



**ST JOHN VIANNEY**  
COLLEGE SEMINARY

---

## TABLE OF CONTENTS

1. INSTITUTIONAL MISSION	
1.1. Statement of Institutional Mission .....	6
1.2. Institutional Goals.....	6
2. INSTITUTIONAL STRUCTURE, GOVERNMENT AND ADMINISTRATION	
2.1. Institutional Structure .....	7
2.2 Government and Administration.....	7
2.2.1 Board of Trustees.....	7
2.2.2 Administration .....	8
2.2.2.1 Rector/President .....	8
2.2.2.2 Vice-Rector.....	9
2.2.2.3 Dean of Men .....	9
2.2.2.4 Spiritual Director .....	9
2.2.2.5 Academic Dean.....	9
2.2.2.6 Registrar .....	9
2.2.2.7 Director of Institutional Research .....	10
2.2.2.8 Business Manager.....	10
2.2.2.9 Pre-theology Program Coordinator .....	10
2.2.3 Councils and Committees of the Administration .....	10
2.2.3.1 Rector's Council.....	10
2.2.3.2 Admissions Committee.....	11
2.2.3.3 Planning Committee.....	11
2.2.3.4 Formation Team.....	12
2.2.3.5 Assembly of the Faculty .....	12
3. ADMINISTRATIVE DIVISIONS AND OFFICES	
3.1 Human and Pastoral Formation Division .....	12
3.1.1 Purpose and Goals.....	12
3.1.2 The Dean of Men.....	13
3.1.3 Programs of the Human and Pastoral Division .....	14
3.1.4 Assessment Instruments and Criteria.....	14
3.1.5 Planning.....	14
3.1.6 Student Government.....	14
3.2 Spiritual Formation Division.....	15
3.2.1 Purpose and Goals.....	15
3.2.2 Spiritual Director .....	15
3.2.3 Programs of the Spiritual Formation Division .....	16
3.2.4 Assessment Instruments and Criteria.....	16
3.2.5 Planning.....	17
3.3 Academic Division .....	17
3.3.1 Purpose and Goals.....	17
3.3.2 Academic Dean .....	17

---

3.3.3 Councils and Committees of the Academic Division .....	18
3.3.3.1 Academic Council.....	18
3.3.3.2 Humanities Council.....	19
3.3.3.3 Library Committee .....	19
3.3.3.4 Special Committees.....	19
3.3.4 Academic Departments.....	20
3.3.5 Department Chairs .....	20
3.3.6 Academic Programs.....	21
3.3.7 Academic Program Coordinators .....	21
3.3.8 New Programs .....	21
3.3.9 Curriculum.....	21
3.3.10 Role of the Faculty and its Responsibilities.....	22
3.3.10.1 Syllabi.....	22
3.3.10.2 Independent Study Courses .....	22
3.3.10.3 Assignments.....	23
3.3.10.4 Continuing Education .....	23
3.3.10.5 Teaching Load.....	23
3.3.10.6 Office Hours.....	23
3.3.10.7 Class Rosters .....	23
3.3.10.8 Midterm Grades .....	23
3.3.10.9 Final Exams .....	23
3.3.10.10 Class Meetings .....	24
3.3.10.11 General Classroom Procedures.....	24
3.3.10.12 Faculty Absence .....	24
3.3.10.13 Attendance at Meetings and School Functions .....	24
3.3.10.14 Textbooks.....	24
3.3.10.15 Commencement Exercises.....	24
3.3.10.16 Advising.....	25
3.3.10.17 Part-time Faculty .....	25
3.3.11 Faculty Benefits.....	25
3.3.11.1 Faculty Development .....	25
3.3.11.2 Reimbursement Policy .....	25
3.3.11.3 Sabbaticals .....	25
3.3.11.4 Sick Leave .....	25
3.3.12 Faculty Status and Contracts.....	25
3.3.12.1 Faculty Contracts.....	25
3.3.12.2 Contract Duration .....	26
3.3.12.3 Part-time Faculty .....	26
3.3.12.4 One-year Contract.....	26
3.3.12.5 Three-year Contract .....	26
3.3.12.6 Long-Term Status - Five-year Contract .....	26
3.3.12.7 Clergy and Religious Faculty.....	27
3.3.12.8 Retirement Age Faculty.....	27
3.3.12.9 Special Teaching Programs Contract .....	27
3.3.13 Faculty Termination.....	27
3.3.13.1 Dismissal for Cause.....	27
3.3.13.2 Procedures for Dismissal for Cause .....	27
3.3.13.3 Renewal and Termination of Contract .....	28

---

3.3.13.4 Revocation of Long-Term Status .....	28
3.3.13.5 Proc. for Revocation of Long-Term Status.....	28
3.3.14 Faculty Rank and Promotion .....	28
3.3.14.1 Policy for Promotion.....	28
3.3.14.2 Criteria for Academic Rank.....	29
3.3.14.3 Lecturer .....	29
3.3.14.4 Instructor.....	29
3.3.14.5 Assistant Professor.....	29
3.3.14.6 Associate Professor .....	29
3.3.14.7 Professor .....	29
3.3.15 Procedures for Promotion in Rank.....	29
3.3.16 Procedures for Promotion to Long-Term Status .....	30
3.3.17 Academic Personnel Files .....	30
3.3.18 Registration Policy .....	30
3.3.19 Grading Policy .....	31
3.3.20 Grade Appeals Procedures.....	32
3.3.21 Maytag Library .....	33
3.3.21.1 Mission and Goals .....	33
3.3.21.2 Director of the Library.....	33
3.3.21.3 Library Committee .....	34
3.3.21.4 Evaluation.....	34
3.3.21.5 Planning .....	34
3.3.22 Academic Division Evaluation .....	34
3.3.22.1 Evaluation Instruments.....	34
3.3.22.2 Evaluation Criteria and Processing.....	34
3.3.22.3 Planning .....	34
3.4 Office of Institutional Research .....	35
3.4.1 Purpose and Goals .....	35
3.4.2 Director of Institutional Research .....	35
3.4.3 Evaluation .....	35
3.5 Business Office.....	35
3.5.1 Purpose and Goals .....	35
3.5.2 Business Manager.....	36
3.5.3 Evaluation.....	36
4. PERSONNEL EVALUATION PROCEDURES.....	36
4.1 Procedures for Evaluation of Rector/President.....	36
4.2 Procedures for Evaluation of Administrators.....	36
4.3 Procedures for Evaluations of Faculty .....	37
4.4 Staff .....	37
4.5 Contract Renewal.....	37

---

---

5. GENERAL POLICIES .....	38
5.1 Admissions .....	38
5.2 Academic Freedom .....	38
5.3 Non-Discrimination.....	38
5.3.1 Publication.....	38
5.4 Reimbursable Expenses .....	39
5.5 Smoking.....	39
5.6 Harassment .....	39
5.6.1 Sexual Harassment .....	39
5.6.2 Investigation of Complaints .....	39
5.6.3 Procedures.....	40
5.7 Disabled Student Services.....	40
5.7.1 Appeals.....	40
5.8 Computers .....	41
5.9 Copyright and Patent .....	41
5.9.1 Intellectual Property .....	41
5.10 Fund-raising.....	41
5.11 Drug-Free Campus.....	41
5.12 Academic Honesty .....	41
5.12.1 Cheating .....	42
5.12.2 Plagiarism.....	42
5.12.3 Procedures for Handling Cheating and Plagiarism.....	42
6. EMERGENCY PROCEDURES .....	43
6.1. General Policy .....	43
6.2 Hurricane and Flooding .....	43
6.3 Disasters Requiring Building Evacuation.....	44
7. APPENDIX .....	45
1. Pre-theology Handbook .....	45
2. Assessment Instruments Yearly Calendar .....	53
3. Assessment Cycle Calendar.....	54

---

# CHAPTER 1

## INSTITUTIONAL MISSION

### 1.1 STATEMENT OF INSTITUTIONAL MISSION

The fundamental purpose of St. John Vianney College Seminary is to provide undergraduate education and formation for those students whose stated objective is to discern a call to serve the Catholic Church as priests. The institution assumes, as its specific responsibility, the academic, spiritual, pastoral and human formation of college seminarians within a bilingual (English-Spanish) and multi-cultural setting. The college is also committed to provide academic opportunities for laity and others who may be enriched by its services.

### 1.2 INSTITUTIONAL GOALS

In order to carry out its stated purpose, the institution must engage young men in formation so that they can more clearly discern their call, better understand what is expected of the optimal candidate to the priesthood and come closer to achieving it. To this end St. John Vianney College Seminary sets for itself the following goals:

1. The institution will provide an academic environment and programs in which students can:
  - a) Encounter a wide range of human learning, with a special emphasis in the humanities;
  - b) Deepen their understanding of the mysteries of the faith;
  - c) Appreciate the relationship between faith and reason;
  - d) Become prepared to understand the teaching office (munus docendi) of the priesthood.
2. The institution will provide services of spiritual formation that promote and foster a spiritual life for students, as individuals and members of a community, through which they will grow in the life of union with God the Father through his Son Jesus Christ in the Holy Spirit.
3. The institution will provide opportunities for service within the Seminary community and within the community at large which will:
  - a) Foster in students an appreciation for the role of “shepherd of souls”;
  - b) Develop skills that will better help them to be people of service.
4. The institution will provide an environment and formation programs in which students can:
  - a) Grow in human and affective maturity;
  - b) Be better prepared to be bridges for others in meeting Jesus Christ, the Redeemer of the human race.
5. The institution will provide various administrative and support services to meet the reasonable human and institutional needs of its students.
6. The institution will support the well-being of students through a safe campus with properly working facilities that meet the practical needs of students.
7. The institution will support an Office of Institutional Research to
  - a) Oversee the institutionally wide process of planning and evaluation;
  - b) Monitor the improvement of its programs.

---

## CHAPTER 2

# INSTITUTIONAL STRUCTURE, GOVERNMENT AND ADMINISTRATION

### 2.1 INSTITUTIONAL STRUCTURE

The structural flow line of the institution is as follows:

1. The Board of Trustees, vertically followed by
2. The Rector/President, vertically followed by
3. The Rector's Council, constituted by the Vice-Rector, the Dean of Men, the Spiritual Director, the Academic Dean, the Pre-theology Program Coordinator, and the Registrar. Acting as advisory bodies to the Rector and the Rector's Council:
4. The Planning Committee,
5. The Admissions Committee,
6. The Formation Team.

From the Rector's Council vertically flows the entire body of the institution divided into three divisions and two offices:

1. Academic Formation Division,
2. Human and Pastoral Formation Division,
3. Spiritual Formation Division,
4. Business Office,
5. Office of Institutional Research.

Each one of these divisions and offices is a self-sufficient administrative unit governed by a Dean or Director and in the case of the Academic Division with the support of a Division Council.

The entire operation of the College-Seminary is rationally structured into three divisions and two offices and the leader of each division is then integrated into the Rector's Council, which is the administrative council of the institution under the delegated authority of the Rector and of the Board of Trustees. Each division is then divided into smaller relevant units, etc. This provides for up and down flow of ideas as well as for effective participation in the decision-making process of the institution and effective implementation of plans and changes. Furthermore, the position of the Planning Committee together with its fully empowered Institutional Research Director allows for full freedom of access to all non-confidential institutional information as well as cooperation from all institutional levels and divisions.

### 2.2 GOVERNMENT AND ADMINISTRATION

#### 2.2.1 BOARD OF TRUSTEES

Saint John Vianney College Seminary is governed by a Board of Trustees, which is appointed by the Archbishop of Miami who is the Board Member and Chair of the Board of Trustees. Their terms, responsibilities and duties are described in the Articles of Incorporation and its by-laws. The Board of Trustees shall govern the business, property and affairs of St. John Vianney in accordance with the laws of the State of Florida and the guidelines and directives of the Roman Catholic Church.

The functions and duties of the Board of Trustees are as follows:

- To formulate and periodically review the purpose of the institution;
- To create institutional policies and procedures of formation in accordance with the institutional purpose;
- To secure financial resources to adequately support the operation of St. John Vianney College Seminary;

- 
- To appoint and periodically evaluate the Rector/President of the college seminary;
  - To appoint the other administrative officers of the college seminary upon the recommendation of the Rector/President;
  - To approve and adopt the annual budget and other extraordinary financial expenditures for the College Seminary;
  - To evaluate the effectiveness of the college seminary program and to adopt and support plans for improvement.

The Board of Trustees shall appoint appropriate committees to help in carrying out its responsibilities. These committees shall include members of the faculty and administration of the college seminary and at least one member of the Board of Trustees. A Faculty Coordinator shall be appointed for each committee to coordinate the work of the committee.

## **2.2.2 ADMINISTRATION**

For administrative purposes, under the leadership and direction of the Rector/President, the college seminary is organized in the following manner:

- The Dean of Men heads the Student Human and Pastoral Formation Division which includes the Human and Pastoral Formation programs;
- The Spiritual Director heads the Spiritual Formation Division;
- The Academic Dean heads the Academic Division;
- The Business Manager heads the Business Office;
- The Director of Institutional Research heads the Office of Institutional Research.

Administrators should foster initiative as well as individual and group responsibility by observing the principles of subsidiarity and collaboration, while demonstrating forthright and confident leadership. (PPF 315)

### **2.2.2.1 Rector/President**

The Rector/President is the chief executive officer of the college seminary and is ultimately responsible for all of the college seminary activities in accordance with the policies and directives of the Board of Trustees. He is a priest appointed by the Archbishop of Miami. The Rector/President appoints all other administrative officers with the consent of the Archbishop of Miami, except for the Vice-Rector who is appointed by the Archbishop of Miami. He is an ex officio member of the Board of Trustees and a member of the Executive Committee of the Board of Trustees. As the Chief Executive Officer of the Seminary, the Rector has ultimate responsibility for the quality of formation, education and general welfare of the student body and the acceptability of the staff that are under his direction.

The Rector/President is charged with the following specific powers and responsibilities:

- To act as executive officer of the board of trustees charged with the responsibility of carrying out its policies;
- To be the principal agent responsible for the implementation of the formation program in all its pillars (PPF 318);
- To maintain close and continuous contact with the diocesan bishops and their representatives as well as religious superiors that the college-seminary serves (PPF 320);
- To frequently preside at prayer and the Eucharist and should regularly give conferences to the college-seminary community (PPF 321);
- To represent the college-seminary to the community at large and to the Southern Association of Colleges and Schools;
- To chair the Rector's Council which operates under his authority;
- To report to the Rector's Council the decisions of the Board of Trustees;
- To recommend for appointment to the Board of Trustees the Administration Officers and be responsible for their periodic evaluation;
- To appoint the Director of Institutional Research and be responsible for the periodic evaluation of his/her performance;



- 
- To appoint the Business Manager and be responsible for the periodic evaluation of his performance;
  - To appoint the Chairs of all departments and the Coordinators of all Academic Programs after consultation with the Academic Dean and the departmental Faculty;
  - To chair the Admissions Committee and the Planning Committee;
  - To chair the general meeting of the faculty (priest, religious, lay) for the semester evaluation of the students;
  - To meet with the students to discuss their evaluations;
  - To report to the proper authorities the results of the evaluations of their respective seminarians;
  - To chair the Formation Team meetings, which he calls at his discretion;
  - To make effective use and maintenance of all campus facilities;
  - To lead the efforts for fundraising outside the college seminary budget;
  - To serve as a model to students and staff of love and dedication to the service of the Church.

The Archbishop of Miami may remove any officer. In the event of any conflict, the decision of the Archbishop is definitive (Canon 238).

#### **2.2.2.2 Vice-Rector**

The Vice-Rector is a priest appointed, in consultation with the Rector, by the Archbishop of Miami. He assists the Rector/President with his tasks especially as concerns the internal operation of the college seminary (PPF 324) or when the Rector is away from the college seminary.

#### **2.2.2.3 Dean of Men**

He heads the Student Services Division and is responsible to the Rector for the supervision of the daily schedule of the institution and the discipline of the resident student body. He is also entrusted with the coordination of the Human and Pastoral Formation Programs and their activities as well as the Division of Student Services (housing, campus security, health and medical services, student government and orientation for new resident students).

#### **2.2.2.4 Spiritual Director**

The Spiritual Director is a priest appointed in consultation with the Rector by the Archbishop of Miami to assist him with the direction, coordination and supervision of the Spiritual Formation Program of the college seminary (PPF 329). He heads the Spiritual Formation Division and has the general responsibility for leadership, oversight and conduct of the division and of its program. The purpose of the Spiritual Services Division is to implement the spiritual development aspects of the institutional formation program in accordance with the institutional purpose and the directives of the U.S. Bishops Program of Priestly Formation.

#### **2.2.2.5 Academic Dean**

The Academic Dean is appointed by the Rector to head the Academic Formation Division. The Academic Dean has direct responsibility and leadership for all matters concerning the academic life of the institution. The academic life of the institution includes the supervision of all departments and academic programs in regard to faculty and curriculum. In addition, the Academic Dean supervises the Library, the Registrar's Office and all other academic services. Further, he/she acts as an advisor to the Assembly of the Faculty.

#### **2.2.2.6 Registrar**

The Rector, in consultation with the Academic Dean, appoints the Registrar of the college seminary. The Registrar maintains all permanent academic records, produce report cards, transcripts and class rosters. Also, he/she ensures that The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) is enforced in regard to academic records. The Registrar is under the supervision of the Academic Dean.

---

The following are specific responsibilities of the Registrar:

- To maintain all permanent academic records, report cards, transcripts and class rosters. He/she supplies these records to the appropriate recipients;
- To ensure that the Buckley Amendment is enforced with regard to academic records;
- To serve as the Financial Aid Officer;
- To guide students in declaring and supporting their proper immigration status;
- To act as general office manager;
- To serve in the Admissions Committee.

### **2.2.2.7 Director of Institutional Research**

The Director of Institutional Research is directly charged by the Rector/President to design and carry out all the necessary research and investigative work concerning the effectiveness of the institution. The Director collects and makes an analysis of the data necessary for ongoing planning, assessment and evaluation of the institution and disseminates the results to the proper units for their planning and implementation. (See below, Sections 3.4, 3.4.1 and 3.4.2 dedicated to the Office of Institutional Research and the Director).

### **2.2.2.8 Business Manager**

The Business Manager is the head of the Business Office. He/she is responsible for accounting, fiscal management, budgeting, purchasing, physical plant, and all other matters delegated to him/her by the Rector/President. (See below, Sections 3.5 and 3.5.1 dedicated to the Business Office and the Business Manager).

The Business Manager assists the Rector/President in the stewardship of the financial and physical resources of the institution and assists him in budget preparation and implementation as well as supervision of service personnel (PPF 343).

The Business Manager is appointed by the Rector and reports directly to him and must be at all times prepared to give him the financial information necessary for the direction of the college seminary.

The Business Manager is to coordinate the budget process in consultation with all the institution's units to ensure that their needs, requests and proposals are addressed in the preparation of the budget.

### **2.2.2.9 Pre-theology Program Coordinator**

The Pre-theology Program Coordinator heads the Pre-theology Program. The Rector appoints the Pre-theology Program Coordinator for a three-year period and may be reappointed. He has the general responsibility for leadership, oversight and conduct of the pre-theology program. He works in close collaboration with the heads of all the institution's divisions to ensure that pre-theologians receive an academic, human, spiritual and pastoral formation that is appropriate for their standing.

## **2.2.3 COUNCILS AND COMMITTEES OF THE ADMINISTRATION**

### **2.2.3.1 Rector's Council**

The Rector's Council is, under the leadership of the Rector/President, the administrative council of the institution. Its primary role within the institution is to give general leadership. Under the authority and leadership of the Rector, and in accordance with the Guidelines of Priestly Formation established by the Holy See and the National Conference of Catholic Bishops, it is the principal agency for decision-making and oversight within the college seminary. It has responsibility for the general administrative governance of the seminary program under the Rector and the Board of Trustees. The work of all is under the governance of the Rector's Council, which must be cognizant of the administrative and formational aspects of the college seminary, excepting those matters which pertain to the "internal forum" which must be given the strictest confidentiality by the priest or priests concerned. The Rector's Council

---

should work in close cooperation with the Rector under whose authority it operates. The Rector enjoys the canonical prerogative to revoke or change any decisions resulting from the procedural deliberations of all the institutional committees and councils (Canons 238, 239, 260).

The members of the Rector's Council are as follows: the Rector, the Vice-Rector, the Dean of Men, the Academic Dean, the Director of Spiritual Formation, the Pre-theology Program Coordinator and the Registrar. Others may be invited to participate on an ad hoc basis in a particular meeting of the Rector's Council for their input of particular items under the Council's deliberation.

The Rector's Council shall meet at least once a month and on additional times if needed. The Rector or one-third of the members may request these additional meetings. In the absence of the Rector, the Vice-Rector shall preside over the Council meetings and should he be unable to preside, a member shall be designated by the Rector to preside on an ad hoc basis.

Recommendations from divisions, councils and committees must receive approval from the Rector's Council. The Council must ensure that all recommendations made to it have followed specific procedures for their unit.

The Rector's Council has the following responsibilities:

- To advance and periodically review the mission and goals of the institution.
- To formulate general institutional policy for approval by the Rector and/or promulgation by the Board of Trustees;
- To function as the oversight group of all the divisions of the college seminary;
- To receive and implement the recommendations of the Board of Trustees;
- To receive and process the reports of the Office of Institutional Research;
- To advise the Rector on matters of appointment, promotion and termination involving due process according to civil and Church procedures;
- To oversee the preparation of the various college seminary calendars, handbooks, the catalog and other documents in order to make recommendation to the Rector prior to his approval;
- To formulate and evaluate the policy regarding acquisition and allocation of information technologies.
- To receive recommendations from the Planning Committee for its planning.
- To lead the institution's Short-term and Long-term planning and evaluation process.

### **2.2.3.2 Admissions Committee**

The Admissions Committee is made up of the Rector, the Vice-Rector, the Dean of Men, the Academic Dean and the Registrar. Other individuals, such as a psychological advisor, may be invited to participate when deemed necessary. The Committee meets as often as is necessary to review and process the applications of candidates.

### **2.2.3.3 Planning Committee**

The Planning Committee is under the direction of the Rector. This committee advises the Rector and the Rector's Council and makes recommendations on matters pertaining to planning. The Rector's Council will then send the final planning recommendations through the Rector/President to the Board of Trustees. The Planning Committee must meet at least once every two years during the fall semester to discharge its planning duties. Other meetings may be called when deemed necessary.

Members of the Planning Committee are as follows: the Rector, all members of the Rector's Council, the Director of Institutional Research, the Business Manager, the Department Chairs and Program Coordinators, the head Chef and the Chief of Maintenance. Other representatives may be invited by a vote of two thirds of the Committee.

---

### 2.2.3.4 Formation Team

The Rector, the Vice-Rector, the Dean of Men, the Spiritual Director, the Pre-theology Program Coordinator and all other resident priests on the faculty constitute the Formation Team. They provide a model of priestly life and ministry, manifesting the character of sacred ministry for the students. For the role and responsibilities of the Formation Team consult the Principles of Formation Manual.

### 2.2.3.5 Assembly of the Faculty

The Assembly of the Faculty is the recognized faculty organization of Saint John Vianney College Seminary. Its purpose is to provide participation, representation and initiative in the life of the academic institution. All members of the full-time faculty are ex officio members of the Assembly of the Faculty.

The Assembly of the Faculty can initiate and make recommendations for the common good of the institution. The Assembly of the Faculty specifically makes recommendations to the appropriate institutional bodies concerning academic policy, faculty policy and faculty promotion. Normally, their recommendations are sent to the Academic Council for consideration and action. In extraordinary situations, after receiving the response of the Rector's Council, they may make a direct appeal to the Board of Trustees. In such cases, denial of a recommended action should include a written statement of the reasons for the denial.

The Assembly of the Faculty has a right to voice its views on all matters protected by academic freedom and may initiate grievance procedures if any of its rights are violated, but responsibility for the final determination on these matters rests with the Archbishop of Miami (Canon 259).

The Academic Dean is an ex-officio member with voice but no vote. The Assembly must meet at least once a year, or more often, at the discretion of the President.

## CHAPTER 3

# ADMINISTRATIVE DIVISIONS AND OFFICES

## 3.1 HUMAN AND PASTORAL FORMATION DIVISION

### 3.1.1 PURPOSE AND GOALS

The Human and Pastoral Formation Division is responsible for the human and pastoral formation Programs of St. John Vianney College Seminary and therefore its purpose and goals are twofold:

A) Purpose and Goals of the Human Formation Program:

The Human Formation Program is intended to nurture in the seminarians of the institution the basic human qualities necessary for life in the ministerial priesthood of the Church. This program is designed in keeping with the norms established by the Program of Priestly Formation of the U.S. Conference of Catholic Bishops: "Candidates to the priesthood must give evidence of an overall personal balance, moral character, and proper motivation. This includes the requisite human, moral, spiritual, intellectual, physical, and psychological qualities for priestly ministry." (PPF #5) The Human Formation Program thus exists to empower seminarians to all the more become mature, balanced

---

men who can effectively exercise ministerial leadership in the midst of a diversified Church. In order to achieve this purpose, the Human Formation Program sets for itself the objective of forming seminarians in light of the following goals or outcomes:

1. Seminarians who display emotional and psychological maturity;
2. Seminarians who demonstrate healthy balance in their lives;
3. Seminarians who evidence openness to diversity;
4. Seminarians who demonstrate leadership.

B) Purpose and Goals of the Pastoral Formation Program:

The Pastoral Formation Program of St. John Vianney College Seminary exists to instill and nurture in its seminarians the ministerial sensibilities required for a life of active work in the Roman Catholic priesthood. This program is designed in fidelity to the norms established by the Program of Priestly Formation of the U.S. Conference of Catholic Bishops: “The goal of the seminary program is to prepare priests who have a comprehensive pastoral outlook, ready to assume the pastoral duties which their service to the community demands. This service requires special concern for individuals and groups alienated from society and the Church either by accident or by choice.” (PPF #193) The Pastoral Formation Program consequently is intended to assist the seminarians of the institution in becoming educated and self-reflective ministers of the Good News of the gospel, who are sensible to the varied needs and vulnerabilities of those to whom they are sent. This task is carried about in the following way: first, by helping the seminarians to become familiar with the basic reality of pastoral ministry and its required skills through coursework; second, by allowing the seminarians to exercise and grow in those skills in the context of field education placements in the local community; third, in light of their coursework and field placement assignments, to assist the seminarians in assessing their understanding of ministry and their growth in its required skills through the exercise of self-reflection and guidance. In order to achieve this, the Pastoral Formation Program establishes for itself the objective of forming seminarians in light of the following goals or outcomes:

1. College seminarians who understand the aim of pastoral ministry;
2. College seminarians who can work within the structures of pastoral ministry;
3. College seminarians who can assess pastoral effectiveness.

### **3.1.2 THE DEAN OF MEN**

The Human and Pastoral Formation Division is organized under the leadership of the Dean of Men.

The following are specific responsibilities of the Dean of Men:

- To supervise the operations of the institution’s daily schedule;
- To supervise and ensure the discipline of the resident student body;
- To coordinate and supervise the Human Formation Program (The House Jobs Program & Work List Program fall under this category);
- To coordinate and supervise the Pastoral Formation Program (The Apostolic Works Program falls under this category);
- To coordinate and supervise the needs and operations of the Division of Student Services (Housing, Campus Security, Health and Medical Services, Student Government and the New Student Experience Orientation fall under this category);
- To serve as an ex-officio member of the Admissions Committee, the Rector’s Council, the Planning Committee, and the Formation Team;
- To work closely with the Office of Institutional Research to ensure the administration and timely reporting of the Division’s assessment and evaluation instruments.

---

### 3.1.3 PROGRAMS OF THE HUMAN AND PASTORAL FORMATION DIVISION

In order to achieve its stated student outcomes, the Human and Pastoral Division has developed a program of Human and Pastoral Formation that includes conferences, course work, field work, etc. For a detailed description of the expectations of Human and Pastoral Formation consult the Principles of Formation Manual.

### 3.1.4 ASSESSMENT INSTRUMENTS AND CRITERIA

In order to carry out a systematic evaluation of the success of the Division in accomplishing its goals, the Division has designed an evaluation strategy that requires the administration of the following instruments:

1. Faculty Evaluation of Students,
2. Resident Student Survey,
3. Apostolic Work Site Evaluation,
4. Alumni Survey,
5. Theologate Faculty Questionnaire.

These instruments will be administered according to the schedule listed in the St. John Vianney College Seminary Assessment Calendar, which is an Appendix to this Manual. The results of the above listed instruments, with the exception of the Faculty Evaluation of Students, which is not a quantifiable instrument, will be evaluated according to the following criteria:

1. Any score below 70% is considered to be below expectations;
2. Any score between 70 and 80% is considered as meeting expectations;
3. Any score between 80 and 90 % is considered as exceeding expectations;
4. And any score between 90 and 100% is considered as far exceeding expectations.

The average and the median score for the entire test population is computed and the resulting numbers are considered the assessment data for that particular test population. The objective is not the individual student's score, but rather the average and median score for the entire test population.

### 3.1.5 PLANNING

The results obtained from the periodic and systematic administration of the instrument of evaluation will be analyzed and reported by the Dean of Men to the Rector and the Rector's Council so that adequate recommendations may be forwarded to the Planning Committee and properly integrated into the institutional planning process which is periodically approved by the Rector's Council and recommended for approval to the Board of Trustees.

### 3.1.6 STUDENT GOVERNMENT

The student government functions under the supervision of the Dean of Men and is a representational student organization, which derives its authority and scope of action from the Rector/President and the Administration. It is constituted with the purpose of fostering student participation, communication between the student body and the administration, representation and responsibility in the life of the college seminary. It provides students with the opportunity to learn leadership skills, supplement their formal academic experience, and pursue diverse interests that their academic program may not provide. Because the Student Government organization is an official college group, all external actions taken by the group must have prior approval of the Rector and thus avoid the institution's potential liability.

The student government organization shall have its own by-laws, which are approved by the Rector and the Rector's Council.

---

The group is led by a President and a Vice-President who have been democratically elected by the college seminary student body, one Dean from each of the four academic levels, namely, Freshman, Sophomore, Junior and Senior, and a Pre-Theology representative. When the number of students who are not seminarians exceeds ten, these students may elect a representative to the Student Government but their participation shall be limited to those matters which pertain to all students. Non-seminarians are excluded from participation on issues of seminarian formation.

The student government president, after consultation with the Dean of Men, may recommend actions to any of the divisions within the college seminary. The rights and responsibilities of the students are elaborated in the Principles of Formation Manual.

## **3.2 SPIRITUAL FORMATION DIVISION**

### **3.2.1 PURPOSE AND GOALS**

Spiritual formation is at the heart of any seminary program. The college seminary Spiritual Director coordinates the Program of Spiritual Formation. This program intends to promote and foster a spiritual life for students, as individuals and members of a community, through which they become better prepared to enter into intimate union with God the Father through his Son Jesus Christ in the Holy Spirit.

Growth in the spiritual life is fostered in many different ways. Formed by the Word of God, the seminarian is assisted through a process of discernment to respond to God's call. The college seminary community gathers daily for the Holy Eucharist, morning and evening prayer. Since a sustained communion with God is essential for the discernment to the priesthood, students are expected to set aside time each day for personal prayer and spiritual reading. The Sacrament of Reconciliation is offered daily before the celebration of the Eucharist. Also different devotions are an important aspect of the seminary spiritual life.

The purpose of the Spiritual Formation Program is to implement the spiritual development aspects of the Program for Priestly Formation by fostering in its seminarians attitudes, habits, and practices in their spiritual life that will help them discern God's presence in the world and in their lives. In order to accomplish this, the Spiritual Formation Program sets for itself the objective of forming seminarians in light of the following goals or outcomes:

1. Seminarians who progressively develop their identity as beings with a God-given human vocation;
2. Seminarians who progressively develop their sense of identification with the Church;
3. Seminarians who develop a sense of the value and relevance of the sacramental life to their human and Christian vocation;
4. Seminarians who progressively develop their understanding that love of God and love of fellow human beings is the foundation of a well-formed conscience;
5. Seminarians who progressively grow in love of their immediate community and the human community at large;
6. Seminarians who progressively develop their understanding that the priestly vocation is a vocation to service;
7. Seminarians who progressively develop their understanding of the importance of prayer and discernment in the life of service to the Church community;
8. Seminarians who progressively develop an appreciation of the importance of celibacy to their priestly vocation.

The Spiritual Formation Division is organized under the leadership of the Director of Spirituality or Spiritual Director.

### **3.2.2 SPIRITUAL DIRECTOR**

The Spiritual Director is a priest appointed in consultation with the Rector by the Archbishop of Miami to assist him with the direction, coordination and supervision of the Spiritual Program of the college seminary (PPF 329). He heads the Spiritual Division Services and has the general responsibility for leadership, oversight and conduct of the Division and of its Program. The purpose of the Spiritual Services Division is to implement the spiritual development aspects of the institutional formation program in accordance with the institutional purpose and the directives of the U.S. Bishops Program of Priestly Formation.

---

The following are specific responsibilities of the Spiritual Director:

- To coordinate and supervise the planning, development and implementation of a program of spiritual formation that fulfills the goals of the Spiritual Formation Program;
- To recommend to the Rector for appointment all spiritual directors;
- To make provisions for the individual spiritual direction of all seminarians and meet regularly with the spiritual directors, providing supervision and assistance for their work (PPF 330);
- To supervise and evaluate the program and spiritual formation activities;
- To serve as an ex-officio member of the Rector's Council and the Planning Committee;
- To prepare the calendar of spiritual events, including spiritual conferences, days of recollection, workshops and retreats;
- To teach and encourage all forms of public and private prayer, lead the seminarians to an appreciation of silence and recollection and provide opportunities for expression of devotion to the Blessed Sacrament, Mary and the saints;
- To teach and encourage the healthy Christian practices of fasting, almsgiving, and self-sacrifice in order to support and encourage the virtues of obedience, chastity, poverty and self-denial.

### **3.2.3 PROGRAMS OF THE SPIRITUAL FORMATION DIVISION**

In order to achieve its stated student outcomes, the Spiritual Formation Division has developed a program of Spiritual Formation that includes conferences, retreats, days of recollection, liturgy, spiritual direction, etc. For a detailed description of the expectations of the Spiritual Division Formation Program consult the Principles of Formation Manual, 66-74.

### **3.2.4 ASSESSMENT INSTRUMENTS AND CRITERIA**

In order to carry out a systematic evaluation of the success of the Division in accomplishing its goals in terms of student outcomes, the Division has designed an evaluation strategy that requires the administration of the following instruments:

1. Faculty Evaluation of Students,
2. Resident Student Survey,
3. New Student Experience Evaluation,
4. Alumni Survey,
5. Theologate Faculty Questionnaire.

These instruments will be administered according to the schedule listed in the St. John Vianney College Seminary Assessment Calendar, which is an Appendix to this Manual. The results of the above listed instruments, with the exception of the Faculty Evaluation of Students, which is not a quantifiable instrument, will be evaluated according to the following criteria:

1. Any score below 70% is considered to be below expectations;
2. Any score between 70 and 80% is considered as meeting expectations;
3. Any score between 80 and 90 % is considered as exceeding expectations;
4. And any score between 90 and 100% is considered as far exceeding expectations.

The average and the median score for the entire test population is computed and the resulting numbers are considered the assessment data for that particular test population. The objective is not the individual student's score, but rather the average and median score for the entire test population.



---

## 3.2.5 PLANNING

The results obtained from the periodic and systematic administration of the instrument of evaluation will be analyzed and reported by the Spiritual Director to the Rector and the Rector's Council so that adequate recommendations may be forwarded to the Planning Committee and properly integrated into the institutional planning process which is periodically approved by the Rector's Council and recommended for approval to the Board of Trustees.

## 3.3 ACADEMIC DIVISION

### 3.3.1 PURPOSE AND GOALS

The purpose of the Academic Division is to implement the academic aspects of the Program of Priestly Formation which are necessary for St. John Vianney College Seminary to fulfill its goals and, thereby, its mission. Specifically, this means the necessary elements to allow its graduates to earn a Bachelor Degree of Arts (B.A.) in Philosophy; or in the case of its Pre-theologians, a Bachelor of Philosophy (B. Phil.) which will give them the necessary foundation in Philosophy and Theology to be able to successfully pursue graduate studies in Theology. In order to accomplish this, the Academic Program sets for itself the following goals or outcomes:

1. Students who are well-grounded in the humanities;
2. Students who possess critical thinking skills, which will enable them to analyze problems in an everyday context as well as in an academic context;
3. Students who develop an appreciation and respect for the value of learning and truth;
4. Students whose philosophical formation prepares them for theological studies at the graduate level;
5. Students whose undergraduate theological studies prepare them for graduate theological studies.

The Academic Division is organized under the leadership of the Academic Dean with the assistance of the Academic Council and Department Chairs and Program Coordinators. All academic departments, academic programs, curriculum, teaching faculty, academic services, academic support technologies, academic record keeping, courses, scheduling, the Assembly of the Faculty, and academic policy fall under the jurisdiction of the Academic Division.

The Academic Division includes one department, the Philosophy Department, and three programs, the General Education & Humanities Program, the ESL Program and the Pre-theology Program.

### 3.3.2 ACADEMIC DEAN

The Academic Dean heads the Academic Division and has direct responsibility and leadership for all matters concerning the academic life of the institution. The academic life of the institution includes the supervision of all departments and academic programs in regard to faculty and curriculum. In addition, the Academic Dean supervises the Library, the Registrar's Office and all other academic services and acts as an advisor to the Assembly of the Faculty.

It is the responsibility of the Academic Dean to ensure that all members of the faculty fulfill their teaching and professional duties with the highest standards of professional conduct possible. The Dean, as the person of academic leadership, should be a model of teaching excellence and research for the faculty.

The following are specific responsibilities of the Academic Dean:

- To supervise the planning, development, implementation, assessment and evaluation of the academic program to ensure fulfillment of the mission of the college seminary and the stated goals of the Academic Division. The academic program must be in accord with the criteria for accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), the Florida Department of Education and the Program of Priestly Formation of the National Conference of Catholic Bishops;
- To serve as liaison to the SACS and the Florida Department of Education and be responsible for coordinating and ensuring the institution's relationship and good standing with these associations;
- To work closely and consult with Department Chairs and Program Coordinators to ensure that the programs under their authority advance their goals;

- 
- To guide, in consultation with the Academic Council, Department Chairs and Program Coordinators, the formulation of divisional plans to be submitted to the Rector's Council;
  - To ensure that methods of instruction are appropriate to the goals of each course and the capabilities of the students;
  - To evaluate regularly, in conjunction with the Academic Council, the institutional curriculum and makes revisions according to their recommendations;
  - To ensure that all administrative and support units of the Academic Division formulate program goals, regular assessment and evaluation strategies;
  - To require that all Department Chairs, Program Coordinators, the Registrar and full-time faculty members who are not part of a department set annual goals for themselves at the beginning of each academic year which must include the following: academic activities, professional development, college service and public service. Department by Chairs and Program Coordinators to address specific needs may add additional areas. These stated goals shall form the foundation for the faculty member's annual evaluation;
  - To take recommendations to the Rector for all full-time and part-time faculty in accord with the policies and procedures stated in the Faculty Status and Contracts section of this Faculty Handbook;
  - To recommend to the Rector the appointment of the Librarian and the Registrar and make an annual evaluation of their performance;
  - To chair the Academic Council and participate as an ex-officio member of the Rector's Council, the Planning Committee, the Humanities Council and the Admissions Committee;
  - To receive the recommendations of the Assembly of the Faculty in regard to rank, promotion, salary policies and any other concerns and submit them to the Rector's Council;
  - To maintain records necessary for accreditation and government reports;
  - To supervise the maintenance of students' academic records and verify that students have completed the stated graduation requirements and give proper protection of privacy to all academic records according to all civil norms including, The Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment);
  - To ensure that all faculty have the necessary credentials and that they are reviewed for accuracy;
  - To have general oversight of the computer and electronic resources provided for the use of students;
  - To work closely with the Office of Institutional Research to ensure the administration and timely reporting of the Division's assessment and evaluation instruments;
  - To appoint faculty members as student advisors and supervise and evaluate their advising role on a yearly basis.

### **3.3.3 COUNCILS AND COMMITTEES OF THE ACADEMIC DIVISION**

#### **3.3.3.1 Academic Council**

The Academic Council, under the leadership of the Academic Dean, guides the development of the programs and policies of the Academic Division. Members of the Academic Council are as follows: the Academic Dean, all Department Chairs, all academic Program Coordinators, the Director of the Pre-theology Program and the Director of the Library. The President of the Student Government may be included as a non-voting member at the invitation of the Academic Dean or one-third of the members for deliberation of particular items under consideration.

The Academic Council shall advise the Dean on all matters that affect the Academic Division. The Department Chairs and Program Coordinators are the primary collaborators with the Academic Dean but all faculty members have the right to discuss any and all matters of academic concern personally with the Dean. Ordinarily, all academic matters should first be presented within the department or program before it comes to the Academic Council.

The Academic Council shall meet at least once during the spring semester. The Academic Dean and the members may propose items for the meeting agenda. The Academic Dean and one-third of the members when necessary may call additional meetings.

The specific responsibilities of the Academic Council are as follows:

- To plan, assess and evaluate the academic program with respect to the Division's mission and goals;
- To develop and periodically review the curriculum of the academic program;

- 
- To assist the Academic Dean in the evaluation and development of curriculum, instructional methods, the quality of instruction, development of new programs and cooperation with other institutions of higher learning;
  - To assist the Admissions Committee in determination of academic standards required for admission to the college seminary;
  - To assist the Academic Dean in the supervision of the Library with particular attention to functions that relate to the teaching activities of the college seminary;
  - To make recommendations regarding faculty promotion and salary policy.

### **3.3.3.2 Humanities Council**

The Humanities Council acts under the authority of the Academic Council and reports directly to it. It may initiate the review of the humanities curriculum and submit its recommendations to the Academic Council.

Members of the Humanities Council are as follows: The Academic Dean, the Coordinator the General Education Program, the Chair of the Philosophy Department, the Dean of Men, the Director of Institutional Research, the Librarian, and the President of the Student Government.

The Humanities Council is also responsible for the preparation of the Evaluation and Planning Report stemming from its evaluation of the Humanities Entrance and Exit Tests, the Humanities Program Assessment Questionnaire, and the Humanities Project Rubric.

The specific responsibilities of the Humanities Council are as follows:

- To meet at least once every semester;
- To produce a calendar of cultural events for the year;
- To sponsor and coordinate the yearly Humanities Conference;
- To sponsor and coordinate at least one Festival of the Arts and Languages activity each year in which students have an opportunity to make presentations of their creative talents in different areas of the arts;
- To supervise, organize, and assess the Students' Humanities Project.
- To sponsor and coordinate the Classic Movies Program.

### **3.3.3.3 Library Committee**

The Library Committee is constituted by the Director of the Library, the Academic Dean and all Department Chairs and Program Coordinators. The Committee shall meet at least once a semester to advise the Director of the Library on all matters pertaining to the Library: collection development, library policy, assessment and evaluation of services, budgetary allotments. All decisions and recommendations of the Library Committee must be brought to the Academic Council for approval.

The specific responsibilities of the Library Committee are as follows:

- To recommend policies to the Director of the Library regarding the operation and improvement of the library services, acquisitions, and learning resource technologies;
- To review and approve budget allocations.

### **3.3.3.4 Special Committees**

The Academic Dean shall form, on an ad hoc basis, committees for specific tasks. The Dean shall take care that there be a rotation of faculty members on these committees so that full participation in the academic life of the college seminary be encouraged.

---

### 3.3.4 ACADEMIC DEPARTMENTS

A department is a fully organized and articulated administrative unit within the Academic Division comprising one or more disciplines and having jurisdiction over both educational and administrative matters relating to those disciplines and their faculties. It is headed by a chair and constitutes a subdivision of the general academic structure under the Academic Division and the Academic Dean.

Each department must develop and publish its own faculty handbook where its goals, programs, evaluation strategy and instruments as well as its planning procedures are properly delineated and spelled out. The faculty handbook of each department will be considered an appendix of this Faculty Handbook and will be reviewed and approved by the Academic Council and the Academic Dean. (See the Philosophy Department Handbook.)

### 3.3.5 DEPARTMENT CHAIRS

Department Chairs have responsibility for the hiring, oversight, evaluation and coordination of its faculty, and for curriculum development within their respective departments. The Chair, in addition, shall provide leadership in regard to the nature of the discipline, providing for occasions of faculty exchange and enrichment to stimulate professional growth of the department faculty.

Department Chairs are appointed by the Rector on recommendation of the Academic Dean for a three-year period and may be reappointed. The Academic Dean shall make his/her recommendation to the Rector after confidential consultation with the department members. Department Chairs must be full-time faculty members holding the rank of Associate Professor or above. The performance of Department Chairs shall be evaluated by the Academic Dean in accordance with the procedures stated in Chapter 4 of this Faculty Handbook.

A Department Chair shall receive a stipend for his/her services the value of which is determined by the Rector. The teaching load of the Chair may also be reduced to take into account the administrative duties of the Chair.

The Academic Dean will keep the personnel files of the department faculty, but the Chair of the department will have complete access to them at his/her own discretion as necessary for the discharge of his/her duties as Chair.

The following are specific responsibilities of Department Chairs:

- To formulate the goals of the department and supervise the planning, development, assessment and evaluation of the department's program;
- To supervise and approve the development, periodic revisions and publishing of the Philosophy Department Handbook;
- To supervise and evaluate all department faculty based on their approved goals and make observations and recommendations to the Academic Dean regarding their employment, contracts, salary, and promotion, and also recommend to the Academic Dean the appointment of new departmental full-time and part-time faculty;
- To supervise the development of curriculum and, in particular, the development of new courses and program revisions. It is preferred that a new course be taught at least once as a special topics course before it is presented to the Academic Council to approve as a course of the college seminary. To obtain course approval, the following process shall be followed:
  - a. The professor shall propose the course to the members of the respective department during one of its regular meetings. If the majority of the department members approve the course, the Chair shall recommend it to the Academic Dean for approval as a special topics course;
  - b. If, in the judgment of the department members the course deserves ongoing addition to the curriculum based on course evaluations and the overall curriculum goals of the department, the Chair shall present the course in written form to the Academic Council which will either recommend the course or not to the Academic Dean as a College course to be offered within the course rotation of the department. No course that has been rejected by the Academic Council may be approved by the Academic Dean;

- 
- c. On approval, the new course shall be listed among the courses of the respective department in the next edition of the college seminary catalog. Department Chairs are responsible to ensure that all of their courses are listed in this publication.
  - To hold regular department meetings with departmental faculty. There must be at least three meetings each semester. The Chair or one-third of department members may call additional meetings when needed;
  - To serve as an ex-officio member of the Planning Committee, the Academic Council, the Humanities Council and the Library Committee. The Chair must faithfully bring academic matters from the department to the Academic Council and report to department members all activities of the Academic Council. This can be done by sharing the minutes of the Academic Council with the faculty.

### **3.3.6 ACADEMIC PROGRAMS**

A program is a grouping of courses within one or several disciplines. The purpose of a program is to enhance its educational and/or administrative efficiency. Programs may be created for special reasons at the discretion of the Academic Dean after consultation with the Academic Council. A program shall be headed by a coordinator.

The Pre-theology Program has developed and published its own Handbook, which is an appendix of this Handbook and its contents should be considered as integral to it.

### **3.3.7 ACADEMIC PROGRAM COORDINATORS**

The coordinator of a program must be a full-time member of the faculty appointed by the Rector in consultation with the Academic Dean. Program Coordinators work closely with the Academic Dean in formulation and advancement of the program's goals but have no independent authority over faculty and/or courses. The performance of Program Coordinators shall be evaluated by the Academic Dean in accordance with the procedures stated in Chapter 5 of this Faculty Handbook.

Program Coordinators are appointed by the Rector on recommendation of the Academic Dean for a three-year period and may be reappointed.

The following are specific responsibilities of Program Coordinators:

- To provide leadership and direction for the Program in consultation with the Academic Dean;
- To advise and support the work of the Academic Dean on program and curriculum development and faculty hiring;
- To supervise the evaluation and assessment of the program;
- To serve as ex officio members of the Academic Council, the Humanities Council and of the Library Committee.

### **3.3.8 NEW PROGRAMS**

The Academic Council must approve new programs before they are brought to the Rector's Council and the Board of Trustees for approval. At least one year should be allowed for preparation and evaluation of the program before proposal and acceptance is requested.

### **3.3.9 CURRICULUM**

Curriculum review and development is the primary responsibility of the Academic Division. The rights of each academic discipline to implement its program of studies according to the norms of that discipline's professional standards (Canons 248, 250-254) must be respected in the process. The development and periodic revision of Departmental curriculum is the responsibility of each department and must be brought to the Academic Council for approval. All revisions to the curriculum must be brought to the Academic Council for approval.

---

### 3.3.10 ROLE OF THE FACULTY AND ITS RESPONSIBILITIES

The faculty has primary responsibility for academic areas such as: curriculum; academic policies; standards; faculty status and professional development; and appropriate student involvement in the academic process. On these matters, the power of review of final decision reserved for the Board of Trustees or the Rector/President as its representative should be exercised in exceptional circumstances, and for reasons communicated to the faculty. It must be recognized that at times conditions may exist which will impose limits on the extent to which faculty actions can be implemented or realized.

Saint John Vianney College Seminary is primarily a teaching institution. Accordingly, in the employment, retention, and advancement of faculty members, primary emphasis is placed upon the capacity for effective teaching.

This implies the following general responsibilities:

- Faculty members shall support and exemplify in conduct and instruction both Catholic doctrine and carry out the religious and educational philosophy of the institution.
- Well-organized preparation for and conducting of classroom;
- Acceptable and scrupulously fair procedures in administering tests and examinations;
- Conformity to college seminary policy and established professional norms with regard to grading;
- Willingness to give students individual attention when needed and to participate effectively in the advising program of the college seminary;
- Scholarly interest and active participation in professional societies, and keeping abreast of research and development in his/her particular area of teaching;
- Contribution to curriculum review and innovation;
- Maintenance for five years of a complete and accurate record of grades students earned (including tests, papers, and final grades) in each course, and submission of these to the Academic Dean if requested;
- Assistance in maintaining the physical order of the classroom, including the prohibition of smoking, eating and drinking;
- Ability to cooperate with colleagues and administrative officers;
- Active participation by full-time faculty members on at least one recognized college seminary committee;
- Faculty should, at the beginning of each course and on the syllabus, explain plagiarism and cheating, and the penalties for such behavior. Faculty should do everything within reason to prevent cheating and plagiarism.

#### 3.3.10.1 Syllabi

An instructor's syllabus is a vital tool for both the teacher and the student. It enables the instructor to prepare and schedule course content for the entire term, thereby providing structure and direction to the students. It also provides the institution with evidence that it is meeting accepted academic standards. All course syllabi must have the approval of the Department Chair and/or Academic Dean to ensure that all standards are met by the course and that the course is in accord with the mission of the college seminary. Syllabi must be available to students on the first day of class and to the Department Chair and/or Academic Dean within the first week of classes. All syllabi are to follow the college seminary's approved format, including measurable course objectives and outcomes, proposed content, examination dates and the method of grading and evaluation, attendance policy, and other expectations for which students will be responsible during the term.

#### 3.3.10.2 Independent Study Courses

Independent study courses can be offered to meet the individual needs of students. The contents and standards of an Independent Study must be equivalent to a regular academic offering. In general, an independent study course should only be offered when no course offering during a given semester can meet the student's academic needs. All independent study courses require the approval of the Academic Dean and of the Department Chair when the proposed course involves a faculty member of a department. Independent courses require a syllabus of the same format as is used for regular courses.

---

### **3.3.10.3 Assignments**

The Academic Dean is responsible for distribution of faculty assignments within the college seminary and the chairs of the departments have this responsibility within their departments. In addition to regular instructional work, assignments for a full-time faculty member may include: assistance in school and/or department committee work; moderating student activities; and student advising and registration duties.

### **3.3.10.4 Continuing Education**

To promote continuing educational updating, all faculty members, whether full time or part time are expected to complete a minimum of eight hours of continuing education units (CEU) each year. The faculty member shall submit a summary of his or her CEU's at the closing of each academic year, with appropriate documentation, to the Academic Dean.

### **3.3.10.5 Teaching Load**

The maximum load of a full-time faculty member is 12 semester-hours. The teaching load of adjunct faculty (teaching part-time) will be determined contractually on an ad-hoc basis. Department Chairs may carry a load of nine semester hours to compensate for departmental duties.

### **3.3.10.6 Office Hours**

Each full-time faculty member is expected to maintain a schedule of at least five office hours per week, distributed so that students are able to make convenient appointments. As soon as the semester schedule is arranged, faculty members are expected to file a copy of their daily schedule with the Academic Dean and with their Department Chair. Office hours should be indicated, as well as regularly scheduled extracurricular activities. A copy should also be posted on the member's office door.

### **3.3.10.7 Class Rosters**

Faculty members may not add or delete student's names from the official class roster. In order to ensure that a student is properly registered, the faculty member must send the non-listed student to the Registrar who will confirm the student's status in that course.

### **3.3.10.8 Midterm Grades**

Each faculty member shall submit a midterm grade for each student to the Department Chair and/or Academic Dean, who will then send a grade report to the student and the student's advisor. Any student doing below average work (D or F) in the class must meet with the assigned advisor and the Academic Dean. The contents of the grade report shall only be shared with the advisor, the Department Chair and the Academic Dean, but not with other members of the faculty.

### **3.3.10.9 Final Exams**

The college seminary calendar provides a week at the end of each semester for final exams. Final exams are not required for every course and individual faculty members may use the exam week to have final appointments with students to give them additional evaluation information. In no case, however, may a faculty member give a final exam before exam week since students must be given time to complete other regular assignments such as term papers, oral reports, etc. At the time of registration, the Academic Dean shall publish a final exam schedule with the semester course offerings. Final exams may only be given during these published times and days.

---

### **3.3.10.10 Class Meetings**

Punctuality, class attendance and regularity in personally conducting all assigned classes are expected of all faculty. All faculty members must meet their assigned classes regularly and in the locations and time designated in the course schedule. Changes must be made in consultation with the Academic Dean.

### **3.3.10.11 General Classroom Procedures**

Instructors are free to determine the nature of classroom procedures. Instructors may use lectures, discussions, tests, papers, student presentations, audiovisual materials, library assignments and other techniques in teaching their courses.

### **3.3.10.12 Faculty Absence**

Faculty members will notify the Academic Dean and their Department Chair when they cannot meet with their classes. In case of illness or unforeseen circumstances that prevent a faculty member from meeting with a class, the faculty member must notify the Academic Dean as soon as possible so that students can be informed.

When it is possible to anticipate these absences, the faculty member should seek approval in advance from the Department Chair and/or Academic Dean in writing.

### **3.3.10.13 Attendance at Meetings and School Functions**

All full-time faculty members are required to be present at department and school meetings, special meetings which may be called by the administration, special college seminary functions, such as assemblies before each semester and graduation exercises. If, for good reason, they are not able to attend any of the above, they should communicate to their Department Chair and/or Academic Dean the reason for their absence.

Faculty members are expected to attend all meetings of committees of which they are members.

Faculty members are encouraged to attend public functions sponsored by the college seminary, especially when the Archbishop of Miami will be present, to further our relationship with him.

### **3.3.10.14 Textbooks**

Faculty members select the books and supplementary materials for their classes. Consultation with their Department Chair, or with the Academic Dean, is encouraged. Faculty members order textbooks through the Bookstore Manager. The Bookstore Manager distributes a schedule for ordering and order forms to all teaching faculty.

All faculty members are required to cooperate with the Bookstore Manager, providing all necessary information to obtain the learning materials for each course. Normally, book orders should be sent to the Bookstore Manager at the time that the semester class schedule is published, and the orders processed after the pre-registration period, once course enrollments are confirmed. No faculty members may sell learning materials to students; the Bookstore Manager is the only agent of the college seminary.

### **3.3.10.15 Commencement Exercises**

Academic procession is held at the time of commencement exercises. Full-time faculty is required to participate in these exercises wearing academic garb. Part-time faculty is invited to attend these occasions. Faculty may only wear caps, gowns, and hoods that are theirs by right of their academic achievement. Members of the faculty process by rank unless they have other functions in the commencement, etc.



---

### **3.3.10.16 Advising**

The Academic Dean appoints full-time faculty members as academic advisors and must provide an orientation for these advisors. Academic advisors are expected to meet with each advisee at least twice each semester. The student's advising file is entrusted to the Academic Dean who updates the student's credits each semester and sends an updated grade summary to the student's advisor. Advisors should keep a record of pertinent academic information or of actions taken or recommended to the student.

### **3.3.10.17 Part-time Faculty**

Part-time faculty is hired at the rank of Lecturer. Teaching loads for part-time faculty will generally not exceed two courses per semester. In addition to fulfilling all the responsibilities of regular instructional work, part-time faculty members are encouraged to participate in school and department meetings when requested.

## **3.3.11 FACULTY BENEFITS**

### **3.3.11.1 Faculty Development**

St. John Vianney College Seminary encourages faculty to be actively involved in professional growth and development. In support of this process, the college seminary provides full-time faculty with financial assistance for travel to and attendance to professional meetings in their fields. This support is subject to budget availability and prior approval of the Academic Dean in consultation with the Rector.

### **3.3.11.2 Reimbursement Policy**

Requests for reimbursement for travel, registration, food, lodging and other expenses associated with attendance to professional conferences must be submitted to the office of the Academic Dean.

### **3.3.11.3 Sabbaticals**

Full-time faculty of Assistant Professor rank and above, as well as administrators, is eligible for sabbaticals and leaves of absence for study, research and travel after seven years of full-time service. Application should be made one year in advance. The final decision is to be made by the Rector after consultation with the Academic Dean and the Department Chair in those cases involving a department faculty member. The college seminary will provide 75% of the costs. Requests may be made for a year's sabbatical or less. If granted, the faculty member must present a written report of activities during the sabbatical to their Department Chair, or to the Academic Dean when non-departmental faculty is involved, two months after returning from the sabbatical. No outside employment is permitted during the sabbatical. Priest faculty members are to follow the policies of their respective dioceses and participate according to the provisions of their dioceses.

### **3.3.11.4 Sick Leave**

Sick leave can be used for personal illness, injury or exposure to a contagious disease, which would endanger others.

Employees are provided with twelve unpaid workweeks of family and medical leave within a 12-month period in compliance with the Family and Medical Leave Act (FMLA) of 1993 (Public Law 103-3) and the Final Regulations of the Family and Medical Leave Act of 1993 (29 CFR Part 825).

## **3.3.12 FACULTY STATUS AND CONTRACTS**

### **3.3.12.1 Faculty Contracts**

The faculty contract stipulates rank, salary, and duration, which it is signed by the Rector/President and the faculty member, each retaining a copy. If special conditions are covered, these are noted on the contract (Canon 353).

---

Acceptance of the contract includes acceptance of the terms and conditions of the Saint John Vianney College Seminary Faculty Manual and Catalog. Philosophy and Theology faculty are required by Canon 833 to sign a profession and oath of fidelity.

Salaries stipulated in the contracts are normally paid in biweekly installments. Contracts for full-time faculty are normally in force for twelve months, unless otherwise stated.

### **3.3.12.2 Contract Duration**

Full-time faculty contracts for the academic year are normally issued in April of the preceding academic year. If the contract is not signed and returned to the Rector/President within a stated period, it is by that fact voided.

Contracts are issued for stipulated durations to meet the academic needs of the college seminary and in consideration of the years and quality of professional contribution of the faculty member. (See Section 3.3.12 below).

### **3.3.12.3 Part-time Faculty**

Contracts of part-time faculty members will have a statement indicating that the contractual agreement is contingent upon sufficient enrollment. Part-time faculty's contract is terminated automatically at the end of the semester period under contract. No termination procedures are necessary.

### **3.3.12.4 One-year Contract**

New full-time faculty members ordinarily receive a one-year contract for three consecutive years. One-year contracts are probationary in nature and are automatically terminated at the end of the contract period. No termination procedures are necessary. The faculty members will ordinarily be notified no later than the month of March if their contract will not be renewed.

### **3.3.12.5 Three-year Contract**

After a faculty member has received three consecutive one year contracts, he/she shall be offered on recommendation of the Academic Dean and the Department Chair, if pertinent, a three year contract. Termination of this contract will ordinarily be notified no later than the month of March of the second year of their contract. The third year of their contract is considered transitional and they may elect to decline this contract without prejudice to themselves. The college seminary is under no obligation to renew this contract, which expires upon the completion of its third year.

### **3.3.12.6 Long-Term Status - Five-year Contract**

On the successful completion of two three-year contracts and after receiving the positive recommendation of the Department Chair, when pertinent, the Academic Dean, and the Assembly of the Faculty, a faculty member will ordinarily be awarded Long-Term Status, begin receiving five-year contracts and be given due process in regard to termination procedures. The vote in the Assembly of the Faculty must be secret and only taken after there has been a pertinent discussion of the recommendation. No minutes of this discussion shall be taken and the contents of this meeting shall be confidential. After the first Long-Term Status is granted to a faculty member, he or she will ordinarily be offered a five-year contract and will continue to receive five-year contracts unless termination procedures are started and carried on by recommendation of the Department Chair and/or Academic Dean. If a faculty member who is on Long-Term Status is to be terminated as a result of the due process procedures specified in the appropriate section of this Faculty Manual, he/she will ordinarily be notified of this decision no later than the month of March of the fourth year of their five-year contract. The fifth-year of their contract is considered transitional and they may decline this fifth year of the contract without prejudice to themselves. If, after completion of two three-year contracts, the faculty member fails to receive the required recommendation for Long Term Status from the Chair of his/her Department, the Academic Dean or the Assembly of the Faculty, no further contracts will be offered.

---

### **3.3.12.7 Clergy and Religious Faculty**

The Archbishop appoints priest faculty and they serve at the discretion of the Archbishop. Contracts for clergy and religious who receive a stipend rather than the salary due them by their rank should include the amount of their contributed services to the college seminary. In the case of religious, those laws that govern not-for-profit tax-exempt religious corporations must be followed.

### **3.3.12.8 Retirement Age Faculty**

When full-time faculty members reach the age of 70 years, they shall be offered one-year contracts, which are of a probationary nature. After age 70, care should be taken in the renewal of these one-year contracts to determine what is in the best interest of the faculty member and the college seminary.

### **3.3.12.9 Special Teaching Programs Contract**

Contracts for special teaching programs, such as summer school, will stipulate the salary and conditions of program. Normally, this salary will be paid at the end of the special program.

## **3.3.13 FACULTY TERMINATION**

### **3.3.13.1 Dismissal for Cause**

A faculty member may be dismissed and his/her contract terminated for cause during the life of the contract on the following grounds:

- Serious personal misconduct;
- Continued neglect of academic duties in spite of warnings;
- Insubordination after being adequately warned;
- Deliberate violation of the rights of other employees or student;
- Conviction of a felony;
- Failure to maintain the canons of professional ethics of one's discipline or profession;
- Falsification of credentials or experience;
- Failure to follow the standards of the college seminary with respect to guidelines and policies in this Manual.

Before taking such action, which should only be a last resort, the immediate supervisor of the faculty in question should attempt to resolve the problem through informal negotiations and after such warnings as may be appropriate under the circumstances.

### **3.3.13.2 Procedures for Dismissal for Cause**

In all cases of dismissal for cause the following procedures must be followed:

1. The immediate supervisor must inform the Head of the pertinent Division in writing, in as much detail as possible, of the cause for dismissal. This notification must be made prior to any dismissal action. At the time of this notification the faculty member in question can be suspended with pay by the immediate supervisor if in his judgment this is warranted by the gravity of the actions in question. The suspension will remain in force until the dismissal process is finished and resolved by formal dismissal or by the reinstatement of the faculty member.
2. The Head of the pertinent Division must respond to this notification within one week and either support the action or reject it. If the Head of the pertinent Division supports the action then the immediate supervisor will proceed to notify, in writing, the faculty member and the dismissal will take effect immediately.
3. If the Head of the pertinent Division does not support the action, the immediate supervisor may appeal within one week to the Rector's Council for a review of the decision of the Dean. The decision of the Rector's Council will be final.

- 
4. In any case, the faculty member can, within one week after he/she is notified of dismissal, appeal to the Assembly of the Faculty. If the Assembly upholds the dismissal, it becomes final. If the Assembly disagrees with the dismissal action, the matter will go to the Rector's Council accompanied by a report and recommendation from the Assembly of the Faculty. The decision of the Rector's Council will then be final.

### **3.3.13.3 Renewal and Termination of Contract**

The college seminary is under no obligation to renew a faculty member's one-year or three-year contract, which naturally expires upon completion of its stated length.

### **3.3.13.4 Revocation of Long-Term Status**

The college seminary may revoke the long-term status of a faculty member and cease extending five-year contracts to the faculty member for just cause and after fulfilling the requirements established in this Manual for due process. Revocation for cause and after due process must be directly and substantially related to the fitness of the faculty member to continue at St. John Vianney College Seminary. Revocation will not be used to violate a faculty member's academic freedom. Revocation proceedings may be instituted after warnings from the pertinent Department Chair and/or Academic Dean.

### **3.3.13.5 Procedures for Revocation of Long-Term Status**

In all cases of revocation of long-term status, the following procedures must be followed:

1. The faculty member must receive a written notice of cause from his/her immediate supervisor at the time of revocation notification, and upon request, shall be provided with documentation that supports this decision;
2. The faculty member can make an appeal of a revocation decision through the Assembly of the Faculty;
3. If the Assembly of the Faculty denies the appeal, then the revocation is final;
4. If the Assembly of the Faculty upholds the appeal, the appeal must go to the Rector's Council. If the Rector's Council upholds the appeal, then the revocation notice is rescinded and faculty member shall be given the contract status that was denied. If the Rector's Council denies the appeal, the decision is final.
5. Notification and final resolution of the revocation process, including appeals, will ordinarily take place on the fourth year of the five-year contract and no later than March of that year.

## **3.3.14 FACULTY RANK AND PROMOTION**

Full-time teaching faculty is appointed to the ranks of Instructor, Assistant Professor, Associate Professor and Professor. Part-time faculty is hired at the rank of Lecturer.

### **3.3.14.1 Policy for Promotion to Rank**

Since Saint John Vianney College Seminary is a teaching institution, effective teaching is the most prized quality in members of the faculty, so the primary criteria for judging the fitness of a faculty member for rank shall be his or her academic degrees, length and effectiveness in teaching as documented in the formal yearly evaluations, and knowledge and understanding of important issues in his/her field as evidenced in his/her professional and academic activities. In addition, research and participation in college seminary life shall be taken into account. The faculty member is expected to engage in scholarly or creative work. Public service, which promotes the institutional identity of the college seminary, shall also be considered. Each faculty member shall be judged according to total academic performance and no one particular element shall be considered by itself, except that primacy should be given to excellence in teaching as documented in the formal yearly evaluations. Advancement to a higher rank is not automatic. It is the responsibility of the faculty member, not the college seminary, to offer proof that he/she has fulfilled the responsibilities of faculty members as stated in this Faculty Manual. (Canon 253, 254)

---

### **3.3.14.2 Criteria for Academic Rank**

Appropriate academic rank is assigned to each full-time faculty member at the time of appointment. Previous rank, relevant professional experiences, and noteworthy recognition achieved shall be considered in assigning rank. The following are the academic ranks at the college seminary and the criteria for each:

#### **3.3.14.3 Lecturer**

Lecturer is the assigned rank for all part-time or adjunct faculty members. Adjunct faculty members are not eligible for promotion.

#### **3.3.14.4 Instructor**

Instructor is the assigned rank for a full-time faculty member who holds a master's degree or an acceptable equivalent with less than three years of full-time teaching experience.

#### **3.3.14.5 Assistant Professor**

Assistant Professor is the assigned rank of a full-time faculty member who holds a master's degree with additional course work in the discipline he/she teaches and a minimum of three years of full-time teaching, or holds a doctoral degree.

#### **3.3.14.6 Associate Professor**

Associate Professor is the assigned rank of a full-time faculty member who holds a doctoral degree and has a minimum of nine years of full-time teaching experience. Criteria for holding this rank rest upon length and effectiveness in teaching as documented in the formal yearly evaluations, and knowledge and understanding of important issues in his/her field as evidenced in his/her professional and academic activities. In addition, research, creative work and activities such as membership in professional societies shall be considered, as well as contribution to the life of the college seminary in such areas as committee membership, student advising, community service, and service to the Church. Evidence of continuing professional growth is an important criterion for promotion to this rank.

#### **3.3.14.7 Professor**

Professor is the assigned rank of a full-time faculty member who holds a doctoral degree and has a minimum of 14 years of full-time teaching experience. Beyond the criteria required for the rank of Associate, the faculty member must demonstrate increasing levels of achievement in his or her field. This includes demonstration of a high level of personal scholarly achievement, which is supported by membership in professional associations and is demonstrated through excellent teaching effectiveness. His or her achievements are further demonstrated by the quality of their publications and/or the presentation of scholarly papers at professional meetings. Evidence of continuing professional growth is an important criterion for promotion to this rank. Further criteria include evaluation of effective service to the college seminary, the Church and the community.

### **3.3.15 PROCEDURES FOR FACULTY PROMOTION IN RANK**

When full-time faculty members believe that they meet all the objective criteria for promotion, they should petition in writing to the Chair of their department, when pertinent, or to the Academic Dean. At the same time a copy of the said petition should be forwarded to the Assembly of the Faculty. The Department Chair or the Academic Dean must verify that the faculty member meets all requirements for promotion to the rank. If the requirements are not met, the Department Chair or the Academic Dean must notify the applicant in writing and state clearly which criteria is missing making specific reference to the policy stated in this Faculty Manual. If the requirements are met, the Department Chair or the Academic Dean must forward the petition to the Assembly of the Faculty indicating that all the requirements for promotion are officially met.

---

The Assembly of the Faculty must review the petition and vote on its approval or rejection. A simple majority is required for the approval of the petition. Two-thirds of the vote of the Assembly's members is required to reject the petition. If the two-thirds test is met, the decision is final, but the Assembly must explain in writing to the applicant why the promotion is denied, and what is required of the applicant to overcome the rejection. The applicant shall be able to renew his/her petition the following academic year.

If the Assembly of the Faculty supports the promotion, the Rector's Council will review the application. If the Rector's Council supports the promotion, the case will be taken to the Board of Trustees. After the recommendation of each of these bodies, the Rector/President makes the final decision on promotion (Canons 238, 239, 260, 261).

### **3.3.16 PROCEDURES FOR PROMOTION TO LONG-TERM STATUS**

On the successful completion of two three-year contracts and after receiving the positive recommendation of the Assembly of the Faculty and the Department Chair, when pertinent, the Academic Dean shall make a recommendation to the Rector's Council, which will make a final decision on the recommendation. The decision of the Rector, upon recommendation of the Rector's Council shall be final. If the decision is positive, the member of the faculty shall be awarded long-term status, begin receiving five-year contracts and be given due process in regard to termination procedures.

The vote in the Assembly of the Faculty must be secret and only taken after there has been a pertinent discussion of the recommendation. No minutes of this discussion shall be taken and the contents of this meeting shall be confidential. After the first five-year contract is extended to a faculty member, he or she shall continue to receive five-year contracts unless termination procedures are started and carried on by recommendation of the Department Chair and/or Academic Dean. If a faculty member who is on long-term status is to be terminated as a result of the due process procedures specified in the appropriate section of this Faculty Manual, he/she will ordinarily be notified of this decision in the month of March of the fourth year of their five-year contract. The fifth-year of their contract is considered transitional and they may decline this fifth year of the contract without prejudice to themselves.

If the decision is made not to grant long-term status then, either no further contracts will be offered to the faculty member in question or a definite, explicit period of time will be granted to the member for re-evaluation. At that time the faculty member must then be extended long-term status or no further contracts shall be offered.

### **3.3.17 ACADEMIC PERSONNEL FILES**

Only the Academic Dean will maintain official personnel files for the faculty and staff in the Academic Division. Department Chairs have, at their discretion, confidential access to the files of the faculty of their respective departments. Official transcripts may not be photocopied.

Faculty members have a right to review their files by making this request known to the Academic Dean. This review shall always take place in the presence of the Academic Dean or the Academic Dean's appointee. Faculty members have a right to copies of all their academic evaluations. Student evaluations are the property of each faculty member and the seminary. The evaluations should be shared with faculty members within a reasonable time after the faculty member has submitted the final grades for the evaluated courses, usually by the end of the semester following the period of evaluation.

### **3.3.18 REGISTRATION POLICY**

Full-time students must register a minimum of twelve (12) semester hours per semester and a maximum of eighteen (19) semester hours. Any student wishing to register for more than eighteen semester hours must secure the signature of both the advisor and the Academic Dean.

Students who withdraw from a course or the college seminary should give notice of their withdrawal to their advisor who will prepare the proper form for the Registrar. To add or drop a course, a student must submit the proper form within the published add/drop period of each semester. In the case of withdrawal from the college seminary, if the student is not able to request withdrawal, this may be done by the Dean of Men.

---

An audited course may not be changed to a credit course after the add/drop date.

Class status is determined by the total number of semester hours, which have been earned by the student and by the completion of their major's course requirements as stated in the Catalog. Consideration is not given to semester hours a student is attempting.

Transfer students who are on academic probation from their previous college are placed on academic probation at the college seminary as well. Receiving a GPA lower than 2.0 for the first semester at St. John Vianney College Seminary places the student on academic suspension.

Students whose first language is other than English will be placed in either the immersion English as a Second Language (ESL) Program or the Academic Program according to the results of English placement testing. If that student has completed one college academic year in a country where English is the official language, he or she is not required to take the test of English as a foreign language (TOEFL) examination for placement but must achieve a satisfactory score on St. John's English Placement Test. Upon graduation, entry to the academic program at St. Vincent de Paul Regional Seminary requires a satisfactory TOEFL score or placement test. This criterion applies to Pre-theology students as well as to undergraduates.

### **3.3.19 GRADING POLICY**

"Incomplete" grades for all students will be due within one month from the close of the semester. If no grade is sent, the incomplete grade is automatically changed to an "F" grade. "Incomplete" grades are posted on the student's permanent records. Exceptions to this rule are approved in writing and filed with the Academic Dean.

When an "F" graded course is repeated, only the repeat grade counts. Though both attempts remain on the student's transcript, the cumulative GPA will reflect only the grade of the repeated course. A student may not repeat a course more than three times.

A student whose semester GPA has fallen below 2.0 is placed on Academic Probation. Two consecutive semesters of academic probation result in Academic Suspension. The student may not be readmitted to St. John Vianney until he has taken courses at another institution in order to bring his overall GPA back up to 2.0 or higher. Readmission is not automatic, but the Admissions Committee who will make a recommendation to the Rector must review it.

### **3.3.20 GRADE APPEALS PROCEDURES**

A student may appeal the grade received on any given course provided that he/she follows the procedures listed below.

1. The student must request a conference with the course instructor to review his/her grade for the course. If this conference results in the resolution of the student's grievance to the satisfaction of the student's appeal, the instructor must submit a grade change to the Registrar.
2. If the meeting with the course instructor is not successful in resolving the student's grievance, the student must write an official request to the Department's Chair or, in the absence thereof, to the Academic Dean officially requesting a review of his course grade.
3. Upon receipt of the student's official request, the Academic Dean or Department Chair will convene a conference with the student and the course instructor in addition to others who may be requested to attend at the discretion of the Department Chair or Dean. After the Department Chair or Dean has reviewed all the pertinent materials submitted, he/she will issue a formal written decision on the matter.
4. If the Department Chair's or Academic Dean's decision is unacceptable to the student or the instructor, a Grade Appeals Committee will be convened by the Academic Dean. The Grade Appeals Committee will be constituted by:
  - a. A member of the faculty selected by the student.
  - b. A member of the faculty selected by the course instructor.

- 
- c. A member of the faculty agreed by the above.
  5. The Grade Appeals Committee shall review all materials presented to them and shall render its decision to the Department Chair or the Academic Dean. This decision shall be final and binding.

### **3.3.21 MAYTAG LIBRARY**

#### **3.3.21.1 Mission and Goals**

The purpose of the Library is to support the instructional and research goals of the Academic Division and of the institution in general. To achieve this purpose it has set for itself the following goals:

1. To acquire and maintain a collection of print and non-print materials that is suitable for the needs of an institution granting the Bachelor of Arts degree;
2. To progressively develop the collection so that it can adequately support the instructional and research needs of the students;
3. To progressively develop the collection so that it can adequately support the instructional and research needs of the faculty;
4. To maintain in its acquisitions a balance that reflects the needs of philosophy as the only major degree granted by the institution;
5. To maintain in its acquisitions a balance that reflects the preferential importance after philosophy, of theology, the humanities, languages, and the social sciences;
6. To develop the collection, in a supplemental manner, in the area of spirituality and piety;
7. To ensure through its allocations policy the maintenance of a collection of journals and periodicals consistent with the research needs of the faculty;
8. To develop the Spanish collection so that it can equally fulfill the objectives listed above for the general collection;
9. To constantly update the technology necessary to optimize the method of access to the collection so that it minimizes effort and time for the users and maximizes circulation;
10. To organize and train the personnel of the Library, and to maintain its shelves, reading areas and areas for duplication equipment, in such a way that it is conducive to reading, studying and the work involved in research.

#### **3.3.21.2 Director of the Library**

The Director of the Library is responsible for all matters pertaining to the Library. As the chief administrator of library services for the college seminary, he/she operates under the supervision of the Academic Dean.

The following are specific responsibilities of the Director of the Library:

- The evaluation and planning of library services to ensure fulfillment of the mission and goals of the Library;
- To develop the Library collection in consultation with the faculty;
- To train and supervise the assistant librarian, the student workers and volunteers;
- To carry out the acquisition of all library materials;
- Supervises the classification and cataloging of books and A/V materials, and the circulation process;
- Offers library orientation and electronic demonstrations to new students, refresher sessions to returning students;
- Provides bibliographic instruction as requested by faculty and students;
- Provides traditional and online services;
- Maintains a consortia relationship with St. Thomas University in order to share the resources and services the SEFLIN network provides, including Interlibrary Loan;
- Responsible for inventory and maintenance of the library equipment and audiovisual resources;
- To serve as an ex officio member of the Academic Council and the Humanities Council;
- To chair the Library Committee (See above, Section 3.3.3.3 Library Committee);
- Periodically informs the faculty and students of new Library holdings through curriculum-relevant library displays and electronic listings;
- Maintains records of library expenditures in order to distribute the budgeted money by subject collection;
- Subscribes and maintains a collection of more than 150 magazines, journals and newspapers.



---

### 3.3.21.3 Library Committee

See above, Section 3.3.3.3 Library Committee.

### 3.3.21.4 Evaluation

In order to carry out a systematic evaluation of the success of the Division in accomplishing its stated goals, the Library has designed an evaluation strategy that requires the administration of the following evaluation instruments:

1. Student Library Evaluation Form (Administered every other year),
2. Faculty Library Evaluation Form (Administered every other year),

These instruments will be administered according to the schedule listed in the St. John Vianney College Seminary Assessment Calendar, which is an Appendix to this Faculty Manual. The results of the above listed instruments will be evaluated according to the following criteria:

1. Any score below 70% is considered to be below expectations;
2. Any score between 70 and 80% is considered as meeting expectations;
3. Any score between 80 and 90 % is considered as exceeding expectations;
4. And any score between 90 and 100% is considered as far exceeding expectations.

The average and the median score for the entire test population is computed and the resulting numbers are considered the assessment data for that particular test population. The objective is not the individual student's score, but rather the average and median score for the entire test population.

### 3.3.21.5 Planning

The results obtained from the periodic and systematic administration of the instruments of evaluation will be analyzed and reported by the Director of the Library to the Library Committee for further consideration and recommendations. These recommendations will be sent to the Academic Council that will send its final recommendations to the Rector's Council. The Rector's Council will forward its recommendations to the Planning Committee.

## 3.3.22 ACADEMIC DIVISION EVALUATION

### 3.3.22.1 Evaluation Instruments

In order to carry out a systematic evaluation of the success of the Division in accomplishing its stated goals in terms of student outcomes, the Division has designed an evaluation strategy that requires the administration of a variety of evaluation instruments. The Philosophy Department, the Library and the Pre-theology Program have each developed its own evaluation instruments and procedures adequate to their respective purposes and goals described above in Section 3.3.21.4 for the Library, in Chapter III, Sections A, B and C of the Philosophy Department Handbook and Section III for the Pre-Theology Handbook. For the General Education and Humanities Program and the ESL Program the following instruments are regularly administered to the students:

1. Humanities Entrance Test,
2. Humanities Exit Test,
3. Humanities Project Evaluation Form,
4. Humanities Program Assessment Questionnaire,
5. Religious Knowledge Entrance Test,
6. Religious Knowledge Exit Test,
7. History, Psychology, Mathematics, and General Science Entrance Test,
8. History, Psychology, Mathematics and General Science Exit Test,
9. ESL Compass,
10. Accuplacer,
11. TOEFL,

- 
12. Alumni Survey,
  13. Theologate Faculty Questionnaire.
  14. Library Survey

Twelve of these instruments are regularly administered to current students at the college seminary while the Alumni Survey (# 12 in the list above) is administered to alumni the year after they graduate from SJVCS and the Theologate Faculty Questionnaire (#13 in the list above) is administered to the faculty at the Theological Seminary being attended by the alumni. These instruments are administered according to the schedule listed in the St. John Vianney College Seminary Assessment Calendar, which is an appendix to this Faculty Handbook.

### **3.3.22.2 Evaluation Criteria and Processing**

The administration and processing of the data yielded by the tests will be conducted and tabulated by the Office of Institutional Research and made available to the General Education Coordinator and the Academic Dean, and to the Humanities Council Coordinator in the case of the Humanities tests. The General Coordinator and Academic Dean will review the results before presenting them to the Academic Council.

The Academic Council will meet in a special session to review all the data and to gage the progress between the Entrance and Exit Tests and to assess the results of the Exit Tests in terms of the expected student outcomes. The effectiveness of the program(s) in meeting the expected student outcomes will be evaluated according to the following criteria.

1. Numerical Scale Evaluation Criteria. The Exit Tests are evaluated in all instances on a numerical scale where:
  - a. Any score below 70% is considered to be below expectations;
  - b. Any score between 70 and 80% is considered as meeting expectations;
  - c. Any score between 80 and 90 % is considered as exceeding expectations;
  - d. And any score between 90 and 100% is considered as far exceeding expectations.

The average and the median score for the entire test population are computed and the resulting numbers are considered the assessment data for that particular test population. The objective is not the individual student's score, but rather the average and median score for the entire test population.

2. Comparative Improvement Evaluation Criteria. The progress of the students will also be measured according to the following criteria in those cases where the results of the Exit Tests can be compared to an equivalent Entrance Test administered to the student when entering the college seminary:
  - a. Meets Expectations: a class score on the Exit Test that shows an improvement of at least 15% over the class score for the Entrance Test.
  - b. Exceeds Expectations: A class score on the Exit Test that shows an improvement of 20% or above over the class score for the Entrance Test.
  - c. Does not Meet Expectations: a class score on the Exit Test that shows an improvement of less than 15% of the class score for the Entrance Test.

### **3.3.22.3 Planning**

The results obtained from the periodic and systematic administration of the instruments of evaluation will be analyzed and reported by the Chair of the Philosophy Department and the Librarian according to the procedures outlined in the Philosophy Department Handbook and in Section 3.3.21.5, above, respectively. For the General Education and Humanities Program and the ESL Program, the Academic Dean, together with the respective Program Coordinators will collect, review and analyze the results for the instruments indicated above in Section .3.3.22 and will bring those results to the Academic Council for analysis and planning. The Academic Council will review the results and will make

---

recommendations to the Rector's Council so that the adequate recommendations will be forwarded to the Planning Committee to be properly integrated into the institutional planning process which is periodically approved by the Rector's Council and recommended for approval to the Board of Trustees.

### **3.4 OFFICE OF INSTITUTIONAL RESEARCH (OIR)**

#### **3.4.1 PURPOSE AND GOALS**

To collect and analyze the data necessary for the ongoing planning and evaluation function of the institution, and to disseminate the results to the pertinent institutional bodies and constituencies. To fulfill this purpose the following goals must be accomplished:

1. To develop or acquire and update instruments which can provide an accurate measure of the fulfillment of the institutional goals;
2. To maintain and increase a data base that will allow longitudinal studies as well as a rich source of material for other institutional uses;
3. To submit the results of data analysis to the relevant constituencies and the Rector's Council in a fashion that is easily accessible and useful;
4. To make the results of data analysis easily available to the faculty and other college seminary constituencies that can benefit from it.

#### **3.4.2 DIRECTOR OF INSTITUTIONAL RESEARCH**

The Director is directly charged by the Rector/President to design and carry out all the necessary research and investigative work concerning the effectiveness of the institution. This includes all divisions of the institution, all areas of interest and all operations of the institution. The Director is empowered to request and receive all necessary cooperation from all administrative officers and members of the teaching and non-teaching faculty. The Director shall provide the Rector's Council and the different Councils and Committees of the institution with all the necessary evaluative information required for their deliberations. It also maintains the records obtained as a result of research and the appropriate database.

The Director must treat all data gathered by the Office with confidentiality and utmost discretion and disseminate it only according to established and approved institutional procedures.

#### **3.4.3 EVALUATION**

The Rector/President shall be responsible for evaluating the Institutional Research Office and the performance of the Director.

### **3.5 BUSINESS OFFICE**

#### **3.5.1 PURPOSE AND GOALS**

The main purpose of the Business Office of St. John Vianney College Seminary is to manage and supervise all the business matters of the college seminary in accordance with the institutional lines of authority and the procedures stated in Chapter Two of this Faculty Handbook. To achieve this purpose, it sets for itself the following goals:

1. To guide and supervise the budget process in close collaboration with the Rector;
2. To prepare a budget for presentation to the Board of Trustees;
3. To manage the institutional budget and to provide technical and accounting assistance and record keeping to all divisions and departments of the institution.

---

### 3.5.2 BUSINESS MANAGER

The Business Manager assists the Rector/President in the stewardship of the financial and physical resources of the institution and assists him in budget preparation and implementation as well as supervision of service personnel (PPF 343).

The Business Manager reports directly to the Rector and must be at all times prepared to give him the financial information necessary for the direction of the college seminary.

The Business Manager is to coordinate the budget process in consultation with all the institution's units to ensure that their needs, requests and proposals are addressed in the preparation of the budget.

The following are specific responsibilities of the Business Manager:

- Acts as a consultant to the budget process to the Rector and the Board of Trustees;
- Gathers the results of all the institutional budget procedures and gives them final technical shape for presentation to the Board of Trustees;
- In preparing the budget, consults with department heads to determine specific needs for upcoming fiscal year;
- Prepares final budget, processes and pays all approved invoices, interfaces with vendors, prepares A/R statements, collects past due accounts, processes payroll, makes bank deposits, reconciles bank statements, adjusts and balance G/L;
- Prepares financial and cash flow reports and maintains fixed assets records;
- Adjusts the General Ledger at the end of the Fiscal Year and assists the Auditors with the Financial Aid and College audits;

### 3.5.3 EVALUATION

The Rector/President shall be responsible for evaluating the Business Office and the performance of the Business Manager.

## CHAPTER 4

### PERSONAL EVALUATION PROCEDURES

#### 4.1 PROCEDURES FOR EVALUATION OF RECTOR/PRESIDENT

The Rector shall be evaluated every three years by the Board of Trustees in accordance with the following procedures: Each member of the full-time faculty and administration will fill out an anonymous evaluation form that will be administered and tabulated by the Director of Institutional Research. The results of this tabulation will be submitted to the Board of Trustees. With this information, the Board of Trustees will conduct the final evaluation of the Rector.

#### 4.2 PROCEDURES FOR EVALUATION OF ADMINISTRATORS

All administrators will be evaluated according to the following procedures:

1. Every year, early in the fall semester, administrators will submit to the Rector/President a form (Annual Administration Personnel Planning Goals Form) stating that year's plan and goals for their administrative unit and for themselves;

- 
2. At the end of each year, administrators will submit to the Rector/President an End of the Year Report on their degree of success in achieving those goals;
  3. At the time of the evaluation of administrators, the Rector will:
    - a. Review and discuss with the administrator his/her goals and accomplishments for the three years under review and will;
    - b. Seek the input of the relevant constituencies in rating the performance of the administrator's duties as outlined in the Administration Final Evaluation Form;
    - c. Complete the Administration Final Evaluation Form of the administrator and this Final Evaluation Form must then be signed by the Rector/President and the administrator being evaluated. This Final Evaluation Form is then placed in the administrator's file and a copy given to him/her.

#### **4.3 PROCEDURES FOR EVALUATION OF FACULTY**

##### 1) Full-Time Faculty

Their immediate supervisors, Department Chairs, in the pertinent cases, or the Academic Dean in all other cases, shall evaluate all full-time faculty annually. The evaluation consists of a written assessment (Faculty Evaluation Form) of how well the faculty member has succeeded in implementing and fulfilling his/her Annual Faculty Planning Goals in terms of performance, growth, and other contributions to the college seminary as listed by the faculty member in the appropriate form (Annual Faculty Planning Goals Form) at the start of the academic year being evaluated. Every effort should be made to make the evaluation complete and accurate, with space available on the form for additional comments. All evaluations must contain a specific recommendation for either continued employment or termination. The chairperson of the department as well as the faculty member shall sign the evaluation form. The Department Chair or the Academic Dean, as pertinent, should discuss the evaluation with the faculty member and both should sign it. The faculty member's signature does not imply agreement with the evaluation, but is acknowledgment that the evaluation has been reviewed. The faculty member may within five working days note objections to the evaluation, either on the form itself or in a separate memorandum which should be attached to the form. These objections will become a permanent part of the personnel file.

##### 2) Part-Time Faculty

All part-time faculty will be evaluated by either the Department Chair or by the Dean, as pertinent to the case. The evaluation will be based on the student's evaluation of the faculty for the course(s) taught during the semester.

#### **4.4 STAFF**

For evaluation of Staff, refer to the Archdiocese Employee Handbook.

#### **4.5 CONTRACT RENEWAL**

The Rector/President makes reappointments and renewal of contracts after recommendation by the Director of the appropriate division. The recommendation of the Director is based on the formal recommendation of the appropriate Department Chairs, or other pertinent supervisory personnel. These recommendations must always be included with the Director's recommendation to the Rector.

Only the Archbishop of Miami can renew or rescind the appointment of the Rector and all priest faculty.

---

## CHAPTER 5

### GENERAL POLICIES

#### 5.1 ADMISSIONS

The admission policy of Saint John Vianney College Seminary is published in its official Catalog. When a student is admitted in to the college seminary program, he or she is obliged to fulfill all the requirements stated in the Catalog at the time of admissions. Acceptance of academic credit rests with the Academic Dean.

A student who transfers without a transcript on file is registered as a freshman until the official transcript arrives. Transfer students who are on academic probation from their previous college are placed on academic probation at this seminary as well. Receiving a GPA lower than 2.0 for the next semester at St. John Vianney College Seminary places the student on academic suspension.

#### 5.2 ACADEMIC FREEDOM

All members of the faculty of Saint John Vianney College Seminary are entitled to academic freedom as provided for in the Code of Canon Law as well as the 1940 Statement of Principles of Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors with deference to the former. (Canon 218)

All faculty contracts shall include a statement that the faculty member has taken the Profession of Faith if they have done so. The Profession of Faith is required of all Philosophy, Theology and formation personnel in accord with the Code of Canon Law. (Canon 833)

#### 5.3 NON-DISCRIMINATION

In administering its affairs, St. John Vianney College Seminary conscientiously seeks to comply with all applicable legislation concerning nondiscrimination in employment practices and in the development of personnel, respecting the character and mission of this institution as a seminary of the Roman Catholic Church.

##### 5.3.1 PUBLICATION

- The college seminary must include a statement of its nondiscriminatory policy as to students in all of its brochures and catalogs dealing with student admissions, programs, and scholarships. The above policy should be used verbatim.

The college seminary must make its nondiscriminatory policy known to all segments of the general community. The administration maintains a zero tolerance toward all the expressions of discrimination listed in the policy statement.

The appropriate administrators must maintain for a minimum of three years the following records:

1. Records indicating the racial composition of the student body, Faculty, and administrative staff for each academic year;
2. Records sufficient to document that scholarship and other financial assistance are awarded on a racially nondiscriminatory basis;
3. Copies of all brochures, catalogs and advertising dealing with student admissions, programs and scholarships;
- 4). Copies of all materials used by or on behalf of the school to solicit contributions.

---

The Rector/President, as Equal Employment Opportunity officer, is the custodian and coordinator of these records for purposes of transmittal to government agencies.

The college seminary reserves the right to allow use of its facilities to groups and persons who are in accord with the purpose and mission of the institution.

## **5.4 REIMBURSABLE EXPENSES**

With prior approval of the proper supervisor, the college seminary will reimburse persons for legitimate expenses which relate to the mission and purposes of the institution. The Business Manager must furnish forms to make application for reimbursement and maintain a record of these forms for accounting purposes.

## **5.5 SMOKING**

In accordance with the Florida Clean Indoor Act, Saint John Vianney College Seminary implements this NO SMOKING POLICY. It is the policy of the college seminary to protect the health, comfort and environment of its employees, students and visitors by eliminating the harmful effects of tobacco smoke. This will be accomplished by permitting smoking only in designated areas.

No public area or work area controlled by the college seminary shall be a smoking area, including, but not limited to, private offices, classrooms, academic buildings, meeting rooms, lobbies, restrooms, stairwells and break rooms.

## **5.6 HARASSMENT**

The college seminary is committed to providing an environment free of any kind of harassment. In keeping with this commitment, the college will not tolerate harassment of its students or employees by anyone, including any supervisor, co-worker, student or vendor of the college seminary.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, ancestry, national origin, age, physical handicap, mental condition, disability, marital status, veteran status, citizenship status or other protected group status. The college seminary will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work or scholastic performance, or that creates an intimidating, hostile or offensive environment.

### **5.6.1 SEXUAL HARASSMENT**

Sexual harassment deserves special attention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on gender constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term to maintain one's employment, admission or academic evaluation; (2) submission to or rejection of the conduct is used as the basis for any status decision, including that for personal or academic evaluations affecting such individuals; (3) the conduct has the purpose or effect of unreasonable interfering with an individual's performance or creates an intimidating, hostile or offensive environment. Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching or brushing against another's body.

### **5.6.2 INVESTIGATION OF COMPLAINTS**

All college seminary employees are responsible for helping to assure that we avoid harassment. Any person who feels that he/she has experienced or witnessed harassment, must notify his/her immediate supervisor or department head at once. However, if the immediate supervisor is the individual who is being accused of the harassment, the offended party is to notify any other supervisor or department head, the Rector or the Vice-Rector immediately. The college seminary forbids retaliation against anyone who has reported harassment.

---

It is the policy of the college seminary to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the college seminary will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the college seminary will take corrective action, including such discipline up to and including immediate termination, as is appropriate.

### **5.6.3 PROCEDURES**

It is in the best interest of the college seminary, the students and the employees to resolve harassment matters as soon as possible. This shall be affected by a fair consideration of their problem(s) and a means of review and appeal, without prejudice, to higher levels of authority has been established. Complaints and grievances should be taken up in the following manner:

1. The employee or student should first attempt to adjust the grievance informally by discussing it with their immediate supervisor. If this is not possible, or if the matter is not adjusted to the employee's or student's satisfaction through informal discussion, the employee or student may proceed to the formal grievance stage by presenting the grievance in writing to the immediate supervisor.
2. The employee should present to the immediate supervisor within three days after the occurrence of the matter, a written statement that tells briefly the facts constituting the complaint. These facts should include (1) specifically what was done and when; (2) the names of the persons involved; (3) the action requested as a redress of the grievance. No grievance is eligible for processing unless it has met the criteria set forth above.
3. The employee's or student's immediate supervisor must prepare a written response within three working days after receipt of the written grievance. A second meeting with the employee may or may not occur at this time.
4. If this does not result in a satisfactory redress of the employee's or student's grievance, the employee or student may submit the written grievance to the appropriate administrator for a review and decision.
5. If the employee's or student's grievance is still unresolved, the employee or student may submit the written grievance to the Rector/President of the college seminary. The decision of the Rector/President is binding.

## **5.7 DISABLED STUDENT SERVICES**

Disabled or handicapped students must meet all academic, technical and other program requirements, standards and criteria for Saint John Vianney College Seminary. The college seminary will attempt, however, to make reasonable accommodations to disabled students, including the provision of appropriate auxiliary aids, to ensure that no disabled student is excluded from participation in an educational program or activity solely because of their disability, unless a particular auxiliary aid, service or accommodation would fundamentally alter the educational program or course or would result in undue burden to the college seminary.

Factors to be considered in determining the necessity of providing auxiliary aids include the extent of the student's disability, the student's prior use of auxiliary aid, and the nature and complexity of the program or course. A disabled student has the responsibility to support a request for accommodation with adequate documentation of the student's ability and limitations, and to use auxiliary aids which may be provided by the college seminary appropriately. (Americans with Disabilities Act)

### **5.7.1 APPEALS**

The student may appeal any decision related to a requested accommodation or auxiliary aid to the Academic Dean. Such an appeal must be made in writing to the Dean no later than 10 days following the decision as to a requested accommodation or aid. Any position paper, brief, medical documentation or other written material, which the student desires to be reviewed by the Dean, shall be submitted together with the notice of appeal. The Academic Dean shall investigate and respond to the notice of appeal in writing, stating his or her decision, together with the reasons for either affirming or reversing the previous decision as to accommodation or auxiliary aid. A student may, within 10 days of the Dean's written decision on a student's appeal, file a second appeal with the Rector/President. The decision of the Rector/President shall be in writing and shall be final and binding upon the student and the college seminary. All records of students' complaints and appeals are stored in the office of the Academic Dean.



---

## 5.8 COMPUTERS

St. John Vianney provides its administrators, faculty, support personnel and students with access to computers within the institution and with the technical support they may require to ensure that they can make optimal use of the available information technology resources. E-mail service is available to faculty and staff.

It is the policy of St. John Vianney College Seminary that all software residing on college seminary owned computer systems be in compliance with applicable copyright and licensing requirements. This policy applies to all employees and students of the college seminary who utilize a college seminary computer. All software residing on college seminary computer systems must be legally installed from the original media. Copying from original media to more than one computer, if illegal, is prohibited. In order to ensure proper support, it is suggested that the Academic Dean be consulted prior to the purchase and installation of software on any college seminary computer. Any faculty, staff, and students found in violation of the policy stated above will be subject to college seminary sanctions.

Visiting pornographic sites or chat rooms is a serious offense. It strikes at the heart of St. John Vianney College Seminary's mission of priestly formation. When proof of this violation is presented to the Dean of Men and Rector, any faculty, staff or student found frequenting pornographic sites should expect disciplinary action, up to and including expulsion from the college seminary.

## 5.9 COPYRIGHT AND PATENT

Saint John Vianney College Seminary does not condone copyright or patent infringement by faculty members, administrators, staff members, employees or students. The individual is solely responsible for obtaining permission from copyright and patent holders to duplicate or in any way reproduce, in part or in whole, materials held under copyright or patent.

### 5.9.1 INTELLECTUAL PROPERTY

The published work of a faculty, staff member or student that is a result of his/her research and writing is the sole property of the author. Any copyrights and/or compensation that might arise from his/her efforts remain the property of the author. When significant time or facilities of the college seminary have been used, it is reasonable that the author would consider the needs of the college when receiving revenue from his/her efforts.

## 5.10 FUND-RAISING

Seeking support funds from sources other than the college seminary budget may be done only with the written permission of the Rector/President. Any faculty member, academic program, or department which receives funds or other gifts, solicited or unsolicited, must submit them to the Rector/President so that they can be legally entered into the college seminary records and accounting system. Restricted gifts must be reserved for the use of the respective faculty member, program or department.

## 5.11 DRUG-FREE CAMPUS

The unlawful possession, use or distribution of illicit drugs or alcohol on school premises or property, or as part of any of its activities by employees, instructors and students of this institution are against the policy of the college seminary.

## 5.12 ACADEMIC HONESTY

High standards of honesty and integrity are expected of all members of the college seminary. In the academic area this applies to: (1) cheating on assignments or examinations; (2) plagiarism; (3) unauthorized access to any college records of any kind. Violations of these standards can result in a failing grade on the assignment or in the course without the possibility of withdrawal. A student may face suspension or dismissal depending upon the nature of the offense as determined by the Rector/President.

---

Saint John Vianney students are expected to abide responsibly by the “fair use” doctrine for copyrighted materials. All written assignments should be prepared with full integrity according to the style sheet cited in the course syllabus. Plagiarism is a grave offense, entailing at least a grade of “F” in the course, and according to the specific circumstances surrounding the offense, the possibility of dismissal from the program and the college seminary. Students in this situation will be referred to the Department Chair and/or the Academic Dean.

Presentation of falsified transcripts in order to gain transfer credits may result in suspension or dismissal as determined by the Rector/President.

### **5.12.1 CHEATING**

Cheating consists of any unpermitted use of notes, texts or other sources so as to give an unfair advantage to a student in completing a class assignment or an examination. Intentionally aiding another student in cheating is also considered cheating. Cheating includes falsifying reports and documents.

### **5.12.2 PLAGIARISM**

Plagiarism is the presentation of information (either written or oral) as one’s own when in reality some or all of the information was derived from some other source. It includes the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

### **5.12.3 PROCEDURES FOR HANDLING CHEATING AND PLAGIARISM**

Any faculty member discovering a case of suspected cheating or plagiarism shall make a responsible effort to confront the student with the evidence within five working days.

If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted.

If the student denies cheating or plagiarizing and the faculty member continues to believe any of these offenses has occurred, the faculty member will send a written report to the Department Chair, when pertinent, and to the Academic Dean giving specific information about the incident. If the student is a seminarian, the matter of cheating and plagiarism will be addressed through the normal process of formation in addition to the academic procedures which follow here:

1. The Academic Dean, with the assistance and with the presence of the Department Chair, when pertinent, will hold a hearing in which the faculty member will present the evidence of cheating and/or plagiarism against the student. The Academic Dean will decide who, in addition to the above, may be present at the hearing;
2. The Academic Dean will determine whether or not the evidence indicates that cheating and/or plagiarism has taken place;
3. If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:
  - (a) the written document from the faculty member;
  - (b) a summary of the meeting with the Academic Dean, which all parties present have signed and added comments if they elected to do so;
  - (c) and a copy of the written notification that the Academic Dean sent to the student containing any and all actions taken against him or her;
4. These records will be kept in the student’s permanent academic file until graduation or separation from the college seminary, at which time they shall be destroyed. If a student has committed two offenses, both incidents become part of the student’s permanent academic record;
5. The faculty member, in consultation with the Department Chair, when pertinent, shall decide how the student will be graded for the course in which cheating and/or plagiarism occurred;
6. For a second or subsequent offense, the student shall be placed on academic suspension or dismissed from the academic program by the Academic Dean.

---

## CHAPTER 6

### EMERGENCY PROCEDURES

#### 6.1 GENERAL POLICY

In case of any disaster (storms, flooding, fires, etc.), the college seminary will follow the same procedures as established and made public for the Miami-Dade County school system. The Rector and the Dean of Men shall appoint the appropriate personnel to carry out each of the emergency procedures.

#### 6.2 HURRICANE AND FLOODING

In the case of a hurricane and/or flooding, the college seminary will follow the directives and instructions of Miami-Dade Public Schools concerning class cancellation.

##### Before the Storm

- Provide security of the Blessed Sacrament plus all precious items;
- Plan for permanent document storage for all records;
- Know the location of shelter(s) in this area. Have an evacuation plan for students/faculty;
- Back up computer information and remove computers from the floor to higher locations;
- Prepare an inventory list of each office, classroom, etc. Include equipment model and serial numbers. Update this list each year;
- Prepare an emergency telephone list. For example:
  - Red Cross and Emergency Management
  - Police and Fire Rescue
  - All Employees (home and cell numbers)
  - Appropriate archdiocesan departments.
- Prepare the campus. For example:
  - Store all loose items
  - Close shutters
  - Place automobiles near the buildings, away from trees
- Remember to have all important personal items. For example:
  - Spare glasses
  - Medications (Pharmacies will extend prescriptions)
  - Medical necessities such as hearing aids, diabetes testing equipment, etc.
  - Personal flashlight, batteries, radio
  - Cash reserve
  - Automobile in running order, filled with gasoline
  - Eating utensils, paper goods, matches, water supply (drinking and cleaning)
  - Plan for food storage, e.g. ice chest

##### After the Storm

- Take pictures of the damage immediately;
- Make necessary repairs to prevent further damage;
- Get detailed estimates on permanent repairs;
- Begin campus cleanup as soon as it is safe to do so.

---

## 6.3 DISASTERS REQUIRING BUILDING EVACUATION

### Carroll Building - Upstairs

- Rooms west of the bathroom, exit by West stairwell to first floor West exit door. Assemble on the sidewalk in front of the center doors;
- Rooms east of the bathroom, exit by the East stairwell to first floor East exit door. Assemble on the sidewalk in front of the Center doors.

### Carroll Building - Downstairs

- From your classroom, leave through the nearest exit. Assemble on the sidewalk in front of the Center doors, away from the building;
- Faculty and staff should be sure all rooms are empty and that the doors are closed;
- Once all persons have gathered in the assembly area, arrange students according to classes for a headcount by the class dean. Freshman reassemble closest to the chapel, sophomores next, then juniors, with seniors closest to the library. The class dean shall report any absences to the Dean of Men.
  - Spare glasses
  - Medications (Pharmacies will extend prescriptions)
  - Medical necessities such as hearing aids, diabetes testing equipment, etc.
  - Personal flashlight, batteries, radio
  - Cash reserve
  - Automobile in running order, filled with gasoline
  - Eating utensils, paper goods, matches, water supply (drinking and cleaning)
  - Plan for food storage, e.g. ice chest

### After the Storm

- Take pictures of the damage immediately;
- Make necessary repairs to prevent further damage;
- Get detailed estimates on permanent repairs;
- Begin campus cleanup as soon as it is safe to do so.

---

## APPENDIX

### PRE-THEOLOGY PROGRAM HANDBOOK (2016-19)

#### I. MISSION STATEMENT

The Pre-theology Program is designed to serve the needs of students who come to the college seminary with the same goals as the rest of the students, but who have already earned a bachelors degree at another institution although with a major in a discipline other than philosophy. Because of this discrepancy, their previous education must be supplemented in the areas of philosophy, theology and the arts. At the completion of the Pre-theology Program the students will be awarded a Bachelor in Philosophy degree (B.Phil). In keeping with the above, it is the mission of the pre-theology program to guide its students so that they may reach the academic student outcomes set out by the Mission Statement of the institution, namely:

The institution will provide an academic environment and programs in which students will:

- a) Encounter a wide range of human learning;
- b) Deepen their understanding of the mysteries of the faith;
- c) Appreciate the relationship between faith and reason;
- d) Become prepared to understand the teaching office (munus docendi) of the priesthood.

The Pre-theology Program in order to carry out that responsibility has adopted as its own a set of student outcomes that combines the institutional student learning outcomes operationally defined as its own by the Philosophy Department and by the General Education program respectively. Those operationally defined student-learning outcomes are:

#### II. STUDENT LEARNING OUTCOMES

- 1) Outcome One: Students who are knowledgeable in the general History of Philosophy;
- 2) Outcome Two: Students who are grounded in the tradition of Catholic perennial philosophy and who are familiar with its terminology, its approach and its major figures;
- 3) Outcome Three: Students who have a basic knowledge of Systematic Philosophy in its current formulation in keeping with the Catholic tradition;
- 4) Outcome Four: Students who are grounded in philosophy for theological studies at the graduate level;
- 5) Outcome Five: Students who have a basic and introductory knowledge of the humanities in their connection to philosophical and theological thought;
- 6) Outcome Six: Students who have a basic introductory understanding of the Old and New Testaments;
- 7) Outcome Seven: Students who have a basic knowledge of the fundamental beliefs and practices of the Roman Catholic Church.

#### III. GENERAL EDUCATION REQUIREMENTS

All candidates to the b.phil must have completed a minimum of 30 credits in general education to be admitted to the b.phil degree program, which include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics.

#### IV. TRANSFER POLICY

The previous college credit from an accredited institution will be accepted, provided that the grade for the course submitted was C (2.0 on a 4.0 scale) or better, and provided that the courses are compatible with the College

---

Seminary's degree requirements. Transfer credit from a non-accredited institution will be considered on an individual basis. Grades and grade point averages (GPA) will not be transferred, nor will they appear on the College Seminary transcript. For transfer policy in the Major, please refer to the Philosophy Department Section in the catalog. Evaluation and acceptance of academic credit rests with the Academic Dean. Transfer of credit from this institution is at the discretion of the receiving institution.

The course requirements for the fulfillment of the b. phil degree are restricted to three disciplines, philosophy (33 hours), theology (12 hours) and humanities (six hours). in those instances when a student admitted to the program has already earned college credit in any of the courses required for the degree, the requirement to complete the required course(s) in the seminary is waived, but the student must still complete the required number of credit hours to fulfill the requirements for the degree. in those cases, the student fulfills the requirement by taking an elective course.

## **V. COURSES DESIGNED TO ACHIEVE THE PROGRAM'S STUDENT LEARNING OUTCOMES.**

In order to achieve those student learning outcomes the Pre-theology Program has selected courses from those offered by the Philosophy Department and the General Education

### **FIRST YEAR**

#### **Fall Semester**

Phi 203 Ancient Philosophy (3)  
Phi 310 Modern Philosophy (3)  
Hum 208 The Greek World (3)  
The 255 Intro to Scriptures I (3)  
PMN 101 Pastoral Ministry (1)  
Elective (3) Elective (3)

#### **Spring Semester**

Phi 206 Medieval Philosophy (3)  
Phi 320 Contemporary Philosophy (3)  
Hum 209 The Roman World (3)  
The 256 Intro to Scriptures II (3)  
PMN 102 Ministerial Practicum (1)

### **SECOND YEAR**

Phi 401 Metaphysics (3)  
Phi 460 Fundamental Ethics (3)  
Phi 461 Social Ethics (3)  
The 417 PT Pre-The Seminar in Theology I (3)  
Elective (3) Phi 435 Aquinas in 20<sup>th</sup>. Cent (3)

Phi 401 Phil. Anthropology (3)  
Phi 405 Epistemology (3)  
Phi 496 PT Integrative Seminar (3)  
The 418 PT Pre-The Seminar in The II (3) Elective

All these credits must be taken in residence.

In those individual cases that in the judgment of the Academic Dean may warrant it, the number of credits to be required in the Humanities, as well as the specific courses selected to fulfill that requirement, will be determined by the Academic Dean in consideration of the student's previous academic record and his/her academic experience in the humanities. The Academic Dean will make this determination in consultation with each student's academic advisor and the Coordinator of the Humanities Program.

---

The courses broken down by disciplines are:

Phi 203.....	Ancient Philosophy (3cr)
Phi 206.....	Medieval Philosophy (3cr)
Phi 310.....	Modern Philosophy (3cr)
Phi 320.....	Contemporary Philosophy (3cr)
Phi 401.....	Metaphysics (3cr)
Phi 404.....	Philosophical Anthropology (3cr)
Phi 405.....	Epistemology (3cr)
Phi 437.....	Aquinas in the 20th Century (3cr)
Phi 460.....	Fundamental Ethics (3cr)
Phi 461.....	Social Ethics (3cr)
Phi 496.....	.....Integrative Seminar (3cr)

The twelve (12) credits in theology are to be fulfilled by the following required courses:

The 255.....	Introduction to Scriptures I (3)
The 256.....	Introduction to Scriptures II (3)
The 417.....	...Pre-The Seminar I (3)
The 418.....	...Pre-The Seminar II (3)

The three credits in Humanities are to be fulfilled by the following courses:

HUM 208	The Greek World (3)
HUM 209	The Roman World (3)

The courses in Pastoral Ministry are to be fulfilled by the following courses:

PMN 101	Pastoral Ministry (1)
PMN 102	Ministerial Practicum (1)

## Course Description

### Course Description

PHI 203 ANCIENT PHILOSOPHY (3) (REQUIRED) A survey study of the major philosophers and schools of the sixth to the third centuries B.C., with an awareness of contemporary readings of the pre-Socratic philosophers. Special analysis of Plato and Aristotle with an awareness of their special influence on early Christian and medieval thought.

PHI 206 MEDIEVAL PHILOSOPHY (3)(REQUIRED) A survey study of the major thinkers of Christianity from the fourth to the fourteenth centuries and their use of Greek categories to understand themselves, the world and God. Special emphasis on Augustine, Anselm, and Aquinas.

PHI 310 MODERN PHILOSOPHY (3) (REQUIRED) A survey study of the development of philosophical thought in the 17th, 18th and early 19th Century. The development of modernity is analyzed through the Enlightenment, and connected to its Romantic reaction in the 19th Century. Emphasis on Descartes, Hume, Kant and Hegel.

PHI 320 CONTEMPORARY PHILOSOPHY (3) (REQUIRED) A survey study of the development of philosophical thought in the 19th and 20th Centuries. Beginning with Kierkegaard and Nietzsche, the new reading of modernity is presented and analyzed. The development of Phenomenology in Husserl is outlined, as well as the turn towards Hermeneutics in Heidegger, Gadamer, Ricoeur and others. The central elements of Critical Theory, and Post-Structuralist approaches are surveyed. Given the impossibility of giving adequate attention to every significant thinker

---

of this period in a one semester undergraduate survey course, the instructor will select a major figure for more in-depth reading and critical analysis.

PHI 401 METAPHYSICS (3) (REQUIRED) A study of basic metaphysical questions regarding the nature of reality and the relationship of God, the world, and man; in keeping with the Catholic philosophical tradition and contemporary reflection.

Phi 203, Phi 206, Phi 310 and Phi 320 are pre-requisites, or approval of Chair.

PHI 404 PHILOSOPHICAL ANTHROPOLOGY (3)(REQUIRED) A study of the question of man's self-understanding in the light of the Catholic philosophical tradition and of contemporary reflection. Emphasis on the questions of man's nature or identity; personhood, intellect, will, freedom and intentionality. A reflection on the role of work, play, friendship, love, and sexuality.

Phi 203, Phi 206, Phi 310, Phi 320 and Phi 401 are pre-requisites, or approval of Chair.

PHI 405 EPISTEMOLOGY (3) (REQUIRED) A study of human knowledge. Reflection upon the questions of truth, evidence and meaning in keeping with the Catholic Philosophical tradition and contemporary reflection. Includes discussion of the notion of method, the relationship between history, truth, and knowledge; and between reason, language, truth, and knowledge. The issues of relativism, subjectivism and the proper understanding of truth are discussed.

Phi 401, Phi 404 and junior standing are pre-requisites, or approval of Chair.

PHI 437 AQUINAS IN THE 20TH CENTURY (3)(REQUIRED) The purpose of this course is twofold, first to increase and help mature the student's understanding of Aquinas' thought which was first introduced in Phi 206(Medieval); second to guide the student through the rediscovery of Thomistic thought in the 19th and 20th Centuries. The historical thread leading from the German and Italian seminaries of the 19th Century to the Second Vatican Council is unfolded and discussed. Readings will be selected from Gilson, Maritain, Blondel, Marechal, Rahner and Lonergan. The course will be held in seminar style, and it will encourage the students to do intensive reading, reflection and presentations. General participation in seminar discussions is expected.

Phi 203, Phi 206, Phi 310 and Phi 320 are pre-requisites, or approval of Chair.

PHI 460 FUNDAMENTAL ETHICS (3) (REQUIRED) A philosophical reflection upon fundamental ethical issues in the tradition of natural law. This course depends and draws heavily upon the philosophical synthesis developed earlier in the other systematic courses.

Phi 401 and Phi 404 are pre-requisites, or approval of Chair.

PHI 461 SOCIAL ETHICS (3) (REQUIRED) A study of the social dimension of ethics with special stress in the philosophical thread inherent in the statements of the magisterium on the social, economic and political problems of our times. An analysis of the philosophical foundations of the major papal documents from Rerum Novarum to Centecimus Anno is undertaken and attention is also paid to relevant statements of episcopal conferences such as Economic Justice for All. Contemporary issues are discussed in seminar fashion.

Phi 401 and Phi 404 are pre-requisites and Phi 460 is a co-requisite.

PHI 496 INTEGRATIVE SEMINAR IN PHILOSOPHY (CAPSTONE PROJECT) (3)(REQUIRED) This is a specially designed undergraduate course in philosophy for pre-theology students. This seminar will serve several ends: first, it will serve as a clearing house for philosophical questions and problems arising from other courses being taken by the pre-theologians; second, it will help them become aware of the philosophical presuppositions implicit in the major disciplines of their respective prior degrees and guide them in examining those presuppositions in the light of the Catholic philosophical tradition; third, it will help the student come to a first and basic philosophical integration



---

as underpinning of his journey to personal maturation and wisdom; and finally, it should provide basic help in the student's transition to graduate theological work at the theological seminary. To help them achieve these goals students will write a 15 pages paper on a topic chosen in consultation with the instructor. This paper will be considered the capstone project for the philosophical dimension of the pre-theology program.

HUM 208 THE GREEK WORLD (3) (REQUIRED) The course intends to be an introduction in the ancient Greek civilization (from the Minoan civilization until the Hellenistic period) with special attention to art, archeology, history and literature.

HUM 209 THE ROMAN WORLD (3) (REQUIRED) Introduction in the ancient Roman civilization with special attention to history, archeology, architecture, art and literature.

THE 255 INTRODUCTION TO SCRIPTURES I (3) (REQUIRED) This course serves as an introduction to Divine Revelation in Sacred Scripture for the Pre-Theology students. After presenting the topics of a theology of revelation and the question of the canon, the course will introduce various methods of studying scripture, with an emphasis on the historical-critical method. Applying the historical-critical method, the students will conduct a brief overview of the Old Testament: the Pentateuch, the Prophets, Wisdom Literature and the Historical Books. The course will come to a close with the consideration of the Canonical question of the Christian Bible and the role of Biblical Hermeneutics.

THE 256 INTRODUCTION TO SCRIPTURES II (3) (REQUIRED) This course serves as an introduction to Divine Revelation in Sacred Scripture for the Pre-Theology students. After presenting socio-political and theological-philosophical overviews of the New Testament times, the course will introduce various methods of studying scripture, with an emphasis on the historical-critical method. Applying the historical-critical method, the students will conduct a brief overview of the New Testament: This will include the Synoptic Gospels, The writings of John, the Acts of the Apostles, the Pauline Writings, other Epistles and Pastoral Writings. Intro to Scriptures I is a pre-requisite.

THE 417 PRE-THEOLOGY SEMINAR I (3) (REQUIRED) This course serves a theology seminar for pre-theologians and will cover themes pertaining to the Catechism of the Catholic Church, with particular emphasis on The Profession of Faith and The Celebration of the Christian Mystery. It will utilize a colloquial model that lends itself to reflection and integration.

THE 418 PRE-THEOLOGY SEMINAR II (3) (REQUIRED) This course serves as a continuation of the theology seminar for pre-theologians and will cover themes pertaining to the Catechism of the Catholic Church, with particular emphasis on Life in Christ and Christian Prayer. It will utilize a colloquial Model that lends itself to reflection and integration.

PMN 101 Pastoral Ministry (1) (REQUIRED) This course will introduce the study to pastoral theology and will offer pastoral guidelines for pastoral ministry,

PMN 102 MINISTERIAL PRACTICUM (1) (REQUIRED) This course will serve as an opportunity for students to begin to reflect upon the skills needed to apply pastoral theology to pastoral practice. It will focus on the basic skills required for visitation to the sick, education, and pastoral reflection.

## **COURSES LISTED BY THE OUTCOMES THEY ADDRESS.**

### OUTCOME 1:

Phi 203: Ancient Philosophy (3)

Phi 206: Medieval Philosophy (3)

Phi 310: Modern Philosophy (3)

Phi 320: Contemporary (3)

Phi 437: Aquinas in the 20th Century.

---

OUTCOME 2:

Phi 203: Ancient Philosophy (3)  
Phi 206: Medieval Philosophy (3)  
Phi 437: Aquinas in the 20th Century.

OUTCOME 3:

Phi 401: Metaphysics (3)  
Phi 404: Philosophical Anthropology. (3)  
Phi 405: Epistemology. (3)  
Phi 460: Fundamental Ethics (3)  
Phi 461: Social Ethics (4)  
Phi 437: Aquinas in 20th Century (3)

OUTCOME 4:

Phi 401: Metaphysics (3)  
Phi 404: Philosophical Anthropology. (3)  
Phi 405: Epistemology. (3)  
Phi 460: Fundamental Ethics (3)  
Phi 461: Social Ethics (4)  
Phi 437: Aquinas in 20th Century (3)  
PHI 496: Integrative Seminar (3)

OUTCOME 5:

Hum 208 & 209

OUTCOME 6:

The 255 & 256

OUTCOME 7:

The 417, 418, PMN 101, PMN 102.

## VI. EVALUATION STRUCTURES, STRATEGIES AND INSTRUMENTS TO ASSESS THE EFFECTIVENESS OF THE PROGRAM IN ACHIEVING ITS STATED OUTCOMES

In order to evaluate the success of these courses in achieving the desired student learning outcomes, the Pre-theology Program has adopted the following evaluation strategy:

### A) INSTRUMENTS OF ASSESSMENT:

The Pre-theology program shares four of its seven outcomes with the Philosophy program and three of its seven outcomes with the General Education Program. This fact guided the Pre-theology Program to also share evaluation strategies with the Philosophy and General Education Programs. As a result of this decision, the following instruments of assessment were selected for the process of evaluating the success of the program in achieving its stated student learning outcomes.

#### 1) The Humanities and Religious Knowledge Test

- a) The Test. All pre-theology students will be administered the Entrance Test in Humanities and in Religious Knowledge during the New Student Experience and the Exit Test in Humanities and in Religious Knowledge after they have completed their scriptures courses.
- b) The Population to which the Tests are administered. The Exit Tests must be administered to the pre-theology students in the second semester (spring) of the second year of the program.

- 
- c) The Purpose of the Test: The purpose of this test is to obtain an objective assessment of the effectiveness of the scriptures courses in achieving the Pre-theology program's outcomes (5), (6), and (7) as stated above. The Office of Institutional Research must make a copy of the results of this Exit Test available to the Director of the Pre-theology Program to be included for consideration in his next Evaluation Cycle.
- d) Evaluation Strategy for the Test. The Tests will be evaluated in accordance with the following standards.

i. Numerical Scale Evaluation Criteria. The Exit Tests are evaluated in all instances on a numerical scale where:

1. Any score below 70% is considered to be below expectations;
2. Any score between 70 and 80% is considered as meeting expectations;
3. Any score between 80 and 90 % is considered as exceeding expectations;
4. And any score between 90 and 100% is considered as far exceeding expectations.

The average and the median score for the entire test population is computed and the resulting numbers are considered the assessment data for that particular test population. The objective is not the individual student's score, but rather the average and median score for the entire test population.

ii. Comparative Improvement Evaluation Criteria. The progress of the students will also be measured according to the following criteria in those cases where the results of the Exit Tests can be compared to an equivalent Entrance Test administered to the student when entering the college seminary:

1. Meets Expectations: a class score on the Exit Test that shows an improvement of at least 15% over the class score for the Entrance Test.
2. Exceeds Expectations: A class score on the Exit Test that shows an improvement of 20% or above over the class score for the Entrance Test.
3. Does not Meet Expectations: a class score on the Exit Test that shows an improvement of less than 15% of the class score for the Entrance Test.

## 2) The Historical Sequence Test

- a) The Test: This test is a written examination that must be constructed in such a manner that it addresses outcomes (1), (2), (3) and (4) of the Pre-theology Program as stated above. The test will consist of multiple-choice, true or false, and/or fill in the blank type questions. No essay questions will be included. The questions must be distributed equally among the Ancient, Medieval, Modern and Contemporary periods of the history of philosophy and must be keyed to the items listed under each of the three outcomes (1), (2) (3) and (4) listed above.
- b) The Population to which the Test is administered: The Test must be administered to the pre-theology students in the second semester (spring) of the second year of the program. When they have already completed all four courses of the historical sequence as listed above.
- c) The Purpose of the Test: The purpose of this test is to obtain an objective assessment of the effectiveness of the historical sequence courses in achieving the Pre-theology program's outcomes (1), (2), (3) and (4), as stated above. The Office of Institutional Research must make a copy of the results of this Historical Sequence Test available to the Director of the Pre-theology Program to be included for consideration in his next Evaluation Cycle.
- d) Evaluation Strategy for the Test: The test is evaluated on a numerical scale where any score below 70% is considered to be below expectations; any score between 70 and 80% is considered as meeting expectations, any score between 80 and 90 % is considered as exceeding expectations, and any score between 90 and 100% is considered as far exceeding expectations. The average and the median score for the entire test population is computed and the resulting numbers are considered the assessment data for that particular test population. The objective is not the individual student's score, but rather the average and median score for the entire test population.

---

B) EVALUATION AND PLANNING PROCEDURES AND STRUCTURES:

- 1) The Philosophy Department and Academic Council are solely responsible for the evaluation and planning of the program.
- 2) The results of the assessment instruments must be reported by the Office of Institutional Research to the Director on a yearly basis.
- 3) The Philosophy Department and the Academic Council will use the yearly collected data to evaluate the program against its stated student learning outcomes on the basis of a three year cycle.
- 4) The Philosophy Department and the Academic Council must, on the basis of the evaluation conducted (see 3 above), develop a plan to improve the effectiveness of the program.
- 5) The Philosophy Department and the Academic Council must, at the end of each evaluation and planning cycle, write a report containing the results of the evaluation and planning activity.
- 6) The Evaluation and Planning Report must be submitted to the Rector's Council that in turn will submit it to the Institutional Planning Committee.
- 7) The Philosophy Department and the Academic Council are responsible for implementing the plan once it is approved by the respective venues to which it was submitted as required in the Faculty Manual and acknowledged above.

## ST. JOHN VIANNEY COLLEGE SEMINARY ASSESSMENT INSTRUMENTS CLAENDAR

Assessment Instruments	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Faculty Evaluation of Students				x					x			
Alumni Survey							x					
Theologate Questionnaire							x					
Evaluation of Administrators										x		
NSE Evaluation	x											
Library Survey									x			
Student Course and Instructor Eval					x				x			
Humanities Progr Assessment								x				
Philo Historical Sequence Test									x			
Senior Project Eval.									x			
Humanities Project Eval.								x				
ESL Compass	x											
Accuplacer	x								x			
Religious Knowl Entrance Test	x											
Religious Knowl Exit Test								x				
Humanities Entrance Test	x											
Humanities Exit Test								x				
General Ed Entrance Test	x											
General Ed Exit Test								x				
Pastoral Program Supervisor Eval									x			
Refectory Survey				x								
Student Services Division Survey				x								
Resident Student Survey								x				

**ST. JOHN VIANNEY COLLEGE SEMINARY  
ASSESSMENT AND EVALUATION CALENDAR**

<b>Assessment Instruments</b>	<b>2015 Fall</b>	<b>2016 Spring</b>	<b>2016 Fall</b>	<b>2017 Spring</b>	<b>2017 Fall</b>	<b>2018 Spring</b>	<b>2018 Fall</b>	<b>2019 Spring</b>
Faculty Evaluation of Students	x	x	x	x	x	x	x	x
Alumni Survey		x		x		x		x
Theologate Questionnaire				x				x
Evaluation of Administrators				x				
NSE Evaluation	x		x		x		x	
Library Survey				x				x
Student Course and Instructor Eval	x	x	x	x	x	x	x	x
Humanities Progr Assessment		x		x		x		x
Philo Historical Sequence Test		x		x		x		x
Senior Project Eval.		x		x		x		x
Humanities Project Eval.		x		x		x		x
ESL Compass	x		x		x		x	
Accuplacer	x		x		x		x	
Religious Knowledge Entrance Test	x		x		x		x	
Religious Knowledge Exit Test		x		x		x		x
Humanities Entrance Test	x		x		x			
Humanities Exit Test		x		x		x		x
General Ed. Entrance Test	x		x		x		x	
General Ed. Exit Test		x		x		x		x
Pastoral Program Supervisor Eval		x		x		x		x
Rector Evaluation		x						x
TOEFL		x		x		x		x
Refectory Survey				x				x
Student Services Division Survey	x				x			
Resident Student Survey				x				x