles Awarded to Students

A. Sarah Williston Scholars

The title of Sarah Williston Scholar shall be conferred on those students whose cumulative averages based on 64 credits at the end of sophomore year (48 credits for February first-year entrants) place them approximately in the top 15% of their class. The record of a student with 60-63 Mount Holyoke credits, who otherwise meets this requirement, shall be reviewed by the Academic Administrative Board and the decision on whether to confer the title shall be made by the board.

B. Mary Lyon Scholars

The title of Mary Lyon Scholar shall be conferred on a student who receives the A.B. degree summa cum laude or the degree with High Honor by thesis.
IV. Suspension and Exclusion

A. Academic

The power to exclude students who do not maintain the required standard of scholarship shall be vested in the Academic Administrative Board acting in conjunction with the President. After the close of the College year, this power shall be delegated to the Dean of Studies and such members of the Academic Administrative Board as are available, with the consent of the President.

A student shall pass at least 24 credits within 2 semesters in order to enter the sophomore year, 56 credits within 4 semesters in order to enter the junior year, 92 credits within 6 semesters in order to enter the senior year, and 128 credits with an average of 2.00 in order to graduate.

A student's record shall be reviewed by the Registrar at the end of each semester. If the record indicates that the student is not meeting the above requirements, her case shall be referred to the Academic Administrative Board, which may warn her about her academic standing, place her on academic probation, suspend her for a semester or year, or require her to withdraw.

Ordinarily a student must complete 16 credits with at least a 2.00 average to be taken off probation, although in some cases the Board may either permit or require a different number of credits. A student who is placed on academic probation must meet with one of the academic deans for an evaluation conference no later than the fourth week of the following semester. The purpose of this conference is to plan with the student a program of support in order to help her bring the quality of her work up to graduation level. The Dean may recommend regular academic counseling, tutoring, and/or any other appropriate measures. The student's advisor will be notified when the student is placed on probation. The student's instructors will be asked to submit mid-term evaluations of her work, so that the program of support may be evaluated and, if necessary, changed. A student who has been suspended for a semester or a year shall be on academic probation for one semester after her return. During the time of her suspension, her transcript shall bear the notation "Suspended for (period) for academic deficiencies." A student who has been required to withdraw may apply for readmission to the Academic Administrative Board, but she may not return before one academic year has passed. Her transcript shall bear the notation "Required to withdraw for academic deficiencies on (date). Eligible for readmission after one academic year." In either case the transcript notation will be removed when the student returns, or after one year, whichever is sooner, to be retained, however, on the internal record.

The President shall concur in all decisions to suspend a student or require her to withdraw.

Academic dishonesty of a serious or repetitive nature can result in suspension or exclusion from the College. [See SECTION FIVE, IA.]

B. Health

The power to suspend or exclude students who cannot remain in College without danger to their own health or to the health of others shall be vested in the Director of the Health Service or Director of the Counseling Service acting with the concurrence of the President, or her designee.

C. Violations of Non-Academic Regulations

Subject only to a right of appeal to the President, the power to suspend or exclude a student for the violation of non-academic regulations shall be vested in the Council on Student Affairs.

D. Extreme or Unusual Circumstances

The power to suspend or exclude a student in extreme or unusual circumstances shall be vested in the President or her designee. The exercise of this power is subject to appeal to the Council on Student Affairs. The student shall be informed of her right of appeal at the time such action is taken.
V. Reports

A. By Members of the Faculty

The instructor shall report to the Registrar the grade for the semester's work of each student. This report shall be sent if possible within three days, but not later than one week after the end of the examination period.

The instructor shall not report to a student any examination or course grade until after the end of the examination period.

B. By the Registrar

After the end of each semester the Registrar shall send to the Academic Administrative Board the names of all students whose records should be reviewed.

After the end of each semester the Registrar shall send to each student a report of her grades.

At the beginning of each semester the Registrar shall send to the academic advisors the records of their respective advisees.

The Registrar shall present annually to the Faculty summaries of the grades given in all departments and programs.

At the beginning of each semester the Registrar shall send to each department chair and to each chair of an interdisciplinary or special major committee a list of students registered for a major in that field.

VI. Evaluation of Faculty Teaching by Students

A. Method

Each student shall have opportunity to make a formal evaluation of the effectiveness of the instructor's teaching in each course that she takes. Such evaluations shall consider strengths and weaknesses in teaching only and shall neither include nor imply moral judgments or estimates of character.

In each section of each course every student shall be given the opportunity to fill out a questionnaire. The Office of the Dean of Faculty shall create a statistical summary to track submission of the questionnaires, and prepare the individual evaluations for review.

B. Use

The Office of the Dean of Faculty shall determine whether a sufficient number of questionnaires has been returned. Unless 50% of the students taught by an instructor during the semester return questionnaires, the returned questionnaires shall not constitute an evaluation of the instructor's teaching, and will not be included when other evaluations are reviewed.

If sufficient questionnaires are returned, they will be made available to the instructor and the chairman of the instructor's department. The instructor may then elect to add comments to the evaluation file during a prescribed period before any release of the questionnaires to other department members. The questionnaires, statistical summaries, and comments shall be returned to the President for use by her and the Advisory Committee on Appointments, Reappointments, and Promotions. In the case of a new tenure-track member of the Faculty, the evaluation of the first semester's teaching will be released only to the instructor, though the instructor may elect to release them for inclusion in review by others.

When a department has under consideration a recommendation concerning the reappointment, promotion, or tenure of a member, the entire file of evaluations concerning that member, including returns from previous years, shall be available to those department members who participate in making the recommendation.
SECTION FOUR: DEGREES AND CERTIFICATES AWARDED BY THE COLLEGE

I. The Degree of Bachelor of Arts

A. Credits

A candidate for the degree of Bachelor of Arts shall complete successfully 128 credits of academic work with a cumulative average of 2.00, and six units of physical education. For students with a major in a single department, at least 68 credits of the total of 128 required for the degree shall be in departments other than the major department. A senior who fails to meet the requirements for graduation may petition the Academic Administrative Board for permission to return for an extra semester.

B. Residence

A candidate for the A.B. degree shall be in residence for four of the six semesters of her sophomore, junior, and senior years and shall complete 64 credits while in residence at Mount Holyoke. Approved Five College courses are recorded as credits at Mount Holyoke. Only 32 credits may be granted for any academic year spent at another institution. Only 8 summer school credits earned elsewhere may be counted except that first year students entering in February may have as many as 8 additional summer school credits provided that the total of these credits and first semester credits earned elsewhere does not exceed 16.

Exception: A foreign fellow who becomes a candidate for the A.B. degree may have fewer than 64 credits at Mount Holyoke College but no fewer than 58, if during her first year she completes fewer than 32 credits but no fewer than 26.

C. Presence at Commencement

A candidate for a degree is expected to be present at the Commencement exercises. A request for the granting of a degree in absentia shall be made to the Registrar.

D. Other Requirements

[See SECTION TWO, II-V, and the College Catalogue.]

II. The Degree of Bachelor of Arts with Honor

A. By a Thesis or Project

Honors work, consisting of a minimum of 8 credits distributed between at least two semesters, may include an approved 2–4 credit capstone or equivalent (300-level) course, with the remaining credits being independent study, recorded on the transcript as a 395. Any department that wishes to add such a capstone course as part of their honors program should submit a proposal explaining the rationale to the Academic Administrative Board. Honors work may be undertaken with the approval of the department, major committee, or special honors committee concerned by any senior who, prior to her senior year, has maintained a cumulative average of 3.00 in her college work or a 3.00 average in her major field. Ordinarily honors work shall be undertaken in the field of the major, but it may be pursued in another field or field(s) with the approval of the department(s) or major committee(s) and concerned and the Dean of the College. Upon the successful completion of the project, a student shall be recommended to the Academic Administrative Board by the department, major committee, or special honors committee concerned for the appropriate honors degree. An honors thesis or project that does not culminate in a recommendation for a degree with honor shall be recorded on the student's transcript as independent study.
After consultation with the Departments or major committees concerned, the Dean of the College may appoint a special honors committee to make the recommendation for the degree with honor in special circumstances (e.g. for work done in a Special Major or other interdisciplinary project). This special honors committee shall be appointed no later than the middle of the first of the two semesters in which the honors thesis is done and shall consist of the examining committee plus two or more additional members and ordinarily shall include the Chair of an appropriate department or major committee.

**Honor in (Department).** A student presenting a satisfactory honors paper or project shall be recommended for the degree with honor provided that two-thirds of her examining committee and a majority of the department, major committee, or special honors committee agree.

**High Honor in (Department).** A student presenting evidence of outstanding work in the honors program shall be recommended for the degree with high honor provided that her examining committee is unanimous and two-thirds of the department, major committee, or special honors committee agree.

**B. By Course Work**

*Cum laude.* A student who has a cumulative average of 3.50 shall be recommended by the Registrar to the Academic Administrative Board for the degree cum laude.

*Magna cum laude.* A student who has a cumulative average of 3.75 shall be recommended by the Registrar to the Academic Administrative Board for the degree magna cum laude.

**C. By Course Work and Thesis or Project**

*Summa cum laude.* A student who has a cumulative average of 3.75 in her college work and who presents evidence of exceptional work in the honors program shall be recommended for the degree summa cum laude, provided that her examining committee is unanimous and two-thirds of the department, major committee, or special honors committee agree. The Academic Administrative Board shall act upon this recommendation after reviewing her record, considering her work in the honors program, and taking into account the details of the recommendation from her examining committee and the department, major committee, or special honors committee.

**III. The Degree of Master of Arts**

A student who holds the A.B. or its equivalent from any college or university of approved standing may apply for graduate work at Mount Holyoke College. Information and application blanks may be obtained by writing to the Chair of the relevant department or to the office of the Dean of the College. Admission shall be approved by the department in which the major work is to be done. On recommendation from a department, the Committee on Graduate Work may waive the requirement for that department’s graduate program.

The requirements for the Master of Arts degree shall be 28 graduate credits with a 3.00 average in course work, a thesis, a reading knowledge of one language foreign to the student and a final examination. A minimum of one year’s graduate work in residence is also required. Graduate work for the degree must be completed within a five-year period.

Within the first week of each semester a graduate student must register at the office of the Registrar. The student must have his/her registration card signed by his/her advisor or the chairman of the department in which the major work is to be done. The Committee on Graduate Work shall approve the proposed plan of study. Any later changes must be reported to the Committee for their approval.
A. Credits

A total of 28 credits (20 of which must be in the major subject) shall be required for the degree. At least 16 credits must be taken as courses (not independent work) at the 300-400 level. Of the 16 course credits, at least 8 shall be taken at Mount Holyoke College; up to 8 may be taken at Amherst, Hampshire, or Smith Colleges, or the University of Massachusetts. Upon recommendation of the major department, a maximum of 8 credits may be transferred from other institutions. Preliminary work at the undergraduate level may be required, but shall not count toward the degree. The thesis will be undertaken for a minimum of 8 and a maximum of 12 credits.

B. Grades

The grading system for graduate students shall be A, A-, B+, B, B-, C+, C, and F. An average of B shall be required in all work used to meet the requirements for the degree. A student with two grades of C or lower in graduate work shall be considered for exclusion by the major department with the advice of the Graduate Student Advisor.

A graduate student may elect a course outside the major department under a credit/no record option, if approved by the major department. A grade of C or above will be recorded as credit (CR) but a grade below C will be treated as no record.

C. Courses

Graduate courses (400 classification) are those open only to graduate students and to undergraduates ready for advanced work who meet the prerequisites for the courses and have the permission of the instructors.

Undergraduate courses shall count toward the degree only if they are advanced level (300 classification) and are approved by the chair of the department concerned and by the Committee on Graduate Work.

D. Reading Knowledge of a Foreign Language

A reading knowledge of one language, foreign to the student and appropriate to the student's field of study, shall be required. The successful completion of the foreign language requirement shall be determined by at least two examiners chosen by the student's department. The examination shall be held at least six months before the expected date of the granting of the degree, and the number of reexaminations shall be limited to two, the final one of which must be completed no later than three months before the expected date of the granting of the degree. A report of the results of the examination shall be made in writing to the Committee on Graduate Work. On recommendation from a department, the Committee on Graduate Work may waive the requirement for that department's graduate program.

A statement of the policy and practice in regard to foreign languages followed by the departments offering graduate work shall be filed in the Office of the Dean of the College.

E. Thesis

A statement of the proposed subject matter of the thesis, signed by the director of the thesis, shall be submitted by the student to the Committee on Graduate Work no later than the eighth week of the first semester of the year in which the degree is expected to be granted.

The thesis itself shall be submitted in the format required by the Committee on Graduate Work. The thesis deadline shall be established by the department to allow adequate time for review by the Departmental Thesis Committee before the date of the final examination.
To be accepted for the degree, the thesis shall have the approval of a committee consisting of the director of the thesis, the chair of the department in which the major work has been done, and a reader chosen by the department either from another department within the College or from another academic institution. A written statement of the grounds for approval of the thesis shall accompany the thesis when it is submitted to the Committee on Graduate Work. Three favorable votes will be required for approval. If the examining committee is not unanimous, but two members approve the thesis, the committee shall be increased by two members, preferably from outside the department. These members shall be appointed by the department in consultation with the Committee on Graduate Work.

The Committee shall examine and keep a record of every thesis submitted. The Committee shall send to the department concerned a written statement of its criticism of any thesis which in its judgment does not meet the standards required for graduate work. The Committee may appoint an advisory panel to reevaluate any thesis which it considers questionable. The Secretary of the Committee on Graduate Work shall submit accepted honors theses to the Library, Information, and Technology Services (LITS) for cataloging and preservation.

**F. Examination**

The final examination shall cover work done for the thesis and, at the discretion of the department, work done in courses. The length of the examination and its character, whether it is written or oral or both, shall be decided by the department concerned. The examination shall ordinarily be conducted by the same committee which approves the thesis. The examination date shall be at the discretion of the department. The thesis and the report of the results of the final examination shall be submitted to the Committee on Graduate Work at least 14 days before the date of the granting of the degree.

**IV. The Degree of Master of Arts in Teaching**

A student who holds the A.B. or its equivalent from any college or university of approved standing may apply to work for the degree of Master of Arts in Teaching. To be admitted, an applicant must be accepted both by the Department of Psychology and Education and by a department in the applicant’s proposed teaching field (middle school and secondary students only). Inquiries concerning admission should be sent to the Department of Psychology and Education or the Office of the Dean of the College.

**Middle and Secondary Licensure**

The objective of this program for those seeking licensure at the middle school or secondary level is to prepare teachers who are well grounded in a subject and professionally competent to teach. Requirements will depend upon a candidate's previous preparation. Candidates will work under the Department of Psychology and Education and the department in the major (teaching) field, though courses may be taken in other departments in order to prepare a teaching field more thoroughly.

Each candidate shall have an advisory committee of three, consisting of the Graduate Student Advisor, one member of the Department of Psychology and Education and one member of the major department; the candidate's program shall be approved by all members of the committee. As a requirement for the degree, the work of M.A.T. students in their major fields shall be evaluated using the appropriate state approved Field of Knowledge Form by the Teacher Licensure Coordinator in consultation with a faculty advisor in their major departments.

A typical program shall consist of 36 credits of course work. In order that candidates may be prepared to meet the state certification requirement in most states, 28 of these credits shall consist of professional courses in education and shall include 10 credits of supervised student-teaching in middle or secondary schools. The remaining 8 credits shall be courses of advanced undergraduate or graduate level in the student's major (licensure) field. Candidates whose undergraduate program includes education courses may count up to 8 credits or two courses toward the 28 credits in education and may elect, in their place, additional courses in their teaching field or related work.
Early Childhood and Elementary Licensure

The objective of the program for those seeking licensure at the early childhood or elementary level is to prepare teachers who are grounded in child development and relevant content area subject matter and are professionally competent to teach. Candidates will work under the Department of Psychology and Education. Each candidate shall have an advisory committee of three consisting of two members of the Psychology and Education department and the 5-College Coordinator of Teacher Licensure; the candidate’s program will be approved by committee members. As a requirement for the degree, the work of early childhood and elementary M.A.T. students in relevant content areas shall be evaluated using the state approved Field of Knowledge form by an admissions committee prior to acceptance into the program. A typical program shall consist of 36 credits of course work. In order that candidates may be prepared to meet the state certification requirement in most states, 28 of these credits shall consist of professional courses in education and shall include 10 credits of supervised student-teaching in early childhood or elementary classrooms. The remaining 8 credits shall be in relevant subject areas to be determined in consultation with committee members. Candidates whose undergraduate program includes education courses may count up to 8 credits or two courses toward the 28 credits in education and may elect, in their place, additional courses in their teaching field or related work.

V. Certificate for International Students

A student from a country other than the United States who is not registered for the A.B. or A.M. degree may be awarded a certificate under the following conditions:

A. Certificate in General Studies

Courses, credits, grades. Within the normal program, not fewer than 20 credits of work shall be successfully completed (i.e. with a cumulative average of 2.00) in any combination of courses. The program shall be subject to the approval of the Dean of International Affairs and shall be planned to meet the needs of the individual student.

Residence. A minimum of one year in residence shall be required.

B. Certificates in Other Studies

A student who meets the requirements for this certificate in General Studies and who completes a minimum of 12 credits in a discipline or interdisciplinary program offered by the College may choose to receive the certificate in that field. Comparable certificates in other groups of studies may be planned in consultation with the Dean of International Affairs and a department of the student’s chief interest. A student wishing to make up a program for such a certificate should consult the Dean.

C. Certificate with Distinction

The certificate shall be awarded “with distinction” upon completion of the program of study with a GPA of 3.5 or better.

VI. Honorary Degrees

The Faculty shall recommend to the Board of Trustees candidates for degrees in course and may recommend candidates for honorary degrees.

The Faculty Conference Committee shall represent the Faculty in recommending to the Trustees candidates for honorary degrees.
SECTION FIVE: THE MOUNT HOLYOKE COLLEGE COMMUNITY

I. Community Responsibility

The quality of life in a College such as Mount Holyoke relies on the conscious choice of students, Faculty members, and administrators to commit themselves to active and honorable participation in the creation and preservation of the College community. The decision to form such a community of scholars confers upon its members the special rights and responsibilities that allow the College to function most effectively. The very act of choosing to become a member of the Mount Holyoke community implies a commitment to free inquiry and a search for understanding as central to the liberal arts education, and a willingness to share in the responsibility for maintaining an environment in which these goals may be attained. Failure to assume such responsibility threatens the privileges of the rest of the community and undermines the trust upon which it is built. If any member fails to exercise the responsibility incumbent upon him, the community itself through its officially constituted bodies must take action.

The privileges and responsibilities of the community must embrace both academic and social life at Mount Holyoke. The following guidelines only suggest the scope of community responsibility; effective functioning of the College community rests ultimately on the personal integrity of each of its members.

A. Academic Responsibility

Principles

Both students and Faculty members assume a commitment to the academic community that implies teaching and learning in an open environment based on mutual trust, respect, and concern. All members of the community have the right to careful and constructive analysis of their work, and they have the responsibility to provide a serious response to the work of others.

Each member of the academic community has the right to benefit from its collective knowledge and resources as well as the responsibility to contribute to them. Plagiarism or other forms of scholarly misconduct can have no purpose or place in the academic life of the College. Each student is responsible for observing established procedures in the preparation of assignments and the writing of papers and examinations, and for submitting as one's own, only that work that she or he has originated. Each instructor is responsible for making clear what procedures are acceptable in the work of a course and for guiding students in those methods and standards of research relevant to the particular discipline. It is a joint responsibility to observe those procedures publicized by campus announcements, such as the procedures to be followed in the preparation and writing of final examinations.

A carefully maintained library collection is central to any academic effort. It is built over a long period of years, and must be preserved for the benefit of future students and Faculty members as well as for those currently here. The open stacks and reserve book privileges of the library require that all members of the community accept responsibility for the correct use of library materials and for following the established borrowing procedures. Students should be aware that reserved and limited materials must be shared; instructors should allow for sufficient time and adequate copies when making assignments in such materials. Specific information relating to use of the library is published in library handbooks for students and Faculty members.

Procedures

The principle that should govern the handling of all matters in which the academic responsibility is questioned is concern for the privacy of the individual and protection of her or his rights. The Faculty member or student who reports an offense should discuss it only with the Dean of the College or the Dean of Faculty and such members of the College community as named in the following procedures. The record of reports to the Dean of the College or the Dean of Faculty and of the disposition of cases is to be held in confidence, available only to authorized administrative personnel of the College.
Information from this record may be revealed only by the principal administrative officers who have been expressly delegated the authority and have been instructed what part of the information may be appropriately revealed. Except when a penalty of suspension or exclusion is imposed, the Dean of the College shall destroy such student records when the student graduates.

Every case of dishonesty by a student in academic work should be reported in writing to the Dean of the College, ordinarily after the instructor has discussed the incident with the student. Penalty for a first and minor offense may be assigned by the instructor after consultation with the Dean of the College. In cases of repeated or major offenses (in the opinion of the Dean of the College), the student has the choice to have her case judged by either the Dean of Faculty or the Academic Administrative Board. The Dean of the College will inform the student of the charges against her and of the options of adjudication available to her. The student has the right to appeal to the President the decision of the Dean of Faculty or the Committee. The Dean of the College is responsible for imposing the penalty assigned. When the penalty is suspension or exclusion, the Dean of the College consults the President before acting.

Every case involving the theft, mutilation, or unlawful use of library materials, whether by a student or a member of the Faculty, should be reported in writing to the Dean of Faculty and the Librarian. If the offender is a student, the case is to be handled in the same manner as cases of dishonesty in academic work, the penalty for a first and minor offense being assigned by the Librarian after consultation with the Dean of the College. If the offender is a Faculty member, the case may be adjudicated by the Dean of Faculty in consultation with the Librarian or may be referred to the President. If these discussions produce no solution, the Dean of Faculty or either involved party may request that the Committee on Academic Responsibility review the case.

Every case questioning the academic responsibility of a member of the Faculty must be reported in writing to the Dean of Faculty. Academic responsibility is here understood to include the observance of academic regulations established by the Faculty and the treatment of students in the evaluation of their work and in other academic matters. A student contemplating questioning the academic responsibility of a member of the Faculty should discuss it first with the Faculty member or the Dean of the College or both. If the student then chooses to report the case formally, the Dean of Faculty will discuss it fully with the Faculty member and the student, and possibly also with the President, before taking what action seems appropriate.

II. The Multi-Racial Commitment

The Faculty of Mount Holyoke College reaffirms its commitment to an academic environment free of racial discrimination in which all individuals are treated with a common standard of decency. It commits itself to a continuing effort to confront and resist racist attitudes and actions wherever they appear in the Mount Holyoke community and to build a community useful and attractive to all individuals regardless of ethnic background.

III. Nondiscrimination Policy

The College does not discriminate in its educational policies on the bases of race, color, religion, national or ethnic origin, sexual orientation, age, handicap or disability, or veteran/uniformed services status. The College does not discriminate in its employment policies on the bases of race, color, religion, national or ethnic origin, sex, sexual orientation, age, handicap or disability, or veteran/uniformed services status.

The Americans with Disabilities Act (ADA) Compliance Committee was originally established primarily with a focus on accessibility to facilities. More recently, the ADA Committee has been reorganized as a staff, faculty, and student committee to address issues of compliance, accommodation, and access with a comprehensive institutional approach.
IV. Rights, Responsibilities, and Dissent

A. Principles

As an institution dedicated to seeking intellectual enlightenment and amelioration of the quality of life, Mount Holyoke College believes in the right, indeed the necessity, of free inquiry and free expression for every member of the college community. The College aims to provide an environment hospitable to open interchanges of knowledge and opinion in the terms of reasoned discourse. The citizen’s rights to free speech, free movement, free association, peaceful assembly, and orderly protest extend to every member of the College. So do the citizen’s responsibility to uphold the law and the civilized person’s obligation to respect the rights and feelings of others.

The College is not a monolith but a living organism. As such its structures ought to be as flexible as is consistent with effective operation, its emphases, and practices capable of constructive change. Avenues of communication among all segments of the community must be clear and of easy access. All members of the community are expected to hold themselves available to reasoned expression of the informed wills and opinions of others. Advocates of any serious concern are entitled to a hearing by persons in authority and to a reply as prompt, full, and specific as due consideration will allow.

These principles of rational and humane relationships suggest that temperate and cogent persuasion is the appropriate voice of will in an academic community and that demonstrations of opinion should not take forms that are coercive or seriously disruptive. Violence against persons or property cannot be allowed; nor can action that interferes with the rights of others or prevents the ordinary practice of the processes by which the College pursues its normal objectives be tolerated indefinitely.

A college does not become a community by so naming itself. Community is a dynamic condition, difficult and necessary to achieve, reached by active synthesis, by the consensus of free wills and free intelligences agreeing to pursue objectives in common, in an atmosphere of general sympathy, forbearance, respect, and trust. When such conditions prevail there should be little occasion for coercion or violence, or for punitive response, and the very occurrence of such action will suggest that the community has failed, at least for the time, to achieve its common purposes. Ultimately the quality of life in the College is the property of the conscience of all its members.

The relationship of teacher to student, while often friendly, personal, and intellectually intimate, is a professional one governed by norms of professional ethics. For a professor to become sexually involved with a student represents a prima facie violation of those norms. Because members of the College together constitute a community, these standards govern not only Faculty members’ relations with students they teach, coach, advise, or evaluate, but also their relations with all students in the College.

B. Procedures for Inquiries, Suggestions and Complaints

1. Normal Channels

The President of the College shall be accessible to all members of the College community.

Normal channels for students to raise questions concerning the governance of the College include the appropriate administrative officers of the College, the Student Conference Committee, and meetings of the Faculty, at which questions or proposals can be presented with the approval of the Student Government Association.

Students can also approach the following concerning academic questions: the Academic Priorities Committee, the Academic Administrative Board, the LITS Advisory Committee, and student boards of departments and interdisciplinary committees.

Students may also approach the following concerning non-academic questions: the Council on Student Affairs, the Committee on the Multi-Cultural Community and College Life, and the appropriate officers or committees of the Student Government Association.
Normally members of the Faculty should first approach the administrative officer directly responsible for a particular operation. If that officer is unable to provide a satisfactory response to a question, suggestion or complaint, officers with broader administrative responsibility should be approached. If recourse to such officials fails to give satisfaction, the appropriate committee should be consulted. If there is no committee responsible for dealing with the particular problem, the Faculty Conference Committee may be consulted. Members of the Faculty may also raise questions and make proposals at meetings of the Faculty.

2. Channels Available in Unusual Circumstances

In unusual circumstances, the Faculty and Student Conference Committees are accessible as clearing houses for inquiries, suggestions, and complaints from members of the College community. These committees will identify existing mechanisms appropriate for the consideration of unusual problems and bring them to the attention of the appropriate agencies.

If existing institutions are not working effectively, these committees may stimulate changes to enhance effectiveness.

If issues arise that are outside the jurisdiction of existing mechanisms, these committees may stimulate the creation, by the Faculty or other appropriate bodies, of ad hoc arrangements for dealing effectively with such issues.

C. Procedures for Dealing with Behavior Contrary to the Above Principles

If such behavior occurs, it will be met first by persuasion to cease this behavior, then by warning by the appropriate College official as to College or civil consequences of such persistence.

If further steps appear necessary, the President may, after consultation with the Faculty and Student Conference Committees when that is feasible, authorize measures to restore the normal functioning of the College and to apply established disciplinary procedures of the College.

In extreme cases that exceed the competence or control of College authorities, the President may, after consultation with the Faculty and Student Conference Committee when that is feasible, make recourse to civil authority.
SECTION SIX: FIVE COLLEGE COOPERATION

I. Purpose

The primary purpose of Five Colleges, Incorporated is to promote the broad educational and cultural objectives of Amherst College, Hampshire College, Mount Holyoke College, Smith College, and the University of Massachusetts by encouraging and fostering closer cooperation and understanding among the Faculty, staff, and students of the five institutions, and by promoting and developing opportunities for joint lectures, concerts, and other activities. The consortium also works to promote the sharing of the educational and cultural facilities of the five institutions, and to foster a better understanding of the peoples, cultures, and institutions of other nations.

II. Governance

Five College cooperation of a formal kind is under the governance of the Board of Directors of Five Colleges, Incorporated. The By-Laws of the corporation provide for a board of not fewer than seven and no more than seventeen directors. At present there are seven directors. These are the seven Members of the corporation who are the Presidents of the five institutions, the Chancellor of the University of Massachusetts-Amherst and the Five College Coordinator. The Board of Directors meets monthly.

Other persons in the Five College community are designated "Associates" of the corporation. "Associates" include duly enrolled students, holders of earned degrees awarded within three years, members of the Boards of Trustees, members of the Faculties, members of the administrative staffs, or employees.

III. Five College Policy

All proposals for approval of a Faculty appointment (new or replacement), a new academic program, a new course, or a major new facility shall include evidence that alternative resources in the other institutions have been examined, give reasons why these do not satisfy the need originating the proposal, and indicate how the proposed addition will relate to resources of the other institutions.

The Dean of Faculty shall keep the Five College Coordinator informed of academic developments of interest to the Five Colleges. With respect to facility plans, the Vice President for Finance and Administration will communicate the appropriate information.

A course which is a regular part of the curriculum at one of the five colleges may be taught by a member of its Faculty on another five college campus provided that facilities are available on the host campus and that arrangements have the written approval of the appropriate departments and the Deans at both institutions.

At Mount Holyoke, approval of such agreements shall be sought from the Academic Priorities Committee.

IV. Relationships of Particular Importance to the Mount Holyoke Faculty

A. Administration

The President of the College is a Director of Five Colleges, Inc.

The Dean of Faculty, or a senior Faculty member appointed by the President, serves as the Five College Deputy from Mount Holyoke College. The Deans and Deputies meet twice a month.

The Business Officers, the Student Affairs Officers, the Librarians, and the Registrars also hold regular meetings. There are periodical meetings among other administrative officers and Faculty groups, including the directors of Admission and department chairs.

Members of the Mount Holyoke Faculty also sit on a number of Five College programs, councils, and committees.
For a full list see http://www.fivecolleges.edu/academic_programs

With the approval of the Advisory Committee on Appointments, Reappointments, and Promotions, the Five College Coordinator may attend meetings of the Faculty with voice but no vote.

B. Faculty Appointments

Members of the Faculty who are qualified by publication or professional experience may serve as adjunct professors on the Graduate Faculty of the University of Massachusetts. The President of the College also appoints a member of the Faculty each year to serve on the University's Graduate Faculty Council.

Through a variety of arrangements administered by Five Colleges, Incorporated, the institutions share a number of Faculty positions. Five College Joint Faculty Appointments are initially made for two or three year periods in fields with a demonstrated commitment to collaboration. They also make possible a shared approach to curricular innovation in new or specialized areas of knowledge. The Five College Distinguished Faculty Appointment is given for a single semester to groups or fields actively engaged in cooperation.

1. Five College Joint Positions: Non-Tenure-Track

Procedures for Conducting Searches for Positions not Eligible for Tenure (or Promotion to Ten-Year Appointments) and for Reviewing Personnel

Each Five College Joint Appointment will be hosted by a single campus, while teaching and service obligations will be owed at all five, as arranged by agreement among the five schools. In general, procedures governing hiring and personnel review at the hosting campus should prevail. However, provision should be made to facilitate broad consultation with Five College colleagues from non-hosting campuses at every stage, in most cases by including appropriate Five College colleagues on committees charged with making recommendations regarding hiring or personnel review. The views of these colleagues should be included in recommendations made to the dean at the hosting campus and to the Five College Academic Deans, who must agree to hiring decisions in Five College joint positions or personnel actions affecting Five College joint appointees.

Conducting Searches

Search committees should include appropriate representatives from two or more of the non-hosting campuses appointed by their deans in consultation with the Executive Director of Five Colleges, Incorporated. Search committees should also include the Executive Director of Five Colleges, Incorporated or the Director’s delegate.

Appropriate Five College colleagues should be invited to meet with candidates during campus visits and to attend presentations by candidates. These presentations should be scheduled at times that facilitate Five College participation. Faculty and students attending talks should be invited to share written evaluations of the candidates for review by the search committee. The host institution dean and the Executive Director should meet with candidates during their visits whenever possible.

Members of search committees should participate in any search-related discussions held on hosting campuses that are usually attended by search committee members from the hosting campus.

Recommendations to the dean at the hosting campus from the search committee and/or from the hosting department must include the perspectives of Five College representatives on the search committee, if necessary in a separate letter. These perspectives should also be included in the recommendation reviewed by the Five College Academic Deans.
Normally, the Academic Deans will not recommend hiring any candidate who is considered unacceptable by representatives from either the hosting or non-hosting campuses. Otherwise, as a general rule, hosting campus preferences will be honored, although consensus among the five institutions should be the goal of all search committees.

Letters of appointment, which will be signed by the dean of the hosting campus and copied to the Executive Director of Five Colleges, Incorporated, will specify responsibilities of the position, including teaching and service obligations owed to non-hosting institutions or Five College programs. When an appointment is renewable or eligible for promotion to tenure, letters of appointment should also clearly outline procedures governing personnel review at each stage.

**Personnel Review for Renewal of Five College Joint Appointees in Positions not Eligible for Promotion to Tenure or to Ten-Year Appointments**

At the end of the second year of an appointment, the position’s hosting department, in consultation with non-hosting departments or Five College programs sharing in the position, will propose renewal or discontinuation of the position to the Five College Academic Deans.

Procedures for review of candidates seeking renewal in positions that have been continued will be those governing similar appointments at the hosting institution. Ideally, review committees will include one or more representatives of non-hosting departments and/or Five College programs chosen in consultation with their deans and the Executive Director of Five Colleges, Incorporated, and the Executive Director or the Director’s delegate. Failing this, the review committee will solicit letters of evaluation from appropriate representatives of non-hosting departments and/or Five College programs served by the appointment. These representatives will be selected in consultation with their deans and the Executive Director of Five Colleges, Incorporated. Recommendations from the review committee should particularly reflect on the candidate’s success in fulfilling the obligations outlined in the letter of appointment, including obligations owed outside the hosting campus. The perspective of representatives from non-hosting departments and/or programs should be included in the recommendation forwarded the hosting campus dean and the Five College Academic Deans in one or more separate letters. The Five College Academic Deans must approve any recommendation for renewal. Normally, the Academic Deans will not recommend renewal for any candidate not supported by consensus among the representatives of the five institutions.

If renewal is awarded, a letter of renewal, signed by the dean of the hosting campus and copied to the Executive Director of Five Colleges, Incorporated, should clearly outline position responsibilities, the term of the position, and, if it is renewable once again, the process governing renewal.

2. **Five College Joint Positions: Tenure-Track**

**Procedures for Searching Positions Eligible for Promotion to Tenure (or to Ten-Year Appointments) and for Reviewing Personnel**

Each Five College Joint Appointment will be hosted by a single campus, while teaching and service obligations will be owed at all five, as arranged by agreement among the five. In general, procedures governing hiring and personnel review at the hosting campus should prevail. However, provision should be made to facilitate broad consultation with Five College colleagues from non-hosting campuses at every stage, in most cases by including appropriate Five College colleagues on committees charged with making recommendations regarding hiring or personnel review. The views of these colleagues should be included in recommendations made to the dean at the hosting campus and to the Five College Academic Deans, who must agree to hiring decisions in Five College joint positions or personnel actions affecting Five College joint appointees.

**Conducting Searches**

Search committees should include appropriate representatives from two or more of the non-hosting campuses appointed by their deans in consultation with the Executive Director of Five Colleges, Incorporated. Search committees should also include the Executive Director of Five Colleges, Incorporated or the Director’s delegate.
Appropriate Five College colleagues should be invited to meet with candidates during campus visits and to attend presentations by candidates. These presentations should be scheduled at times that facilitate Five College participation. Faculty and students attending talks should be invited to share written evaluations of the candidates for review by the search committee. The host institution dean and the Executive Director should meet with candidates during their visits whenever possible.

Members of search committees should participate in any search-related discussions held on hosting campuses that are usually attended by search committee members from the hosting campus.

Recommendations to the dean at the hosting campus from the search committee and/or from the hosting department must include the perspectives of Five College representatives on the search committee, if necessary in a separate letter. These perspectives should also be included in the recommendation reviewed by the Five College Academic Deans.

Normally, the Academic Deans will not recommend hiring any candidate who is considered unacceptable by representatives from either the hosting or non-hosting campuses. Otherwise, as a general rule, hosting campus preferences will be honored, although consensus among the five institutions should be the goal of all search committees.

Letters of appointment, which will be signed by the dean of the hosting campus and copied to the Executive Director of Five Colleges, Incorporated, will specify responsibilities of the position, including teaching and service obligations owed to non-hosting institutions or Five College programs. When an appointment is renewable or eligible for promotion to tenure, letters of appointment should also clearly outline procedures governing personnel review at each stage.

Review for Renewal and Promotion to Tenured or Ten-Year Appointments

Standards for renewal and award of tenure (or, at Hampshire College appointment to a position in a ten-year contract) will be those of the hosting campus, with the understanding that the teaching and service components will continue to include obligations to non-hosting departments and/or Five College programs, as outlined in the letter of appointment.

Hosting departments should consult with non-hosting departments and/or Five College programs being served by an appointee as part of their efforts to support the candidate in meeting all expectations of the position, including obligations owed outside the hosting department and institution. Supporting the work of appointees in these areas should be a goal of mentoring services offered prior to formal reviews.

Committees charged with reviewing appointees for renewal or promotion will include one or more representatives of non-hosting departments and/or Five College programs. Or, the reviewing body will solicit letters of evaluation from appropriate representatives of non-hosting departments and/or Five College programs who are served by the appointment. These representatives should be chosen in consultation with their deans and the Executive Director of Five Colleges, Incorporated. Recommendations from the review committee should particularly reflect on the candidate’s success in fulfilling the obligations outlined in the letter of appointment, including obligations owed outside the hosting campus. The perspective of representatives from non-hosting departments and/or programs should be included in the recommendation forwarded to the hosting campus dean and the Five College Academic Deans in one or more separate letters. The Five College Academic Deans must approve any recommendation for renewal or tenure. Normally, the Academic Deans will not recommend for renewal or tenure any candidate who is not supported by consensus among representatives of the five institutions.

C. Faculty Exchanges

Members of the Faculty are sometimes invited to teach on other campuses or in foreign programs sponsored by the other colleges. The Presidents have agreed that, from time to time, a member of one of the five college faculties may be called upon to teach on one of the other campuses as part of his or her regular responsibilities.
There are three ways for Faculty members to participate in exchanges: overtime borrowing in addition to the instructor's load at the home institution, in which case an agreed stipend is paid; released time from the home institution, in which case the host institution pays the home institution for the services of a member of the Faculty; and a straight exchange whereby Faculty members of two institutions exchange courses.

D. Five College Department of Astronomy

There is one member of the Faculty at Amherst College, one at Mount Holyoke College, two at Smith College, and twenty-one at the University of Massachusetts.

E. Five College Department of Dance

The Five College Department of Dance consists of one member of the Faculty at Amherst College, three at Hampshire College, three at Mount Holyoke College, four at Smith College, and three at the University of Massachusetts.

F. Five College Major in Film Studies

The Five College Film Studies major is composed of ten courses, at least two (but no more than five) of which must be taken outside the home institution. The major is administered by a committee made up of one member from each institution, drawn from the current membership of the Five College Film Council.

G. Cooperative Ph.D. Program

In certain fields the five institutions cooperate to direct graduate work leading to a cooperative Ph.D. degree. Faculty members at the private colleges directing the work of the doctoral candidates are elected members of the Graduate Faculty of the University. A doctoral candidate in the cooperative program is normally "in residence" at the institution of her or his thesis advisor. The diploma, indicating that the degree is a cooperative one, is awarded by the University.

H. UMass/Five College Graduate Program in History

Members of the History Department participate in the UMass/Five College graduate program in History, which awards the degrees of Master of Arts and Doctor of Philosophy through the University. They offer graduate courses, sit on dissertation and examination committees, and serve as graduate advisors.

I. Five College Certificates


The Five College Certificate Program in African Studies provides students on each campus with the option of organizing a coherent set of courses, equivalent in sum to a minor program of study, with Africa as the focus. The course of study is administered by a Faculty Liaison Committee, composed of one Faculty member from each campus serving three-year terms, which coordinates the curriculum, advises students, publicizes course offerings and program details, and certifies program completion to campus registrars. The certificate is formalized as a notation on the student's official academic record. Each institution grants the certificate to its own students, on recommendation from the Five College African Studies Council.

2. Cooperative International Relations Certificate Program

In the field of International Relations, Mount Holyoke College issues a certificate to recipients of the Bachelor's Degree on behalf of all five cooperating institutions. The certificate reflects completion of a required course of study which is intensive but does not constitute a major. The course of study is administered by the Five College International Relations Committee and one advisor on each of the five campuses.
3. Five College Certificate in Latin American Studies

The Five College Certificate in Latin American Studies offers students the opportunity to develop an area of specialization in Latin American Studies in conjunction with or in addition to their majors. The program provides a disciplined course of study allowing students to draw on the rich resources of more than fifty Latin Americanist Faculty members in the Five-College area and is designed to enhance their understanding of the complex region which comprises contemporary Latin America.

There is at least one advisor on each campus for the Latin American Studies Certificate. At Mount Holyoke the advisor is the chair of the Latin American Studies Program.

4. Five College Asian/Pacific/American Certificate Program

The Five College Asian/Pacific/American Studies Certificate Program enables students to pursue concentrated study of the experiences of Asians and Pacific Islanders in the Americas. Through courses chosen in consultation with their campus program advisor, students can learn to appreciate APA cultural and artistic expressions, understand and critique the racial formation of Asian/Pacific/Americans, and investigate how international conflicts, global economic systems, and ongoing migration affect APA communities and individuals and their intersections with others. Drawing upon diverse faculty, archival, and community-based resources, the Five College program in Asian/Pacific/American Studies encourages students not only to develop knowledge of the past experiences of Asian/Pacific/Americans, but also to act with responsible awareness of their present material conditions.

5. Five College Certificate in Logic

To earn the Five College logic certificate a student must take six courses from the list of Five College logic courses. No more than four courses can be counted towards the certificate from any single discipline (philosophy, linguistics, mathematics, computer science). At least two courses must be taken at an advanced level (500 or above at UMass, 210 or above at Smith, 300 or above at Hampshire or Mount Holyoke, 25 or above at Amherst). At least one course should expose students to the basic metatheory of first order logic including incompleteness. Students must receive grades of at least 'B' in each course counting towards the certificate.

The program thus described enables a student to add the study of logic to his or her undergraduate program. The logic certificate can be pursued as an adjunct to a major in philosophy, mathematics, computer science or another field in which logic plays a major role. Or it can be pursued in order to develop formal reasoning skills to support studies in a very different field, such as law, politics, or one of the natural sciences. For this reason we do not prescribe a specific set of courses for the certificate but rather require that each student pursuing the logic certificate choose, in consultation with his/her logic advisor (one of the Five College logic faculty members) a course of study subject to the requirements above. Each proposed course of study must be approved by the coordinating committee for the logic certificate comprising one representative from each campus to be appointed each year by the logic faculty of that campus.

6. Five College Certificate in Native American Indian Studies

The Five College Certificate in Native American Indian Studies provides students with the opportunity to acquire a knowledge and understanding of the development, growth, and interactions of the indigenous peoples and nations of the Western Hemisphere. The program emphasizes the many long histories of Native American Indians as well as their contemporary lives and situations. A holistic and comparative interdisciplinary approach underlies the Certificate Program’s requirements, enabling students to become familiar with the diversity of indigenous lifeways, including cultural forms, institutions, political economies, and modes of self-expression. In addition to this broader perspective, the program places some emphasis on the Native peoples of the Northeast so that Five College students can become acquainted with the history, culture, and presence of indigenous peoples in this region.
Seven courses are required for the Five College Certificate in Native American Indian Studies: a foundation course plus six additional courses, with no more than three of the seven courses from a single discipline. Campus advisors will assist students in developing individualized programs that meet the curricular criteria, drawing from a list of pre-approved courses and others deemed appropriate by the Five College Certificate Program Advisory Committee.

7. Five College Certificate in Buddhist Studies

The Certificate in Buddhist Studies comprises at least seven courses, at least two of which must be at an advanced level. Students must take at least one course in three different disciplines of Buddhist Studies. Students must take at least one course addressing classical Buddhism and one course addressing contemporary Buddhist movements. And they must study Buddhism in at least two of the following three geographical areas: South and Southeast Asia, East Asia, and the Tibeto-Himalayan region. Up to two canonical or appropriate colloquial Asian language courses may count towards the certificate.

8. Five College Certificate in Culture, Health, and Science

The Certificate in Culture, Health, and Science complements a traditional disciplinary major by allowing students to deepen their knowledge of human health, disease, and healing through an interdisciplinary focus. Under the guidance of faculty program advisors on each campus, students choose a sequence of courses available within the five campuses, and identify an independent research project that will count toward the certificate. The certificate represents areas of study critical to understanding health and disease from a biocultural perspective: overviews of biocultural approaches; mechanisms of disease transmission; population, health, and disease; healers and treatment; ethics and philosophy; research design and analysis. The Certificate consists of seven courses with a grade of B or better, with at least one course in each of the six categories, and no course used to satisfy more than one category. At least four of the courses must be above the introductory level. Students must also complete an independent research project through an internship, thesis, Division III project, course project, independent study, or other activity acceptable to their local campus advisor. At the discretion of the campus advisor, courses from the student’s major can count toward the certificate. Certificate students are strongly urged to take at least four semesters—or its equivalent—of a second language.

9. Five College Certificate Program in Coastal and Marine Sciences

Marine science is an inherently interdisciplinary field of study that requires students to develop broad training across disciplines. The Five College Coastal and Marine Sciences Certificate will enable students to select carefully from a wide variety of courses in marine sciences, including coastal and marine ecology/geology, resource management and public policy, oceanography, and coastal engineering to create a cohesive concentration. Under the guidance of faculty advisors on each campus, students choose a progressive series of courses available within the five campuses and in academic off-campus programs (e.g., Sea Semester Education, School for Field Studies). Students will be required to participate in intensive field courses or similar experiences to obtain competence in field studies. Finally, students participate in a capstone independent marine-related research project that will count toward the certificate.

The Certificate includes the following areas of study critical to a broad understanding of marine sciences: Organismal biology; Marine and coastal ecology; Marine geology, chemistry, and other related sciences; Resource management and public policy.

10. Five College Certificate in Russian, East European and Eurasian Studies

The Five College Certificate in Russian, East European and Eurasian Studies takes advantage of the significant multidisciplinary resources in the Five Colleges on Russia, Eastern Europe and Eurasia. The certificate consists of a core course and at least five additional courses covering different geographical areas, time periods, and disciplinary categories. Proficiency in a language of one of the certificate regions is also required, and study abroad in one of the certificate regions is encouraged.
11. Five College Certificate Program in Cognitive Neuroscience

The Five College Certificate Program in Cognitive Neuroscience brings together several related disciplines, each of which provides a different focus on mind-brain issues. The certificate includes courses in research techniques, basic scientific foundations, neuroscience, philosophy, and cognition, combined with independent research. Students must complete at least one course in each of six areas of study and at least one semester of independent research through a thesis, course project, or special study.

12. Five College Certificate Program in Queer and Sexuality Studies

The Queer and Sexuality Studies certificate will provide Five College students an opportunity to enroll in a course of study that examines critically the relationship between sexual and gender identities, experiences, cultures, and communities in a wide range of historical and political contexts. Working across disciplines, students will take courses in a variety of fields, such as Women's and Gender Studies, African American Studies, Asian and Asian American Studies, Latin American Studies, English, History, Political Science, Psychology, Sociology, Film Studies, Law, and language studies. The certificate will also lead students to investigate how non-normative and normative genders and sexualities intersect with other social categories, such as race, ethnicity, gender, class, and nationality.

To obtain a Five College certificate in Queer and Sexuality Studies, students must successfully complete seven courses, including one introductory course, at least one critical race and transnational studies course, and five other courses. These five courses will be from a list of pre-approved courses and others deemed appropriate by the steering committee members, and must include at least two courses in the Humanities and two courses in the Social Sciences, and at least one course at the upper-level (300 or above).

J. Five College Women's Studies Research Center

Based at Mount Holyoke College, the Center is a site for a range of scholarly activity, including national and international research associateships and an ongoing colloquium series featuring work by local and visiting feminist scholars and activists.

K. Five College Faculty Seminars

These seminars bring together Faculty members with varying specializations in teaching and research within a common field of interest in order to exchange ideas, gain new perspectives, and keep up with current developments in their fields. An interested Faculty member should apply to the chairman of the seminar of particular interest for further information. A list of seminars and chairmen is published annually in the Five College Directory which also contains the annual listing for new and visiting Faculty and is distributed every year to all Faculty members and administrators.

The seminars are funded through the Five College Coordinator's Office. Anyone interested in initiating a new seminar in a field not now represented should apply to the Coordinator's Office or the Dean of Faculty on campus for information and guidelines.

L. Courses Elected by Students on Other Campuses

A student at any of the five institutions may take a course, without additional cost, at any of the other four if the course is appropriate to the educational plan arranged by the student and his or her advisor and the student has the necessary qualifications. At Mount Holyoke, approval of the student's advisor is required. For courses at the University of Massachusetts outside the College of Arts and Sciences, approval of the Dean of the College is also required.

M. Grading System for Five College Courses

Courses given by Five College Faculty Appointees may be graded either by the system in use at Mount Holyoke College, or with grades of A through F including AB, BC, and CD. This policy permits Five College Faculty Appointees to use a single grading system throughout the Valley.
N. Five College Information: Sources

Course Information: Courses offered at the five campuses can be searched through the on-line course catalogues of the individual schools. Multiple copies of the printed catalogues for each school are also available in the Office of the Registrar for perusal on site.

The Five College homepage offers access to websites providing information on all Five College arrangements and programs (http://www.fivecolleges.edu).

Five College (printed) Publications include the following:
- The Five College Handbook
- The Five College Directory
- The Five College Library Guide
- Five Colleges: For Students
- Five College INK
- Five College Cooperation: A Guide to the Consortial Framework

Descriptive brochures for the followings programs are available:
- Coastal and Marine Sciences
- Dance
- Early Music
- International Relations
- Latin American Studies
- Music
- Self-Instructional Language Program (SILP)

O. Five College Library Cooperation

The library resources of the five institutions, totaling approximately 8,000,000 volumes, are freely available to Faculty members and students of each institution either by direct borrowing or through inter-library loan. The Five College on-line public access catalog can be accessed from terminals in each library and through local campus-wide information systems. Requests to borrow from one of the other libraries may be made electronically. Daily messenger service facilitates interlibrary loans, and books may be returned at the borrower’s home campus.

A profile of each collection appears in the Five College Library Guide, along with names of staff and information about associated libraries, including the Memorial Libraries at Historic Deerfield. Copies of the Guide are available free in each of the libraries.

P. Five College Information Systems and Technology

The Assistant Five College Coordinator for Information Systems and Technology may be contacted for information regarding a range of Five College resources available to help faculty and staff make use of these technologies in their research and teaching. Information about those resources is also available online (http://www.fivecolleges.edu/technology/index.html).

Q. Massachusetts Review

The Massachusetts Review is a journal of literature, the arts, and public affairs. The quarterly is sponsored by the five institutions, its editorial board selected from their faculties.

R. Five College Lecture Fund

A joint lecture fund is available to supplement institutional funding for lecture series, symposia, and a variety of cultural events organized by Five College groups. Guidelines for the fund and application procedures can be obtained from the Five College Office.
S. **WFCR-FM**

WFCR-FM (88.5 mc) is a public radio station supported by funds from the five Valley institutions and contributions from listeners. Located at the University of Massachusetts, it serves audiences in an area bounded by Schenectady, New Haven, Boston and mid-New Hampshire and mid-Vermont. A representative from Mount Holyoke appointed by the President serves on the Five College Advisory Committee for WFCR affairs.

T. **Dual Degree Programs**

1. **Dual Degree Program with UMass School of Engineering**

   Fac. Min.  
   May 2001

   While at Mount Holyoke, a student may begin study for a second bachelor’s degree, to be awarded by the University of Massachusetts in the year following her graduation from Mount Holyoke. Ordinarily, the student would spend her junior year at UMass, registered in the appropriate engineering courses through Five College cross registration. The program will be administered by an advisory committee consisting of one member from each participating Mount Holyoke science department, including mathematics/statistics, and a similar committee at UMass consisting of one member from each participating engineering department. A student planning to pursue the dual degree program would have an Mount Holyoke advisor from the committee and a UMass advisor by sophomore year at the latest. In consultation with her advisors, the student would map out a plan of study for her sophomore, junior, senior, and post-senior years. The plan would have to satisfy all graduation requirements at both schools and be approved by both advisors.

2. **Dual Degree Program with UMass Public Health**

   Fac. Min.  
   May 2001

   The dual degree program in Public Health allows a student at Mount Holyoke to pursue an accelerated M.S. program in Public Health at the University of Massachusetts in the year following receipt of her A.B. from Mount Holyoke. Ordinarily, the student spends her junior year at UMass. The student would need, by her sophomore year, an advisor from Mount Holyoke in the department of Mathematics and Statistics or the department of Earth and Environment and an advisor from the UMass School of Public Health.
SECTION SEVEN: FACULTY RIGHTS

I. Academic Freedom

The Policy of Mount Holyoke College concerning academic freedom accords in general with the stated policy of the American Association of University Professors:

A.A.U.P. Statement on Academic Freedom:

“The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into his teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College and University teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations.

If the administration of a college or university feels that a teacher has not observed the admonitions of [the above] paragraph and believes that the extramural utterances of the teacher have been such as to raise grave doubts concerning the teacher’s fitness for his or her position, it may proceed to file charges [See Section Seven, II, 12, B for full statement]. In pressing such charges the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility and the American Association of University Professors and the Association of American Colleges are free to make an investigation.”

In the view of Mount Holyoke College, although the principle of academic freedom is primarily designed to apply to full-time members of the teaching Faculty, this general principle should extend to other members of the College community.

II. Policies and Procedures Governing Tenure-Track Appointments, Reappointments, Promotions, Tenure, Terminations, and Dismissals

All appointments to teaching positions at Mount Holyoke College (including reappointments and promotions) are made by the Board of Trustees after recommendation of the President to the Committee on Education. The Board has delegated to the President the authority to appoint Assistant Professors, Instructors, and other teachers of non-professorial rank, except as qualified below.
Mount Holyoke College has no so-called "anti-nepotism regulations." In this respect it adheres to 
the policy statement Faculty Appointment and Family Relationship endorsed in 1971 by the 
American Association of University Professors and the Association of American Colleges. That 
statement recognizes, however, "the propriety of institutional regulations which would set 
reasonable restrictions on an individual's capacity to function as a judge or advocate in specific 
situations involving members of his or her immediate family." It stipulates, therefore, that "family 
members should neither initiate nor participate in institutional decisions involving a direct benefit 
(initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their 
immediate families." The College endorses these provisions.

In endorsing these provisions, the College recognizes that they assert standards of professional 
conduct for Faculty which should also prevail with respect to other relationships analogous to 
those specified here. Members of the Faculty who are uncertain as to how these provisions 
might apply to them should consult with the Dean of Faculty. If disagreements arise as to 
whether or not a person should participate in a personnel decision, they will be resolved by a 
majority vote of the Advisory Committee, with any member of the committee about whose 
participation questions have been raised not voting.

In the context of Mount Holyoke College, these provisions will apply in the following ways:

No Faculty member may participate in a recommendation or decision regarding a direct benefit 
(reappointment, tenure, promotion, salary, leaves of absence, and so on) to a family member. In 
addition, no Faculty member may participate in a recommendation or decision regarding an 
appointment to a position for which a family member is a candidate.

A. Procedures for Academic Appointment

The initiative in recommending new appointments to authorized teaching positions normally lies 
with the department. After a review of the credentials of available candidates, the chair, with the 
consent of the Dean of Faculty, customarily invites one or more candidates to visit the College to 
be interviewed by members of the department and the Dean of Faculty. When possible, 
candidates should be interviewed also by one or more members of the Advisory Committee on 
Appointments, Reappointments, and Promotions, hereafter referred to as the Advisory 
Committee, and by students who are studying in the department. All members of the 
department, including members on leave if they are available, who have continuing or renewable 
appointments are expected to participate in defining the position and in interviewing candidates 
for new appointments who visit the campus. Tenured and tenure-track members of the 
department shall make recommendations to the President on candidates. Should the tenured 
members of the department so desire, voting rights may be extended to non-tenure-track 
members on continuing or renewable appointments; in such cases, their votes shall be 
separately recorded and reported to the Dean of Faculty and the President. The chair transmits 
the recommendation to the Dean of Faculty, together with supporting documentation, including a 
statement of the department's reasons for supporting the recommendation, and a report of any 
dissenting views within the department, together with the reasons therefore.

In certain circumstances, the Dean of Faculty may take the initiative in recommending a new 
appointment that has not gone through the normal allocation and approval process. This should 
happen rarely, and only when an exceptional opportunity would otherwise be lost. In every such 
case, the Dean should act with the approval of the department or program and the President, 
and in consultation with the Academic Priorities Committee, the Faculty Affirmative Action 
Committee, and the Advisory Committee.

Before formulating her recommendation on appointments of professorial rank or on appointments 
to a fourth or later year as Instructor at Mount Holyoke, the President consults with the Advisory 
Committee. Appointments to the rank of Assistant Professor normally require completion of the 
Ph.D. or equivalent advanced degree or evidence of equivalent professional accomplishment. 
When her recommendation differs from that of the department, the Advisory Committee, or both, 
the President reports their views together with her recommendation to the Board of Trustees 
through the Trustee Committee on Education.
When an appointment has been approved, the President notifies the appointee in writing, including a statement of the terms and conditions of the appointment. These terms and conditions, except salary, will also be communicated in writing to the department chair.

B. Appointments, Joint Appointments, and Appointments with Shared Responsibilities

Most Faculty at Mount Holyoke College hold appointments in a single department or (less frequently) in an interdisciplinary program. Though these persons will for the most part work within their department or program, they may at times undertake teaching or advising in an interdisciplinary program. Occasionally, Faculty hold joint appointments: that is, they hold appointments simultaneously in two departments, or in a department and an interdisciplinary program.

Sometimes a person whose appointment falls entirely within a single department or program will contribute to an interdisciplinary program, committee, or course. At the time of a reappointment, promotion, or tenure decision, individual members of interdisciplinary committees of which the candidate has been a part may always write to the department and/or the Advisory Committee. In cases in which the candidate has taught in a joint interdisciplinary course or been involved in joint program development, the committee, itself, may wish to comment upon, or even to do a quite formal review of the candidate's record. Any such committee participation must have the candidate's approval. The materials that the program might review include teaching evaluations of those courses that in the judgment of the candidate are relevant to the program, and, again at the candidate's discretion, scholarly work. When a candidate's appointment is in an interdisciplinary program, one or more departments might, again with the candidate's approval, choose to write to the Advisory Committee.

1. Shared Appointments

Occasionally, Faculty are appointed in a home department, but with shared responsibilities. This means that there is an explicit understanding at the time of initial appointment that the person's teaching and advising responsibilities include work in an interdisciplinary program or another department. In every case, the nature of an appointment shall be known to and agreeable to, the individual and to his or her home department or program at the time that a first Mount Holyoke contract is tendered. The Dean of Faculty shall record that understanding in writing. The candidate, the departments or programs involved, the Advisory Committee on Appointments, Reappointments and Promotions, and the President shall have copies of that understanding. Regardless of the nature of his or her appointment (single affiliation, joint appointment, or appointment with shared responsibilities), every member of the Faculty shall be evaluated by the established procedures of Faculty Legislation.

When a person has an appointment with shared responsibilities, the home department shall make a recommendation with respect to possible reappointment, promotion, or tenure. But the other department or program to which the person has contributed shall also evaluate a candidate's work. That evaluation shall go to the home department early enough in the review process so that the home department can take it into account as it formulates its recommendation to the Advisory Committee and the President.

To enable it to reach an informed evaluation, the other department or program shall have access to teaching evaluations of those courses that are listed or cross-listed in its offerings or which can be counted towards the completion of its major or minor requirements. Should the candidate so desire, the other department or program may have access to all additional teaching evaluations. Should the candidate so desire, the other department or program may also propose outside evaluators of scholarly or creative work. In that case, at least some of the outside evaluators selected by the home department shall be drawn from among the persons proposed by the other department or program. The other department or program is expected to comment on the candidate's pertinent scholarly or creative work, and shall have access to outside evaluations of that work obtained by the home department, as well as to the work itself.

The other department or program shall summarize its evaluation, in writing, for the candidate. The candidate may then prepare an additional statement for transmission to the other department or program, the home department, or the Advisory Committee and the President.
Once the home department receives the evaluation of the other department or program, the review proceeds as it would for any other candidate. The home department is responsible for forwarding all materials, including any statements submitted by other individuals, by other departments or programs, or by the candidate, to the Advisory Committee and the President.

In appointments with shared responsibilities, it is vital that non-tenured Faculty be aware of any potential divergence of views between the home department or program and the other department or program. Therefore, both the home department and the other department must participate in annual conversations. At the candidate's discretion, he or she may have either a joint annual conversation with representatives of both the home department or program and the other department or program, or separate conversations with representatives of each department or program. If separate conversations occur, both the home department and the other department shall receive copies of the written summaries of those conversations, and of any responses made by the non-tenured Faculty member. In all other respects, principles for annual conversations are the same as those described elsewhere in Faculty Legislation.

2. Joint Appointments

When a joint appointment is made, there shall be a clear understanding between the departments or programs involved, the Dean of Faculty, and the candidate, of the distribution of the Faculty member's responsibilities. The Advisory Committee shall review and approve the agreement, which will then be recorded in a letter from the Dean of Faculty to the chairs of the department and program, a copy of which shall go to the candidate.

At the time of a joint appointment, the departments or programs, in consultation with the Dean of Faculty, shall name a special committee of tenured Faculty drawn from the department and the program. This committee shall be responsible for reviewing the work of the Faculty member annually, and making recommendations for reappointment and tenure. It will follow all procedures required of departments in evaluation, reappointment, and tenure.

C. Duration of Appointments

The length of appointment to the various ranks is ordinarily as follows:

Instructor, one year. One-year renewals may be granted. Service at Mount Holyoke College as a full-time teacher at lower than professorial rank is limited to a maximum of six years, to a maximum of five years if the teacher has had two years of such service at another institution, and to a maximum of four years if the teacher has had three or more years of such service at other institutions.

Assistant Professor, three years if this is the first appointment at Mount Holyoke. In cases where probationary experience in another institution is recognized (not to exceed two years) [See Section 7, Tenure: The Probationary Period.], the normal length of the first appointment and of a reappointment is half of the period until the end of the year in which a tenure decision must be made, with a longer term for the first appointment if the period is not an even number of years (i.e., with two years' probationary credit, a two-year appointment and a reappointment of not to exceed two years; with one year's probationary credit, a three-year appointment and reappointment of not to exceed two years).

Associate Professor, three years if this is the first appointment at Mount Holyoke.

Professor, three years if this is a first appointment at Mount Holyoke.

Lecturers, visitors at professorial rank, and other temporary full-time or part-time appointments ranging in duration from one semester to an initial appointment of three years.
D. Procedures during the probationary period

During the term of a non-tenured member of the department, it is the chair's responsibility, at least annually, to arrange for the review with each such member of the problems, progress, and plans of the junior colleague. Such consultations should convey the evaluations of colleagues and students; they should be aimed at realistic assessment of performance and at assistance in development.

All tenured members of a department shall meet to discuss with the department chair what shall be said to each continuing untenured member at the annual review. This discussion shall, at a minimum, review the untenured member's teaching evaluations and scholarly work. Two tenured members of the faculty shall participate in the conversation with the junior faculty member under review. One shall normally be the chair; the other, when department size permits, another member of the department chosen by the junior member. (In a small department, the other tenured member preferably should be someone from outside the department who would be likely to serve on a special committee for reappointment or tenure.)

The senior members should not, however, indicate a department's intention, affirmative or negative, concerning a recommendation on reappointment or tenure. Nevertheless, they should give the junior colleague a clear and current statement of any agreement between the department and the President concerning tenure openings and the size of the department which would bear upon the member's prospects at Mount Holyoke.

These conversations shall be held in late spring or early the next fall, no later than October 1. A record of this conversation, normally written by the chair, shall be given promptly to the untenured faculty member, who shall sign a copy of it acknowledging receipt. The summary should be forwarded annually to the President and the Dean of Faculty. The untenured faculty member may, if there is disagreement on the accuracy of the report or the substance of the review, write separately to the President and the Dean of Faculty about the annual conversation.

E. Procedures for Reappointments

In the case of Instructors, the President requests the department's recommendation concerning reappointment each year. In the case of Assistant Professors, the President shall normally request the department's recommendation concerning reappointment during the last year of an appointment, except in those cases where the possibility of reappointment was excluded when the appointment was made. In the case of an Assistant Professor, a department may at an earlier date transmit a recommendation to the President if it has determined that the present appointment should not be extended. A decision to reappoint is important, though it is not comparable to and carries no implications concerning tenure. The criteria for reappointment, therefore, should correspond to those for tenure, but the evidence need not be so conclusive.

Effective teaching and growth as a scholar together constitute the prime criterion for reappointment and promotion. They should be regarded jointly, since effective teaching, especially continued effective teaching, depends in good part upon the continued scholarly growth and vitality of the teacher. Decisions on reappointment and promotion also should take account of the individual's demonstrated contribution to the life of the College, to the work of the department, and to the affairs of the larger community. But this consideration by itself is normally secondary.

Since effectiveness in teaching is often difficult to judge, departments should collect and review all available evidence on performance as a teacher and on trends in such performance. Serious consideration should be given to the systematic student evaluations of teachers sponsored jointly by the Faculty and the student body.

Research and publication are important evidence of scholarly growth, and they are significant, if imperfect, indicators of the promise of continued development as a scholar. Departments should whenever possible take into account other, less obvious, evidence of intellectual vitality and promise.
When a question of reappointment is to be considered by a department, the chair informs the person involved and invites submission to the department of such information or evidence as she or he feels may be helpful to an adequate consideration of the matter. In arriving at its recommendation, the department should take care that adequate consideration is given to all appropriate evidence pertaining to the criteria stated by the College. Decisions on the department's recommendation for reappointment shall be made by tenured Faculty members of the department or program.

Every recommendation on reappointment shall be made by at least three persons. When the size of a department, leaves of absence, or other factors make it impossible for there to be three senior faculty members from the candidate's department, a special committee shall be created consisting of the available senior members of the department, augmented by others. Every special committee shall include at least two members of the Mount Holyoke Faculty and normally shall be chaired by one of these from the candidate's department. At least two members of the committee shall be in the candidate's academic field. The members of the committee shall be chosen by the Dean of Faculty, after consultation with and preferably with the concurrence of the candidate and the department.

When the department sends its recommendation on reappointment to the President and the Advisory Committee, it also shall send the candidate a separate letter reporting this recommendation and explaining in some detail its assessment of his or her performance and the reason for its decision. A copy of this letter shall be sent to the President and the Advisory Committee.

When the Advisory Committee is concerned that the candidate may not be getting a clear picture of his or her standing, the Dean of Faculty shall inform the department and candidate in writing and be available for consultation with both.

If the department's recommendation is negative, the candidate may request reconsideration and may prepare an additional statement concerning the circumstances, for submission to the President and the Advisory Committee along with the department's recommendation.

The department's recommendation, negative or affirmative, is transmitted to the President, for consideration by her and the Advisory Committee, together with a full record of the evidence, including a summary of student evaluations, the vote of the department, and dissenting views that any participant may wish to submit. The President consults with the Advisory Committee on reappointments of professorial rank or to a fourth or later term as Instructor at Mount Holyoke.

The Advisory Committee shall be expected to seek additional information or clarifications from departments if they have any questions after reading the material on each candidate. Such information may be sought in writing or through a conversation between the committee and the members of the department who voted on the reappointment recommendation. If the Advisory Committee finds itself interpreting or assessing the evidence in a substantially different way from that presented in the department's recommendation, the Advisory Committee shall initiate such a meeting prior to its final vote. The Advisory Committee shall not make a recommendation to the President that would overturn a department's recommendation until such a meeting takes place. The Advisory Committee has the option to return the case to the department, without prejudice, if it finds evidence that appropriate procedures were not followed or that pertinent evidence was not considered.

The Advisory Committee normally will accept a negative recommendation unless it has reason to feel that adequate consideration of all appropriate evidence has not been given, in which case it may request reconsideration by the department, indicating the respects in which it believes the review may have been inadequate.

The President reports her recommendation, along with that of the Advisory Committee and the department, to the Trustees through the Committee on Education.
If the decision or recommendation of the President is against reappointment, the President will inform the chair and will notify the candidate in writing. Such notice will be given, if at all possible, by January 1. If requested by the candidate in writing, the President will advise the candidate of the reasons that contributed to the decision. These will be put in writing by the President if the individual concerned so requests and such request is made in writing within two weeks of the date of the notice.

After receipt of the notice of non-reappointment or recommendation therefore or of the reasons requested from the President, if the Faculty member concerned feels that not all pertinent evidence was considered, or that considerations violating academic freedom contributed to the decision not to reappoint, she or he may petition the Advisory Committee for a review. This petition must be submitted within two weeks of the date of the notice of non-reappointment or recommendation thereof, or of receipt of the reasons requested from the President. The Faculty member concerned may also request an elected committee on appeals, hereafter referred to as the Appeals Committee, to consider the complaint. [See Section 10, Appeals: Reappointment and Tenure.] This request must be submitted within two weeks of the date of the Advisory Committee’s decision on review or of receipt of the reasons requested from the President.

F. Procedures for Promotions

The initiative concerning promotion to a higher rank may lie either with the department or with the President. If the President takes the initiative, she will consult appropriate members of the department through the chair and the Advisory Committee before making her recommendation to the Trustees. A department's recommendation for promotion shall be decided by those of higher rank than the person considered, including those on leave if they are available. Criteria for promotion are essentially the same as those for reappointment. Length of service does not necessarily create a presumption that promotion will occur, and financial considerations of the College may determine whether promotions can be granted.

In the spring after the decision to tenure an Assistant Professor, the Dean of Faculty and a full Professor, from the Assistant Professor's department and of the Assistant Professor's choosing, shall meet with the Assistant Professor to discuss expectations for the years in Associate rank and for eventual promotion to full Professor.

In an Associate Professor's fourth year in rank, and every third year thereafter, the full Professors in his or her department shall review the Associate Professor's progress toward promotion. This review shall consist of, first, a discussion among the full Professors of the Associate Professor's work, and, second, a conversation between two full Professors and the Associate Professor about that work in the context of progress toward promotion. One of the two full Professors shall normally be the Chair or, when the Chair is not a full Professor, a full Professor (from the department if possible) chosen by the Chair who would be likely to serve on the Associate Professor’s promotion committee. The second full Professor shall be chosen by the Associate Professor being reviewed from either within or without the department. A record of the conversation, drafted by one of the full Professors and reviewed and approved by the other full Professor as well as the Associate Professor, shall be forwarded to the Dean with the signatures of all parties. If there is disagreement on the accuracy of the report or the substance of the conversation, the Associate Professor may write separately to the Dean.

While there is no required minimum period of service at the Associate Professor rank before promotion to full Professor, it is unusual for promotion to occur before five years have been served in rank. When an Associate Professor has served at most seven years in rank, the full Professors in his or her department should evaluate their colleague's work and consider whether or not to initiate a review for possible promotion. If there are no full Professors in a department, the Advisory Committee will request the President and the Dean of Faculty to initiate a review or to appoint a committee of full Professors to do so.
A department's recommendation is transmitted to the President and the Advisory Committee with full supporting documentation, including evidence of effectiveness in teaching, such as systematic student evaluations, evidence of scholarly or creative growth, and evidence of service. The department will also report any dissenting views within the department. The judgment of scholars in the same field at other institutions should also be sought, the candidate should be asked to suggest names of such outside reviewers, but requests should not be restricted to such suggestions. The candidate should be informed of the persons from among whom the department will solicit judgments. If the initiative is taken by the President, she will arrange for the appropriate documentation.

The Advisory Committee has the option to return the case to the department, without prejudice, if the Committee finds evidence that appropriate procedures were not followed or that pertinent evidence was not considered.

After action by the Advisory Committee, the President will notify the chair of her recommendation. The President reports her recommendation, along with that of the Advisory Committee and the department, to the Trustees through the Committee on Education.

G. Tenure

The policies of Mount Holyoke accord in general with the stated policy on tenure endorsed by the Association of American Colleges in their "1940 Statement of Principles on Academic Freedom and Tenure," Association of American Colleges Bulletin, Vol. XXVIII (1942), pp. 77-80:

"Tenure is a means to certain ends; specifically: (l) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to students and to society."

**Definition of “Tenure”**

An appointment with tenure means an appointment without limit of time that can be terminated only for adequate cause or in extraordinary financial exigency.

Appointment or reappointment to the Faculty does not imply that tenure eventually will be granted. This being the case, a candidate for appointment or a non-tenured member of the Faculty is entitled to know from the President the prospects for additional tenure appointments in his or her department.

**Criteria**

The tenure decision is based on the same criteria as those for reappointment--effective teaching, growth as a scholar and contributions to the life of the College, to the work of the department and to the affairs of the larger community--but the application of these criteria is necessarily more strict in the case of the tenure decision in view of the College's long-term commitment in granting tenure. In addition, considerations unrelated to the qualifications of the individual may play a determining part in a negative decision, such as the age and tenure structure of the department, the rank structure of the department, trends in student enrollments and the fields of competence of the individual in relation to those already represented by members of the department holding tenure appointments. Such considerations unrelated to individual qualifications should be made known to the department and to the individuals affected by them as far in advance of the tenure decision as possible.

**The Probationary Period**

The decision regarding a tenure appointment will be made within a probationary period of six years of full-time teaching either at a professorial rank or after receiving the Ph.D. degree, provided ordinarily that at least four of the years of the probationary period are years of continuous full-time service at Mount Holyoke.
The tenure decision must in any case be made within the first eight years of full-time teaching at Mount Holyoke. A leave of absence without salary normally does not count as time at Mount Holyoke in determining the length of the probationary period. A leave of absence with pay does count in the probationary period unless an exception, requested by the member, is agreed to by the President on recommendation of the department.

Procedure

A recommendation concerning tenure normally originates with the department. The President will request a department recommendation at the required time in the probationary period, although a department may recommend granting of tenure before the end of the specified period if it wishes to.

Decision on the department's recommendation for tenure shall be made by all members of the department who already hold tenure appointments, regardless of rank, including members on leave if they are available.

Every recommendation on tenure shall be made by at least three persons. When the size of a department, leaves of absence, or other factors make it impossible for there to be three senior faculty members from the candidate's department, a special committee shall be created consisting of the available senior members of the department, augmented by others. Every special committee shall include at least two members of the Mount Holyoke Faculty and normally shall be chaired by one of these from the candidate's department. At least two members of the committee shall be in the candidate's academic field. The members of the committee shall be chosen by the Dean of Faculty, after consultation with and preferably with the concurrence of the candidate and the department. In the language that follows, "department" shall also refer to such a special committee.

The Dean of Faculty shall hold a meeting each spring for the chairs of all departments that expect to make tenure recommendations in the following fall, and for all those who expect to be candidates for tenure during the following year. At this meeting the Dean of Faculty shall review the procedures and the criteria involved and consider any questions and concerns that the candidates for tenure have about the tenure review process.

The Dean of Faculty shall provide a uniform document that shall be sent out with the letters from department chairs to outside referees. This shall indicate the sort of evaluation sought and how it will be used.

When a department recommendation is to be made, the chair informs the person involved and invites submission to the department of such information or evidence as she or he feels may be helpful to an adequate consideration of the question. The department should exercise particular care to assemble the full range of pertinent evidence and to assure adequate consideration of all such evidence, including the judgments of competent scholars in the same field at other institutions. The candidate should be invited to suggest the names of such reviewers and should be informed of the persons from among whom the department will solicit judgments.

In consultation with the candidate, the department shall decide if there are other members of the Faculty at Mount Holyoke or within the Five Colleges who are particularly well situated because of joint teaching or committee service, or other contact with the candidate, to comment on the candidate's qualifications for tenure and from whom letters should be sought.

If the department's recommendation is negative, the chair informs the individual, preferably in writing, and, if the candidate so requests, advises the candidate of the reasons that contributed to the decision. The individual then may request reconsideration and may prepare an additional statement for submission to the President and the Advisory Committee along with the department's recommendation.

The department's recommendation, negative or affirmative, is transmitted to the President for consideration by her and the Advisory Committee, together with a full record of the evidence concerning effectiveness in teaching, scholarly growth, and other pertinent materials, including dissenting views that any participant in the decision may wish to submit.
The President and the Advisory Committee examine the full record. They shall be expected to seek additional information or clarifications from departments if they have any questions after reading the material on each candidate. Such information may be sought in writing or through a conversation between the committee and the members of the department who voted on the tenure recommendation. If the Advisory Committee finds itself interpreting or assessing the evidence in a substantially different way from that presented in the department's recommendation, the Advisory Committee shall initiate such a meeting prior to its final vote. The Advisory Committee shall not make a recommendation to the President that would overturn a department's recommendation until such a meeting takes place. The Advisory Committee has the option to return the case to the department, without prejudice, if the Committee finds evidence that appropriate procedures were not followed or that pertinent evidence was not considered.

The President and the Advisory Committee may invite comment from competent scholars in other institutions. In that event, the candidate and the department shall be invited to suggest names of such reviewers and shall be informed of the persons from among whom the choice will be made. If during reconsideration, additional comments are sought from outside scholars, this same procedure shall be followed.

Before reaching a decision they may ask a department to reconsider its recommendation and the evidence supporting it if they feel that adequate consideration of the evidence has not been given.

Tenure decisions shall be reported to the candidates as soon as possible but normally not later than December 23rd.

The President reports her recommendation, along with that of the Advisory Committee and the department, to the Trustees through the Committee on Education.

If the President's recommendation is to be negative, she informs the chair and notifies the Faculty member in writing. The President and the Dean of Faculty shall be readily available to the chair of the department to discuss the ongoing process once a negative recommendation has been announced. If requested by the Faculty member in writing, the President will advise the Faculty member of the reasons that contributed to the decision. These will be put in writing by the President if the individual concerned so requests and such request is made in writing within two weeks of the date of the notice.

Should a letter giving reasons for a negative tenure decision be requested by a candidate, the President shall consult the Advisory Committee in the preparation of it. Even though the final decision on tenure is the President's and the explanation must reflect her judgment, the letter of explanation should include all major issues raised in the Advisory Committee's deliberations, since they may be pertinent in the event of a reconsideration by the Committee. Members of the Advisory Committee shall have an opportunity to review a written draft of the President's letter and provide her with their assessment of its accuracy and completeness.

If the recommendation of a department is reversed, the President, with the help of the Advisory Committee, shall, at the request of the department, promptly send it a detailed letter of explanation, or else be willing to meet with it to provide such an explanation.

After receipt of the notice of a negative recommendation on tenure or of the reasons requested from the President, if the Faculty member concerned feels that not all pertinent evidence was considered or that considerations violating academic freedom contributed to the decision, she or he may petition the Advisory Committee for a review. This petition must be submitted within two weeks of the date of the notice of the denial of tenure or recommendation thereof, or of receipt of the reasons requested from the President. When a reconsideration is requested, the President shall regularly apprise the candidate and the chair of the department of the progress of that reconsideration. The Faculty member may also request the Appeals Committee to consider the complaint. [See Section 10, Appeals: Reappointments and Tenure.] This request must be submitted within two weeks of the date of the Advisory Committee's decision on review or of receipt of the reasons requested from the President.
In order to clarify procedures followed, the Advisory Committee shall be available to meet with the Appeals Committee at the latter's request, while the Appeals Committee is deliberating on a complaint.

A member of the Faculty who is not granted tenure is entitled to (a) a year of notice, which may be either the final year of a contract or a year's terminal appointment; or (b) the completion of any contract previously made that may extend beyond the ordinary probationary period.

H. Review of Full Professors

Every five years following promotion to full professor, each faculty member will write a statement (preferably less than three pages) to guide a conversation between the Dean (or an Associate Dean if he or she is a full professor) of Faculty and the faculty member. This statement may outline concerns, accomplishments, and what has, or hasn't, gone well during the preceding five years. It should reflect on teaching, scholarship, college service and other activities, as well as sketch plans for the next five years. The faculty member will also submit a current C.V. highlighting the last five years. The Dean will also consult the faculty member's activities and service summaries for the years since the previous review and any copies of scholarly materials (or request them from the faculty member if the Dean's office does not have copies). Prior to the conversation, the Department or Program Chair will read the teaching evaluations for the courses taught by the faculty member in the period of review, and submit to the Dean a list of those courses, together with some summary comments on the evaluations, noting any trends or patterns. These materials form the basis of a conversation between the full professor under review and the Dean (or an Associate) Dean of Faculty. The full professor under review may choose the Dean and may also invite a colleague to join the conversation. By mutual agreement, this review could also occur in the fourth or sixth year following promotion or the preceding review.

I. Part-Time Faculty

Regular (Tenure-Track and Tenured) Part-Time Faculty are persons appointed to the Faculty to teach less than a full schedule throughout the academic year, in most cases at least one-half of the normal schedule, in a position that is expected to continue as part of the College’s instructional program. (For these purposes a normal schedule is two courses per semester, adjusted for laboratory responsibilities in the sciences and for the special circumstances of instruction in music performance.)

Regular part-time Faculty may be appointed initially to such positions or may be transferred to such status from the full-time tenured Faculty on the initiative of the teacher, with the concurrence of the Department and upon recommendation of the President and approval by the Trustees.

Responsibilities other than teaching. Regular part-time faculty may be expected to assume a reasonable amount of committee work, advising, etc.

Rank. Part-time Faculty may be appointed at any of the academic ranks.

Length of Appointment. Regular part-time Faculty may, after serving for three successive one-year terms, be reappointed for three-year terms, subject to review by the Advisory Committee in every third year of service.

Appointment and Reappointment Procedures for part-time Faculty shall conform as closely as possible to those prescribed for full-time Faculty.

Tenure. Regular part-time Faculty may be recommended for tenure after eight years of regular part-time service at Mount Holyoke. With the consent of the person involved, an earlier positive recommendation on tenure may be made by the Department. A tenure decision must be made no later than the 12th year of service at Mount Holyoke. The tenure decision is subject to all of the review procedures and criteria applied to other tenure appointments [See Section 8: Tenure]. If granted, tenure applies to the part-time status only and implies no right to a full-time position. Full-time Faculty with tenure who are transferred on their own initiative to regular part-time status [for definition of part-time status, see sub-section 9a] will have tenure in the part-time position.
Benefits. Regular Part-Time Faculty ordinarily will be eligible for the benefits of full-time Faculty on a proportional basis.

J. Appeals of Reappointment and Tenure Decisions

As provided in Sections 6 and 8, a Faculty member, upon receipt from the President of a notice of non-reappointment [Section 6] or of a negative recommendation on tenure [Section 8], may petition the Advisory Committee for a review and may request the Appeals Committee to consider the complaint.

A Faculty member who elects to request the Appeals Committee to consider a complaint within its jurisdiction concerning a negative recommendation on reappointment or tenure shall, within the time specified in Sections 6 and 8, submit an appeal, asserting the particulars that presumptively warrant consideration by the Committee.

The jurisdiction of the Appeals Committee in these cases is essentially procedural and does not extend to the substantive merits of the case. It judges whether the appropriate procedures have been followed, whether all pertinent evidence was considered, and whether inappropriate evidence or considerations, including anything that might constitute a violation of academic freedom, contributed to the decision.

Upon receipt of a request to consider a complaint, the Appeals Committee shall grant the request if the asserted particulars are deemed by the Committee to fall within its jurisdiction and if they seem serious on their face. If the request is not granted, the complainant shall be so notified and informed of the reasons in writing.

In considering a complaint, the Appeals Committee shall examine all materials and evidence considered by the Advisory Committee and/or the department involved, and may consider any other pertinent evidence, including written and oral statements from members of the Advisory Committee, from the department involved, or from other involved parties.

The Appeals Committee shall report its findings, opinions, and recommendations to the President in writing and shall arrange for copies of its report to be supplied to the Advisory Committee, to the department, and to the Faculty member involved. Its recommendation may call either for no further action or—if procedural irregularities, incomplete evidence, or inappropriate considerations are deemed to have figured substantially in the decision—for a review of the entire case, on its merits, by the President and the Advisory Committee.

The Advisory Committee may, as part of that review, return the case to the department, without prejudice.

If the President rejects the report, the President shall state the reasons for so doing in writing to the Appeals Committee and to the parties involved. In either eventuality, a rejection of the Appeals Committee's report or the completion of a recommended review by the Advisory Committee, the President shall report the entire case to the Education Committee of the Trustees.

K. Violation of Academic Freedom in Absence of Decision on Reappointment or Tenure

If a Faculty member believes that his or her academic freedom has been violated and if the alleged violation does not occur as part of a personnel decision, such as one on reappointment or tenure, the following procedures are available to that Faculty member:

1. The aggrieved Faculty member may pursue informal channels to resolve the grievance, consulting with the Ombudsperson, Affirmative Action Officer, Chairs of departments, Dean of Faculty, and/or any other Faculty member.

2. If the aggrieved Faculty member chooses to pursue formal channels, assuming no use of informal ones or unsuccessful resolution of the grievance through them, he or she may file a petition of grievance with the Chair of the Faculty Conference Committee.
The Conference Committee shall select three Faculty members who are not members of the
Conference Committee, Committee on Appeals, or Advisory Committee on Appointments,
Reappointments, and Promotions to serve on a Hearing Board.

The filing of a petition of grievance does not automatically entail that the full case or any
particular part of it will be heard by the Hearing Board. In every case, the Hearing Board shall
determine whether any of the allegations, if substantiated, would warrant or require any remedial
action or relief and, if so, whether the petitioner has cited credible evidence in support of his or
her allegations or complaint. The complainant's petition should be sufficiently specific and
extensive to inform the Board adequately on these points. A petition deemed by the Board not to
warrant a formal hearing shall not be heard. The Board may also decide not to hear a petition
that is premature or unduly late. The decision not to hear a case shall be communicated in
writing to the President of the College, to the Dean of Faculty, and to the immediate parties to the
case. The Hearing Board may request clarification or additional information or evidence before
ruling on the sufficiency of a petition, but this decision, whether affirmative or negative, shall be
final and unreviewable.

**General Procedures of the Hearing Boards**

Each Hearing Board shall choose its own chair. Every effort shall be made to conclude hearings
in a timely manner. Proceedings shall not be governed by strict rules of evidence. Parties shall
be allowed a reasonable period to prepare and state their case and to present evidence and
testimony, subject to the authority of the Chair to bar testimony that is dilatory or not germane to
the case. Parties named in a complaint shall have a reasonable opportunity to respond to all
charges brought against them. Any party to a grievance hearing may be accompanied by a
colleague from the Faculty or administration as an advisor, but participation in such proceedings
is restricted to the parties, witnesses, and members of the Hearing Board, subject to exceptions
explicitly authorized by the Chair. To protect confidentiality and to promote free and open
discussion, hearings shall be closed unless the parties agree in writing to some other
arrangement, subject to approval by the Chair. The Board is authorized to request the
appearance and testimony of any member of the Mount Holyoke community. Though the Board
has no power to compel compliance, it is expected that any such request will be honored.

Where the Hearing Board discovers no violation of academic freedom, it need not recommend
any remedial action. If it finds a violation of academic freedom, it shall recommend a remedy or
remedies for the violation. At the conclusion of a case, the Hearing Board shall prepare a written
summary of what it judges to be the central issues involved and a statement of its
recommendations. This document shall be sent to the President of the College, to the Dean of
Faculty, and to all of the principal parties to the case, modified as necessary to protect
confidentiality or to reflect the varying ways in which parties may have been involved in the case.
The President shall receive a complete statement of the Board's summary and
recommendations.

The President shall respond in a timely manner to the hearing Board's recommendations,
informing the Board and all of the principal parties to the case of her intended actions, if any.

Where the President is named as a party to a case that has been heard by a Hearing Board, that
Board shall transmit its summary and recommendations to the Board of Trustees of the College.

**Access to Information**

Almost every grievance, whether addressed informally or formally, presents a tension between a
complainant's right to know and the institution's need to protect the confidentiality of certain
information and deliberations. Blanket provisions flatly favoring one side or the other appear to
be both unnecessary and ill-advised. Rather, questions of access should be resolved by
attending to the conflicting interests in specific cases. As a general rule, however, a complainant
has no right to the confidential communications of colleagues whether as individuals or as
members of a department or a College committee.
On the other hand, if a Hearing Board is to make an informed decision and recommendation in a disputed matter, it must have access to all pertinent information, including for example a department's minutes or other records if pertinent to a complaint of violation of academic freedom. Where the Hearing Board, as a result of its greater access to confidential information, discovers grounds for remedial action that may not appear in the complainant's petition, the Board shall make findings and recommendations that appropriately take into account those discoveries.

**Appeals Stage**

After receipt of the notice of the decision of the President (or of the Board of Trustees), if the complainant or the respondent to a complaint feels that the decision was not based adequately on information or reasoning or was reached through improper procedure at any level, he or she may request the Committee on Appeals to review the decision. This request must be submitted within two weeks of receipt of the notice of decision from the President (or Board of Trustees).

Similarly as in the case of the Hearing Board, the Appeals Committee may decide that the petition of the one requesting a review is such that the case does not warrant a formal hearing by the Committee, whose decision on this matter shall be final and unreviewable.

The customary procedures of the Appeals Committee, as stated in Faculty Legislation, SECTION ONE, IV.E.2.e. "The Committee on Appeals," shall apply with respect to the composition of the Committee, including disqualification or removal of a Committee member and, where necessary, selection of a substitute member.

Procedures of the Appeals Committee in hearing the case shall be similar to those of the Hearing Board specified above.

At the conclusion of its review, the Appeals Committee shall report its findings, opinions, and recommendations to the President and shall arrange for copies of its report to be supplied to the Dean of Faculty and to all of the principal parties to the case, modified as necessary to protect confidentiality.

The President shall respond in a timely manner to the Appeals Committee's recommendations, informing the Committee, The Dean of Faculty, and all of the principal parties of her intended actions, if any. Those actions shall be final. Where they differ from those recommended by the Appeals Committee the President shall state the reasons for differing in writing to the Appeals Committee, to the Dean of Faculty, and to the principal parties.

Where the President is named as a party to a case, the Appeals Committee shall transmit its report to the Board of Trustees of the College, whose actions shall be final.

L. **Termination of Appointments and Dismissals**

A. **Termination of Appointments**

Termination of an appointment with tenure, or of a special or probationary appointment before the end of the term specified in the appointment, may be made by the College only for adequate cause.

If termination takes the form of a dismissal, it will be pursuant to the procedure specified in sub-section B [Dismissal Procedures]. Where termination of appointment is based upon financial exigency or bonafide discontinuance of a program or department of instruction, sub-section B [Dismissal Procedures] will not apply, but Faculty members shall be able to have the issues reviewed by the Appeals Committee, with ultimate review of all controverted issues by the Trustees. In every case of financial exigency or discontinuance of a program or department of instruction, the Faculty member concerned will be given notice as soon as possible, and never less than 12 months' notice, or in lieu thereof will be given severance salary for 12 months.
Before terminating an appointment because of the abandonment of a program or department of instruction, the College will make every effort to place affected Faculty members in suitable positions in other institutions. If an appointment is terminated before the end of the period of appointment, because of financial exigency, or because of the discontinuance of a program of instruction, the released Faculty member’s place will not be filled by a replacement within a period of two years, unless the released Faculty member has been offered reappointment and a reasonable time within which to accept or reject it.

Termination for medical reasons of a tenure appointment, or a non-tenure or special appointment before the end of the period of appointment, will be based upon clear and convincing medical evidence which shall, if the Faculty member so requests, be reviewed by the Advisory Committee before a final decision is made by the Trustees on the recommendation of the President.

B. Dismissal Procedures

Adequate cause for a dismissal will be related, directly and substantially, to the fitness of the Faculty member in his or her professional capacity. Dismissals will not be used to restrain Faculty members in their exercise of academic freedom or other rights of American citizens.

Dismissal of a Faculty member with tenure, or with a special or probationary appointment before the end of the term specified in the appointment, will be preceded by: (1) discussions between the Faculty members and the President looking toward a mutual settlement; (2) informal inquiry by the Advisory Committee which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the President; (3) a statement of charges, framed with reasonable particularity by the President or her delegate.

A dismissal, as defined above, will be preceded also by a written statement of reasons, and the individual concerned will have the right to be heard initially by the Appeals Committee. A member of the committee will remove him- or herself from the case, at the request of either party or on his or her own initiative, if the committee member deems him- or herself disqualified for reasons of bias or interest. Temporary vacancies so created will be filled from the list of previous members of the Appeals Committee or, if they are unavailable, from previous members of the Conference Committee, with selection by lot.

(a) Service of notice by hearing with specific charges in writing will be made at least 20 days prior to the hearing. The Faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the Faculty member waives a hearing, but denies the charges against him or her or asserts that the charges do not support a finding of adequate cause, the Appeals Committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.

(b) The committee, in consultation with the President and the Faculty member, will exercise its judgment as to whether the hearing should be public or private.

(c) During the proceedings the Faculty member will be permitted to have an academic advisor and counsel of the member’s own choice. The College administration will be represented by the President, her delegate or counsel, or by any combination of these.

(d) At the request of either party or of the Appeals Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.

(e) A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available to the Faculty member without cost to the member, at his or her request.

(f) The burden of proof that adequate cause exists rests with the College, and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

(g) The Appeals Committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
(h) The Faculty member will be afforded an opportunity to obtain necessary witnesses and
documentary or other evidence, and the President will, insofar as it is possible for her to do so,
secure the cooperation of such witnesses and make available to the Faculty member and the
Committee necessary documents and other evidence within the control of the College.

(i) The Faculty member and the administration will have the right to confront and cross-examine
all witnesses. When a witness cannot or will not appear, but the Committee determines that the
interests of justice require admission of his or her statement, the Committee may identify the
witness, incorporate any statement he or she may make into the record and if possible provide
for interrogatories.

(j) In the hearing of charges of incompetence, the testimony shall include that of qualified Faculty
members from this or other institutions of higher education.

(k) The Appeals Committee will not be bound by strict rules of legal evidence, and may admit
any evidence which is of probative value in determining the issues involved. Every possible
effort will be made to obtain the most reliable evidence available.

(l) The findings of fact and the decision will be based solely on the hearing record.

(m) Except for such simple announcements as may be required, covering the time of the hearing
and similar matters, public statements and publicity about the case by either the Faculty member
or administrative officers will be avoided so far as possible until the proceedings have been
completed, including consideration by the Trustees. The President and the Faculty member will
be notified of the recommendation of the Appeals Committee in writing and will be given a copy
of the record of the hearing.

(n) If the Appeals Committee concludes that adequate cause for dismissal has not been
established by the evidence in the record, it will so report to the President. If the President
rejects the report, she will state, within two weeks after receipt of the Appeals Committee's
report, her reasons for doing so, in writing, to the Appeals Committee and to the Faculty member
and provide an opportunity for response before transmitting the case to the Trustees. If the
Appeals Committee concludes that adequate cause for a dismissal has been established, but
that an academic penalty less severe than dismissal would be more appropriate, it will so
recommend, with supporting reasons.

C. Action by the Trustees

If dismissal or other penalty is recommended, the President will, on request of the Faculty
member submitted within two weeks of the date of the Appeals Committee's report or of the
President's written rejection of the report and her reasons therefore, whichever is applicable,
transmit to the Trustees the record of the case. The Trustees' review will be based on the record
of the committee hearing, and they will provide opportunity for argument, oral or written or both,
by the principals at the hearing or by their representatives. Such argument will take place before
either the whole Board or a designated committee of the Board. The recommendation of the
Appeals Committee will either be sustained, or the proceedings returned to the Committee with
specific objections. In the latter event the Committee will reconsider, taking into account the
stated objections and receiving new evidence if necessary. The Trustees will make a final
decision only after study of the committee's reconsideration.

D. Suspensions

Until the final decision upon termination of an appointment has been reached, the Faculty
member will be suspended, or assigned to other duties in lieu of suspension, only if immediate
harm to him- or herself or to others is threatened by his or her continuance. Before suspending a
Faculty member, pending an ultimate determination of the member's status, the President will
consult with the Advisory Committee. Suspension is appropriate only pending a hearing; a
suspension which is intended to be final is a dismissal, and is subject to the same procedures as
a dismissal. Salary will continue during the period of suspension.
E. Terminal Salary or Notice

If the appointment is terminated, the Faculty member will receive his or her salary or notice in the same fashion as in the case of a negative decision on reappointment or tenure. This provision for terminal notice or salary need not apply in the event of a finding of moral turpitude. On recommendation of the Appeals Committee or the President, the Trustees may, in determining what, if any, payments will be made beyond the effective date of dismissal, take into account the length and quality of service of the Faculty member.

F. Penalties Short of Dismissals or Suspension for Violations of Human Rights by a Faculty Member

If a Faculty member is found by the Affirmative Action Officer to have violated the human rights of a member of the Mount Holyoke College community under the procedures established in the most recent revision of the College's statement on "Individual Rights and Community Responsibility" and "Resolution of Grievances" (or equivalent documents) and if the Dean of Faculty (the Affirmative Action Officer for Faculty) has imposed, under those procedures, either of the following penalties, "Discussion and goal setting designed to stop the prohibited behavior..." or "Written directive placed in the individual's personnel file stating that the behavior must stop...", the same procedures for due process must be accorded the Faculty member as in cases of a penalty of dismissal or suspension (section 12 of "Faculty Rights II"). Procedures obviously applicable only to dismissals are not included in these procedures; in the case of a Faculty respondent who is appealing any of the above penalties, the "Right to Appeal" provided for in the "Statement" should be replaced by the appellate steps of the dismissal procedure in Legislation; nothing in this motion restricts the "Right of Appeal" of a grievant who disagrees with a decision.

III. Policies and Procedures Governing Non-Tenure-Track Appointments, Reappointments, Terminations and Dismissals

A. Procedures for Lecturers and Senior Lecturers in the Department of Physical Education and Athletics

Faculty hired for a position in the Department of Physical Education and Athletics are appointed with the status of Lecturer and are not eligible for tenure.

1. Lecturers in the Department of Physical Education and Athletics

Requirements for Initial Appointment as a Lecturer and Criteria for Reappointment

Initial Appointment – Two-year contract

New appointments at the Lecturer level will be made with a two-year contract. In exceptional cases, when a candidate has substantial previous experience, a new appointment may be for three years. The usual criteria for these appointments are as follows:

1. The minimum of a master's degree or equivalent experience in physical education or a related field.
2. Evidence of mastery in an area of specialization pertaining to the advertised position.
3. Successful experience as an assistant or head coach at an institution with high academic standards.
4. Successful experience in teaching courses aimed at developing lifetime sports and physical activities.
5. Strong recommendations supporting teaching and coaching effectiveness.
6. An appreciation for, and an understanding of, the philosophy of a NCAA Division III athletic program at a liberal arts college.

After a two-year appointment, Lecturers may be reviewed for a three-year appointment. Normally, Physical Education Faculty serve two three-year terms before becoming eligible for consideration for a five-year contract. The procedures by which Faculty will be reviewed for three-year contracts are described below:
Criteria for reappointment as a Lecturer with a three-year contract

1. Evidence of effective teaching, coaching and/or administrative responsibilities based on student evaluations and department Personnel Committee observation and evaluations.
2. Professional growth as demonstrated by further study in one's area of specialty (as well as one's teaching areas).
3. Evidence of contribution to the physical education and athletic professions at large.
4. Evidence of significant service to the department and the college at large which shows initiative, leadership, and a willingness to accept additional department and college responsibilities.

Department Personnel Review Committee

Each faculty member will have a four person review committee consisting of the Associate Athletic Director and three Senior Lecturers selected by the Chair/Athletic Director after consultation with the faculty member (candidate).

The Personnel Review Committee will meet annually, either to prepare an annual conversation/evaluation or to discuss reappointment. In a reappointment year, the personnel committee will consider all pertinent information, including any submitted directly by the faculty member under review. A vote regarding reappointment will be taken and recorded.

The annual conversation will include the Associate Athletic Director and one other personnel committee member chosen by the candidate. In order to provide the most current information for review the annual meeting will normally be conducted at the completion of the sports season. At this meeting the comments, suggestions, and assessments of the Personnel Review Committee will be relayed to the faculty member.

In a reappointment year, The Personnel Review Committee’s recommendation, negative or affirmative, including the vote, is transmitted to the Chair/Athletic Director, together with a full record of evidence pertaining to the evaluation criteria. The record should include dissenting views that any participant in the decision may wish to submit. If the committee’s recommendation is negative, the committee will be expected to share in writing the reasons that contributed to this decision. The faculty member then may request reconsideration and may prepare an additional statement and/or provide additional information for submission to the Chair/Athletic Director.

The Chair/Athletic Director reports her recommendation on reappointment to the Dean of Faculty and President who will make the final decision on recommendation.

Criteria for reappointment as a Senior Lecturer with a five-year contract

2. Senior Lecturers in the Department of Physical Education and Athletics

Normally, a Lecturer who has served two-three year terms will be eligible for consideration for advancement to a five-year appointment.

The criteria for such an appointment will be the same as those described above for three-year appointments. The review procedure for an initial five-year contract parallels the College’s tenure review procedures. In particular, the Personnel Review Committee will solicit evaluations from relevant people outside the College and the candidate will submit a statement that is both retrospective and prospective.

If the Lecturer is recommended for the reappointment at this time, and if the recommendation is approved by the Dean of Faculty and President, following the recommendation of the Department Chair/Director of Athletics, he or she will receive a five-year contract and promoted to Senior Lecturer. Subsequent reappointments will be evaluated by the same criteria used for the initial five-year contract.
Reviews for Senior Lecturer status will ordinarily take place no later than the fall of the seventh year of employment at Mount Holyoke College. Senior Lecturers in five-year contracts will normally receive at least a full year's notice if they are not to be offered reappointment. In cases where review in the penultimate year of a contract does not result in adequate notice a terminal one year contract may be issued.

**Procedures for reappointment for subsequent five-year contracts for Senior Lecturers**

Reappointment reviews following the initial five-year appointment will not normally require the solicitation of reviews by experts outside the college, but do require a candidate statement. The statement should review the first five years and include the goals and expectations for the next five years. Subsequent five-year appointments will be granted to Senior Lecturers who continue to meet the established criteria.

Senior Lecturers will be scheduled for annual conversations in year two and four of their five year contract. This is instead of annual conversations every year. In the event that issues or problems arise, it is the prerogative of the Chair/AD to schedule annual conversations on an annual basis as needed.

The Personnel Review Committee will complete its review for subsequent five-year contracts in the fall of the fourth year of the contract period. Senior Lecturers will not normally have reciprocal review responsibilities for each other. If at any time the configuration of the department precludes any qualified department colleagues from serving on a personnel review committee, the Department Chair/Director of Athletics will make a recommendation in consultation with the Dean of Faculty and President. Should circumstances warrant, the Chair/Director of Athletics, Dean of Faculty, and President reserve the right to reappoint a Senior Lecturer to a shorter term than five years.

A Senior Lecturer who is not reappointed may petition the President and may request consideration from the Appeals Committee. The general procedures in Faculty Legislation governing appeals shall apply in such cases. (See Faculty Legislation, Appeals: Reappointment and Tenure, p. 61)

**3. Procedures for appointment and reappointment of the Associate Director of Athletics/Lecturer in Physical Education and Athletics**

Candidates for the position of Associate Director of Athletics will be screened by a department search committee chaired by the Chair/Athletic Director that includes at least three other lecturers in the department.

The Associate Director of Athletics will have an initial three year contract, followed by one year annual appointments. During the initial three-year appointment, the Associate Director of Athletics will be evaluated in May or June of the second year by a personnel committee chaired by the Chair/Athletic Director and composed of three additional faculty members selected by the Chair/Athletic Director. The review will consider including student evaluations, solicited feedback from department members and any other information deemed appropriate. All comments, suggestions, and assessments of the personnel committee will be relayed to the Associate Director of Athletics in a meeting with the Chair/Athletic Director. Thereafter, the Associate Director of Athletics will be evaluated under these procedures every four years, although the Chair/Athletic Director will conduct reviews and conversations on an annual basis.

**4. Chair of Physical Education/Director of Athletics Review Committee Procedures**
The Chair of Physical Education/Director of Athletics will be reviewed annually by the Dean of Faculty or President and every five years by the department. In the latter case, The Personnel Review Committee for the Chair/Athletic Director will be composed of five members selected by the President, in consultation with the Dean of Faculty and consist of the Faculty Athletic Representative (FAR), one tenured member from outside the department and three Senior Lecturers from the Department of Physical Education and Athletics. The tenured faculty from outside the department will be chosen by the President in consultation with the Dean of Faculty and the Chair/Athletic Director. The Chair of the Personnel Review Committee for the Chair/AD will be selected by the President and will either be the FAR or the tenured member of the faculty selected to serve on the review committee. The Senior Lecturers selected will not be permitted to serve consecutive review periods.

The Personnel Review Committee will invite all members of the Department of Physical Education and Athletics to write commenting on the performance of the Chair/Athletic Director. All letters must be signed and will be held only by the Personnel Review Committee, Dean of Faculty and President. The Personnel Review Committee will prepare a written report for the Dean of Faculty and President and will make their recommendation regarding reappointment. The final decision regarding reappointment will be the responsibility of the Dean of Faculty and President. The Dean of Faculty and/or President will be responsible for sharing the comments from the review committee with the Chair/Athletic Director. Every effort will be made to rotate responsibility for serving on the Personnel Review Committee for the AD among eligible members of the department.

If at any time the configuration of the department precludes the necessary minimum of three qualified department colleagues from serving on a personnel review committee, the Dean of Faculty will in consultation with the AD appoint a suitable committee.

Department Search Committee

The Department Search Committee will evaluate all candidates for initial appointments and will consist of the Chair/Athletic Director and a minimum of three additional department faculty.

5. Coordinator of Physical Education

The Coordinator of Physical Education is appointed from the Senior Faculty by the Chair/Director of Athletics, in consultation with the Dean of Faculty. The Coordinator, who normally serves a three year term, oversees the Physical Education class schedule, chairs the department curriculum committee and administers matters pertaining to the Physical Education curriculum.

B. Procedures for Lecturers in Academic Departments

Lecturers and Senior Lecturers are continuing positions outside the tenure-track that involve at least half-time teaching in an academic department or program.

1. Obtaining a lectureship position

Departments wishing to obtain a lectureship position must apply in writing to the Dean of Faculty and the Academic Priorities Committee for such a position, providing good reasons why a lectureship is appropriate, and why it is more appropriate than a tenure-track position for their needs. Procedures for recruitment and appointment will follow procedures for tenure-track faculty.

Specification of the position

The department must outline, in a written document to be given to the lecturer at the beginning of the first contract, and filed with the Dean of Faculty, the lecturer’s duties and responsibilities, including teaching load, and the nature and levels of courses to be taught. Any subsequent changes must be negotiated with the department, the Dean of Faculty, and the individual.
2. Trajectory of the position

1. (a) three one-year contracts; (b) two three-year contracts; (c) five-year contracts thereafter. While a department may receive permission to do the initial hire at any level (with the advisory committee involved in all new five-year hires), no department may rehire an individual indefinitely at the level or one- or three-year contracts. (For example, an individual lecturer who is rehired after three one-year contracts must be rehired for a three-year contract, or dismissed.)

2. An individual is accorded the status of lecturer through the second three-year contract and attains the status of senior lecturer at the beginning of the first five-year contract. No individual's trajectory in a given department may be reversed by a department or the Dean of Faculty (for example, a lecturer who is awarded a three-year contract cannot, in future years, be given a one-year contract in the same department). Three-year contracts must be reviewed by the Advisory Committee in the third year, and five-year contracts in the fifth year. At the same time, of course, a department may decline to recommend for renewal a contract when it comes up for review.

3. The department must specify to the candidate and Advisory Committee on Appointments, Reappointments, and Promotions, in writing, their general criteria for reappointment, procedures of evaluation, and materials required for the assessment of lecturers at every new stage of the appointment. The department also must clarify the relative importance it accords teaching, scholarship, and service in its evaluation of lecturers, and what type and degree of scholarly development it requires. Lecturers must be accorded annual conversations with their departments to review their performance. Deadlines for submission of material in preparation for all reviews must be given to the lecturer with sufficient advance notice. The review at the first five-year appointment stage will require previous letters of reappointment, annual conversation records, teaching evaluations, a five-year plan, possibly outside evaluations, and a letter from the department. Thereafter the five-year review may be less extensive. The assessment of the lecturer and senior lecturer is conducted by the department, Dean of Faculty, and Advisory Committee, with serious involvement by the Advisory Committee at the three- and five-year stage.

3. Guidelines for responsibilities

Lecturers on one-year contracts ordinarily will not sit on any committee, supervise independent/honors work, or advise students. Lecturers on three-year contracts may sit on department committees, advise majors and non-majors, and, if they choose, supervise independent/honors work, but ordinarily will not sit on College committees.

Senior lecturers may stand for election and/or accept appointment to college committees, as well as serving on department committees. Departures from these guidelines, where appropriate, should be negotiated between the individual and the department in consultation with the Dean of Faculty and then specified in writing.

When it relates to their area of expertise, senior lecturers should be asked for their counsel on searches and hiring, may vote on new hires, and should be consulted by the chair or another senior member of the department about candidates up for reappointment, promotion, and tenure. However, senior lecturers may not vote on reappointment, promotion, and tenure for any tenure-track faculty. With the exception of Physical Education, senior lecturers also may not be assigned executive or administrative responsibility for any matter related to personnel, including conducting annual conversations, orchestrating searches, and overseeing reappointment, promotion, or tenure cases.

4. Awards, benefits, and compensation

In general, awards, benefits, and compensation policies will parallel those for other faculty, pro-rated in accordance with the Lecturer’s FTE.

5. Grants and Fellowships

Lecturers may apply for conference travel money and faculty grants and fellowships on the same basis as tenure track faculty.

6. Sabbatical/Scholarly Leave
Lecturers in the one- or three-year contract phase are not eligible for paid sabbatical leave.

Senior Lecturers may occasionally be granted sabbatical, upon recommendation of the department chair and with approval of the Dean of Faculty. Requests for sabbatical leave will be evaluated on the strength of the proposal for scholarly work.

Senior Lecturers are eligible upon promotion to apply to the Dean of Faculty for their first sabbatical, either in the first year of their first five-year contract or after six years of service, if they were first hired at the three- or five-year stage. Senior Lecturers may apply for subsequent sabbaticals at the same intervals as those specified for tenured faculty (pro-rated in accordance with their FTE). However, there can be no guarantee that such leaves will be invariably possible.

7. Faculty Housing

All lecturers are eligible for college housing through the first year of their first 5-year contract. All senior lecturers are eligible for the same college mortgage privileges as tenured faculty.

8. Salary

Salary changes (e.g., annual increases and promotion bonuses) will normally parallel the changes for faculty in the tenure-track and tenured ranks.

9. Health and retirement benefits

Lecturers are eligible for medical benefits, sick leave and coverage for major disabilities, defined contribution retirement annuity plan, and insurance. Senior lecturers are eligible for the phased retirement plan provided they have been at that level for a minimum of ten years, or have been on the lecturer track for a minimum of fourteen years.

C. Visiting Faculty

Visiting faculty members are individuals appointed to the teaching faculty to replace faculty members on leave, or to offer courses in an area not presently covered in order to gauge student and faculty interest in making a continuing commitment to that area, or to meet other short-term curricular needs.

Visitors may be appointed at any of the ranks: Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, Visiting Lecturer, and Visiting Senior Lecturer. Visiting Instructor is normally used for those without a terminal degree.

1. Length of Appointment

Visiting faculty members teach for a specified term, ranging from one semester to three years. Some appointments are or may become renewable, but normally no visiting appointment may extend longer than six years (or, for part-time visitors, the equivalent of six full time years). Visiting appointments are short-term additions to, or short-term replacements for, tenure-track and tenured positions. Individuals who hold, or have held, visiting appointments are always welcome to apply for announced tenure-track positions. Prior status as visitor confers neither advantage nor disadvantage to their candidacy.

2. Course Load and Benefits Eligibility

Visiting appointments may be full- or part-time. A full-time load for a visitor will be determined by the department and the Dean of Faculty, depending on the hiring department’s expectations about advising and other responsibilities beyond teaching. Any such expectations are to be made clear by the time of appointment. Positions that are more than half-time are eligible for benefits.

D. Language Instructors
Language Instructors are renewable term positions outside the tenure-track that involve at least half-time teaching in an academic department or program.

1. **Obtaining a Language Instructor position**

Language Instructor positions are granted by the Dean of Faculty upon written request from a department or program.

**Specification of the position**

The request must specify teaching load and the courses to be taught. Language instructor positions shall normally be granted only to individuals who have already taught successfully in a visiting position for three years or more.

2. **Trajectory of the position**

A Language Instructor has a two-year term appointment, renewable indefinitely pending review by the Advisory Committee in the second year of the first contract term. Subsequent reviews will take place every other year and the department will submit its recommendation for renewal or termination to the Dean of Faculty. Criteria for renewal are the College’s continuing need for the position and the incumbent’s teaching effectiveness. A successful review leads to another two-year term appointment. An unsuccessful review results in a one-year terminal appointment.

3. **Guidelines for responsibilities**

In addition to their own courses, Language Instructors may participate in other teaching activities of their department or program. They do not serve as academic advisors, do not supervise independent study or honors work, and do not serve on College committees. They do not participate in the personnel activities of their department or program (searching, hiring, and reviewing).

4. **Awards, Benefits, and Compensation**

The College offers the standard conference travel allowance to Language Instructors for conferences related to their pedagogy. Because scholarly work is not expected or supported, Language Instructors are not eligible to apply for faculty grants and are not eligible for sabbatical leave.

**IV. Classification, Procedures and Criteria for the Organization, Appointment and Promotion of Librarians**

**Preamble**

Mount Holyoke College librarians (those holding graduate library degrees or other appropriate professional credentials) are Trustee appointments. They are partners with the teaching Faculty in their support of the instructional program of the College through the selections, acquisition, organization, preservation, and interpretation of the institutional resources it is their responsibility to manage. They serve the research and informational needs of Faculty, staff and students by providing access to resources both within the institution and beyond. In acknowledgement of this relationship to the instructional goals and scholarly mission of the institution, the College has recognized the Librarians as a separate academic unit falling within the purview of the Dean of Faculty and administered by the Director of Library, Information, and Technology Services and College Librarian. The College has approved the following policies and procedures for the organization and internal administration of the professional members of the library staff.
The Mount Holyoke statement reflects most of the essential elements of the policies adopted by the Association of College and Research Libraries (a division of the American Library Association) and endorsed by the American Association of University Professors and the Association of American Colleges & Universities – especially as stated in the documents: Standards for Faculty Status for College and University Librarians; Model Statement of Criteria and Procedures for Appointment, Promotion in Academic Rank, and Tenure for College and University Librarians; and Standards for College Libraries.

NOTE: Librarians hired after February 2010 will follow Conditions of Employment and Benefits per the Staff Handbook. Librarians grandfathered in Spring 2010 will continue to follow guidelines in this section, and updated LITS procedural documents, as long as they remain employed at LITS, subject to the Board’s continuance of the benefits described and subject to the general authority of the Board.

A. Appointments, Reappointments and Promotions

The terms and conditions of every appointment shall be stated in writing by the Director of LITS and College Librarian, and confirmed by the official letter of appointment from the President. Copies of all relevant documents relating to conditions of employment and a copy of the Handbook of Faculty Legislation and Related Information shall be given to the Librarian at the time of initial appointment.

1. Recruitment and Initial Appointments

The Director of LITS and College Librarian will appoint a search committee of Librarians and teaching faculty. This committee will initiate the search, screen the candidates, participate in the interview process, and make recommendations to the Director of LITS and College Librarian for appointment. The committee will solicit views from other library staff, students, and other members of the College community as appropriate.

Initial appointments are for one year. Subsequent appointments are outlined in Section 4 below. There are 4 levels or ranks of Librarian (further explained in Section B. 3. below) with Librarian I being the typical entry level. The Director of LITS and College Librarian, in consultation with the Dean of Faculty and other Librarians as appropriate, will determine placement at appropriate levels. Consideration will normally be given for duration and quality of prior experience.

2. Reappointments and Promotions

Librarian Review Committee

The Librarian Review Committee will evaluate professional Librarians for all reappointment and promotion decisions, and will make recommendations to the Director of LITS and College Librarian and to the Dean of Faculty and President. The Committee will consist of three Librarians with five-year appointments and the Director of LITS and College Librarian. Librarians with five-year appointments will serve two-year terms on a rotating basis.

In reviewing reappointments and promotions, the Committee will consider the Librarian’s self-evaluation statement, previous evaluations, and other supporting documents. The Committee will also solicit written statements from the Librarian’s department colleagues. In addition, the Committee will ask for comments from other Librarians, members of the library staff, faculty members, students, and other members of the College community as appropriate.

General Criteria

Librarians are responsible for the intellectual organization of information and providing access to that information for faculty, students, the Mount Holyoke community and, in some cases, the broader research community. Successful performance of this librarianship role in advancing the instructional goals and scholarly mission of the institution constitutes the prime criterion for reappointment and promotion. Within the boundaries of each individual position, Librarians will also be evaluated in light of their contributions in scholarship, teaching, and service. Following are examples of work that shows evidence of contributions in these areas:
1. Librarianship. Understanding and applying the underlying concepts of information organization and retrieval; developing practices/methods that support and enhance the information literacy of the community; planning, initiating and executing projects (e.g. reorganizing the collection to improve access, designing web pages to facilitate research and teaching with our resources); solving problems and relating specific activities in the library to a broader library and information context and to the educational mission of the institution (e.g. devising and implementing a procedure to catalog internet/electronic resources effectively); coordinating and managing resources and people to ensure optimum access to information.

2. Scholarship. Performing collection development activities including evaluation and building of collections to support the curriculum and research needs of the Mount Holyoke community; creating guides or original catalog records; maintaining a high-quality catalog by researching for authority control and enhancing subject access to the collections; publishing (including locally) instructional manuals, research guides, or other research/curricular tools; preparing and presenting conference papers or other talks; publishing book reviews or other articles.

3. Teaching. Teaching research methods and information literacy concepts to individual researchers; giving workshops to classes or other groups; teaching courses; conducting internships; providing training in the use of information technology.

4. Service. Participating in Library, LITS, College, or Five College committees; actively participating in local, national or international library organizations; academic advising; writing and administering grants; participating in grant funded projects; working on local, national or international library projects.

Specific Criteria for Grade Levels

A Librarian’s academic preparation for appointment at any level is established on the basis of the appropriate terminal degree, most commonly a Master of Library or Information Science. The review of a candidate for reappointment or promotion should include not only the candidate’s knowledge and abilities in librarianship, but also the ability to relate the specific activities in the library to a broader library context and to the goals of the institution through his or her scholarship, teaching, and service. As one advances through the levels, the application of the General Criteria [Section B.2.] is increasingly strict, with the emphasis moving from potential to demonstrated abilities as outlined below:

**Librarian I:** Appointment at this rank will require expectation of successful overall performance and the potential for a promising career in librarianship. Librarians will be considered for promotion after no more than two full years at this level, at the time of reappointment to a three-year contract.

**Librarian II:** Appointment or promotion to this rank will require evidence of professional contributions in the areas of librarianship, scholarship, and teaching. At least two years of prior library experience is also required. Librarians will be considered for promotion after no more than five years at this level.

**Librarian III:** Appointment or promotion to this rank will require evidence of substantial contributions in the areas of librarianship, scholarship, teaching, and service. Attainment of a high level of skill within the Librarian’s particular field must be demonstrated. At least five years of prior library experience is also required. Librarians are generally not promoted beyond this level (see next Librarian IV).

**Librarian IV:** Appointment or promotion to this rank is exceptional rather than usual. It recognizes major administrative responsibilities or, in some situations, outstanding achievements in professional endeavors. At least seven years of prior library experience is also required.

**General Procedures and Timing**

The standard procedure for reappointment shall be for the candidate to write a letter of self-evaluation and give it to the Librarian Review Committee. The Librarian Review Committee (as explained in Section B. 1. above) will solicit comments, consider all the evidence provided and make a recommendation.
After an initial one year term, Librarians are normally reappointed for a second one year term, followed by a three year term and then to continuing five year terms (i.e. 1-1-3-5-5…). A review of the Librarian’s performance will be made at the time of each reappointment.

The timing of promotions through the Librarian Levels will depend upon the rank at which the candidate was originally appointed. Typically the reappointment to a 3 year contract will include a promotion from Librarian I to Librarian II and the reappointment to the initial 5 year contract would include a promotion from Librarian II to Librarian III. Candidates who were appointed at higher ranks, however, would not normally be considered for promotion until the time of their review for an initial 5 year contract.

The review process and recommendations on reappointment will normally begin in the fall and be completed by the early spring of the final year of the contract. Candidates will be given at least four full months notice if their contract is not to be renewed. In certain circumstances, a probationary or terminal appointment may be made.

B. Hours and Benefits

Hours. The work year is normally twelve months. The library work week is normally 37.5 hours.

Benefits

Vacations. Librarians accrue paid vacations at the rate of 1.66 days a month for a maximum of twenty working days during each of the first three years of employment; and at the rate of 2.5 days a month (except during paid leave) for a maximum of thirty working days of vacation for each year of employment thereafter. Vacations are pro-rated for appointments of less than one year. Vacation time accrued in one year cannot be carried beyond the end of the next accrual year.

Professional Development/Research Leave. Librarians at Level III or IV who have at least six years of service as Librarians at the Mount Holyoke College Library may apply for a sabbatical of up to four months with full pay and benefits. A preliminary proposal for a leave must be submitted in writing to the Director of LITS and College Librarian, at least twelve months prior to the date the sabbatical is to start.

If, after a discussion of the project with the applicant, and a review of staffing arrangements, the plan seems feasible, the College Librarian will request a formal letter of application with documentation of the project, and a statement of its benefit to the individual and to the Library. In some cases, the Director of LITS and College Librarian may ask for a committee of Librarians and faculty to consider the plan. The Director of LITS and College Librarian will convey his or her recommendation to the Dean of Faculty.

Mortgage. Librarians at Levels III and IV with at least six years of service at the College shall be eligible for the purchase of college owned houses and building lots, and the College mortgage plan.

Early Retirement. Librarians at Levels III and IV, with at least ten years of service at the College shall be eligible for the Voluntary Phased Retirement Plan.

Additional Benefits. Librarians at all levels are eligible for Faculty grants, travel allowances, medical benefits, sick leave and coverage for major disabilities, defined contribution retirement annuity plan, insurance, college housing, purchasing, moving expenses, recreational facilities, educational benefits and other such benefits as specified in this Handbook. They are also eligible for certain benefits, such as parental leave, as defined in the Staff Handbook.
SECTION EIGHT: FACULTY BENEFITS

I. Faculty Obligations and Salary Arrangements

A. Definition of "Year"

Members of the Faculty are engaged and paid on the basis of a twelve-month year. If any teaching member of the Faculty is asked to be on duty for a longer period than is customary with the present nine-month period of instruction, he or she will receive additional compensation.

Except for persons appointed for less than a full academic year, members of the faculty are paid in twelve monthly installments beginning in July.

Members of the Faculty are expected to remain at the College through Commencement. If extraordinary circumstances make it necessary to leave before Commencement, permission should be obtained from the President's Office.

Members of the administration with Faculty status are expected to be on duty eleven months of the year.

B. Concurrent Appointments

In accepting full-time appointment at Mount Holyoke College, members of the Faculty agree that during the regular academic year they will not carry teaching responsibilities at other institutions or in any program that is not under the direction of Mount Holyoke College except with the permission of the President or Dean of Faculty.

C. Salary Advance

For new members of the Faculty, checks will be prepared and sent to the particular department provided all the necessary tax and I-9 forms have been completed. Checks will be prepared for faculty who have not completed tax or I-9 forms, but cannot be released until the proper documents are completed. Faculty who have not completed all forms should contact the Human Resources Department.

D. Direct Deposit

Direct Deposit of payroll checks is mandatory. Arrangements for direct deposit of checks must be made at the Human Resources Department.

II. Faculty Grants

Faculty members may apply to the Faculty Grants Committee for funds for support of research and other creative activities.

https://www.mtholyoke.edu/deanoffaculty/current_faculty/fellowships_grants

III. Sabbatical and Other Scholarly Leaves

Sabbaticals, other scholarly leaves, and leaves of absence may be granted, upon recommendation of the department chair and with the approval of the Dean of Faculty, to tenure-track members of the Faculty. It is understood that the greater part of sabbatical and other scholarly leaves will be spent in study--in research, investigation, and writing.

Eligibility and Sabbatical Schedule

Tenured Associate and Full Professors may be granted a one-semester sabbatical leave after four years (eight semesters) of full-time teaching, or a year-long sabbatical leave after eight years (sixteen semesters) of full-time teaching, at full pay. However, there can be no guarantee that such leaves will be invariably possible.
Sabbatical leave will not be granted to individuals who do not have a valid scholarly program for the period of the leave, and/or who do not make a commitment to return to the College after the leave. Sabbaticals will also not be granted in the final year before retirement or to those faculty in phased retirement.

Applications for leaves should be made in writing to the Dean of Faculty and to the chair of the department, and must include a statement of intended academic projects. The College will ask for a report from the individual upon return.

**Junior and Post-Tenure Leave**

Assistant Professors may be granted their first sabbatical after three years (six semesters) of full-time teaching. This sabbatical will usually occur in the year following a successful reappointment review (that is, in the fourth year of employment at Mount Holyoke.)

Newly tenured Associate Professors may be granted their second sabbatical after three more years (six semesters) of full-time teaching. This sabbatical will usually occur in the year following a successful tenure review (that is, in the seventh year of employment at Mount Holyoke.)

After the Junior Leave and Post-Tenure Leave, faculty will follow the regular sabbatical schedule of a leave after four years of teaching (see Eligibility and Sabbatical Schedule).

**Sabbatical Benefits**

Faculty members on sabbatical leave at full pay will receive their normal College fringe benefits.

**Leave Without Pay (Scholarly Leave)**

Faculty members may apply to their department chair and the Dean of Faculty to take an additional semester of leave, without pay, to pursue scholarly work. This leave may be taken in addition to a paid sabbatical, or at times when a faculty member is not yet eligible for a paid leave. Such a leave will not count as time at Mount Holyoke in computing eligibility for sabbatical and tenure.

Leaves without salary for scholarly purposes will receive the same fringe benefits as Faculty on sabbatical leave, except that the College will make no contribution on their behalf to its retirement plan.

**Leave of Absence**

A leave of absence without salary may be arranged through consultation with the department concerned and with the Dean of Faculty. Such a leave will not count as time at Mount Holyoke in computing eligibility for sabbatical and tenure.

Faculty on leave of absence without salary for non-scholarly purposes are responsible for making their own arrangements for continuing fringe benefit coverage and ordinarily will be expected to pay the full cost of such coverage. In the absence of special arrangements, Mount Holyoke College life, health, dental, and disability insurance will terminate at the beginning of the leave. For further information, contact the Human Resources Department.
IV. Parental Leave

The Mount Holyoke College Parental Leave Policy provides for a paid leave of absence for eligible faculty who will be an equal or primary caregiver of the child. Aware that faculty schedules, research programs, and student learning do not conform well to the possible need for mid-semester parental leaves, the College has devised a paid parental leave policy specifically for faculty with the particular needs of faculty, students, and the College in mind. The College complies with all applicable laws. Indeed, the paid leave provided by this policy is intended to exceed the requirements of the federal Family and Medical Leave Act and Massachusetts Maternity Leave Act. Faculty members who are not eligible for this policy or those who voluntarily elect may avail themselves to the any unpaid leave entitlements they may have under the Family and Medical Leave Act and the Massachusetts Maternity Leave Act (see section on Federal and State Laws below).

Eligibility

Parental leave is available to members of the teaching faculty holding positions titled professor, associate professor, assistant professor, senior lecturer, or lecturer, and regardless of gender. To be eligible, faculty must make a commitment to return to work at the College at the end of the leave and affirm they are an equal or primary caregiver of the child.

Parental leave is also available to full-time visiting faculty starting in their second consecutive year of full-time service and who will be under contract with Mount Holyoke for the duration of the leave.

Only one leave is available per family per child if both parents are Mount Holyoke faculty members. For couples who wish to share parenting responsibilities equally, this leave could be split between two parents, taken as course reductions, with corresponding reductions in other responsibilities.

Policy

An eligible faculty member will receive a reduction of two courses to be taken either during a single semester or to be spread over two consecutive semesters without loss of salary or benefits. Parental leave must be taken within twelve months of the birth of a child or the placement of a child for adoption or foster care. In the case of multiple births or adoptions, an additional course reduction will apply for each additional child.

Parental leave should be requested as far in advance as possible and practical to allow for department planning. Additional information, including the Parental Leave Application and Faculty Affidavit, may be obtained from the Office of the Dean of Faculty.

Other Information

Semesters taken as parental leave will not be counted when calculating eligibility for sabbatical leave.

The tenure clock will be delayed for one year per birth or placement/adoption event when parental leave is taken unless the faculty member informs the Dean of Faculty otherwise.

When the faculty member is on approved parental leave, the College will make arrangements to cover essential teaching responsibilities.

Leave associated with medical conditions during pregnancy is distinct from parental leave and should be addressed as any other medical leave by notifying the Dean of Faculty.

To permit Human Resources to meet the College’s compliance and recordkeeping obligations, medical documentation will be required for leaves related to birth and other documentation will be required for leaves relating to adoptions.
Federal and State Laws

Faculty members who are not eligible for this policy or those who voluntarily elect may avail themselves to any unpaid leave entitlements they may have under the Family and Medical Leave Act and the Massachusetts Maternity Leave Act.

Information about entitlements provided by the federal Family and Medical Leave Act and about entitlements provided the Massachusetts Maternity Leave Act can be found on the Human Resource website.

V. Phased Retirement Program

Effective July 1, 2004, Mount Holyoke College offers one voluntary transitional retirement plan for tenured faculty. The phased retirement option is available for three years between ages 58 and 70. The College continues to consider 65 to be the normal retirement age.

Policy

The faculty member will receive a salary based on 50% of their full-time base salary. Annual salary increases will occur on the same percentage basis as full-time, active faculty of the same rank and full-time equivalent salary level.

The faculty member and the Dean of Faculty, in consultation with the department chair, will agree on a work plan for the term of the program. Components of such a plan will usually include half-time teaching, but exceptionally and at the discretion of the Dean of Faculty, may also include other work conducted for the benefits of the College. The workload may also include scholarly research, professional activities, on-campus consulting, or administrative work. At any time during the phased retirement period, the Dean of Faculty and the faculty member may mutually agree to revise the duties and responsibilities set forth in the plan.

Sabbatical leave may not be taken or earned during phased retirement.

Faculty in phased retirement are still required to submit annual activity and service summaries to the Dean of Faculty each year.

At the expiration of the phased retirement period, the faculty member will fully retire.

Eligibility

Only tenured members of the faculty are eligible to participate in the phased retirement plan. An eligible faculty member must apply to participate in the phased retirement program at the end of the fiscal year in which their 58th to 67th birthday occurs. The program will continue for a period of three years, but may not extend past the end of the fiscal year in which the faculty member reaches their 70th birthday. The death of the faculty member will terminate the program. At the expiration of the program, the faculty member will fully retire.

Benefits

The College will continue to make contributions to the College’s group health and life insurance plans on the same basis as for full-time faculty.

Contributions to the faculty member’s pension plan and to the College’s group disability plan will be made on the basis of their actual salary.

In addition, the faculty member may at any time during the phased retirement begin to withdraw amounts from their pension accumulations, so long as the pension account remains active. Contributions from the College will cease if the account is closed entirely.
Other Information

Faculty participating in the phased retirement plan may continue existing College mortgages until the original maturity date as provided in the mortgage documents; however, new mortgages will not be granted to those in the retirement programs.

Eligibility for children’s tuition benefits for study either at Mount Holyoke or other institutions continues during the period of phased retirement. Spouses and children of phased retirees may continue to attend individual courses at Mount Holyoke on the same basis as full-time active employees.

While the retirement plan has been designed with faculty members in mind, certain executive and administrative staff members are not precluded from considering this option. Staff members who wish to be considered for phased retirement must have at least 10 years of full-time service and have the prior approval of the appropriate Vice President. The President must approve participation in phased retirement plans by the Vice Presidents. Staff member participation in the phased retirement program will be approved only when it can be accommodated without negatively affecting the effective functioning of the department.

The program will be reviewed annually by the Finance Committee of the Board of Trustees and is therefore subject to change or termination at any time. Individuals already participating in the phased retirement program will not be affected by any change in the program made after their beginning date of participation.

VI. Travel Allowances

The Office of the Dean of Faculty provides an annual travel allowance for full-time faculty members traveling to conferences or professional meetings.

Faculty who are participants in professional meetings (persons listed in the official program as authors of papers or as composers of scores or as performers) is $1,750 per year. The maximum travel allowance for faculty who attend professional meetings without presenting is $1,250 per year. Faculty members may attend or participate in more than one professional meeting per year, but the total travel reimbursement for all conferences may not exceed the maximum allowance.

Reimbursement will be provided upon receipt by the Dean of Faculty of appropriate documentation, to include a copy of the program citing the paper or composition presented. Faculty traveling for the College will be guided by the Travel and Entertainment Policy, and questions regarding travel and reimbursement policy should be directed to Accounts Payable in the Office of Financial Services. Current policies can be found online at https://www.mtholyoke.edu/financial/travel_reimb.

VII. Medical Benefits

A. Accidents and Workers’ Compensation

All employees of Mount Holyoke College are covered by the Massachusetts Workers’ Compensation Insurance Law which provides for partial income replacement and the payment of medical expenses incurred due to injury or illness arising out of and/or in the course of the performance of their duties. Coverage is automatic upon employment, and the College assumes total insurance cost of this coverage. You should note that any expenses resulting from a work-related injury (hospital or physician's charges, prescriptions, etc.) should not be submitted to medical insurance carriers, but to the Human Resources Department.

Any injury, however slight, incurred at work, must be reported immediately to the department head and to the Human Resources Department for the future protection of the employee in the event that a seemingly minor injury later develops complications. If the injury is not immediately reported when it occurs, the employee's right to a future claim may be jeopardized.

(Also see Section VII, Sick Leave and Coverage for Major Disabilities.)
B. Group Health Insurance Plans Available

Mount Holyoke College offers a choice of three health care programs through Blue Cross/Blue Shield: HMO Blue, Blue Choice New England (POS), and Blue Care Elect (PPO).

Membership in any of the plans is open to faculty and staff members working full-time or at least half time. The level of College contribution will be determined on the basis of an employee’s annualized FTE (full time equivalency - the percent of time a person works in relation to full time, fiscal year). Individuals must complete the required application at the Human Resources Department in order to be enrolled. Faculty and staff may transfer coverage from one plan to another during an open enrollment period held each spring with changes becoming effective on July 1. Other changes may only be made during the year if subscribers have experiences a ‘qualifying event’ (e.g., marriage, divorce, birth, death, loss of coverage).

Memberships in the group health insurance plans are normally effective on the first of the month following written application for membership of the Faculty member.

Eligible dependents under all three group health insurance plans include the employee's spouse or domestic partner and unmarried dependents. The revised health insurance coverage laws now permits us to provide coverage for dependents up the age of 26. Dependents who are mentally or physically incapable of earning their own living are eligible for coverage under a family plan with proof of disability.

C. Group Health Insurance Plan Provisions

Membership in any of the plans normally may be continued for an extended period under the COBRA Regulations once the participant leaves the employment of the College or no longer meets the College's eligibility requirements, provided the individual pays the full cost for the coverage, plus a 2% administrative fee. Specific details may be obtained in the Human Resources Department.

In the event that a dependent child loses eligibility for coverage under the group health insurance family plan, the subscriber may extend coverage, under the COBRA Regulations, by applying for an individual plan through Mount Holyoke College's group and paying the full cost as well as the 2% administrative fee for this coverage. Faculty and staff are reminded that if they fail to exercise their right to obtain health insurance coverage for their children whose coverage is terminated automatically according to plan requirements, they may risk substantial financial loss. Coverage may be extended beyond the 18 or 36-month period required by law, without interruption, by direct payment by the subscriber of appropriate premiums to the carrier, who will bill the individual directly.

Eligibility for Medicare, Parts A, B, and D, under the Federal Social Security Program occurs at age 65. Individuals should enroll in the Medicare Program within the three months prior to reaching age 65 to avoid possible long delays in the beginning of benefits. Employees who retire prior to age 65 are not eligible for Medicare coverage, even though they are receiving Social Security benefits, but may remain on the College’s group plan, if they are at least age 60 when they retire and have worked for the college for 10 years or more, until they reach age 65 by paying the full cost of coverage. Similarly, a covered individual’s spouse is not eligible until age 65, but may remain covered until they reach age 65 under the subscriber’s group family plan or under a single plan by paying the full cost of coverage. Upon enrollment in Medicare, individuals should inquire of the Social Security office personnel about the option of waiving Part B and D. If the individual is participating in one of the College’s health insurance plans, Medicare is the secondary provider of health care benefits. Blue Cross Blue Shield remains the primary provider as long as you are covered by the group plan.

Medicare will be the primary insurer for retirees upon reaching age 65.

Details on the benefits provided under the College’s group health insurance plans and costs to the subscriber for individual and family plan coverage, can be obtained from the Human Resources Department.
Health Benefits are reviewed annually by the Board of Trustees and are therefore subject to change.

The College also sponsors four group Medicare supplemental health insurance options including Blue Cross Blue Shield Managed Blue for Seniors and Medicare HMO Blue, Tufts Medicare Complement, and Tufts Medicare Preferred. Employees who retire from the College with at least 10 years of service and are 65 years of age or older are eligible to participate in these plans. Arrangements are made to pay the full premium through electronic fund transfer. A spouse/partner of a retired employee may also participate in these plans.

Although the College expects to continue to sponsor these group insurance options so long as similar coverage is not available to retirees on a non-group basis, it cannot guarantee that the coverage options will remain in effect.

D. Dental Insurance Plan

The College offers a group dental insurance plan with Blue Cross/Blue Shields' Dental Blue. The dental plan will cover 100% of preventative services and, after an annual deductible of $50 single/$150 family (three individual deductibles per family) is met, 80% of basic and 50% of major restorative services.

There is a $1,000 (per person) annual maximum for all coverages combined. Children are covered up to age 26. There are no waiting periods for any services.
For more information, including details of preventative and basic services, please refer to http://www.mtholyoke.edu/offices/hr/benefits or contact the Human Resources Department.

E. College Health Center

The Mount Holyoke College Health Service provides in-patient and out-patient care at the Pattie J. Groves Health Center. The Health Service is maintained primarily for the students. The Health Center will normally be closed when classes are not in session during the academic year and during the summer. Because of the tax-exempt status of the Health Center, patients there can be attended only by the College clinicians in their official capacities.

F. Flexible Spending Accounts

Mount Holyoke College offers two Flexible Spending Accounts, the Health Care Spending Account and the Dependent Care Spending Account. These two accounts let you use before-tax dollars to help pay for eligible out-of-pocket expenses. A booklet describing these accounts and how they work is available in the Human Resources Department.

VIII. Sick Leave and Coverage for Major Disabilities

The College pays full salary for the first six months; thereafter, if the Faculty member has enrolled in the Long Term Disability Plan, and is deemed totally disabled to the Long Term Disability insurance provider, a monthly income benefit is provided. Benefits would begin after 180 consecutive days of disability. You will be considered disabled and eligible for benefits if because of injury or sickness you cannot perform each of the material duties of your regular occupation; and after benefits have been paid for 24 months, you cannot perform each of the material duties of any gainful occupation for which you are reasonably fitted by training, education and experience; or while you are unable to perform all of the material duties of your regular occupation on a full-time basis, you are able to perform at least one of the material duties of your regular occupation or another occupation on a part-time or full-time basis; and your earnings are at least 20% less per month than your pre-disability earnings due to the same injury or illness.

The College provides a base long term disability benefit of 40% of your basic monthly earnings, to a maximum monthly benefit of $6,666. You may elect to increase your coverage by choosing one of the following options: 50% of your basic monthly earnings to a maximum monthly benefit of $8,333, or 60% of your basic monthly earnings to a maximum monthly benefit of $10,000, or 66 2/3% of your basic monthly earnings to a maximum monthly benefit of $12,000.
As long as you continue to meet the definition of disability, you would receive a benefit to the age of 65 if you become disabled prior to age 60. If you are disabled between ages 60-64, you will receive benefits for 5 years. If you are disabled between ages 65-69, you will receive benefits to age 70 but not less than 1 year. If you are disabled after age 70 you will receive 12 months of benefits.

You would not be eligible to receive a benefit if your disability is caused by a pre-existing condition which begins in the first 12 months after your effective date of your Long Term Disability coverage. A pre-existing condition is one for which you received medical treatment, care, or services, including diagnostic measures, or took prescribed drugs or medicines in the 3 months prior to your effective date of coverage.

An additional benefit will be payable to the College for deposit into your retirement program if you become disabled. If you are enrolled in the 40% plan, this benefit will be 8% of your salary to a maximum of $700 per month. If you are enrolled in the 50%, 60%, or 66 2/3% plan, this benefit will be 15% of your salary to a maximum of $2,500 per month.

While you are out totally disabled, your monthly income will be adjusted by 3%, once per year, for the duration of your disability. You will not have to pay your premium during the time you are receiving benefits.

If you have been disabled for 180 days and are receiving benefits and you die, a benefit will be paid to your survivors to help support them with immediate costs associated with the loss of your income. This benefit is equal to 3 times your gross monthly benefit and is payable to your spouse or domestic partner, children, or your estate.

Further information and application forms can be obtained in the Human Resources Department.

**IX. Group Life, Accidental Death, and Dismemberment Insurance**

The term life and accidental death and dismemberment coverage, which is available to full-time and at least half-time Faculty and staff, provides you with a flexible, comprehensive and convenient insurance option with a base plan provided by the College of 1 times your salary with a minimum of $15,000 to a maximum of $25,000. It also provides you with the option to purchase an additional amount of insurance purchased in increments of your salary up to a maximum of $500,000 in coverage. Rates are age-bracketed. Please contact Human Resources for specific rate information.

At age 65, the amount of life insurance coverage begins to decrease:

<table>
<thead>
<tr>
<th>Age</th>
<th>Amount of Coverage</th>
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<tr>
<td>at age 65</td>
<td>65% of the usual insurance coverage</td>
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<tr>
<td>at age 70</td>
<td>45% of the usual insurance coverage</td>
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<tr>
<td>at age 75</td>
<td>30% of the usual insurance coverage</td>
</tr>
<tr>
<td>at age 80</td>
<td>20% of the usual insurance coverage</td>
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The Accidental Death Insurance provides for double indemnity, i.e., the amount payable is the amount of your Life Insurance listed plus an identical amount for accidental death.

Participation in this Life Insurance Plan becomes effective on the first day of the month coinciding with, or the next month following the date of employment, if the employee completes the necessary application forms available in the Human Resources Department. No medical examination is required if a member of the Faculty or staff enrolls within 31 days after becoming eligible, except that Faculty have a three-month grace period if appointed July 1, so that no medical examination is required of such Faculty provided they enroll before September 30.

Participation terminates at once if the insured leaves the employment of the College, retires, or no longer meets eligibility requirements. The insurance can be continued, without a medical examination, if the participant elects to convert the Group Life Insurance to an individual policy at the Insurance Company’s regular rates and at the participant’s sole expense.
X. Defined Contribution Retirement Annuity Plan

Faculty are eligible for participation in the College’s Defined Contribution Retirement Annuity Plan with ING on the first anniversary of eligible employment with the College, if they are at least 21 years of age and, if teaching faculty, are teaching halftime or more. Staff employees who work at least 20 hours per week are eligible for participation on the first anniversary of eligible employment if at least 21 years of age. Participation is required on the first day of the month following one year of employment.

For purposes of eligibility, service immediately prior to date of hire with the employer with another educational institution that sponsors a retirement plan is taken into account if the employee was eligible to participate in the previous employer’s plan.

Those participating in the College Retirement Plan are currently required to contribute 5% of base salary over $2,500 a month (if any; equal to $30,000 in a calendar year) and may make voluntarily contributions in addition to the required percentage. The College contribution is 10.5% of regular base annual salary.

Newly-appointed Faculty who are eligible immediately upon employment because they bring a comparable retirement plan membership with them, or whose most recent prior employer was with a higher education institution, must complete the required forms available from the Human Resources Department. Participation will be effective on the first of the month following the date they do so.

Faculty eligible on the first anniversary of eligible employment, must complete the required application forms prior to the first of the month of their eligibility.

The participant’s contributions (if any) are paid by salary reduction and remitted to ING by the Human Resources Department. The plan provides full and immediate vesting for the participant in both the College contributions and individual’s contributions, if any.

Individuals may take advantage of the salary or annuity option plan (tax deferred annuity) under the Internal Revenue Law whereby a portion of the individual’s salary, whether voluntary or required by the College, is paid into the individual’s retirement policy through salary reduction, and that portion is not taxed currently by the Federal Government, but will be taxed instead as received from the annuity during retirement. This arrangement requires that the participant complete a salary reduction form available in the Human Resources Department and may not exceed maximums set by the Internal Revenue Service regulations. This option is also currently available under the Massachusetts Income Tax Laws, but is limited to that percentage of annual salary required by the College (if any) as the individual’s contribution to the retirement plan.

Participants may voluntarily contribute up to the annual maximum for the calendar year. Contact the Human Resources Department for a specific calculation.

College contributions to the participant’s annuity cease when active employment is terminated or when the participant ceases to be in a class of employees eligible for coverage. Individual voluntary contributions may be continued until retirement. Participants may retire and begin receiving annuity benefits under the phased retirement provisions as early as age 58.

In the event of the death of the participant prior to retirement, the full current value of the annuity accumulation, including the College’s contribution will be paid to the beneficiary named by the participant.

Post tax contributions can be made through payroll deductions to a Roth 403(b) retirement investment plan. This plan allows you to contribute after-tax dollars but then withdraw tax-free dollars from your account when you retire. Contributions to a Roth 403(b) are combined and applied toward the IRS limit for the particular calendar year. Contact the Human Resources Department for complete enrollment details and information.

Questions on retirement plan options should be directed to the Human Resources Department.

This benefit is reviewed annually by the Board of Trustees and is, therefore, subject to change.
XI. Faculty Housing and Mortgage Program

A. College Rental Housing

The College recognizes that it is mutually beneficial for Faculty to live near the center of campus life; consequently it owns and maintains rental properties in order to accommodate new Faculty relocating to the South Hadley area. It should be noted, however, that housing is the individual’s, not the College’s, responsibility. The Rental Housing Department makes known the housing that is available, but it does not assume the responsibility for finding housing for all new appointees. Housing policies and practices have been developed in cooperation with the Faculty Conference Committee and are reviewed periodically by that Committee.

The College owns a number of single and multiple family houses that are available for rent primarily to new, non-tenured Faculty and eligible members of the Student Services staff. Once those needs have been met, any remaining units may be available for a brief period to new Faculty who arrive with tenure and to new, eligible administrative staff.

The College’s rental housing program is administered by the Rental Housing Department at Amherst College (542-8506), which also administers rental housing programs for Amherst and Smith Colleges. A copy of the Faculty Housing at Mount Holyoke College (revised Spring 2001) brochure may be obtained from the Rental Housing Department or from the Associate Treasurer’s Office.

The Rental Housing Department will send an application form to all new appointees eligible for College rental housing only when so advised by the Dean of Faculty’s Office after their signed contracts have been received. In accordance with assignment procedures, the Rental Housing Department will offer College housing to eligible appointees. The applicant in turn notifies the Department of his or her interest, if any, and assignments are made.

New tenants are required to sign a lease agreement upon their arrival and before occupancy. The terms of the lease are binding and should be reviewed carefully. Moving from one rental housing unit to another is not permitted; however, exceptions may be made if a family has outgrown the unit originally assigned and other space is available.

All College housing is unfurnished; the College does not have either furnished units or furniture that can be rented. A few of the multiple family residences have coin-operated washers and dryers available. Generally, multiple family residences are equipped with stoves, but not with refrigerators. Single family residences have neither stoves nor refrigerators. Air conditioned residences are not available, nor is the College responsible for the installation or wiring of tenant-owned window air conditioners. Incoming tenants who are interested in purchasing appliances from a previous tenant may contact the Rental Housing Department.

If, after all appointments have been made, the College has rental housing still available, other non-tenured Faculty and staff not residing in College housing may apply for a short-term lease through June 30 of that fiscal year. Any remaining units not rented to College employees may then be offered to other individuals on a short-term basis through June 30 of that fiscal year.

Faculty members without tenure may remain in faculty housing until they receive tenure. Newly tenured Faculty members may remain in College housing for a maximum period of one additional academic year beyond that in which the tenure decision was made. New Faculty who arrive with tenure, professional librarians, and eligible administrative staff may remain in College rental housing for a maximum period of three years.

B. Mortgage Plan for Home Ownership

Full-time members of the Faculty with tenure-track, tenured, or senior lecturer appointments are eligible to apply for a shared appreciation mortgage (SAM) loan for their primary personal residence. Those who are eligible may be granted a mortgage loan to build or purchase a house in South Hadley. The SAM loan is a no-interest loan equal to 25% of the purchase price of a house, with the College retaining a 25% interest in any appreciation. When the property is sold, the College will be entitled to its original principal plus 25% of any capital gain.
For property financed by a SAM loan, major capital improvements of a nature that changes the market value of the property require the agreement of the College. Any change in the shared appreciation percentage will be based on the difference between the appraised value of the property before and after the improvement. The appraisals will be performed by a certified appraiser mutually agreeable to the College and the borrower at the borrower’s expense.

Refinancing is permitted for a Faculty member who is newly eligible for the program or if another home is being purchased. Refinancing may also be granted if major capital improvements are made to the property. In general, a major capital improvement must add significantly to the square footage and the value of the dwelling.

Each mortgage request is considered separately and is subject to review and approval by the Finance Committee of the Board of Trustees. A Faculty member’s ability to repay the requested mortgage loan will be confirmed before a loan will be granted. In addition, consideration will be given to the property’s location, size, condition and other factors that will affect the subsequent resale value of the property.

For mortgage loans subsidized by the College, continued employment with the College and the continued use of the home as the primary personal residence are conditions of the loan. SAM loans may remain in place following retirement from the College as long as the property continues to be the primary personal residence.

Repayment of a SAM loan has tax implications for the borrower. Based upon the amount of the SAM repayment, the term of the loan and the applicable federal interest rate in effect at the time the SAM was issued, the repayment of a SAM may result in taxable income to the borrower, and the borrower may also be entitled to a mortgage interest deduction. Faculty members should consult the Associate Treasurer for further information.

All mortgage loan terms are subject to periodic review and alteration by the Trustee Finance Committee.

1. **Conventional Mortgage Loan**

The College has an agreement with Sovereign Bank to provide mortgage loans to eligible faculty and staff. For mortgages of up to $209,900, the College will pay the interest differential between Sovereign’s market rate of interest and the prevailing long-term monthly compounded Applicable Federal Rate (AFR). However, to control volatility the subsidized interest rate will never be more than 1% above or below a twelve month rolling average of the AFR. For mortgages that exceed $209,900, the College’s subsidy on the excess amount will be equal to the difference between the market rate of interest and a rate equal to 140% of the AFR. The College will not subsidize non-conforming, “jumbo” loans. The current conforming loan limit is $417,000. The subsidized first mortgage program will not be offered after June 30, 2011. Amounts borrowed under the first mortgage program cannot exceed 90% of the fair market value of the property.

The maximum term of the interest subsidy is 25 years or to age 65, whichever comes first. The College subsidy constitutes a taxable benefit. However, the College will “gross-up” the amount of the subsidy to offset the tax consequences to the faculty member.

Repayment of the mortgage will be by direct charge to a bank account. The College’s subsidy will be deposited to that same bank account. The monthly mortgage payment will include an amount for escrowing real estate taxes, homeowner’s insurance and private mortgage insurance (PMI). PMI is only required when the amount borrowed, excluding a SAM, exceeds 80% of the property value.

2. **Shared Appreciation Mortgage (SAM) Loan**

The SAM loan is a no-interest loan equal to 25% of the purchase price of a house, with the College retaining a 25% interest in any appreciation. When the property is sold, the College will be entitled to its original principal plus 25% of any capital gain. This option is available only for the purchase of a primary residence within South Hadley.
For property financed by a SAM loan, major capital improvements of a nature that changes the market value of the property require the agreement of the College. Any change in the shared appreciation percentage will be based on the difference between the appraised value of the property before and after the improvement. The appraisals will be performed by a certified appraiser mutually agreeable to the College and the borrower at the borrower’s expense.

These terms are subject to periodic review and alteration by the Trustee Finance Committee. For more details and for information on current policy, Faculty members should consult the Office of the Associate Treasurer.

XII. Purchasing

A. Campus Store/Odyssey Bookshop

The Mount Holyoke College Campus Store offers a ten percent (10%) discount on all merchandise available at the Campus Store, except special orders, sale books, computer software and hardware, periodicals, discounted merchandise, stamps, health and beauty aids, food snacks, and beverages. The Odyssey Bookshop offers a ten percent (10%) discount on all books available at the Bookshop, except adopted textbooks (those currently being used in courses), special orders, sale books, “short discount” books, and periodicals.

B. Professional and Research Purchases

Faculty members may utilize the services of the College’s Purchasing Office to buy only those items of equipment, supplies, and services which are essential to the support of their research or professional work. The purchases may not be charged to a personal account, but must be paid for by cash or check at the time of delivery. Massachusetts Sales Tax, if applicable, will be added to the purchase price. Any questions may be addressed to the Purchasing Office.

C. Personal Lines of Insurance

The College has established a group insurance contract with Remillard Insurance Agency which will provide discounts on auto, homeowners, and other personal insurance. You can establish insurance policies with this group anytime during the year and may want to explore it as an option before your current policies expire. Contact the South Hadley office at 538-7862.

XIII. Moving Expenses for New Faculty

The Office of the Dean of Faculty will assist with moving costs for new faculty who must change their residence to accept employment at Mount Holyoke College. Faculty whose appointments are full-time and for at least one academic year will be reimbursed according to the following schedule:

- up to $750, if the move is less than 300 miles
- up to $1,000, if the move is over 300 miles, but less than 1,000 miles
- up to $2,000, if the move is over 1,000 miles, but less than 2,000 miles
- up to $4,000, if the move is over 2,000 miles

Requests for reimbursement of moving expenses, with full documentation of charges, should be submitted to the Dean of Faculty for approval of payment.

XIV. Recreational Facilities

A. Golf Course

Special privileges at the Orchard Golf Club are offered to benefits eligible employees. Mount Holyoke College ID is required. Call the Orchard Golf Club directly at 533-4653 for my details. These benefits are extended to College retirees.
B. Kendall Hall Sports and Dance Complex

The complex contains a weight/conditioning room, fitness center, aquatic center, indoor track and tennis courts, squash and racquetball courts, dance studios, and outdoor tennis courts. For current policy on access and membership, see the "Kendall Sport and Dance Complex Facility guidelines" brochure and the Kendall website: [http://www.mtholyoke.edu/athletics/kendall.shtml](http://www.mtholyoke.edu/athletics/kendall.shtml)

C. Equestrian Center

For information on the riding opportunities available to employees and their families, including fees for classes, private instruction and boarding of horses, call the Equestrian Center Director.

XV. Educational Benefits

For the purpose of administering benefits outlined in Sections A and B of Educational Benefits, "dependent" is defined in accordance with IRS regulations as: (1) a legal dependent child of the employee for at least two years prior to application, and (2) dependent child must still live at home with parent; parent must be responsible for at least 50% of child's finances, and (3) dependent child must be under age 24.

A. Study Privileges

Members of the Faculty and their spouses or same sex domestic partners and dependent* children may take one course (4 credits) per semester for credit at Mount Holyoke College on a space available basis and with the permission of the instructor. A waiver of this one course per semester limit may be granted in certain circumstances when the dependent child or spouse/partner will not be seeking a degree from the College. Tuition will be waived. Other employees of the College, whether full or part time, may, with the approval of the department head, enroll without tuition charge in one course (4 credits) per semester on a similar basis. Enrollment forms can be obtained at the Human Resources Department.

Spouses or same sex domestic partners of full-time Faculty with five years of service who apply and are accepted as Frances Perkins Scholars are eligible for full tuition waiver up to 8 semesters of study. Spouses or same sex domestic partners of part-time faculty with the equivalent of five years of full-time service to the College are eligible for full tuition waiver. A spouse, same sex domestic partner, or dependent child who is interested in exploring admission to Mount Holyoke College as a matriculating student is encouraged to inquire with the Admissions or Frances Perkins Office early in their studies. No more than 24 Mount Holyoke College credits earned prior to matriculation will be later applied to a degree.

B. Child Care and Tuition for the Children of Members of the College Community

1. Child Care

Child care facilities for infants through school-age children are available next to campus at the Gorse Children's Center at StonyBrook. The center is administered by Bright Horizons and gives admission preference to children of the Mount Holyoke community. For rates and policies, phone 413-533-9819.

2. Tuition at Mount Holyoke

Dependent* daughters of full-time Faculty and staff members are, or will become, eligible for a waiver of full tuition for up to 8 semesters at Mount Holyoke College, provided the full-time Faculty or staff member has five years of service, and the daughter is accepted as a full-time undergraduate day student. If dormitory rooms are available, the student may live on campus, in which case board and room charges must be paid in full. Daughters of permanent Faculty and staff members who meet the eligibility requirements described above, but are part-time (i.e. at least half -time), are or will become eligible for a waiver of full tuition provided the part-time employee has the equivalent of five years of full-time service to the College. Requests for the tuition waiver may be made by addressing a letter to the Human Resources Department.
3. Tuition Exchange Scholarship Program

The Tuition Exchange Scholarship Program is a program of reciprocal tuition remission between participating colleges and universities. As a participating institution, Mount Holyoke College must manage its utilization of the Tuition Exchange Program so that we maintain a reasonable balance between the number of dependent children of Mount Holyoke College employees who receive scholarships at other Tuition Exchange schools (exports) and the number of students who attend Mount Holyoke College on exchange (imports). Those Mount Holyoke College employees eligible to apply for a tuition exchange (TE) scholarship should understand that receipt of a grant is not guaranteed; and that each college and university has its own criteria for awarding TE scholarships. The most current listing of member institutions is contained in the Tuition Exchange pamphlet.

Dependent* children of Faculty and staff who hold at least one-half time appointment and have the equivalent of five years of full-time service at Mount Holyoke are eligible to apply for the program. Eligibility for Tuition Exchange does not guarantee a scholarship, only the right to apply for one.

Each year, the College will conduct a review of the 3-year rolling history of TE import/export experience. This review will consider the historical yield of both imports and exports and will ultimately determine the number of scholarship applications which the College can submit in the subsequent academic year in order to maintain a reasonable balance between import and export TE scholarships.

The deadline for applications is December 1st of each year. Application received after that date till NOT be considered.

If there are more applications for scholarships than can be accommodated in any year that are submitted by the December 1 deadline, the determination of which scholarship applications will be submitted to the TE Scholarship Program will be made on a combination of the employee’s seniority (length of benefits-eligible service) and whether the child for whom the employee is applying for a scholarship is the first, second, third, etc., child to apply. For first children, priority consideration will be given strictly based on seniority. For second, third, etc., children applying for scholarships, employees will be given similar consideration of overall seniority if the employee has additional service, proportional to the number of children for whom they have received or are applying to receive, tuition benefits, (e.g. first child-5 years of service, second child-10 years of service, third child-15 years of service, etc.).

If the number of applicants at a level of seniority exceeds the available scholarships, selection within that group will be by lottery. A selection committee composed of the Director of Student Financial Services, the Director of Human Resources, one Faculty member, and one Assistant Director of Admissions will review the applications and determine the lottery recipients of the scholarships.

Scholarships will be awarded for full-time study for a first undergraduate degree program at a participating college or university. The Tuition Exchange program is not available for graduate or professional study, non-degree study, or work toward a second undergraduate degree. For this purpose, “full-time study” is defined as a minimum of 12 hours per semester or 24 hours per academic year. Failure to maintain course loads at this level may result in the revocation of the Tuition Exchange scholarship. Scholarships will be awarded based on 8 semesters of study or on expected graduation date, whichever is shorter with highest priority given to the first child from each family. If all first children are awarded scholarships and if there are additional scholarships available, second, or third children will be considered.

The value of the scholarship will be determined by the institution attended. A listing of scholarship values at each member institution is available in the Human Resources Department.
To apply for a Tuition Exchange Scholarship, complete the Mount Holyoke College Application. The application is available through Human Resources, and should be returned to the Human Resources Department by December 1 or sooner. Applications received after that date will NOT be considered. Applications will be reviewed and scholarships awarded based on the criteria described above. Notification of awards will be made by April 15 and written acceptance of the award is required by April 30. If an awarded scholarship is not accepted, it will be offered to the next applicant ranked by seniority. Students must notify Mount Holyoke’s Student Financial Services Office of their acceptance by a participating college or university, enrollment in that institution, and suspension or withdrawal from the institution. Failure to provide such information may result in the loss of the Tuition Exchange scholarship award. Eligibility for the Tuition Exchange program does not affect in any way the criteria for admission to the various member institutions. The college or university to which the application is directed is the sole determinant of whether admission will be offered.

Each year Mount Holyoke must certify the continuing eligibility of each participating student in the Tuition Exchange program. Consequently, a Mount Holyoke College recertification form must be completed by December 1 of the year prior to the student's continued participation. This form is available from and should be returned to the Human Resources Department. For full details of the College’s Education Benefits policies, Faculty and staff should contact the Human Resources Department.

[N.B. The provisions of these Educational Benefits will be reviewed from time to time and are, therefore, subject to change.]

All benefits eligible employees hired before July 1, 2010, will be grandfathered so that the waiting period to become eligible for tuition benefits enumerated is three (3) years.

In order to be eligible to apply for any of these tuition benefits, an adopted child or step child must be the dependent of the eligible College employee, and a spouse/partner must be the spouse/partner of the employee for at least five (5) years prior to applying for College tuition benefits. Documentation/proof of relationship will be required for all benefits to be extended to dependent children or spouse/partner.

XVI. U-Mass/Five College Federal Credit Union

Mount Holyoke College is a member of the U-Mass/Five College Federal Credit Union, joining Amherst, Hampshire, and Smith Colleges, and the University of Massachusetts. Membership is limited to regular full-time or at least half-time Faculty and staff of the Five Colleges or persons who work on the premises of the Five Colleges for other employers or organizations with a common bond, such as our Alumnae Association.

Services include various Savings Plans, Share Draft Accounts (similar to a checking account), several loan options, Traveler’s Checks, free Notary Public, payroll deductions, and money orders. Details on the credit union services and application forms which must be completed in order to enroll are available in the Human Resources Department.

XVII. Employee Assistance Program (EAP)

Mount Holyoke College has contracted with the Wellness Corporation to provide a comprehensive Employee Assistance Program (EAP). The EAP provides assessment and referral services, and short-term counseling. Employees, their spouses/partners, and their dependent children can also use this program. For further information, call the Human Resources Department or the Wellness Corporation at (800)-828-6025.
APPENDICES
I. INDIVIDUAL RIGHTS AND COMMUNITY RESPONSIBILITY

The Mission of the College
[From The Plan for Mount Holyoke 2003]

Mount Holyoke College reaffirms its commitment to educating a diverse community of women at the highest level of academic excellence and to fostering the alliance of liberal arts education with purposeful engagement in the world.

The Mount Holyoke Community
[From The Plan for Mount Holyoke 2003, the Student Handbook, and Faculty Legislation]

Mount Holyoke College believes in the right, indeed the necessity, of free inquiry and free expression for every member of the college community. The College aims to provide an environment hospitable to open interchanges of knowledge and opinion in the terms of reasoned discourse. The citizen's rights to free speech, free movement, free association, peaceful assembly, and orderly protest extend to every member of the College. So do the citizen's responsibility to uphold the law and the civilized person's obligation to respect the rights and feelings of others.

The goal for the new century must be to build a community of students, faculty, and staff devoted to intellectual and creative freedom, critical inquiry, personal honor, ethical discernment, and responsibility. We must encourage openness and candor, dialogue and debate, and the creative engagement of all constituencies in building a genuine community.

A College does not become a community by so naming itself. Community is a dynamic condition, difficult and necessary to achieve, reached by active synthesis, by the consensus of free wills and free intelligences agreeing to pursue objectives in common, in an atmosphere of general sympathy, forbearance, respect, and trust. When such conditions prevail, there should be little occasion for coercion or violence, or for punitive response, and the very occurrence of such action will suggest that the community has failed, at least for the time, to achieve its common purposes. Ultimately the quality of life in the College is the property of the conscience of all its members.

Statement of Non-Discrimination

Mount Holyoke College does not discriminate in its educational and employment policies on the bases of race, color, religion, national or ethnic origin, sex, sexual orientation, age, handicap or disability, or veteran/uniformed services status.

Harassment Generally

Mount Holyoke College seeks to maintain free expression while protecting members of its community from harassment—including but not limited to harassment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, or disability. Such harassment that targets an identifiable individual or group is clearly in conflict with the interests of the College as an educational community and may be in conflict with provisions of the law.

Sexual Harassment Policy

Sexual harassment is explicitly prohibited by College policy and by federal and state law.

Sexual harassment of students includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the College's educational benefits, privileges or services or as a basis for the evaluation of academic achievement; or (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive academic or educational environment. [Title IX of the Education Amendments of 1972, and Massachusetts General Laws Chapter 151C]
Sexual harassment in employment is a form of illegal sex discrimination and is defined as:
unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of
a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term
or condition of an individual’s employment, (2) submission to or rejection of such conduct by an
individual is used as the basis for employment decisions affecting such individual, or (3) such
conduct has the purpose or effect of unreasonably interfering with an individual’s work
performance or creating an intimidating, hostile, humiliating, or offensive working environment.
[Title VII of the Civil Rights Act of 1964, and parallel Massachusetts law]

Individuals who believe they have been subjected to sexual harassment may follow the
procedures outlined under Resolution of Grievances below. In addition, individuals who believe
they have been subjected to sexual harassment may file a complaint with either or both of the
following government agencies: (1) The United States Equal Employment Opportunity
Commission (EEOC), 1 Congress Street, 10th Floor, Boston MA 02114 (617/565-3200), and/or
(2) The Massachusetts Commission Against Discrimination (MCAD), 424 Dwight Street, Room
220, Springfield MA 01103 (413/739-2145 or One Ashburton Place, Room 601, Boston MA
02108 (617/727-3990). EEOC and MCAD complaints must be filed within 300 days of the
alleged harassment.

President of the College
Spring 2001
II. RESOLUTION OF GRIEVANCES

General Guidelines

"The quality of life in a college such as Mount Holyoke relies on the conscious choice of students, faculty, and staff members to commit themselves to active and honorable participation in the creation and preservation of the college community" (Faculty Legislation). To enhance such participation, each person must abide by the principles of respectful and open communication. However, conflicts and misunderstandings may occur. It is important, therefore, to find constructive ways to resolve these various disagreements.

The guidelines and procedures outlined here were established by the College to aid in resolving grievances alleging violation of the Mount Holyoke College Statement on Individual Rights and Community Responsibility, and grievances related to College employment policies, procedures, or regulations as defined in the Staff Handbook, the Handbook of Faculty Legislation and Related Information, and the Student Employment Manual. The procedures are available to those who are either employed by or enrolled at Mount Holyoke College at the time of the incident or occurrence giving rise to the grievance. They are not intended to impair or limit the rights of any individual to seek a remedy available under state or federal law, nor does their availability establish any contractual rights or imply that the handbooks and manuals establish contractual guarantees. The guidelines and procedures may be revised or amended by the College at any time. Although members of the collective bargaining units may use the College resources for purposes of consultation and advice, union members must use the applicable grievance procedures outlined in their contract for formal grievances.

The procedures that follow constitute the usual process for presenting of grievances. Members of the Mount Holyoke community are encouraged to begin all grievance procedures in the informal process. The process becomes formal when a written grievance is filed by a grievant with the Affirmative Action Officer or the Senior Administrative Officer in conjunction with the Director of Human Resources. This may follow after efforts at an informal resolution do not resolve the grievance or if the grievant chooses to bypass the informal process. If the Affirmative Action Officer, the Senior Administrative Officer, or the Director of Human Resources, for reasons of conflict of interest, illness, or prolonged absence, is unable to carry out his or her responsibilities, he or she shall remove himself or herself from the process and a designee shall be appointed by the President of the College.

Often, the most effective avenue for addressing concerns is direct conversation with the person(s) alleged to have caused the offense; reasoned discussion of the issue will often bring about a resolution and new understanding. Individuals who believe themselves to have a problem frequently find it useful to first consult with one of the following people:

- Immediate Supervisor
- Department Head or Chair
- Ombudsperson
- Director of Human Resources
- Associate Dean of the College / Dean of Students
- Dean of Faculty
- Affirmative Action Officer(s):
  - Dean of Faculty (AAO for Faculty)
  - Director of Human Resources (AAO for Staff)

These consultations may aid an individual in determining whether or not to try to resolve the situation on his or her own; may help the individual understand the College's grievance procedures; or may simply provide a safe and confidential setting in which to discuss the incident(s) that gave rise to the concerns. These consultations are not, however, considered a part of the actual grievance procedure. It is important for individuals who are considering going forward with either the informal or formal grievance procedures to be mindful of all filing deadlines.
Filing Deadlines

The deadlines given in this document for the various stages of grievance procedures are designed to make it possible for an individual to proceed through every stage of the College’s informal and formal procedures and still have ample time to file a complaint with the United States Equal Employment Opportunity Commission (EEOC) or the Massachusetts Commission Against Discrimination (MCAD) within the 180-day and six-month periods set by those agencies.

Thus the grievant is strongly encouraged to begin informal procedures within ten working days of the incident or occurrence. A grievant wishing to proceed from informal procedures to formal procedures should file a formal grievance in writing within five working days after the informal process ends. A grievant choosing to bypass the informal procedures should file a formal written grievance within ten working days of the incident.

As a general rule the College considers six months as a reasonable outside limit for bringing a grievance. The College may, for compelling reasons, allow a grievance to be filed beyond the six-month limit.

Confidentiality

The College will attempt to respect an individual’s desire for confidentiality. However, the College may be legally required to take action depending on the nature of the grievance or complaint and may not be able to honor the request for confidentiality. The grievant will be informed if, in the course of satisfying this obligation, the College may be unable to comply with the request for confidentiality.

Retaliation

Retaliation against a grievant for having filed a grievance, or against any individual who participates or cooperates in the grievance proceedings, will not be tolerated and may result in disciplinary action up to and including termination.

Procedures for Grievances Related to Community Rights and Responsibilities

Informal Procedures

Step 1
Individuals who believe they are experiencing harassment or discrimination (as outlined in the Mount Holyoke College Statement on Individual Rights and Community Responsibility) are strongly encouraged to seek the counsel of the Ombudsperson within ten working days of the occurrence giving rise to the grievance.

Step 2
The grievant, in consultation with the Ombudsperson, shall decide, normally within five working days, the appropriate steps toward resolving the problem; action shall normally begin within ten working days. These steps may include:

- Direct communication between the grievant and the respondent.
- Mediation (see below) agreed upon by grievant and respondent and conducted by the Ombudsperson.
- An impartial and confidential inquiry by the Ombudsperson resulting in recommendations for resolving the problem informally.
- Referral of the grievance to an appropriate administrative officer for assistance in reaching a resolution.
Mediation

Mediation is the process whereby a neutral third party seeks to bring the parties together to resolve a dispute in a way that is mutually acceptable. The Ombudsperson provides neutral mediation services. The Ombudsperson shall consult with the grievant and shall meet with the individuals separately and/or together to attempt to reach a resolution that is agreeable to all parties to the dispute. No written records, other than the final resolution, shall be retained by the Ombudsperson. Original documents shall be returned to their source or to another site as agreed in the resolution. All other notes shall be destroyed. If the dispute is not resolved through mediation, the Ombudsperson shall immediately inform all affected parties and discuss with the grievant other alternatives. The mediation process, if unsuccessful, will not prejudice the rights of either party to the dispute. Therefore, should mediation be unsuccessful, neither the reasons for the failure of mediation nor any material or statements made during the process may be utilized in any subsequent proceedings or forums.

Formal Procedures

Step 1

When efforts to resolve a dispute informally fail, the grievant who chooses to file a formal grievance should do so normally no later than five working days after the informal procedure ends. If the grievant has chosen to bypass the informal procedures, the written grievance that initiates the formal procedure should normally be filed within ten working days of the date of the occurrence that gave rise to the grievance.

In a written grievance, the grievant must present clearly and concisely his or her description of the incident(s); identify the respondent(s) to the grievance, and suggest a desired remedy. The grievant must file this written statement with the faculty or staff Affirmative Action Officer who, in turn, will contact the Senior Administrative Officer(s) responsible for the departments or areas in which the grievant and respondent are employed or located. The Associate Dean of the College / Dean of Students is contacted about grievances filed against students. Students should refer to the Student Handbook under “Council on Student Affairs” for the procedures that apply when a student is the respondent.

Step 2

The Senior Administrative Officer responsible for the department or area in which the grievant is employed or located, or his or her designee, will then begin the investigation of the grievance after consulting with either the faculty or staff Affirmative Action Officer. (In cases where the Dean of Faculty is the Senior Administrative Officer, the investigation will normally be conducted by the Associate Dean of Faculty.) This investigation may include discussions with the grievant, the respondent, the department head or chair, the immediate supervisor, or any other individuals believed to have knowledge pertinent to the grievance. The Senior Administrative Officer will submit a written report to the Affirmative Action Officer setting forth the findings and recommendations, normally within ten working days of the filing of the written complaint.

After considering the findings and recommendations of the Senior Administrative Officer, the Affirmative Action Officer will send a written decision and explanation of the decision to the grievant, the respondent, and the Senior Administrative Officer(s) responsible for the departments or areas in which the grievant and the respondent are employed or located. The written decision will normally be sent no later than ten working days after the Senior Administrative Officer has submitted his or her findings and recommendations.

When the Affirmative Action Officer concludes there is a reasonable basis for believing that the grievance has been substantiated, appropriate action will be taken by the Senior Administrative Officer within ten working days after receiving the Affirmative Action Officer's written report.
Appropriate action for staff can include any of the following:
a) A plan to discuss and set goals designed to stop the offending behavior, including possible
   training or counseling;
b) A written warning or directive placed in the respondent’s personnel file, including remedial
   action;
c) Suspension with or without pay;
d) Termination of employment.

Appropriate action for faculty is governed by the *Handbook of Faculty Legislation and Related
Information*, under Section Seven: Faculty Rights.

Since Mount Holyoke College views acts of harassment and discrimination as intolerable, any
one of the actions stated above, including termination, may be taken immediately if the infraction
warrants such action.

**Right of Appeal**

If either the grievant or respondent believes the action taken by the Affirmative Action Officer is
unjust or inadequate, he or she has the right to appeal the decision in writing to the President of
the College. Such an appeal must normally be received in the Office of the President within ten
working days after the grievant, the respondent, and the Senior Administrative Officer(s) have
received written notification of the action. The President's decision will normally be rendered
within ten working days of the receipt of appeal and will be final and binding within the College.
In the absence or unavailability of the President, the Dean of Faculty will normally review and
decide the case. Should the Dean of Faculty be ineligible by the nature of the case, the Chair of
the Board of Trustees will act for the President.

When a faculty member is the respondent, *Faculty Legislation* should be consulted for the
applicable appeals process.

The College reserves the right to extend any of the above time periods when circumstances so
warrant in the judgment of the College.

**Procedures for Grievances Related to Employment Policies, Procedures, and Regulations**

These procedures apply to faculty grievances related to employment unless there is specific
applicable legislation in the *Handbook of Faculty Legislation* in the section on "Policies and
Procedures Governing Academic Appointments, Reappointments, Tenure, Termination, and
Dismissal" under Section Seven: Faculty Rights.

**Informal Procedures**

**Step 1**

Employees are encouraged first to express their concerns to their supervisors, normally within
ten working days of the occurrence that gave rise to the grievance. In the instance where the
employee is not comfortable with a one-to-one discussion with the immediate supervisor, he or
she may only proceed to Step 2 of the informal procedures after first seeking the counsel of the
Ombudsperson or the Director of Human Resources; faculty may wish to seek counsel with the
Dean of Faculty, and students may wish to seek counsel with the Associate Dean of the College /
Dean of Students. Such counsel should also take place within ten working days of the
occurrence.

**Step 2**
If the employee’s discussion with the immediate supervisor does not resolve the problem, the employee should discuss the grievance with the head of the office or department within five working days of the meeting with the immediate supervisor. If after seeking counsel of the Ombudsperson or Director of Human Resources, the employee bypasses Informal Step 1, the employee should discuss the complaint with the head of the office or department, normally within five working days of his or her discussion with the Ombudsperson or Director of Human Resources. The head of the office or department will inform the employee of his or her decision for resolution of the grievance, normally within ten working days after the meeting between the employee and the office or department head. When the head of the office or department is the respondent in the grievance, the grievant shall discuss the grievance with the Director of Human Resources.

Step 3

If the resolution from the head of the office or department is unacceptable to the employee, he or she may request that the Director of Human Resources or the Ombudsperson act, in consultation with the Senior Administrative Officer, as fact finder or mediator to aid in resolving the dispute constructively and informally.

Formal Procedures

Step 1

When efforts to resolve a dispute informally fail, the grievant who chooses to file a formal grievance should do so normally not later than five working days after the informal procedure ends. If the grievant has chosen to bypass the informal procedures, the written grievance that initiates the formal procedure should normally be filed within ten working days of the date of the occurrence that gave rise to the grievance.

In a written grievance, the grievant must present clearly and concisely his or her description of the incident(s) or concerns that gave rise to the grievance; identify respondent(s) to the grievance, and suggest a desired remedy. The grievant must file this written statement with the Senior Administrative Officer responsible for the department or areas in which the grievant is located and send a copy to the Director of Human Resources.

Step 2

The Senior Administrative Officer, or his or her designee, in conjunction with the Director of Human Resources, will investigate the grievance. The Senior Administrative Officer, after consulting with the Director of Human Resources, will send a written decision to the grievant, normally within ten working days of the filing of the written grievance.

Right of Appeal

If either the grievant or respondent believes that the action taken by the Senior Administrative Officer is unjust or inadequate, he or she has the right to appeal the decision in writing to the President of the College. Such an appeal must normally be received in the Office of the President within ten working days of receiving written notice of the Senior Administrative Officer's decision.

The President's decision will normally be rendered within ten working days of the receipt of appeal and will be final and binding within the College. In the absence or unavailability of the President, the Dean of Faculty will normally review and decide the case. Should the Dean of Faculty be ineligible by the nature of the case, the Chair of the Board of Trustees will act for the President.

When a faculty member is the respondent, *Faculty Legislation* should be consulted for the applicable appeals process.

The College reserves the right to extend any of the above time periods when circumstances so warrant in the judgment of the College.
III. MOUNT HOLYOKE COLLEGE AIDS POLICY

Acquired Immune Deficiency Syndrome (AIDS) is a public health problem that is spreading rapidly throughout the world. Because AIDS is a contagious, often fatal disease, it is appropriate to formulate AIDS guidelines for the entire Mount Holyoke College community. These guidelines are based upon recommendations of the American College Health Association, the Centers for Disease Control, the U.S. Public Health Service, and the American Council on Education.

These guidelines are consistent with existing Mount Holyoke College policies that prohibit discrimination against individuals with disabilities. The guidelines are intended to promote the safety and well-being of infected individuals as well as the entire College Community, to steer programs about AIDS on campus, and to be used to direct College decision-making where appropriate. Mount Holyoke College complies with applicable state and federal law prohibiting discrimination.

Guidelines

These guidelines apply to the entire Mount Holyoke College Community; including Faculty, staff and students.

1. Mount Holyoke College is committed to adhering to the standards established by the Americans with Disabilities Act (ADA) of 1990. The ADA prohibits discrimination and ensures equal opportunity for qualified individuals with disabilities. Individuals with HIV or AIDS are protected by the ADA.

2. So long as an individual is capable, with reasonable accommodation, of performing his or her job duties or responsibilities as a student, an HIV-positive individual will not be precluded from advancement or promotion.

3. Mount Holyoke College will not require random, mandatory AIDS screening or testing. Applicants for employment will not be subjected to screening tests.

4. Individuals who make it known that they are infected with the AIDS virus will not be prevented from attending classes, working, using any campus facilities, or participating in any aspect of College life as long as doing so will not pose a health risk to themselves or to others.

5. Confidentiality regarding AIDS, as well as all other health concerns, is protected by state and federal law. Information in an individual's Health Center medical record will not be shared without that individual's written consent.

6. Mount Holyoke College will observe state and federal public health requirements for reporting newly diagnosed cases of AIDS.

7. The Health Center assists with AIDS education and provides anonymous counseling and testing on site. Staff will also provide information on available AIDS-related services, including other counseling and testing sites.
IV. MOUNT HOLYOKE COLLEGE GENERAL ALCOHOL POLICY

Mount Holyoke College permits the consumption of alcoholic beverages at social functions only within the stipulations of the laws and regulations of the Commonwealth of Massachusetts and the town of South Hadley governing the purchase and selling of alcoholic beverages. Such social functions include all events held on campus and sponsored by any student, alumna, staff, or faculty member of the College, as well as any College-sponsored function held at an off-campus location.

The college expects all faculty, staff, and students to become familiar with these laws and to consider the penalties and risks that can result from violations. The law puts major responsibility, and therefore liability, on both the person who serves and the person who buys alcohol, and the penalties for both the individual and the institution are very severe.

Included in these laws are those which govern driving under the influence of alcohol, the purchase of alcohol by and for persons under the legal drinking age, and the serving of alcohol to persons who are under age and/or intoxicated. The drinking age in Massachusetts is 21.

Policies on selling and serving alcoholic beverages at Mount Holyoke College are published in the Student Handbook. For example, College policy dictates that at any College social gathering where alcohol is served, food and non-alcoholic beverages must be available free of charge.

The College recognizes that it cannot guarantee that this policy or the alcohol-related laws will be honored by everyone. It must therefore rely on the good judgment of students, faculty, staff, and other members of the college community to observe the laws and policies. Those who choose to violate them must be prepared to accept total responsibility for their individual or collective actions and should understand that possible outcomes include disciplinary action, personal liability, fines, and/or imprisonment.
Title XII of the Higher Education Act of 1965 was amended by the Drug-Free Schools and Communities Act, which became law in December, 1989. The Drug-Free Schools and Communities Act mandates that institutions of higher education adopt and implement a program designed to prevent the unlawful possession, use, dispensation, or distribution of illicit drugs and alcohol by students and employees and provide certification to the Department of Education that such a program is in place.

Mount Holyoke College has developed this policy both to attempt to provide a healthful environment by preventing the use of illegal drugs or abuse of alcohol within the College community and in response to the Federal Drug-Free Legislation.

Mount Holyoke College prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances and alcohol by any member of the Faculty, staff or student body on College property or at any College-sponsored function whether on- or off-campus and requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all phases of campus life.

Any Faculty or staff member or student who violates this prohibition or who does not cooperate with the College in its attempts to maintain a drug-free environment, will face disciplinary action up to and including expulsion or dismissal from the College and/or may be required, as a condition of continuing the Faculty/staff/student relationship with the College, to enroll at his or her own expense, in a substance abuse counseling and/or treatment program.

Individuals violating any Town of South Hadley Ordinances, Massachusetts Criminal Laws, or Federal Laws relating to alcohol or drug use also risks fines and imprisonment. The "Summary of Legal Sanctions Covering Alcohol and Drug Abuse," included in the Student Handbook and available in the Office of the Dean of Students, highlights some of the federal, state and local sanctions against illegal drug and alcohol use and abuse, possession, distribution and dispensation.

In addition, the Drug-Free Workplace Act of 1988 requires that any employee (including students working under the Federal Work Study Program) directly engaged in working at Mount Holyoke College under the provisions of a federal grant or contract who is convicted under a criminal drug statute for conduct in the workplace (site for the performance of work done in connection with a particular federal grant or contract) must report this conviction to the College no later than five days after the conviction. Once informed of such a conviction, the College is required by law to notify the federal contractor or grantor within ten days after an employee's conviction or within ten days after it has actual knowledge of such conviction, whichever is earlier.

Guidelines for Community Responsibility, specific rules and regulations governing the consumption of alcoholic beverages at College social functions and sanctions against infractions of the Social Honor Code or violations of College policies by any member of the College community, are outlined in the following College Handbooks: Handbook of Faculty Legislation and Related Information, Student Handbook and Staff Handbook. If questions arise related to any of these guidelines or policies, they should be directed to the appropriate College department.

Faculty, staff, and students are encouraged to familiarize themselves with resources available in the area for substance abuse, counseling, and treatment. A resource guide listing some of the area facilities offering counseling services is available from the Human Resources Department and the Alcohol and Drug Awareness Project.

In addition, the counseling services at the Alcohol and Drug Awareness Project and the College's Health Center are available to assist with substance-related problems primarily for students; however, in emergency situations, Faculty and staff may also request their services. The College chaplains may also, from time to time, be able to counsel Faculty, staff and students or make suggestions for appropriate referrals to outside substance abuse/rehabilitation agencies.
VI. COMPLIANCE WITH DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE REGULATIONS ON PROTECTION OF HUMAN SUBJECTS

Mount Holyoke College will comply with the Department of Health and Human Services regulations on Protection of Human Subjects (45 CFR 46 as amended). An Institutional Review Board (IRB) will review all federally-funded research projects and activities that involve human subjects to ensure that the following requirements are satisfied. At its discretion, the IRB will also review non-funded student and faculty projects involving human subjects to ensure the same (quoted from 45 CFR 46.111):

"(1) Risks to subjects are minimized (i) by using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk, and (ii) whenever appropriate, by using procedures already being performed on the subjects for diagnostic or treatment purposes.

(2) Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result. In evaluating risks and benefits, the IRB should consider only those risks and benefits that may result from the research (as distinguished from risks and benefits of therapies subjects would receive even if not participating in the research). The IRB should not consider possible long-range effects of applying knowledge gained in the research (for example, the possible effects of the research on public policy) as among those research risks that fall within the purview of its responsibility.

(3) Selection of subjects is equitable. In making this assessment the IRB should take into account the purposes of the research and the setting in which the research will be conducted and should be particularly cognizant of the special problems of research involving vulnerable populations, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons.

(4) Informed consent will be sought from each prospective subject or the subject's legally authorized representative, in accordance with, and to the extent required by 46.116.

(5) Informed consent will be appropriately documented, in accordance with, and to the extent required by 46.117.

(6) When appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects.

(7) When appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data."

Membership in the IRB will be in accord with 45 CFR 46.107:

"(a) Each IRB shall have at least five members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The IRB shall be sufficiently qualified through the experience and expertise of its members, and the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. In addition to possessing the professional competence necessary to review specific research activities, the IRB shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The IRB shall therefore include persons knowledgeable in these areas. If an IRB regularly reviews research that involves a vulnerable category of subjects, such as children, prisoners, pregnant women, or handicapped or mentally disabled persons, consideration shall be given to the inclusion of one or more individuals who are knowledgeable about and experienced in working with these subjects.
(b) Every nondiscriminatory effort will be made to ensure that no IRB consists entirely of men or entirely of women, including the institution's consideration of qualified persons of both sexes, so long as no selection is made to the IRB on the basis of gender. No IRB may consist entirely of members of one profession.

(c) Each IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.

(d) Each IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

(e) No IRB may have a member participate in the IRB's initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.

(f) An IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. These individual may not vote with the IRB.

The IRB at Mount Holyoke College will be chaired by a tenured faculty member from the social or natural sciences who will appoint the remainder of the IRB in compliance with 45 CFR 46.107. The membership of the IRB will be published annually on the IRB website.

The IRB will meet at least once per year to ensure that the College remains in compliance with 45 CFR 46, and will be available as needed to review research projects and proposals that fall within its scope of activity.
VII. GUIDELINES FOR USE WITH LEGISLATION ON EVALUATIONS AND TRANSCRIPTS

Importance of Evaluations in Conjunction with Grades

In the Faculty evaluation of students we must reaffirm our conviction that the primary function of grades is an educative one which will assist the student in her development toward an informed self-evaluation. We must make it evident in our own use of grades that they are merely efficient shorthand for communicating the degree to which our established standards have been met, not a substitute for a detailed verbal analysis of the student's work. Consequently, it is necessary that each Faculty member define as clearly and as carefully as possible his or her qualitative as well as his or her quantitative expectations, the bases of his subsequent judgments. In addition, he or she should reinforce wherever possible the fact that academic evaluations of any kind do not imply judgments of the characters of students; they are solely concerned with academic performance. It should be clear also that if evaluations, and their accompanying grades, are to serve any useful function in the student's education, papers, bluebooks, laboratory reports, etc., must be returned with reasonable promptness, preferably before a further assignment is due. Faculty members may wish to consider, in this connection, whether a single piece of written work, especially if due late in the term, provides adequate grounds for student or Faculty evaluation.

The Grading System

A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1.0), D- (0.67) and F (0.00).

As a general guide to instructors, the Faculty has agreed to the following verbal equivalencies to letter grades:

A Excellent
B Good
C Satisfactory (graduation level)
D Minimally passing
F Failing

Each department is encouraged to conduct a yearly internal review and discussion of its overall distribution of grades. The Dean of Faculty, in consultation with the Academic Priorities Committee, may request of individual department explanation of any persistent anomalies.
VIII. GUIDELINES AND PROCEDURES FOR CURRICULAR DEVELOPMENT OR EXPERIMENTATION

The Academic Priorities Committee:

1) will receive proposals for new courses, programs, or pilot projects;
2) will examine, with appropriate consultation, their content and their immediate and long-range implications for the curriculum;
3) will consult with the planning and budget committee and the administration if there is an anticipated financial impact;
4) will approve the proposal, approve the proposal as an experimental offering, or reject the proposal;
5) will submit the written description of a course, program, or pilot project to all members of the Faculty. The proposed course, program, or pilot project will be placed on the agenda of the next Faculty Meeting for information just as one-semester offerings now are. It will be approved without vote unless a motion to reject is passed.

If approved as an experimental offering, the APC will assess the program, course, or pilot project, generally within three years. After evaluation of the program at an appropriate time during the experimental period, the Academic Priorities Committee may recommend adoption by the Faculty of the course, program, or pilot project as a continuing program of study.

The Academic Priorities Committee may not approve courses, programs, or pilot projects which in themselves entail an immediate change in the requirements for the degree of Bachelor of Arts.
IX. GUIDELINES FOR SUMMER INTERNSHIPS

Summer Internships in Washington, DC, and in international organizations in Geneva, Paris, London, Rome, Vienna, Bangkok, and elsewhere are a long-standing tradition at Mount Holyoke. In fact, Mount Holyoke was a pioneer in fostering such internships, which are open to students throughout the College. The internships are widely advertised and have proved of great value to many of our students over a good many years. The experiential learning afforded by an internship is inherently valuable, and such experiences for our students should be encouraged, whether through one of the programs that now exist or through programs to be developed in the future.

An internship may also be an appropriate springboard to independent work. The student normally will register for such independent work in a semester following the internship, although a larger project might also involve prior preparation. Permission to register for such independent work requires the approval of the instructor who will direct the project, the chair of the department, and the academic advisor, and should be granted only through the procedures for approving independent work credit that may be established by the individual departments. That is, if the department as a whole normally passes on applications to undertake an independent project, the same procedure shall be followed in this case. The determination of whether credit is to be recorded as 295 or 395 also shall be made by the department, in accord with the nature of the project and the student's previous preparation in the discipline. As with all independent work, the project should be academically sound, and the student should be required to submit for evaluation written or other evidence of her achievement. A project that is fundamentally academic in character is one that requires disciplined work in recognized fields of study such as those listed in the College catalogue.
X. GUIDELINES FOR THE HONORS PROGRAM AND HONORS THESIS

Students embarking on an honors project frequently have questions about the quantity and quality of work expected. As the project nears culmination in a thesis, the questions become more specifically about the form of the thesis. There will, of course, be variations from discipline to discipline, but what follows are general guidelines intended to be helpful to both students and directors alike.

Eligibility

A senior who has maintained a cumulative average of 3.00 in her college work or a 3.00 average in her major field may undertake an honors program with the approval of the department or major committee concerned. Honors ordinarily are pursued in the major field, but may be undertaken in another field if the student has sufficient background in that field and has the approval of both the department or major committee concerned and the Dean of the College. Sufficient background usually entails the student's already having taken course work at the 300-level, and being familiar with the methodology of the discipline to such a degree that she can reasonably be expected to work independently.

Credit

The honors program consists of a minimum of 8 credits (usually recorded as 395 on the transcript) distributed between at least two semesters. These are usually the two semesters of senior year, although some students begin in the second semester of junior year. A student may include an approved 2–4 credit capstone or equivalent (300-level) course, with the remaining credits being independent study, recorded on the transcript as 395. Any department that wishes to add such a capstone course as part of their honors program should submit a proposal explaining the rationale to the Academic Administrative Board. One-semester honors projects are not permitted, because one semester does not allow sufficient time for the research, assimilation of material, writing, and polishing required. The project may be extended through more than two semesters provided that such a concentration on one topic seems wise in the student's total educational program. A maximum of 16 credits of honors and independent work together may count in the minimum 128 credits presented for the A.B. degree. If the honors project does not culminate in a recommendation for a degree with honor, it is recorded as independent work. Both honors and independent work are recorded on the transcript as 395.

Grade

In a two-semester honors or independent project, no grade should be submitted at the end of the first semester; the instructor need only indicate on the grade sheet that it is a continuing project. The grade submitted upon completion of the project will be recorded for both semesters.

Scope of Project

Research for the honors program should be designed so that it may be completed in the approximately nine months that are available and with materials that are accessible. In practice this may mean beginning with broad background research or reading, then narrowing the project down to a topic that is feasible within the time allotted and with the materials at hand. Unlike a master's thesis or doctoral dissertation, it is not expected that the research be exhaustive and completion delayed until all materials have been consulted. A well-chosen topic will be complete in itself, with no important avenues of exploration being left untouched. Defining the topic is one of the most important steps of the project.

Work Schedule

The early months of the first semester obviously will be devoted to the most basic research: bibliography, reading, designing the experiment, collecting data, etc. The professional members of the library staff are available for reference and welcome the opportunity to assist students who are doing independent and honors work. By the end of the first semester the thesis should be beginning to take shape in the form of a tentative outline. It is best to aim at beginning to write early in the second semester, so as to have time to write, rewrite, polish, and type in final form.
The thesis must be submitted in final form to the department or major committee by the deadline they have set. This deadline is set early enough so that the grade on the thesis and on the Honors examination reaches the Registrar no later than eleven calendar days before Commencement. The polished honors thesis takes more time to write than a series of papers for a course, and it is not uncommon for individual chapters or the entire thesis to require rewriting. The kind of schedule given above may not apply in all cases, e.g., in the sciences, the experimentation and data collecting may go on longer and the thesis itself may be shorter, but whatever work schedule is set up should allow ample time for writing.

**Thesis Length**

Most honors work undertaken at Mount Holyoke culminates in a thesis, a copy of which is placed on file in the library; some departments also keep copies of all theses. The average honors thesis is 75-100 pages long, although some may be 25-30 pages and others may run over 100 pages. About 125 pages should be viewed as a maximum. The important things in an honors program are the quality of the research, the originality of the thinking, and the quality of the writing. Quality will be more evident in a thesis that is well organized and succinctly and clearly stated than in one which relies on the volume of evidence to make its point. The ability to think through a point selecting what is most important and to present a well-thought-out argument in a concise style is precisely what distinguishes work of honors quality. It is easier to quote other sources extensively and to present an abundance of data, but this will only overwhelm the reader and leave her/him with the task of doing the sorting out that should reveal the student’s ability to cope with the material and to think analytically.

**Studio Arts and the Performing Arts**

Projects in Art or in the Performing Arts such as music, dance, and in the theatre, do not lend themselves to the usual thesis. Normally the evidence of independent work that is presented is the work itself, together with a technical explanation of the process used or a philosophical discussion of the aesthetic process. Sometimes prints or other products are donated to the art collection. Similarly, in dance, what is presented are photographs, slides, or a video tape of the performance and a written technical or philosophic discussion; in music, the written portion may be accompanied by an audio recording. In theatre, if the project has been direction of a major production, the student would submit the prompt book with blocking and other details of the production, character analyses, her analysis of the play from the director’s viewpoint, her concept of the production and probably a self-critique.

**The Form of the Honors Thesis Manuscript**

Consult with your advisor or department on whether they require a paper copy of the honors thesis and on any specific requirements within your particular discipline. In general, the following guidelines may be helpful when preparing your thesis:

**Font.** It is recommended that you use a font such as Times Roman, Palatino, or Courier in 12 point.

**Spacing and pagination.** Five spaces indentation is recommended for paragraphs in the double-spaced matter in the text and appendices; for footnotes and bibliography, three spaces indentation is suggested.

Page numbers and Arabic figures should appear in the upper right hand corner of the page in line with the text margin. Pages should normally be numbered sequentially. Pages with charts, diagrams, illustrations, or photographs may be assigned lower-case letters after the number of the page they follow, e.g., 14a, but the thesis should be internally consistent in its treatment of such pages.

Each chapter or division should begin on a new page, the heading and title dropped about two inches from the top of the page, centered and written in full capitals.
Number of Copies. A student should submit three copies of her thesis to her major department/examining committee, who will, in recommendations for summa cum laude, submit one copy to the Academic Administrative Board for review. This copy will later be returned to the department. In addition, the honors thesis and any accompanying materials, e.g.: digital video, images, and audio, should be submitted to the Library, Information and Technology Services (LITS) See https://www.mtholyoke.edu/lits/find/theses_research_papers for complete instructions on format specifications and assistance.

Parts of the Thesis. The honors thesis should include a short abstract of the work, in English, preceding the title page. Parts of the thesis should be arranged in the following order: abstract; title page; acknowledgment; table of contents or outline; table of charts, figures, or diagrams, if any; preface and/or introduction; main text by chapters or parts; summary or conclusion; appendices, if any; bibliography or literature cited. Historically, print theses included a permissions sheet bound into the volume. The LITS e-thesis management system allows you to set access permissions to your work during the submission process. For information see: https://www.mtholyoke.edu/lits/find/theses_research_papers

Footnotes. Footnotes may be placed at the bottom of the page below a line drawn completely across under the text, at the end of the chapter, or following the summary or conclusion. Acknowledgment of sources should follow the accepted practice in the discipline concerned. The thesis director can refer the student to a style manual that will set forth acceptable practices. Quotations of five or more lines should be single-spaced and indented five spaces from the left margin, without framing quotation marks. If a single paragraph or part of one is quoted consecutively, indent the first line of each three spaces. Verse quotations of a single line or part of a line should be run on, in quotation marks, in the text; longer verse quotations should be centered. For ellipsis within a sentence, use three . . . spaced periods, leaving a space before the first period.

Evaluation of Thesis or Project

The honors thesis or its equivalent is evaluated by an examining committee appointed by the department and composed of at least three members: two or more members of the department in which the work has been done, including the director of the project, and ordinarily, the Chair of the department, as well as a member of another department at Mount Holyoke or an examiner from outside the college. In the case of an interdisciplinary or special major, the thesis or its equivalent is to be evaluated by an examining committee composed of at least three members drawn from at least two departments, including the director(s) of the honors project and the student's advisor or advising committee. The examining committee normally conducts the honors examination.

Honors Examination

No later than twelve days before Commencement, the student must take an honors examination, either oral or written, designed to test her command of the special subject of her honors work and her ability to see its significance as part of the field. If oral, the honors examination takes no more than one hour; if written or both oral and written, no more than two hours. In practice, most honors examinations are oral and are called a "defense" of the thesis or project. The word "defense" should not be taken literally. The examination is a discussion of the project between the student and her examining committee, in which members of the committee may ask for elaboration or clarification of specific points, or may ask the student to relate her work to other things in the field. The examining committee may suggest or ask that the student make corrections or rewrite certain portions of the thesis before turning it in to the Library.

Recommendation of the Examining Committee

If the examining committee considers the thesis or project worthy of honors, it may recommend to the Academic Administrative Board that the student receive the A.B. degree either with honor, with high honor, or summa cum laude. Honor is recommended if two thirds of the examining committee and a majority of the department agree that the student has presented a satisfactory honors thesis or project. Evidence of outstanding work in the honors program may lead to a recommendation for High Honor.
For High Honor, the examining committee must agree unanimously and two-thirds of the department, major committee, or special honors committee must concur. Summa cum laude is the highest award, so the specifications are stricter, requiring an exceptional academic record at Mount Holyoke and exceptional work in the honors program. For a summa recommendation, the student must have a cumulative average of 3.75 in her college work, the unanimous agreement of her examining committee, and the concurrence of two-thirds of the department or major committee. (For special majors, members of the departments combined in the major usually act as "the department" in these recommendations).

The director of the project and/or the chair of the department is responsible for conveying the recommendation of the examining committee and the department to the Academic Administrative Board, via the Registrar, in writing, by the date announced each spring. At that time the student should be told only that she is being recommended for honors; the Registrar will notify her of the level of honors she will receive after the Board has taken official action on the recommendation. If the student does not meet all of the qualifications outlined in the preceding paragraph for the level of honors the examining committee and the department think she deserves, they may recommend that the AAB make an exception. Such a recommendation should be accompanied by a statement of full particulars.

All recommendations for the degree summa cum laude must be accompanied by a letter from the committee and/or department evaluating the student’s project, thesis, and examination, elaborating on the reasons for making the recommendation. One copy of the thesis, bound in a black spring bound binder with a copy of the letter from the Committee bound inside, must be delivered to the Registrar’s Office as soon as possible. (To insure availability, it is recommended that students order their binders from the College bookstore by mid-March. Binders are available in 1" or 1 1/2" and range in price from approximately $15.00 to $20.00 each. The 1" binder holds 100 sheets, and the 1 1/2" binder holds 150 sheets.) Each binder must have a label with the student's name, thesis title, and department on the outside of the front cover. All members of the Academic Administrative Board will read the thesis before acting upon the recommendation. The thesis is presented to the Board only for summa recommendations.

Sending the Thesis to the Library

Only accepted theses which have culminated in a degree with honors should be sent to the Library, Information, and Technology Services (LITS). By July 1, the corrected version of the honors thesis or other evidence (images, multimedia, etc.) is to be submitted to LITS for cataloging and preservation. The honors thesis should be submitted according to the procedures defined by LITS (https://www.mtholyoke.edu/lits/find/theses_research_papers). Although the proprietary nature of many file formats makes it impossible to guarantee future access, LITS is committed to migrating file formats and preserving and providing access to theses over time. LITS procedures will also outline currently supported file formats at any given time.

Successful honors theses are discoverable in the Five College catalog, in the OCLC national database, and in other discovery venues. It is the policy of LITS to follow the permissions for redistribution as selected by the student when she submits her thesis.
XI. GENERAL POLICY ON STUDENT AND ALUMNAE RECORDS

Mount Holyoke College recognizes an obligation to handle all academic, personal, social, disciplinary, or other evaluative information which it receives from or concerning a student so that the rights of the individual student will be protected.

Administrative and counseling staff and Faculty members respect confidential information about students which they acquire in the course of their work. Only those members of the Faculty or administration who have a need to use the information concerning a given student for legitimate educational purposes have access to said student's file. All health and psychiatric data are kept entirely under the jurisdiction of the Health Service and Counseling Service, and are subject to the ethics of the medical profession and applicable laws.

Credentials or references collected by the Career Development Center upon the request of a student or alumna are written by persons named for this purpose by the student or alumna. Release of these materials to employers and/or graduate schools occurs only upon the request of the individual for and about whom they have been written.

Mount Holyoke College policy with respect to access to official records complies with The Family Educational Rights and Privacy Act of 1974 as amended (PL 93-380, Section 438, the General Education Provisions Act). In brief, the Act requires that institutions of post-secondary education grant students the right to review (with the exceptions noted below) all official records, files, and data directly related to them, and to challenge the accuracy of the contents of such records.

Official records not available for student review are:
1) Financial records of the parents of the student or any information contained therein;
2) Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended;
3) If the student has signed a waiver of the student's right of access under this subsection (438) in accordance with subparagraph (c), confidential recommendations
   (i) respecting admission to any educational agency or institution,
   (ii) respecting an application for employment, or
   (iii) respecting the receipt of an honor or honorary recognition.

The Act also generally prohibits colleges from releasing personally identifiable information (other than "Directory Information" defined below) about students without their written consent, other than: to teachers and other officials of the College who have legitimate educational interests; to officials of other schools in which the student intends to enroll; to certain authorized state and federal officials; in connection with a student's application for, or receipt of, financial aid; to comply with a judicial order or lawfully issued subpoena; to appropriate officials in cases of health and safety emergencies; or, in the case of students who are tax dependents of a parent, to their parents.

A teacher or other official of the College is a person employed by the college in an administrative, supervisory, academic or research, or other support position (including law enforcement personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; an organization conducting a research study for or on behalf of the College; or a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her normally assigned functions and responsibilities.
The Act gives Mount Holyoke College the right to make public at its discretion, without prior authorization from the individual student, the following personally identifiable "Directory Information": name; class year; home address and telephone number; college address and telephone number; major field; dates of attendance at Mount Holyoke College; degrees, honors, and awards received; participation in officially recognized sports and activities; previous educational institution most recently attended. An individual student may limit release of the above information for any given academic year by filing such a request with the Registrar by July first of that year.

Offices at Mount Holyoke College responsible for some portion of the record of an individual student are: the Admissions Office, Office of Student Financial Services, Office of the Dean of the College, Office of the Dean of Studies and Deans for Academic Advising, the Registrar’s Office, Office of the Dean of Students, Office of the Dean of Faculty, Health Services, the Counseling Service, the Career Development Center, and the academic departments.

Requests from students for review of specific records must be made in writing. A student who seeks to review only health or counseling records, or only records of the Career Development Center, should file a written request to do so at Health Services, the Counseling Service, or the Career Development Center. In every case requests will be recorded with the date on which they are received. Students will be informed as promptly as possible of the time and place at which they may review the requested materials and have an opportunity to question, correct, or confirm their accuracy. Requests for review should be made at the Office of the Dean of the College.

Copies of this statement of “General Policy on Student and Alumnae Records,” The Family Educational Rights and Privacy Act of 1974, and the Rules and Regulations for compliance with the Act (Federal Register, Vol. 41, No. 118, June 17, 1976) are available for review in the Library, the Registrar’s Office, the Health Service, the Counseling Service, the Career Development Center, and the Office of the Dean of Faculty.

Policy on Releasing Records of Deceased Students and Alumnae

Deceased students and alumnae have no rights under the FERPA amendment (Family Education and Privacy Act). Therefore, it is incumbent upon each institution to set its own policy with regard to this issue. The Registrar's Office and the Archives release information of a directory nature, and in some cases information about courses taken at Mount Holyoke, but not grades received.

We will release the transcript itself in the following special cases:

1. Transcripts of deceased alumnae will be released to immediate family members (spouses and children only), or to the executor of the estate of the deceased, upon written request. The request must state that the alumna is deceased and that the writer falls into one of the two categories above.

2. Transcripts of deceased alumnae will also be released to other people who have written permission from the executor of the estate of the deceased, or from an immediate family member (spouse or child).

3. Transcripts will be released in compliance with court orders or with provisions of Federal statutes or those of the Commonwealth of Massachusetts.

4. Transcripts will be released to researchers for use in statistical quantitative research, when such researchers have provided the archives with written assurance that the information will be used solely for statistical research or reporting and that no individuality identifiable information will be disclosed.

The spirit of this policy is to protect the privacy of the family of the alumna as well as that of the alumna herself, and to provide some way to ensure that the information on the transcript will be treated appropriately and respectfully.
XII. FIRST-YEAR HONORS TUTORIAL

A small number of exceptionally well-qualified first-year students, the top five to ten percent of the entering class, shall be invited to participate in these tutorials during their first year at Mount Holyoke. Selection of these students shall be based on standardized test scores (SAT or Achievement scores), exceptional academic achievement in secondary school program, compelling essays, or outstanding letters of recommendation. Invitations to enroll in tutorials shall be sent by the Dean of First-Year Studies to these students on acceptance.

Interested students shall be provided with a list of fifteen to twenty Faculty members willing to offer tutorials, along with the departmental affiliations and special interests of these Faculty. Students shall be encouraged to choose three or four names of those Faculty with whom they would most like to work, and efforts will be made to meet these requests.

The list of Faculty participants shall be generated by the Dean of First-Year Studies, who may call upon emeritus professors as well as current Faculty from all three divisions. Any Faculty members interested in supervising tutorials are encouraged to contact the Dean.

Students shall register for the tutorials under the rubric of their Faculty member's department and using a number determined by the Registrar (FRTRL 199). Tutorials shall be graded and worth two credits per semester. They shall be taken normally as a fifth course. Students shall have the option of dropping the tutorial after one semester; vacancies may be filled by students who have done exceptionally well in their first semester. Additional spaces for students may also be created by Faculty, on leave first semester, who join the tutorial staff upon their return. We do not expect, however, that the tutorial program will exceed an enrollment of 25 to 30 students in any one semester.

We anticipate that each Faculty member shall be assigned two or three students and that tutorials shall be held on a regular weekly basis. The particular arrangement can be flexible enough to allow for longer or shorter meetings as circumstances warrant. Specific topics for first-year tutorials shall emerge from the initial meeting of Faculty and students.
XIII.  ABSENCE OF STUDENTS DUE TO RELIGIOUS BELIEFS

Mount Holyoke College complies with the provisions of Section 2B of Chapter 151C of the General Laws of Massachusetts, which reads:

"Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section."
XIV. PROCEDURES FOR THE EVALUATION OF THE DEAN OF FACULTY

1. An Ad Hoc Committee to evaluate the Dean of Faculty will be appointed by the Faculty Conference Committee in consultation with the President of the College. The Ad Hoc Committee will consist of four members of the faculty; one from each division and one from an interdisciplinary program. One of the four members will be a current member of the Faculty Conference Committee. The Ad Hoc Committee will elect one of its members to serve as Chair.

2. The Ad Hoc Committee will ask the Dean of Faculty to prepare a self-evaluation as well as hold personal interviews with the Dean, the Associate Dean of Faculty and the Assistant to the Dean of Faculty.

3. The Ad Hoc Committee will send a letter to faculty inviting their written comments regarding the performance of the Dean of Faculty. The letter will be sent to those on the teaching faculty list, including those on leave. The Ad Hoc Committee will discourage email and emphasize that the written comments must be signed.

4. The Ad Hoc Committee will contact the heads of other constituencies reporting to the Dean, asking them to submit comments and/or solicit them from appropriate members in their office. In 2000-01, these constituencies included the Library, Information and Technology Services, the Art Museum, Physical Education and Athletics, the Weissman Center for Leadership, and other academic programs. The Ad Hoc Committee will also solicit comments from department and program chairs, and from the faculty chairs of the elected faculty committees on which the Dean serves.

5. All letters received will be strictly confidential and read only by the Ad Hoc Committee and the President. The letters will be destroyed after they have served their purpose. The Ad Hoc Committee will prepare a written report for the President after collating and evaluating the information received, but will not make any specific recommendation to the President. The Ad Hoc Committee will then meet with the President to discuss the report, leaving to the discretion of the President the course of subsequent action, including the mode of communicating the evaluation to the faculty at large.

6. We recommend that this evaluation take place in the fourth year of the Dean of Faculty’s appointment, and every fifth year thereafter for the duration of an individual Dean’s term. The purpose of this review would be to fully evaluate the performance of the Dean of Faculty to date.

7. We further recommend that in the fourth academic semester of the first appointment, a brief preliminary review take place. The purpose of this preliminary review should be to provide the Dean early feedback from her or his constituencies. This preliminary review should be conducted by a subcommittee of the Faculty Conference Committee and should include soliciting written comments from those listed in #4 above. The subcommittee should hold a personal interview with the Dean of Faculty and submit a brief written report to the President of the College summarizing the contents of the solicited comments and the interview.

8. The schedule of evaluation may be subject to modifications as agreed to by the President of the College and the Faculty Conference Committee.
XV. POLICY ON RESPONSIBLE USE OF COMPUTING RESOURCES, AND SUMMARIES OF PRIVACY REGULATIONS

The responsible use policy and the summaries of regulations were initially approved in 2005 by the Privacy and Security Task Force. Because of constant changes in computing and technology, updated versions of these documents, and other related materials, will be posted on the LITS policies web page: http://www.mtholyoke.edu/lits/network/doc/policies/

A. POLICY ON RESPONSIBLE USE OF COMPUTING RESOURCES AT MOUNT HOLYOKE COLLEGE

Introduction

As a part of the institution’s physical facilities and academic and social infrastructure, Mount Holyoke College acquires, develops, and maintains computers, computer systems, and networks. These resources are owned by the College and intended for College related purposes, including direct and indirect support of the College's teaching and research, of administrative functions, of student and campus life activities and of the free exchange of ideas among members of the College community and between the College community and the wider local, national and world communities.

The rights of academic freedom and freedom of expression apply to the use of College computing resources, as do the responsibilities and limitations associated with those rights. The use of College computing resources, like the use of any other College-provided resource or College-related activity, is subject to the normal requirements of legal and ethical behavior within the College community. Legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

This policy applies to all users of College computing resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations. In addition, once a computer is attached to College systems, College policies apply to its use, regardless of the ownership of the computer. Additional policies may apply to specific computers, computer systems or networks provided or operated by specific departments of the College or to uses within specific departments. For more information, consult the department head or operator of the particular computer, computer system, or network.

Policy

All users of College computing resources must:

- **Comply with all federal, state and other applicable law, all applicable College rules and policies and all applicable contracts and licenses.** Examples include the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act (which prohibit “hacking”, “cracking” and similar activities); the College's honor code and Statement on Individual Rights and Community Responsibility; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries, on other systems or networks, or who post to web sites that are viewable in other states or countries should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
• **Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.** Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, provided to or used by, persons other than those to whom they have been assigned by the College. Unless specifically authorized by the Director of Networking, computers connected to the College’s network should not be used to provide access to internal campus resources to those who would not otherwise have access to them.

• **Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.** Ability to access other persons’ accounts does not imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

• **Respect the finite capacity of those resources and limit use as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.** Although there is no set bandwidth, disk space, CPU time or other limit applicable to all uses of College computing resources, the College may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

• **Refrain from using those resources for personal commercial purposes or personal financial or other gain not related to the mission of the College.** Personal use of College computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user’s job or other College responsibilities, and is otherwise in compliance with this policy. Advertising for non-College ventures is not permitted. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

• **Refrain from stating or implying that they speak on behalf of the College and from using College trademarks and logos without authorization to do so.** Affiliation with the College does not imply authorization to speak on its behalf. If it is unclear whether a proposed use of College trademarks and logos is authorized, guidance should be sought from the Office of Communications.

• **Be attentive to computer problems that may be the result of worms, viruses, spyware, keystroke loggers, or other invasive software.** A compromised computer puts both the individual machine and the larger system at risk. If you suspect that your computer has been compromised, notify LITS immediately. In addition, be cautious about downloading materials (e.g., P2P software, screen savers, tool bars) that make the computer more vulnerable to outside attack or otherwise interfere with other software on the machine.

**Enforcement**

Users who violate this policy may be denied access to College computing resources and may be subject to other penalties and disciplinary action, both within and outside of the College. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user. The College may temporarily suspend or block access to an account or restrict network access, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

**Security and Privacy**

The College employs various measures to protect the security of its computing resources and of users’ accounts. Users should be aware, however, that the College cannot guarantee such security. Users should engage in “safe computing” practices by establishing appropriate access restrictions for their accounts, including appropriate selection and safekeeping of passwords.
Users should also be aware that their uses of College computing resources are not completely private. The normal operation and maintenance of the College’s computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. Such audits may review the sizes, kinds and names of software and files, but do not review the contents of documents.

With the prior authorization of the Director of Networking or the Director’s designee, the College may specifically monitor the activity and accounts of individual users of College computing resources, including individual login sessions and communications, without notice, when one or more of the following occurs:

(a) the user has voluntarily made them accessible to the public, as by posting to Usenet or a web page;
(b) it reasonably appears necessary to do so to protect the integrity, security or functionality of College or other computing resources or to protect the College from liability;
(c) there is reasonable cause to believe that the user has violated or is violating this or related policies;
(d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or
(e) it is otherwise required or permitted by law.

The College, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings.

B. SUMMARIES OF PRIVACY REGULATIONS AND IMPLICATIONS FOR MOUNT HOLYOKE COLLEGE

1. FERPA (Family Educational Rights and Privacy Act of 1974)

FERPA (also known as the Buckley amendment) identifies students’ rights with respect to their educational records, including the rights to inspect and review records, to request amendments to the records, to consent to disclosure and to file a complaint with the US Department of Education concerning alleged failure to comply. FERPA permits disclosure without consent for (among other things) directory information, to school officials with legitimate educational interests, when a subpoena has been issued ordering the release, in emergency situations, and to parents if the student has been claimed as a dependent on the most recent Federal income tax form. FERPA covers student employment records but does not cover medical or criminal records. FERPA does not apply unless the student is in attendance at the institution.

The College defines what it considers to be directory information (consistent with FERPA regulations) in the Student Handbook. Both hard copy and electronic forms of notification are permitted and the College will make use of them when appropriate.

A student’s identification number may be directory information, unless it is a social security number. A student identification number may be used internally, externally on a business need basis (e.g., student loan collections services) and when the student has permitted its release. Student identification numbers should not be used for purposes other than identification.
Regarding disclosure to parents, FERPA makes a distinction between dependent students, where disclosure without consent is generally permitted, and non-dependent students, where disclosure without consent is generally prohibited, except in emergency situations. The College has in the past treated all students as not dependent. Going forward we will continue to treat Frances Perkins Scholars and graduate students as not dependent, but will presume that other undergraduate students are dependent. It will be the responsibility of such students to demonstrate non-dependence, either through a signed affidavit or a copy of the parents’ tax returns indicating that they are not declared as a dependent for tax purposes. In this context, issues of dependence and non-dependence are defined strictly for FERPA purposes and do not necessarily correspond with how the student is treated for financial aid purposes. The College may use the resulting ability to contact parents for issues like academic probation, financial issues, substance abuse, behavioral problems, etc. It is not the College’s intention to send grades to parents or otherwise to be in routine contact.

2. **Gramm-Leach-Bliley (Financial Services Modernization Act of 1999)**

The Gramm-Leach-Bliley (GLB) Act requires financial institutions to ensure the security and confidentiality of customer records and information. Customer information includes any record containing non-public personal information about a customer in paper, electronic or other form that is handled or maintained by or on behalf of a financial institution. The College is considered a financial institution for purposes of GLB because we loan money to students and employees.

Colleges and universities are deemed compliant with the GLB privacy provisions for students if they are in compliance with FERPA. Similar privacy provisions are required for employees. In addition, GLB provides that this information must be adequately safeguarded by insuring security and confidentiality of the information; protecting against anticipated threats or hazards to the security or integrity of the information; and protecting against unauthorized access to or use of the information.

Because the College has other relationships with all persons with whom there is a lender/borrower connection, we will focus our safeguarding efforts on protecting information that can be used for identity theft (birth dates, SSN’s, etc.) and all records of the loan transaction itself, including any financial information collected in the course of the loan transaction.

3. **FACTA (Fair and Accurate Credit Transaction Act of 2005)**

FACTA is designed to reduce the risk of consumer fraud and identity theft by defining appropriate methods of disposing of consumer information received from credit reporting agencies. FACTA applies to any individual or institution that possesses such information and requires that they "properly dispose of such information by taking reasonable measures to protect against unauthorized access to or use of the information in connection with its disposal", whether hard copy of electronic, including information resident on hard disk drives of computers being discarded. Information obtained by College employees in the course of their jobs and through their own investigations is not subject to FACTA.

Compliance with this legislation requires that paper materials containing consumer information be burned, pulverized, or shredded, either on site or by entering into an agreement with a firm engaged in the business of records destruction.