

Faculty Handbook



Holy Apostles College & Seminary
Cromwell, Connecticut

HACS Board Approved September 15, 2023

STATEMENT OF PURPOSE

This revised 2023 edition of the *Handbook for Faculty* at Holy Apostles College & Seminary supersedes all those previously published. Members of the faculty are expected to familiarize themselves with those parts of this handbook related to their responsibilities at Holy Apostles College and Seminary. The contents of the *Handbook for Faculty* represent current policies at Holy Apostles.

Very Reverend Peter S. Kucer, M.S.A.
President-President-Rector

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PREAMBLE

This faculty handbook is instituted to enable Holy Apostles to engage in its religiously grounded duty/mission to provide all the faithful with their canonical right¹ to orthodox Catholic education in full accordance with the teachings of the magisterium.² Catholic doctrine requires that all students,³ teachers,⁴ and indeed all the faithful⁵ are similarly bound to submit with obedience to the established teaching of the Church. Given that theological instruction is to be infused with a “constant concern for the intimate unity and harmony of the entire doctrine of the faith,”⁶ the very interpretation of this handbook as being in concert with Catholic teaching is in and of itself a required item of faith for this institution.

As such, no language within this handbook shall be interpreted to be in conflict with the teachings of the Catholic Church, located in sources including (but not limited to): Holy Scripture, Sacred Tradition, the magisterial teachings of the Church, the Catechism of 1992, and the Code of Canon Law of 1983. Furthermore, as an institution charged with instruction of both the laity and clergy, this institution also is subject to all directives, regulations, and publications of the United States Conference of Catholic Bishops, the Dicastery for Culture and Education, the Dicastery for the Clergy, and the Dicastery for the Doctrine of the Faith. For purposes of the operation of this institution, the Chancellor of the Board, in union with the Diocese of Norwich Bishop, shall be invested with final authority as to the application and interpretation of the body of Catholic doctrine.

The Church not only discourages her members “from setting forth their own opinions as the doctrine of the Church”⁷ but even more fundamentally prescribes penalties for those who have defected from the Catholic faith.⁸ Therefore, for Holy Apostles to fulfill its religious duty to provide education to the faithful,⁹ to avoid any possibility of imparting improper Catholic thought or witness to students,¹⁰ and to ensure that no teacher may be accused of teaching contrary to settled Church doctrine,¹¹ this manual must be interpreted at all times as being in harmony with Church teaching, and any perceived conflict between the provisions within and Church teaching shall without exception be resolved in favor of the latter.

¹ CIC, Can. 217

² CIC, Can. 252 §1

³ CIC, Can. 218

⁴ CIC, Cans. 252 §1 and 254 §1; see also *Mandatum*

⁵ CIC, Can. 212 §1

⁶ CIC, Can. 254 §1

⁷ CIC, Can. 227

⁸ CIC, Can. 194 §1.2

⁹ CIC, Can. 807

¹⁰ CIC, Can. 810 §2

¹¹ CIC, Can. 810 §1

Very Reverend Peter S. Kucer, M.S.A.
President-President-Rector

INTRODUCTION

Statement on the Mandatum

According to the *Guidelines Concerning the Academic Mandatum in Catholic Universities*, the Mandatum is “an acknowledgment by church authority that a Catholic professor of a theological discipline is teaching within the full communion of the Catholic Church.” (*Application*: Article 4, 4, e, i) Faithful to our Holy Father, and bishops, all Catholic professors of a theological discipline at Holy Apostles are required to take an Oath of Fidelity in which fidelity to Church teaching is pledged. The Chancellor of Holy Apostles College and Seminary witnesses this oath.

Peaceful, Prayerful Environment

Holy Apostles offers an extraordinarily beautiful, peaceful hillside campus above the Connecticut River that was laid out by the world-renowned landscape architect, Fredrick Law Olmstead, designer of Central Park in New York City who is considered the “father” of landscape architecture.

The Holy Apostles campus provides a peaceful place to study, reflect, and pray. Students are encouraged to take advantage of the abundant tranquility as one can often learn the most about God and oneself during quiet moments alone with God.

The College

Holy Apostles College and Seminary, a fully accredited college, offers a strong undergraduate liberal arts education anchored by a rigorous, philosophy-based, Catholic liberal arts honors core curriculum. The College also offers several graduate programs.

The primary mission of Holy Apostles is to cultivate Catholic leaders for evangelization—to prepare today’s students to be mature, well-informed, articulate Catholic Christian adults in American society.

Undergraduate Programs

The undergraduate programs at Holy Apostles College and Seminary reflect the best of the Catholic intellectual tradition. The Catholic spirit animates not only the teaching/learning dynamic of the classroom but inspires all campus life.

The rigorous undergraduate curriculum at Holy Apostles enables students to develop a refined ability to think clearly and reason soundly—skills that are essential in every career. Holy

Apostles undergraduate program prepares students both for career work and graduate school. At Holy Apostles, students will develop the ability to think creatively, reason correctly, speak clearly, and act virtuously as a solid base to pursue the profession or vocation of their choice.

There are six Bachelor of Arts degree majors: English in the Humanities, History in the Social Sciences, Liberal Arts, Theology, Philosophy, and Sacred Art. A two-year Associate of Arts degree in Theology or Liberal Arts is also available.

Bachelor of Arts

The 120-credit Bachelor of Arts (B.A.) degree program offers students a liberal arts education with a major in English in the Humanities, History in the Social Sciences, Liberal Arts, Theology, Philosophy, or Sacred Art. The program is designed to give the student the proper preparation for graduate work in a related area, for teaching or for ministry.

Associate of Arts

The 60-credit Associate of Arts (A.A.) degree program offers a concentration in Theology or Liberal Arts. The program is designed to give the student the proper preparation for further undergraduate work. The A.A. program is designed specifically for the person who has an interest in a liberal arts education and wants to work toward a Bachelor's degree at a future date. The A.A. program imparts an understanding of theology, philosophy, humanities, social science, mathematics and the physical sciences.

Graduate Programs

Master of Divinity (M.Div.)

The 96-credit Master of Divinity (M.Div.) is an on-campus professional degree designed for men preparing to be ordained to the Catholic Priesthood or permanent Diaconate. Successful completion of the M.Div. program attests to the recipient's competency for exercising priestly ministry gained from a thorough grounding in Sacred Scripture, Dogmatic and Moral Theology, Spiritual and Pastoral Theology, Canon Law, Liturgy, Homiletics and Church History.

Some students who apply at a later age and do not have a Bachelor's degree may, with the permission of their diocese or religious society, earn a Certificate of Theological Studies upon the satisfactory completion of four years of theology. All requirements for those in the certificate program are the same as those in the M.Div. program, including the philosophy prerequisites.

Master of Divinity in the New Evangelization (M.Div./N.E.)

The 72-credit Master of Divinity in the New Evangelization is offered online only and prepares lay men and women and permanent deacons for ministry. Additionally, it prepares individuals for further studies, such as a Doctor of Ministry (D.Min.), other Doctoral programs, Licentiate, Graduate Certificate, or Post Master's Certificate.

The Master of Divinity in the New Evangelization is a professional ministerial degree that offers students theology immersed in Sacred Scripture, Catholic Spirituality, Pastoral Studies, Apologetics, Dogma, and Moral Theology. The program is designed to equip students to answer the call to the new evangelization through service to God, Church, family, and neighbor effectively and efficiently in a variety of contemporary ecclesial ministries. Graduates are prepared for positions of lay leadership in parish, educational, and diocesan settings. As a result, our graduates effectively respond to Pope Saint John Paul II's call for new "ardor, methods and expression" in evangelization (John Paul II, Address to CELAM, 1983).

The student must take 72 credit hours of graduate coursework, fulfill the formation requirements and complete the degree requirements with a G.P.A. of 3.0 or higher. All students must complete two foundational courses, two Spiritual Theology courses, four Sacred Scripture courses, four Pastoral Theology courses, five Moral Theology courses, five Dogmatic Theology courses, and two courses of one's choice within the list of electives. All students are required to submit a Summative Evaluation project at the conclusion of their studies. There is a ten-year time limit from entry into the program for completion of the degree requirements. For extenuating circumstances, the student may obtain an extension from the Program Director.

An applicant holding a MA in Theology or Pastoral Studies may apply for the Advanced Standing Pathway (ASP). If accepted into the ASP, the student may complete the M.Div./N.E. in as little as 48 credits.

Master of Arts in Theology

The 36-credit Master of Arts (M.A.) in Theology degree is offered in both residential and online modes of delivery. The M.A. is designed to give religious and laity a broad acquaintance with the opportunity to choose a concentration in the major theological disciplines.

There is a six-year time limit from entry into the program for completion of the degree requirements. The program is designed to prepare graduates for professional work, teaching religion or theology, for subsequent licentiate or doctoral work at another institution, or for integrating a theological component into the student's existing life and profession. Classes also serve as enrichment for persons in other professions wanting to deepen understanding of their faith or seeking to integrate their faith into their daily lives. Students in this program may transfer up to 6 credits from another academic institution.

All students take two foundational courses, four core courses, four concentration courses, one elective and complete a summative evaluation (a comprehensive exam or a thesis).

Master of Sacred Scripture

The 39-credit Master of Sacred Scripture (M.S.S.) is available only in the online mode of delivery. The M.S.S. is designed to enable students to read the entire canon of Sacred Scripture, from Genesis to Revelation, read and interpret the Bible alongside the Fathers of the Church in at least one of the two original languages (Greek or Hebrew) and take as their foundation the patristic consensus regarding the plenary inerrancy of the sacred text.

There is a six-year time limit from entry into the program for completion of the degree requirements. The program is designed to prepare graduates for professional work, teaching religion or theology, for subsequent licentiate or doctoral work at another institution, or for integrating a theological component into the student's existing life and profession. Classes also serve as enrichment for persons in other professions wanting to deepen understanding of their faith or seeking to integrate their faith into their daily lives.

Master of Arts in Philosophy

The 36-credit Master of Arts (M.A.) in Philosophy is available only in the online mode of delivery. The M.A. in Philosophy is designed to give religious and laity a broad acquaintance with the major philosophical disciplines.

There is a six-year time limit from entry into the program for completion of the degree requirements. Except for the basic requirements for each discipline, the program is flexible and prepares graduates for professional work, teaching philosophy, for subsequent licentiate or doctoral work at another institution, or for integrating a philosophical component into the student's existing life and profession. Classes also serve as enrichment for persons in other professions wanting to deepen understanding of philosophy.

All students take two foundational courses, four core courses, four concentration courses, two electives, and complete a summative evaluation (a comprehensive exam or a thesis).

Master of Arts in Pastoral Studies

The 36-credit Master of Arts (M.A.) in Pastoral Studies program is a professional degree program designed to prepare students to serve competently and effectively in contemporary ecclesial ministries and lay leadership, especially within home, parish, educational and diocesan settings. The program is offered fully online or as a hybrid residential and online program.

Students enrolled in the M.A. in Pastoral Studies Program must complete a total of 36 semester hours of graduate course work and maintain a G.P.A. of 3.0 or higher. All degree requirements must be successfully completed within six years from the date of acceptance into the program.

All students must take two foundational courses, four core courses, four concentration courses, two electives and complete a comprehensive examination.

Post-Master's Certificate in Theology, Philosophy, or Pastoral Studies

The 30-credit Post-Master's Certificate (P.M.C.) in Theology, Philosophy, or Pastoral Studies program is a course of study offered on campus and online. It is designed to give students who already hold a Master's degree in the field of study an opportunity to advance their academic standing and concentrate on an area of theology, philosophy, or pastoral studies.

The program is flexible and designed to prepare students for subsequent licentiate or doctoral work, or for personal enrichment. Areas of concentration and course requirements are identical

to those for the Master of Arts in Theology, Philosophy, or Pastoral Studies programs. The P.M.C. culminates with a 30-page capstone academic research paper.

Certificate Programs

The college offers three graduate certificates online. These are a 15-credit Graduate Certificate in Christian Wisdom, a 15-credit Graduate Certificate in Youth and Young Adult Ministries, and a 18-credit Graduate Professional Certificate in Catholic Pastoral Counseling for Mental Health Professionals. A grade-point average of 3.0 or higher is required to earn the certificate. There is a six-year time limit from entry into the program for completion of requirements. These three graduate certificate programs are course-based only; students do not complete a summative evaluation.

Governance, Administration, and Faculty

Most current lists available in the Holy Apostles College & Seminary Catalog.

Accreditation Statement

Holy Apostles College and Seminary is accredited by the New England Commission of Higher Education (NECHE).

Accreditation of an institution of higher education by Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher
Education
301 Edgewater Place, Suite 210
Wakefield, MA 01880 (781) 425 7785
neche.org

In addition, Holy Apostles College and Seminary is accredited by the Association of Theological Schools (ATS), whose mission it is to promote the improvement and enhancement of theological schools to the benefit of communities of faith and the broader public.

*The Association of Theological Schools in the United States and
Canada The Commission on Accrediting
10 Summit Park Drive
Pittsburgh PA 15275-1110
Phone: 412-788-6505 | Fax: 412-788-6510
www.ats.edu*

Faculty Committees

I. Assessment Committee

The members of the Assessment Committee are the Vice-President of Academic Affairs, the Director of Library Services, Program Directors, and other faculty members as determined by the Vice-President of Academic Affairs.

The duties of the committee are as follows:

1. To develop instruments for institutional evaluation
2. To collect data from the various programs and constituencies
3. To assist the responsible committees in the interpretation of that data for the purpose of developing recommendations

II. Graduate Faculty Committee

The Graduate Faculty Committee is composed of the Vice-President of Academic Affairs, Graduate Program Directors, and other faculty members as determined by the Vice-President of Academic Affairs

The duties of the committee are as follows:

1. To establish and periodically review the program goals and student learning outcomes in all graduate programs.
2. To periodically review the curriculum of all graduate programs.

III. Undergraduate Faculty Committee

The Undergraduate Faculty Committee is composed of the Vice-President of Academic Affairs, the Undergraduate Program Director, and other faculty members as determined by the Vice-President of Academic Affairs.

The duties of the committee are as follows:

1. To establish and periodically review the program goals and student learning outcomes in all undergraduate programs; and
2. To periodically review the curriculum in all undergraduate programs.

IV. Library Committee

The purpose of the Library Committee is to assist the Director of Library Services to act as liaison between the library, the faculty and students, and to recommend acquisitions and budgeting priorities.

The members of the Library Committee are the Director of Library Services (Chair), the library professional staff, the Vice-President of Academic Affairs or designee, two faculty members (preferably one on-campus and one online), and two students (preferably one on-campus and one online) appointed by the VPAA.

The duties of the members are as follows:

1. To review annually the status of the library, the statistical information, expenditures and staff.
2. To make recommendations for improvement or additions to library services.
3. To receive from the administration, faculty or students' recommendations on how to improve library services.
4. To assist the Director of Library Services in making regular reports to the administration, faculty or students.
5. To oversee the revisions and additions to the Library Handbook.

V. Copyright Compliance Committee

The purpose of the Copyright Compliance Committee is the following:

1. Develop, implement, and promote a campus-wide policy that addresses the copyright legislation of Title 17 U.S. Copyright Code, The DCMA, the TEACH Act, and future updates to this legislation.
2. Develop, implement, and promote an educational program of guidelines to inform all faculty, students, administrators, and relevant staff of U.S. Copyright legislation as it pertains to an academic environment.
3. Ensure that Holy Apostles College and Seminary meets the requirements of copyright compliance set forth under Title 17 U.S. Copyright Code, the DCMA, the TEACH Act, and future updates to this legislation.

The members of the committee are the Director of Library Services (Chair), Vice-President of Academic Affairs, the library professional staff, and others as determined by the Director of Library Services in consultation with the Vice-President of Academic Affairs.

Faculty

1. Definition of Faculty

- A. The full-time faculty consists of all those who hold full-time teaching appointments at Holy Apostles College and Seminary, both those who teach on-campus and those who teach online.
- B. Adjunct faculty are part-time, non-salaried employees.
- C. Adjunct faculty are not eligible for faculty rank or fringe benefits although they may apply

for a full-time appointment.

D. The President-Rector is the final determining authority in matters of faculty status.

I. Some Specific Benefits, Rights and Responsibilities of Full Time Faculty

1. The benefits attached to full-time status include, health insurance, provisions for professional growth by way of workshops and academic conferences.
2. Faculty members have the right and obligation to give testimony on the progress and suitability of students either for a career orientation or for candidates for the priesthood.
3. They have a right to participate in the planning process through their membership on committees and by exercising their right to give voice in all matters within their competencies and work area.
4. To assist in teaching efficiency, the Vice-President of Academic Affairs will make every effort to assign courses, to designate appropriate time slots and to make rosters well in advance of the beginning of classes.
5. The Vice-President of Academic Affairs informs faculty members of schedule changes or exceptions affecting students.
6. To be responsible for the roll and for reporting any unexplained absences of seminarians to the President-Rector and Vice-Rector.
7. To obtain permission from the Vice-President of Academic Affairs to be absent from class or to change the class schedule.
8. To present a syllabus prior to the beginning of classes and to follow the syllabus and course outline throughout the semester.
9. To provide students the opportunity to review corrected examinations and term papers.
10. To be available to students for consultation.
11. To attend faculty meetings.
12. In justice to their obligations to the institution, full-time faculty should weigh the impact of their accepting obligations outside Holy Apostles College and Seminary during the academic year. If teaching at other academic institutions or engaging in some non-academic project impinges on their duties, the faculty member should consult with the Vice-President of Academic Affairs. In the summer, the faculty member is free of any institutional obligations.

2. Academic Freedom

Faculty members have a right to academic freedom. This is a responsible freedom and is related to a serious concern for truth, and for an intelligent use of appropriate methods. Courses in Catholic theology and those who teach such courses are expected to accept willingly the authentic teachings of the Catholic Church.

The College and Seminary will endeavor to adhere to the Institutional Regulations on Academic Freedom as set forth by the American Association of University Professors. But the Institution's mission and first commitment require that it ensure that what is taught as Catholic theology is in accord with the authentic teachings of the Catholic Church.

As an academic Institution committed to the religious, ethical, and intellectual traditions of Catholic higher education, Holy Apostles College & Seminary carries out its teaching and all other activities

in the light of Catholic ideals, principles, and attitudes.

Precisely as an institution of higher education recognized as Catholic by ecclesiastical authority, the College and Seminary embraces the following characteristics, set forth in *Ex Corde Eccelsiae*, as essential to its Catholic identity:

- a. “a continuing reflection in the light of the Catholic faith upon the growing treasury of human knowledge, to which it seeks to contribute by its own research.
- b. Fidelity to the Christian message as it comes to us through the Church.
- c. An institutional commitment to the service of the people of God and of the human family in their pilgrimage to the transcendent goal which gives meaning to life.” (No. 13)

3. Hiring Procedure

I. Position Openings

A proposal for filling an open or creating a new faculty position can be initiated by the President-Rector or the Vice-President of Academic Affairs.

A Search Committee is then appointed and headed by the Vice-President of Academic Affairs and consists of the Search Chair and three ordinary members of the Search Committee which he or she selects from the ranked faculty with one adjunct.

The Search Committee handles advertising which includes the appropriate information and specifies a date from which applications will be considered. Applicants must furnish the following materials: a cover letter, CV, evidence of teaching effectiveness including evaluations, a statement of teaching philosophy with respect to *Ex corde Ecclesiae*, and statement of understanding of the mission of Holy Apostles College and Seminary and three letters of reference. Based on a review of the application materials, a shortlist is drawn up by the Search Committee. The Search Committee reviews all applications and determines which applicants to invite for a campus interview. The work of this Search Committee is advisory to the President-Rector and is conducted in a confidential manner.

II. Interview Process

All faculty candidates selected from the pool of applicants are interviewed by an ad hoc Interview Committee, chaired by the Vice-President of Academic Affairs or his or her designee, conducts the interview. In the case of those who have been invited by a Search Committee, that same committee conducts the interview.

The purpose of this interview is two-fold. One purpose is to allow the institution to determine if potential faculty possess the qualities that contribute to promoting Holy Apostles’ mission.

The second purpose of this interview is to allow the candidate an interchange in which he or she can ask specific questions and acquire some familiarity with Holy Apostles College and Seminary, its personnel and its procedures. It would be appropriate in this interview initially to discuss mutual expectations regarding conditions of employment.

The candidates are invited to deliver a lecture to students (75 minutes) and a paper/talk to faculty (40 minutes with 20 minutes of questions) on campus. The lecture and paper are recorded for any off campus members of the committee. The President-Rector and VPAA interview the candidates in person.

The Search Committee meets to make a final recommendation to the VPAA and the Rector. The President-Rector and the VPAA meet to decide on the appointment. Successful candidates are informed by the Rector and unsuccessful candidates (including any reserve candidates and those not shortlisted) are informed by the Search Committee Chair. Other interviewed candidates are informed that Holy Apostles will not be proceeding with their applications (unless they are considered possible reserve candidates for an on campus interview)

III. The Decision-Making Process

- a) The Interview Committee receives reports from all those who were part of the interview process. Committees submit written reports.
- b) The Committee, through the Vice-President of Academic Affairs as its chair, informs the President-Rector of its recommendations, which are made in confidence. The Committee's work is consultative, not determinative.
- c) On the basis of all information available to him, the President-Rector accepts the recommendation of the committee or makes an alternative recommendation for the appointment.

IV. Appointment

- a) After the appointment is made, the President-Rector informs the Vice-President of Academic Affairs and the Interview Committee and notifies the candidate of the appointment and of any conditions that may apply. Other applicants are also notified and are thanked for their interest.
- b) The hiring process is finalized by the signing of the contract by the President-Rector and the new faculty member. The contract stipulates status, length of appointment, rank, responsibilities, terms of compensation, and other conditions that apply.
- c) Any faculty member whose duties will include teaching online must complete the current Online Instructor Orientation course.

V. Procedure for Adjunct Faculty

Adjunct faculty are hired on an *ad hoc* basis at the initiation of the Vice-President of Academic Affairs with final approval by the President-Rector. Holy Apostles give no assurance that the same adjunct faculty member will be rehired to teach should the same course be repeated. Adjunct faculty are attached to Holy Apostles only while their course is in progress. Before teaching their first online course for the college, all newly appointed Adjunct Faculty members must complete the current Online Instructor Orientation course.

4. Faculty Agreements

I. Faculty Agreements in General

- A. Each faculty member of Holy Apostles College and Seminary, fulltime, and adjunct, is an at-will employee with a job description agreed upon by the President-Rector and the faculty member.

This agreement is to cover, among other things, the following items:

1. Status of faculty which could be Full-time, or Adjunct Status.
2. Length of agreement (one semester or one year)

Ordinarily, full-time faculty are offered an agreement for one academic year. Adjunct faculty are offered an agreement for the pertinent semester; such an agreement is no assurance that the same person will be rehired to teach should the same course be repeated.

3. Rank
4. Detail of teaching and other responsibilities
5. Terms of compensation
6. Reminder of policies and collective responsibilities and rights of faculty.

II. Initial Agreements and Renewal of Agreements

- A. Initial Agreements: The initial agreement is detailed in “The Hiring Procedure for Faculty.”
- B. The Vice-President of Academic Affairs initiates the renewal of adjunct Agreements on an individual basis. These agreements are to be signed by the President-Rector. Such negotiations should ordinarily be completed by mid-spring for fall appointments and by mid-fall for spring appointments.

6. Terms of Compensation

I. Compensation in General

The terms of compensation are a part of the Agreement negotiations.

The following description of compensation does not include benefits covered by professional

expenses nor does it indicate room and board for resident faculty.

II. Compensation for Faculty

A. Full-Time Faculty

All full-time faculty are to have a Faculty Agreement. Terms of compensation are to specify, medical insurance, transportation (as applicable), and any other compensation or benefits given to the faculty member.

III. Compensation for Adjunct Faculty

Adjunct faculty are paid a per course/per semester stipend based on the current adjunct faculty stipend rate (see Appendix II for current rates). Adjunct faculty are not eligible for any benefits. A person being hired to teach as an adjunct faculty member during one semester does not guarantee that person will be invited to teach in subsequent semesters.

IV. Full-Time, and Adjunct Status

Determination of Status

Full-time faculty are those faculty members on a salaried full-time agreement. Full-time faculty may teach three courses with up to two overloads, either undergraduate or graduate, permitted (paid extra). Full-time faculty members are also required to participate in administrative work and committee membership. Full-time faculty must hold a minimum of three open weekly office hours when classes are in session. These hours, approved by the VPAA, should be spread over at least two different days at times that are the best for the students they are currently teaching. Any Online faculty designated as a full-time graduate faculty will be readily available via email Monday through Friday during a semester in lieu of office hours. In addition, full-time graduate faculty are to engage in research and publishing (conferences and seminars as needed).

V. Adjunct Status

Adjunct faculty are part-time faculty hired on a per-course/per-semester basis. Adjunct faculty may teach no more than three courses per semester (which may be a mix of graduate or undergraduate keeping credentialing requirements in mind) with no administrative work. While weekly office hours are not required it is strongly encouraged that adjunct faculty make themselves readily available to students enrolled in their courses. Adjunct faculty may volunteer for committees on a strictly voluntary basis. The Vice President of Academic Affairs may approve exceptions to the course load for additional sections of a course, but adjunct faculty will not be assigned more than three courses per semester.

VI. Staff Teaching Courses

Administration and staff teaching are limited to one online course and one on-campus, or two on-line courses or two on-campus courses per semester.

7. Tenure and Term

Holy Apostles College and Seminary does not offer tenure.

On the one hand, the hiring policy of the college aims to assure, where possible and feasible, extended faculty engagement so as to maintain continuity, commitment and stability within its teaching staff.

On the other hand, a faculty member's continued engagement for additional terms is determined by several factors: One is based on the periodic evaluations that are directed toward judging suitability for renewal of contract and/or promotion in rank, according to the norms of the relevant sections in the *Faculty Handbook*. Other determinations are made according to the institutional need for offering a given course or according to the academic need for the person if the course is not offered.

8. Academic Rank

I. Appointment to Rank

The President-Rector appoints faculty members to an academic rank. He does so in consultation with the Vice-President of Academic Affairs and Graduate and Undergraduate Faculty Committees who jointly serve as a consultation committee for questions regarding academic rank.

A. The following qualifications for the various ranks apply to full-time teaching faculty.

Professor

1. An earned doctorate degree.
2. Ten years of full-time teaching in an institution of higher learning; including three years in the rank of Associate Professor.
3. Four years of full-time teaching at Holy Apostles College and Seminary.
4. Such an individual possesses those qualities which are expected of the previous rank but to such a degree as to merit the recognition of external colleagues in his or her academic field. This involves an established reputation as a teacher, marked contribution to research and publication or to original creativity in his or her field of endeavor, superior professional contribution to the life of the School and to the life of the Church and its ministry.

Associate Professor.

1. An earned doctorate degree.
2. Five years of full-time teaching in an institution of higher learning or five years of professional experience in a special field; including three years in a rank of Assistant Professor for those with a doctorate.

3. Three years of full-time teaching at Holy Apostles College and Seminary.
4. Such an individual gives evidence of demonstrably superior teaching ability as evidenced by actual accomplishment in teaching ability, original academic research, or original creativity appropriate to the field, service to the academic life of the School, contributions to the life of the Church and its ministry, and the potential to progress toward the rank of professor according to the ordinary norms.

Assistant Professor

1. An earned doctorate degree.
2. Full-time status at Holy Apostles College and Seminary.
3. Such an individual gives evidence of satisfactory teaching ability, original academic research, or original creativity appropriate to the field, service to the academic life of the School, contributions to the life of the Church and its ministry, and the potential to progress toward the rank of associate professor according to the ordinary norms.

Emeritus

Full professors who are retired may be eligible for the Emeritus title. The honorific titles of Professor Emerita and Professor Emeritus are given only to full professors who, **with academic distinction**, have served Holy Apostles **for over ten years**. Emeritus faculty retain the title held at the time of retirement, modified by the incorporation of the Emeritus or Emerita designation. This title is given only upon formal retirement from active service, or at least from full-time active service. The title is not automatic. Nominations for the emeritus distinction must be reviewed **by** the Vice President of Academic Affairs who may submit a recommendation to the President-Rector who grants final approval. The title is honorific and carries no benefits.

II. Procedures for Promotion in Rank

Promotion is the process whereby a faculty member is raised in rank.

A. Application for Promotion

The applicant must notify the Vice-President of Academic Affairs in writing of his or her intention to apply for promotion. In special circumstances individuals may be invited by the Vice-President of Academic Affairs, with appropriate consultation, to apply for promotion.

B. Criteria for Promotion

The criteria employed in making recommendations about promotion recognize the ministerial nature of the school, and the importance of faculty commitment to the education of students for

priestly ministry in the Church. Recommendations are based on an evaluation of the faculty member in three areas:

1. **Learning and Teaching.** This includes professional competence in the field of specialization, effective pedagogical methods, and sensitivity to the pastoral and ministerial dimension of theological education.
2. **Research.** This includes the quality of research, publication, and involvement and leadership in professional associations both Catholic and non-Catholic. Evaluation in this area is based upon published materials, research in progress, and presentations of papers at professional conferences and workshops always with reference to the distinctive Mission of the school. For priest faculty this evaluation may include, but should not be limited exclusively to, ministerial leadership.
3. **Service.** This may include service to the school (involvement in the personal and ministerial development of students, committee work, faculty leadership); service to the Church (local and national Churches and Church-related bodies).

C. Application Deadline for Promotion

In order to be considered for a promotion in rank, the applicant must assemble the following materials by December 15:

1. a complete resume and copies of scholarly material, published and unpublished, and/or papers presented at professional conferences over the previous five-year period;
2. for assistant and associate professor, the recommendations of two full-time faculty members of equal or higher rank at HACS.
3. for full professor, the recommendations of three full-time faculty members of equal or higher rank at HACS;
4. The applicant submits the assembled materials to the Vice-President of Academic Affairs. The Vice-President of Academic Affairs presents the materials to the President-Rector with her or his own recommendation;
5. The President-Rector makes the final decision as to the granting of promotion.
6. A faculty member may withdraw an application for promotion at any time in the process without prejudice; and
7. If the promotion decision is negative, the faculty member may reapply after the completion of two full semesters, without prejudice.

D. Disposition on Files Concerning Promotion

The files developed by the procedure for promotion will be stored in accordance with the policy

on files.

9. Faculty Responsibilities

General faculty responsibilities include:

- a) Provide a current course syllabus using the current course syllabus template to the Registrar by the date specified before the start of each semester.
- b) Coordinating with the HACS Director of Library Services for any copyright clearance requests (Note: HACS strongly encourages the use of open-source material and weblinks over reading packets or other material requiring copyright clearance).
- c) Ensuring that the Populi gradebook matches the grading criteria in the course syllabus, listing all course assignments, and entering grades within one week of assignment due dates. The Populi gradebook is the official gradebook of record for the college, so it must be used for both online and on-campus courses.
- d) To design and conduct the course according to the instructions and guidelines in the Faculty Handbook and according to the directions of the Vice President of Academic Affairs or designee.
- e) To assist in the promotion of enrollments by making oneself available to answer questions about course requirements upon the request of admissions staff.
- f) To foster a Community of Inquiry by actively engaging with students, monitor student attendance and progress, and proactively report any concerns to students' academic advisors.
- g) To report the final grades for all students enrolled in the course *within one week* of the last day of the semester and then finalize the course except for students on an approved "incomplete" (the Instructor is responsible for finalizing any "incompletes" four weeks after the end of the semester).
- h) To use only the instructor's HACS-assigned email address for all communications with HACS administration and students during the semester and to respond to emails within 24 hours Monday through Friday during the semester.
- i) Graduate faculty are required to assist with serving as evaluators for comprehensive exams and advisors for papers and theses. Faculty are paid additional stipends according to the current HACS stipend scale when called up to serve in these capacities.

10. Faculty and Staff Tuition Waiver Policy

Eligible faculty and staff, as defined below, receive a tuition waiver for up to two course per semester under the following conditions:

1. The course must have a minimum enrollment of seven students.
2. If the course has at least three students but less than seven, the person may enroll by paying 50% of the tuition for that course. If the course has less than three students, the faculty member must pay full tuition to enroll in the course.

3. The faculty or staff member may allow an immediate family member to use the tuition waiver. However, the waiver only applies to two courses per faculty or staff member, not per family member. Immediate family means a spouse and children (including adopted children and stepchildren).
4. Eligible faculty and staff members and their immediate family may take additional courses at a 50% tuition discount up to the normal maximum semester course load provided the course in which they want to enroll has a minimum of three full-tuition students enrolled. The normal maximum semester course load is 18 credits for undergraduate enrollment and 9 credits for graduate enrollment.
5. Each person enrolling in waived courses or discount tuition courses must pay the normal semester registration fee.

Eligible faculty members are full time faculty with at least 90 days of continuous employment or adjunct faculty members who taught in at least two of the previous three semesters.

Eligible staff members are those employed at least 20 hours per week with at least 90 days of continuous employment.

Eligible faculty or staff members wishing to use the tuition waiver or tuition discount must contact the Registrar during the course enrollment period for the semester in which they want to take the courses. The Registrar places them on a waiting list for tuition-waived courses in which they want to enroll. If the course reaches minimum enrollment, the Registrar adds the person to the course. If the course has at least three students but does not reach a minimum enrollment of seven students, the Registrar gives the person the 50% tuition discount option for that course. The Registrar coordinates with the Business Office for those wishing to use the 50% tuition discount for additional courses.

11. Teaching Assistants

As a small liberal arts college, Holy Apostles expects primary instructors to directly teach their courses. Therefore, the college does not routinely approve the use of teaching assistants. Only full-time faculty members engaged in special activities, like college-supported academic research or serving on special committees or projects for the college, may request a Teaching Assistant (TA) be assigned to their online course with the understanding that the faculty member remains responsible for having an active presence in the course. Faculty members may nominate a TA for their course, but final approval rests with the Vice President of Academic Affairs. TAs must hold a minimum of a master's degree in the course subject area. TAs will not be assigned for courses that do not reach at least minimum full enrollment (7 students). Under no circumstances will a faculty member teaching a course serve as a TA for another faculty member teaching a course during the same semester. TAs are paid the current TA stipend rate (see Appendix II for current rates). If a faculty member routinely needs a TA, the Vice-President of Academic Affairs will consider reducing the faculty member's teaching load or reassigning ancillary duties to other faculty members to encourage primary instructor presence in assigned courses.

Appendix I: Online Learning Policies

I. Intellectual Property Policy

From time to time, the college may enter into agreements with faculty members to create content for online courses. All course materials, including the course syllabus, must follow the essential requirements for online courses as outlined in the section below. The Program Director and the Vice-President of Academic Affairs will review the material for approval. Upon approval of the course material, the college will pay the course developer a one-time course development stipend at the current rate (See Appendix II for current stipend rates). Course developers agree to transfer all intellectual property rights for materials developed under agreement with HACS to the college. The course developer acknowledges that the college has the right to use and modify the material as the college sees fit. A faculty member being asked to develop a course does not create an agreement for that faculty member to teach the course.

II. Essential Online Course Requirements

Consistency to fundamental design elements and delivery methods across courses is a crucial element of the online learning experience. All Holy Apostles online courses will meet the design and instructional elements outlined below. Before the start of each semester, online instructors will complete and submit a Course Readiness Checklist to the appropriate Program Director verifying that the course is ready to open to students for the semester.

Preparing to Teach an Online Course

- Complete the Faculty Online Teaching and Learning Orientation

Designing Your Online Course

- Update your course syllabus using the current syllabus template
- Update all links in your course
- Develop Course Learning Outcomes that are specific, measurable, and aligned with Program Learning Outcomes
- Each lesson should include a paragraph that identifies learning objectives
- Write appropriate lesson titles (i.e. 1: Expressing Morality in Modern Times)
- Each lesson requires 50 minutes of lecture material for 15-week courses. (100 minutes for 8-week courses)
 - As a recommendation, lecture segments should be no longer than 15 minutes each.
 - Video lectures are strongly recommended and to be supplemented with audio, PowerPoint, and written material.
- Employ a variety of assignment types, such as: written, oral, discussions, quizzes, papers, projects, tests, case studies that support the lesson learning objectives and align with Course Learning Outcomes
- Graded component for weekly discussions (Weekly graded discussion forums with a substantive prompt to which students must reply to show insightful engagement with the lesson material are required every week except for midterm and finals weeks).
- Add availability and due dates for all learning activities and lessons. Holy Apostles' online courses are not self-paced.
- All assignments, discussions, and assessments are attached to lessons and submitted in Populi.
- On any task page (assignment, discussion, paper/project) include:

- an introduction to the task (context)
- the task (what do you want them to do)
- instructions (how do you want them to do it)
- how you will evaluate it (criteria or rubric).
- For files added to the course
 - Create and name folders according to lesson titles (i.e. 1: Expressing Morality in Modern Times)
 - Name files logically (i.e. MTH611_L1.1_Sermon on the Mount) and place in the appropriate folder
- Provide and upload a professional photo (i.e. passport style) on your Populi profile page.
- Instructor will respond to a student's HACS email within 24 hours

Teaching Your Online Course

Instructor Presence

- Provide instructor biography (text) and possibly a welcome video (3-5 minutes)
- Send an individual, welcome email to all students via Populi
Check into your course a minimum of 3 days a week
- Include a “Weekly Connection” post in the course bulletin board to discuss where we’ve been and where we are going; highlight student success, be encouraging, and share personal insights into the course to build presence and rapport. As a recommendation, do this as a video.
- Create an ungraded “Ask the Professor” discussion area where students can ask those in-between questions - “I don’t get it!
- Provide timely, actionable, and substantive feedback (preferably formative, with opportunities for revision on select assessments - what went well / even better if)
- Instructors may host an *optional* weekly live “Office Hour” via an online video conferencing app such as Zoom. However, student participation must be entirely voluntary (e.g. “Turn in a paper if you can’t make the meeting” is not allowed). This optional Office Hour cannot take the place of the required weekly lesson lecture outlined above. Any exceptions to this policy must be explicitly approved by the Associate Dean of Online Learning.

Cognitive Presence

- Provide guiding questions for all lectures and reading assignments
- Write discussion prompts / open-ended questions that require students to use critical thinking for deeper engagement
- Encourage reflection on goals set, their own learning, and your feedback

Academic Accessibility and Accommodations

- Faculty will strive to adopt best practices to create courses using online accessibility standards and universal design principles. For more information take the Online Faculty Orientation course. In addition, contact your instructional designer, Matthew Van Matre, and schedule a consultation: mvanmatre@holypostles.edu

- The Accessibility Coordinator at Holy Apostles College & Seminary reviews and approves student requests for academic accommodations. Instructors must comply with a student's approved academic accommodations when provided by the Accessibility Coordinator

III. Online Course Size

Minimum enrollment for online courses is seven students. If a course has less than seven students at the close of the normal semester registration period, the Vice-President of Academic Affairs may cancel the course or allow it to run. Maximum enrollment is 20 students with an overage of up to 22 students. Faculty are paid an additional stipend for each of the additional two students up to the cap of 22. If a course reaches 23 students, it will be split into two equal sections, each of which must fill to maximum enrollment before the creation of any additional sections. Additional sections are paid at the full-enrollment stipend rate (see Appendix II). The Vice-President of Academic Affairs may allow the faculty member teaching the primary section to teach additional sections or may assign other faculty members to the additional sections. Additional course sections are not created after the close of the normal semester registration period.

IV. Online Course Stipend Payments

The Business Office pays out the online faculty stipend in three payments at the beginning, middle, and end of the semester. The faculty member must complete the Online Course Readiness Checklist to receive the first payment. The Business Office makes the final stipend payment at the end of the semester after the instructor finalizes course grades (except for students on an approved extension). The Associate Dean of Online Learning will notify the Business Office when faculty members are cleared to receive the first and last stipend payments.

Appendix II: Faculty Stipends, 2023 to 2024

A. Adjunct Faculty Pay

1. Graduate Courses (Course numbered 500 and above)

Minimum Enrollment of at least 7 students up to 20 students: \$2,800

Override of up to 22 students: Extra stipend of \$140 for each of the up to two additional students.

If the course fails to reach minimum enrollment, it may be canceled at the discretion of Holy Apostles College and Seminary or it may be allowed to run with the pro-rated faculty stipend outlined below.

\$2,380 if six (6) students enroll in the class;

\$2,240 if five (5) students enroll in the class;

\$1,680 if four (4) students enroll in the class;
 \$1,120 if three (3) students enroll in the class;
 \$760 if two (2) students enroll in the class; or
 \$365 if one (1) student enrolls in the class.

Stipends will be calculated based on total enrollment one week after the end of the add/drop period. Holy Apostles agrees to disburse the stipend in three installments: two installments will be disbursed during the semester, and the final installment will be disbursed after the grades have been finalized which must be completed within one week after the end of the semester. Provided other students' grades are finalized, the final faculty stipend payment will not be withheld for any students on an approved "incomplete."

Holy Apostles reserves the right to withhold stipend installments if Instructor: does not report attendance or grades upon the request of Holy Apostles, does not fulfill the instructor obligations, or does not reply in a timely manner to requests or questions sent by administrators of Holy Apostles to the Instructor's holyapostles.edu email account.

2. Undergraduate Courses

Minimum Enrollment of 7 students up to 20 students: \$2,600

Override of up to 22 students: Extra stipend of \$130 for each of the up to two additional students.

If the course fails to reach minimum enrollment, it may be canceled at the discretion of Holy Apostles College and Seminary or it may be allowed to run with the pro-rated faculty stipend outlined below.

\$2,210 if six (6) students enroll in the class;
 \$2,080 if five (5) students enroll in the class;
 \$1,560 if four (4) students enroll in the class;
 \$1,040 if three (3) students enroll in the class;
 \$700 if two (2) students enroll in the class; or
 \$340 if one (1) student enrolls in the class.

Stipends will be calculated based on total enrollment one week after the end of the add/drop period. Holy Apostles agrees to disburse the stipend in three installments: two installments will be disbursed during the semester, and the final installment will be disbursed after the grades have been finalized which must be completed within one week after the end of the semester. Provided other students' grades are finalized, the final faculty stipend payment will not be withheld for any students on an approved "incomplete."

Holy Apostles reserves the right to withhold stipend installments if Instructor: does not report attendance or grades upon the request of Holy Apostles, does not fulfill the instructor obligations, or does not reply in a timely manner to requests or questions sent by

administrators of Holy Apostles to the Instructor's holyapostles.edu email account.

3. Other Additional Faculty Stipends

A. Thesis

Director/Advisor	\$550.00
Director/Advisor continuation (up to 3 additional semesters)	\$550.00
Reader	\$225.00

B. Current Format Comprehensive Exam

Primary Reader	\$75.00
Second Reader	\$75.00

C. Postmasters Certificate Capstone Paper

Director/Advisor	\$550.00
Reader	\$250.00

D. ENG 890 Oral Exam

Each examiner per each exam	\$25.00
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(Since each examiner is present for the Morals and Dogma exams, stipend is \$50 total.)

E. ENG 890-1 10-page Professional Paper

Director/Advisor	\$200.00
Reader	\$100.00

F. Single-student Directed Study

Paid at the single-student adjunct faculty rate listed above.

E. Course Development Stipend

Course Development Stipend	\$1,200.00
Course Redevelopment/Major Update Stipend	\$1,000.00

G. Teaching Assistants

Teaching Assistant Stipend (per course)	\$300.00
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ACKNOWLEDGEMENT BY NON-SEMINARY FACULTY

This is to acknowledge that I have received a copy or am able to access a copy of Holy Apostles College and Seminary *Faculty Handbook* either on-line at the internet or intranet address – or folder and document name from a common server or through my supervisor.

I understand and agree that it is my responsibility to read the *Faculty Handbook*, to familiarize myself with its contents, and to follow the policies, guidelines, and standards it sets forth. I understand that the *Faculty Handbook* describes important information about Holy Apostles College and Seminary, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I further understand that I am responsible for periodically reviewing the handbook, to ensure that I am familiar with all changes that may be made to this document from time to time.

It is my understanding that the contents of this handbook do not constitute a contract of employment or confer any express or implied promises to me. Furthermore, no member of the Holy Apostles College and Seminary management, other than the President-Rector or his/her specific designee, possesses the authority to enter into any agreement for employment, expressed or implied, for any specified period of time and may only do so in writing.

I also understand that Holy Apostles College and Seminary reserves the right to revise, delete, and/or add to the provisions of this *Faculty Handbook*. The policies and provisions contained in this handbook do not represent conditions of employment but rather serve as information guidelines for my own benefit. This *Faculty Handbook* supersedes all prior handbooks. I acknowledge that the online *Faculty Handbook* includes the most up-to-date information. It is my responsibility to obtain the latest version of the *Faculty Handbook*.

I have entered into my employment relationship with Holy Apostles College and Seminary voluntarily and acknowledge that there is no specified length of employment. I further understand that my employment remains on an at-will basis and can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Holy Apostles College and Seminary or myself.

Signature: _____

Date: _____

SUPPLEMENT TO FACULTY HANDBOOK FOR SEMINARY FACULTY

Statement on Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

Statement on Marriage

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture, (Gen. 2:18-25), by Catholic Tradition, and by the Magisterium. We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18, 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, cohabitation, homosexual behavior, rejection of one's biological sex, or use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor. 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture, Catholic Tradition, the Magisterium, nor with the doctrines of Holy Apostles College & Seminary.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physical or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

Statement of Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible and Catholic Tradition, and the Magisterium, are the two final authoritative sources concerning truth, morality, and the proper conduct of mankind. For purposes of Holy Apostles College & Seminary faith, doctrine, practice, policy, and discipline, our Chancellor, the Local Bishop, and the Bishop of Rome, the Pope, are Holy Apostles College & Seminary's final interpretative authority on the application of teaching from the Bible, and Catholic Tradition.

Physical Privacy & Sexuality Policy

I. Purpose

In light of Holy Apostles College & Seminary's statement of faith, statement on marriage and sexuality, and Student Handbooks, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain Holy Apostles College & Seminary's disciples, this policy is enacted to advise members of Holy Apostles College & Seminary community of their duties with regard to use of restrooms, showers, and any other Holy Apostles College & Seminary's facilities where individuals may be undressed in the presence of others.

II. Definitions

"Sex" means the biological condition of being male or female as determined at birth.

"Member of Holy Apostles College & Seminary's community" means any Holy Apostles College & Seminary employee, volunteer, seminarian, student, parent, or visitor.

III. Sincerely-Held Religious Beliefs on Sexuality

Holy Apostles College & Seminary's sincerely-held religious belief is that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

IV. Policy

Notwithstanding any other policy, Holy Apostles College & Seminary's restrooms and showers designated for one sex shall only be used by members of that sex.

In any other Holy Apostles College & Seminary facilities or settings where members of Holy Apostles College & Seminary's community may be undressed in the presence of others (e.g. changing costumes during school theatrical productions), Holy Apostles College & Seminary shall provide separate, private areas designated for use by members of Holy Apostles College & Seminary community based on their sex.

Holy Apostles College & Seminary recognizes there may be instances where members of Holy Apostles College & Seminary community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to Catholic teaching. Holy Apostles College & Seminary encourages members of Holy Apostles College & Seminary community who are struggling with their sexual identity to seek help from a pastor, a spiritual director and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with Catholic teaching.

Holy Apostles College & Seminary will at all times interact with members of Holy Apostles College & Seminary community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Catholicism requires the body of Christ, the Church, to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

A member of the Holy Apostles College & Seminary community who openly and unrepentantly rejects their sex, either in or out of Holy Apostles College & Seminary, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity, the Word of God, and Catholic teaching. Such behavior constitutes a person’s failure to adhere to their commitment to abide by the behavioral standards established by Holy Apostles College & Seminary, which is cause for terminating their privilege of membership in the Holy Apostles College & Seminary community.

To preserve the function and integrity of Holy Apostles College & Seminary and to provide a Catholic role model to members of Holy Apostles College & Seminary community and the community-at-large, it is imperative that all members of Holy Apostles College & Seminary community agree to and abide by this policy.

Code of Conduct Policy

1. **Policy Inclusions.** This ministry’s code of conduct is rooted in its sincerely held religious beliefs and is consistent with the following:
 - a. Sacred Scripture especially the Ten Commandments (Exodus 20:2-17)
 - b. The Great Commandments as stated by Jesus Christ (Matthew 22:37-40)
 - c. The Catechism of the Catholic Church

2. **Personal Conduct.** All persons connected with this ministry community (e.g. employees, volunteers, board members, seminarians, students, parents of students, etc.) shall hereinafter be referred to as ministry community members. All such ministry community members must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Catholic beliefs and mission of the ministry, either expressed or implied. The use of common sense, good ethical standards, and discretion will guide all who are called into community with the ministry in proper conduct. Failure to maintain reasonable standards is subject to discipline, up to and including termination, from the ministry community. It is expected that all members of our ministry community will conduct themselves in a manner consistent with Catholic standards, values, and character.

3. **Rules of Conduct.** In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the organization. Ministry community members are expected to become familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each community member without placing unreasonable restrictions on anyone.

Ministry community members are expected to model appropriate behavior and conduct both on and off-campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others. Ministry community members are also expected to model appropriate language on and off campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). Ministry community members shall maintain appropriate attitudes and concern for others. Problems concerning ministry community members' roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter shall move up the relevant chain of responsibility. Specifically, ministry community members shall respect the integrity and confidences of other community members and those outside our community attending any of our ministry's functions. Ministry community members are expected to operate within their respective roles.

In summary Christian ethics demand that ministry community members act in love and integrity, and confidentiality, and in alignment with the mission/purpose of this ministry.

4. **Inappropriate Conduct.** Violation of ministry rules and policies may result in an oral warning, a written warning, and/or termination of a member's role in the ministry community. There is no requirement that discipline be progressive or that a warning is given prior to demotion or any other disciplinary action, including discharge from the ministry community. Set forth below are some examples of misconduct that will not be tolerated by the ministry. This list is not exhaustive, and examples are not listed in order of seriousness.
- A. Falsification of personnel and/or student records and information or other ministry records.
 - B. Dating, or otherwise becoming romantically involved with, anyone under legal age.
 - C. Engaging in any activity which a ministry community member knows, or has reason to know, will adversely affect the mission of the ministry.
 - D. Engaging in sexual acts and/or relationships outside the confines of marriage between one man and one woman as defined by the Sacred Scripture, Tradition, and the Magisterium.
 - E. Deliberate damage or destruction of any ministry property or the property of any ministry community member.
 - F. Engaging in criminal conduct.
 - G. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other ministry leader, or the use of abusive or threatening language toward a supervisor, teacher, or other ministry leader.
 - H. Using abusive language at any time on-campus.
 - I. Failure to notify a supervisor when unable to report to work.

- J. Sleeping on the job.
- K. Wearing unprofessional or inappropriate styles of dress (including dressing in such a way as to willfully reject one's sex assigned at birth (Gen. 1:27).
- L. Violation of any safety, health, security or ministry policies, rules, or procedures.
- M. Committing a fraudulent act or a breach of trust under any circumstances.
- N. Unlawful harassment including harassment of a sexual nature (with the understanding that this ministry reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its Catholic principles and expectations in the areas of marriage, sexuality, dress, and discipline).
- O. Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the ministry.

If a ministry community member has any doubt about whether certain conduct will constitute behavior that suggests a willful violation of the religious beliefs and practices of the ministry, the community member should ask an appropriate ministry leader.

By signing below, the ministry community member acknowledges an understanding that this ministry only hires staff members who agree to abide by its Code of Conduct which is rooted in its sincerely held religious beliefs and which this ministry believes reflects a relationship representative of a walk with Christ.

In addition, by signing below, ministry community members acknowledges they have read, understood, and agree to abide by this Catholic Code of Conduct and that this ministry reserves the right to discipline said community member (up to and including termination from the community) for any action(s) in violation of this Code of Conduct.

ACKNOWLEDGEMENT AND AGREEMENT BY SEMINARY FACULTY

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I understand and agree that it is my responsibility to read the *Faculty Handbook*, to familiarize myself with its contents, and to follow the policies, guidelines, and standards it sets forth. I understand that the *Faculty Handbook* describes important information about Holy Apostles College and Seminary, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I further understand that I am responsible for periodically reviewing the handbook, to ensure that I am familiar with all changes that may be made to this document from time to time.

It is my understanding that the contents of this handbook do not constitute a contract of employment or confer any express or implied promises to me. Furthermore, no member of the Holy

Apostles College and Seminary management, other than the President-Rector or his/her specific designee, possesses the authority to enter into any agreement for employment, expressed or implied, for any specified period of time and may only do so in writing.

I also understand that Holy Apostles College and Seminary reserves the right to revise, delete, and/or add to the provisions of this *Faculty Handbook*. The policies and provisions contained in this handbook do not represent conditions of employment but rather serve as information guidelines for my own benefit. This *Faculty Handbook* supersedes all prior handbooks. I acknowledge that the online *Faculty Handbook* includes the most up-to-date information. It is my responsibility to obtain the latest version of the *Faculty Handbook*.

I have entered into my employment relationship with Holy Apostles College and Seminary voluntarily and acknowledge that there is no specified length of employment. I further understand that my employment remains on an at-will basis and can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Holy Apostles College and Seminary or myself.

Signature: _____

Date: _____