



FACULTY LEGISLATION

2024-2025

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SECTION ONE: ORGANIZATION OF THE COLLEGE

I. General Powers

[Mount Holyoke Charter, Feb. 11, 1836, 8 Laws of Comm. of Mass., Ch. 1, pp. 563-564](#)

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

[1888 Mass. Acts 83, Ch. 109 Mar. 8, 1888](#)

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

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

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

[1893 Mass. Acts 695 Ch. 7 Jan. 31, 1893](#)

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

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

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

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

II. The Trustees

A. Number, Composition, and Terms of Office

See Article II of the [College Bylaws](#).

B. Meetings

See Article III of the [College Bylaws](#).

III. The Administrative Officers

A. The President of the College

See Article VI of the [College Bylaws](#).

1. Relation to the Faculty

See Article VI, Section 38 of the [College Bylaws](#).

2. Role in Appointments and Promotions

See Article VI, Section 39 of the [College Bylaws](#).

B. The Vice President for Academic Affairs and Dean of Faculty

See Article VII Section 42 of the [College Bylaws](#).

C. Other Officers of the College

See Article VII of the [College Bylaws](#).

IV. The Faculty

See Article VIII of the [College Bylaws](#).

C. Officers

Fac. Min.
Feb. 1972

The presiding officer at meetings of the faculty shall be the president of the College, or, in the president's absence, the dean of faculty.

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

D. Meetings of the Faculty and Voting Procedure

See Article VIII, Section 51 of the [College Bylaws](#).

Fac. Min.
Mar. 2023

All members of the faculty, as defined in Article VIII, Section 50 of the College Bylaws, whether on tenured, tenure-track, or continuing non-tenure-track are voting members. Those faculty on visiting appointments, whether salaried or per course, are also voting members, provided that at least one of the following applies:

- (1) the faculty member has a contract of at least two years in length; or
- (2) the faculty member has, in a previous academic year, taught at least one course at Mount Holyoke.

Fac. Min.
Feb. 1972

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

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

Fac. Min.
Nov. 1972

Voting

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

Fac. Min.
Oct. 1969
Feb. 1982

A motion involving an important matter of policy or membership on a committee of the faculty shall not be voted upon at the meeting of the faculty at which it is first proposed but shall be voted on at a later meeting unless this rule shall be suspended by a vote of two-thirds of the members present and voting.

Fac. Min.
Feb. 1982
Apr. 2013

Nomination and Election to Faculty Committees

Nominations to standing committees of the faculty shall be made by the presentation of a partial slate by the Faculty Conference Committee and by additional nominations made from the floor during the meeting at which the partial slate is first presented. Such nominations shall be voted on at the next regular meeting of the faculty, unless this rule shall be suspended by a vote of two-thirds of the members present and voting. Unless this rule is suspended by a vote of two-thirds of the members present and voting at the meeting at which the slate is first presented, such nominations shall be voted on either at the next regular meeting of the faculty, or within six weeks by electronic election.

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

Fac. Min.
Apr. 1979

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

E. Committees and Representatives

1. Nature, Membership, Elections and Appointments, Reports

- Fac. Min.
Oct. 1992
- Members of the faculty serve, by elections or appointment, on standing committees established by the faculty and on *ad hoc* committees constituted by the faculty, the president, or the dean of faculty. The faculty is also represented on certain committees of the Alumnae Association, in the Seven College Conference, and on various Five College Committees. Students also serve on several faculty-student committees.
- Fac. Min.
Mar. 1977
- Faculty eligibility for committee membership shall be defined in terms of the individual committees. By "teaching faculty" is meant those members of the faculty engaged in teaching subjects counted toward a degree and having been appointed to the ranks of professor, associate professor, assistant professor, instructor, senior lecturer, or lecturer.
- The departments shall be organized, for the purpose of committee assignments, into three divisions as follows:
- Fac. Min.
Nov. 2021
- Division I: Departments of Art and Art History, Classics and Italian, Dance, English, Film Media Theater, French, German Studies, History, Music, Philosophy, Religion, Russian and Eurasian Studies, and Spanish, Latina/o and Latin American Studies
- Division II: Departments of Astronomy, Biological Sciences, Chemistry, Computer Science, Geology, Mathematics and Statistics, Physical Education, and Physics;
- Division III: Departments of Economics, Gender Studies, Geography, Politics, Psychology and Education, Sociology and Anthropology.
- Fac. Min.
May 1996
- The dean of faculty shall, after consultation with the Faculty Conference Committee, appoint members of standing appointed committees. These appointments shall be announced by the president at the first faculty meeting of the academic year.
- Fac. Min.
Apr. 2021
- The term of service on standing committees begins on July 1 in the year of election, and terminates on June 30 after the number of years assigned to the term have elapsed. The end date will not be affected by interruptions in service brought about by sabbatical, parental, or medical leaves.
- Fac. Min.
Mar. 2022
- Members of all standing committees shall be eligible to stand for re-election or re-appointment for a second consecutive term. At the completion of two full terms, members shall become ineligible for re-election or re-appointment for a period equal to that of the committee term of service; this restriction does not apply to members serving in an ex officio capacity.
- In special circumstances and with the approval of FCC, an elected committee member's term may be extended by one year upon majority consent of the committee concerned.
- Fac. Min.
Nov. 1997
- A member of the faculty who is elected to any committee and whose College responsibilities since election change to become primarily administrative (half-time or more) shall resign from that committee.
- Fac. Min.
Apr. 1992
- Each of the standing committees shall submit to the faculty at least one report each year. All annual written reports of achievement shall be deposited in a place accessible to the faculty and only brief oral synopses, if any, shall be presented in faculty meeting. Other reports submitted to the faculty for action shall not be read in full if the material has previously been sent to members of the faculty in writing.

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

2. Standing Committees: Elected

Fac. Min.
May 1999

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

a. The Academic Priorities Committee

Fac. Min.
Apr. 1999
Dec. 2002
Sept. 2009
Nov. 2022

1. Membership: Faculty – 5, Administrators – 2, Students – 2, Registrar – ex officio
2. Qualifications:
 - a) Faculty: One each from arts, languages, other humanities, social sciences, and sciences and mathematics, at least one of whom should be a member of an interdisciplinary program.
 - b) Administrators: Dean of faculty, dean of students.
 - c) Students: Chosen as directed by the SGA.
3. Faculty Selection: One member to be elected each year.
4. Faculty Term: 4 years
5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
 - a) Oversee the development of long-range curricular innovation, planning, and policy. Solicit ideas from the faculty and administration, as well as investigate curricular practices and educational policies at other institutions. Specify the implications of that planning for future allocation of faculty lines.
 - b) Make recommendations on the allocation of faculty lines to the dean.
 - c) Consider matters of general educational policy; receive suggestions from the faculty, dean of faculty, dean of students, and departments and programs; make recommendations to the faculty and dean of faculty; initiate and revise educational legislation. Educational matters include curricular revision within departments and programs, relations among departments and programs, new curricular ventures, mergers of academic departments and programs, discontinuance of academic departments and programs for educational reasons, curricular implications of major grants, distribution requirements, language requirements, academic standards, first-year seminars, student writing, quantitative reasoning, graduation requirements, and all other academic policies stated in SECTION TWO, II-XI; SECTION THREE; and SECTION FOUR, I-V.
 - d) Oversee academic programs outside of departments and programs, including those offered by the centers.
 - e) Oversee College courses and curricular support courses; review new courses and extensive revision of existing courses, and make recommendations to the faculty; approve one-time new courses and inform the faculty.

- f) Oversee the work of some appointed committees, including the Academic Administrative Board and the Committee on Graduate Work.
- g) Consult as needed with the vice president for enrollment management and the vice president for advancement.
- h) Evaluate external reviews of departments and programs.

7. Operations:

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

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

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

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

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

b. The Advisory Committee on Admissions and Financial Aid

- 1. Membership: Faculty – 4, Administrators – 3, Students – 2
- 2. Qualifications:

- a) Faculty: One from each division and at least one who teaches in an interdisciplinary program
- b) Administrators: Vice president for enrollment management, director of student financial services, dean of admissions
- c) Students: Two from the junior or senior class chosen as directed by SGA

3. Faculty Selection: Two members elected one year and one each of the succeeding two years
4. Faculty Term: Three years
5. Faculty Chair: Chosen by continuing and incoming committee members each April
6. Responsibilities and Authority:
 - a) The committee shall advise the vice president for enrollment on matters of policy and priorities concerning recruiting, entrance requirements, admission, and financial aid for all undergraduate students.
 - b) The faculty members of this committee shall bring to the Academic Priorities Committee any contemplated changes in policy or practice that may affect the academic mission of the College.
7. Operations: The committee shall meet regularly throughout the academic year and, where appropriate, may ask for reports from administrators or faculty groups.
8. Reporting: The committee shall submit to the faculty an annual written report on the issues addressed and the advice given, to be distributed with the agenda of the May faculty meeting.

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

1. Membership: Faculty – 5, Administrator – 1
2. Qualifications:
 - a) Faculty: Teaching faculty, rank of full professor, with at least one member from each of the three divisions of study and at least one member who teaches in an interdisciplinary program. No member may serve concurrently on this committee and the Committee on Appeals, and no more than one member may serve from any one department at a time.
 - b) Administrators: Dean of faculty serves as chair; president shall be present as an observer with voice.
3. Faculty Selection: Two members to be elected one year and one each of the succeeding three years.
4. Faculty Term: 4 years
5. Faculty Chair: None (chaired by the dean of faculty)
6. Responsibilities and Authority:
 - a) Advise the president on all appointments and reappointments to grades of professorial rank and on reappointments of language instructors and lecturers.
 - b) Consider and advise the president on all promotions to or within the professorial and senior lecturer ranks.
 - c) Consider and advise the president on all termination of appointments within the professorial and senior lecturer ranks.
 - d) Oversee a subcommittee which includes non-tenured faculty and student representatives on the process of evaluation of teaching.
7. Operations: The dean of faculty, while not compromising the committee's obligation to maintain confidentiality, shall summarize the work of the preceding academic year and comment to the faculty on significant changes in its practices or in the patterns of its decisions on candidates.
8. Reporting: The committee shall submit to the faculty an annual written report of its operations and achievements, to be included in the agenda mailing of the May faculty meeting.

d. The Faculty Equity in Hiring Committee

Fac. Min.
Apr. 1999

Fac. Min.
Apr. 1999
Apr. 2021

1. Membership: Faculty – 5, Administrator – 2
2. Qualifications:
 - a) Faculty: Teaching faculty from at least two divisions and at least two professorial ranks
 - b) Administrators: Dean of faculty, DEI Office – 1 (ex officio without vote)
3. Faculty Selection: One or two members elected by ballot by the faculty each year
4. Faculty Term: 3 years
5. Faculty Chair: Chosen by continuing and incoming committee members each April
6. Responsibilities and Authority:
 - a) Assist in achieving the College's goals to diversify the college community through the faculty hiring process, with particular attention to historically underrepresented communities.
 - b) Provide departments and interdisciplinary programs with guidelines and training to fulfill the College's best practices for inclusive and equitable hiring of continuing and multi-year faculty.
 - c) Advise departments and the administration in requests for additional hiring authority when such hires would enhance the diversification of the faculty.
 - d) Participate in and oversee faculty hiring to ensure fulfillment of the College's diversity, equity, and inclusion goals and procedures.
 - e) Recommend to the dean of faculty and the president an extension or nullification of a search if it finds that a specific hiring effort has been procedurally inadequate.
7. Operations:
 - a) Develop, implement, and oversee guidelines and training for search committees.
 - b) Meet with each department and program before a search begins to solicit and approve hiring plans, including recruitment procedures and search advertisements.
 - c) Meet with faculty candidates during the interview period.
 - d) Provide feedback to search committees during and after the search process.
 - e) Report any concerns to the dean of faculty.
 - f) Follow up and debrief with new faculty hires.
8. Reporting: The Committee shall submit an annual written report of its activities and on the College's progress toward achieving a more diverse, equitable, and inclusive community.

e. The Committee on Appeals

Fac. Min.
Apr. 1999

1. Membership: Faculty – 6
2. Qualifications:
 - a) At least one member from each of the professorial ranks.
 - b) No more than one member from any one department.
 - c) No one shall serve concurrently on the Committee on Appeals and on the Advisory Committee.
 - d) One member shall be selected to serve as an alternate each year and shall be selected to that position from among the five members who are not serving as committee chair for that year.
3. Faculty Selection: Two members elected by ballot by the faculty each year.
4. Faculty Term: 3 years

5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
 - a) Serve as a board to review whether the proper policies and procedures were followed in appealed decisions on reappointment, tenure, dismissal, termination of appointment or academic freedom. [See SECTION SIX.]
 - b) Review the circumstances and consult all appropriate documents and witnesses at the request of a faculty member who has been denied reappointment or tenure.
 - c) Review the circumstances and consult all appropriate documents and witnesses at the request of a faculty member who has been dismissed or otherwise penalized for cause, or whose appointment has been terminated for financial exigency, or who has filed an academic freedom grievance.
 - d) Submit recommendations for reconsideration by the president and the Advisory Committee when reviewing an appeal relative to reappointment or tenure, if the committee finds that not all pertinent evidence was considered or that inappropriate evidence, including any that might constitute a violation of academic freedom, contributed to the decision.
 - e) Submit its recommendations to the president and the trustees when reviewing a case of dismissal for cause, for financial exigency, or an academic freedom grievance.
7. Operations:
 - a) Any member of the committee who is the appellant, a member of the appellant's department, or who participated directly in the decision being appealed shall be disqualified from the proceedings. A member may also remove themselves from the proceedings, at the request of the appellant or on their own initiative for reason of bias or interest. A vacancy shall be filled by the alternate on the committee. If more than one member should be disqualified or unavailable, the committee shall make up its requisite composition by choosing from previous members of the Committee on Appeals.
 - b) The committee shall review, upon the appeal of the faculty member involved, decisions on reappointment, tenure, dismissal, termination of appointment, or academic freedom.
 - c) All evidence and information pertinent to the decision being appealed shall be made available to the committee members serving on said appeal by the dean of faculty's office.
8. Reporting: The committee shall submit reports only to the previously designated constituencies upon completion of an appeal.

f. Diversity Equity and Inclusion (DEI) Advisory Committee

1. Membership: Faculty – 4, Administrators – 1, Staff – 5, Students – 5
2. Qualifications:
 - a) Faculty: From any division.
 - b) Administrators: Vice president for equity and inclusion and chief diversity officer.
 - c) Staff: 4 members chosen as directed by Staff Council, 1 member appointed by the Division of Student Life
 - d) Students chosen as directed by SGA.
3. Faculty Selection: Members elected by ballot by the faculty each year.
4. Faculty Term: 3 years.
5. Chair: A faculty or staff member chosen by continuing and incoming committee members each April.

Fac. Min.
May 1999
Sept. 2003
Nov. 2005
Apr. 2021

6. Responsibilities and Authority:
- a) Maintain an understanding of campus activities and efforts towards building an inclusive and collaborative community, such as ongoing assessment of the College's progresses towards strategic plans and anti-racism action plans. Efforts may include reading and reviewing written policies and action plans put forth by the College or requesting briefs from the Office of the President or the Office of Institutional Research.
 - b) Examine new campus policies vetted by the Office of Diversity, Equity, and Inclusion as they relate to an individual's gender, identity, race, religion, disability or other potentially discriminatory factors. Advise the administration on the potential impact of these policies for the college community.
 - c) Establish ad hoc subcommittees to serve on taskforces and working groups assembled by the Office of Diversity, Equity, and Inclusion.
 - d) Support the Office of Diversity, Equity, and Inclusion in developing and implementing annual college programming to educate and promote a sense of belonging on campus.
 - e) Undergo annual training on existing non-discrimination laws, and receive briefs from senior administration or cabinet members on recent legal and legislative changes that impact the College's responsibilities to diversity including changes to Title IX, Title VI, Title VII, and Section 504 mandates, as well as actions taken by the U.S. Office for Civil Rights (OCR).
 - f) Stay informed of campus climate through briefs provided by college officials, at least twice annually, summarizing the number of new incidences of bias reported on campus.
 - g) Evaluate and revise the duties and responsibilities of the Diversity Equity and Inclusion Advisory Committee every 5 years to respond to the changing needs of the Office of the Diversity, Equity, and Inclusion and the College's goals for maintaining an inclusive and collaborative community.
 - h) Allocate annual programming funds, provided by the College and Office of Diversity, Equity, and Inclusion, to support programming and community building initiatives proposed by faculty, staff, and student groups on campus.
7. Operations: The committee shall meet regularly throughout the academic year; set up subcommittees, ad hoc committees, and task forces as appropriate.
8. Reporting: The committee shall submit to the faculty an annual written report on the issues addressed and the advice given to be distributed with the agenda of the May faculty meeting.

g. The Faculty Conference Committee [See also subsection 4 below.]

Fac. Min.
Apr. 1999

1. Membership: Faculty – 5
2. Qualifications: Teaching faculty.
3. Faculty Selection: Two members to be elected one year and one each of the succeeding three years. Nominations for membership to this committee shall be made by petition, followed by nominations on the floor of the faculty.
4. Faculty Term: 4 years.
5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
 - a) Promote mutual understanding and cooperation between the faculty and the Board of Trustees.
 - b) Represent the faculty in the presentation and discussion of any question of an academic character or any other question affecting the general welfare

of the College that the faculty instructs the committee to refer to the Board of Trustees.

c) Consider any such questions suggested by individual members of the faculty, presenting to the trustees such of these as its considered judgment may direct.

d) Address issues of governance, and conflicts between faculty members and other entities at the College.

e) Represent faculty interests in discussions of benefits.

f) Set the agenda of faculty meetings in consultation with the president and dean of faculty. (Faculty members may also introduce agenda items at the appropriate time before an agenda is approved at the beginning of any meeting.)

g) Assign issues to appropriate committees at its discretion.

h) Make nominations for all elected committees and most appointed committees, except itself.

i) Oversee the revision and style of faculty legislation.

j) Promote understanding and cooperation between the faculty and the Student Government Association, meeting at least once a year with the Student Conference Committee.

k) Represent the faculty in recommending candidates for honorary degrees to the trustees.

l) In consultation with the president of the College, appoint an ad hoc committee to conduct a periodic review of the dean of faculty and submit a report to the president. [See APPENDIX XV for suggested guidelines.]

Fac. Min.
May 2001

7. Operations:

a) Meet weekly or as needed throughout the academic year.

b) Meet with the Trustee Conference Committee at least annually.

c) Appoint an ad hoc committee to review faculty benefits issues when appropriate.

d) Report to the faculty at each open faculty meeting.

e) Call special meetings of the faculty as it deems necessary.

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

h. The Faculty Grants Committee

Fac. Min.
Apr. 1999

1. Membership: Faculty – 4, Administrator – 1

2. Qualifications:

a) Faculty: One from each division of study and one who teaches in an interdisciplinary program.

b) Administrator: Dean of faculty.

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

4. Faculty Term: 3 years.

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

6. Responsibilities and Authority: The committee shall award to members of the faculty, funds for the support of research and other creative activities.

7. Operations: Meet as needed to fulfill its responsibilities.

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

i. The LITS Advisory Committee

Fac. Min.
Apr. 1999

1. Membership: Faculty – 5, Administrators – 2, Students – 2
2. Qualifications:
 - a) Faculty: One from each division of study, one from an interdisciplinary program, and one from a foreign language department.
 - b) Administrators: Dean of faculty, chief information officer and executive director of Library Information and Technology Services (LITS). By invitation other members of the LITS staff as needed.
 - c) Students: As stipulated by SGA.
3. Faculty Selection: Two members elected by ballot by the faculty each year.
4. Faculty Term: 3 years.
5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
 - a) Advise the director of LITS and the dean of faculty about library and instructional technology needs of the College.
 - b) Promote the effective use of these resources among faculty and students for learning, teaching, and research.
 - c) Guide strategies for the maintenance and development of the library collection.
 - d) Assist the director in long-range planning for information technology.
 - e) Review the LITS budget yearly and assure that the allocation of resources is aligned with the goals of the long-range plans.
 - f) Assure faculty representation on search committees for the senior management positions of LITS and choose faculty representatives for the search committees.
 - g) Coordinate the work of LITS with the long-range curricular planning of APC.
 - h) Make recommendations pertinent to curricular and faculty development opportunities, planning, policies, budgeting, external funding opportunities, computer labs, use of space, and collection development.
 - i) Report to the faculty any discrepancies between the long-range plans and the procedures or operations of LITS with recommendations for actions to resolve such discrepancies.
7. Operations: The LITS Advisory Committee of the whole shall approve general goals and principles of operation, but may break into subcommittees to address more specific issues and develop recommendations for their solutions.
8. Reporting: The committee shall submit an annual written report of its operations and achievements to be included in the agenda mailing for the May faculty meeting.

j. The Faculty Committee on Planning and Budgeting

Fac. Min.
Apr. 1999

1. Membership: Faculty – 5, Administrators – 3
2. Qualifications:
 - a) Faculty: Teaching faculty from the three divisions.
 - b) Administrators: Vice president for finance and administration and treasurer, dean of faculty, associate dean of faculty
3. Faculty Selection: Two members to be elected one year and one each of the succeeding three years.
4. Faculty Term: 4 years.

5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
 - a) Participate in the various phases of the College's budgeting and planning process.
 - b) Advise and counsel the treasurer, the dean of faculty, the president and the members of the Board of Trustees.
 - c) Hold at least one open meeting of the faculty during the fall semester, which may occur during a regular faculty meeting.
 - d) Present a report outlining the proposed budget no later than the April faculty meeting.
 - e) Represent the budgeting needs and interests of the faculty to the administration and Board of Trustees Finance Committee.
7. Operations:
 - a) Meet regularly with the treasurer and dean of faculty throughout the year to review and discuss planning information and analyses, to evaluate the advantages and disadvantages of various alternative budget priorities, and to examine planning and budgeting policy questions.
 - b) Request and search out necessary information to fulfill its responsibilities.
8. Reporting: The committee shall submit an annual written report of its operations and achievements to be included in the agenda mailing for the May faculty meeting.

3. Standing Committees: Appointed

Fac. Min.
May 1999

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

a. The Academic Administrative Board

Fac. Min.
Apr. 1999
Nov. 2006

1. Membership: Faculty – 3, Administrators – 5/6
2. Qualifications:
 - a) Faculty: One from each of the divisions.
 - b) Administration: Dean of studies; class dean for new students; dean for the sophomore and junior class, and dean for the senior class; registrar.
3. Faculty Selection: One member appointed each year by the dean of the faculty in consultation with the Faculty Conference Committee.
4. Faculty Term: 3 years
5. Faculty Chair: None (chaired by the dean of studies)
6. Responsibilities and Authority:
 - a) Act upon the requests of students for deviation from the requirements for the degree of Bachelor of Arts.
 - b) Review the status of low-grade students, warn them, or in conjunction with the president, exclude them from the College. Should students so excluded apply for readmission, the board shall decide whether they shall be readmitted. After the close of the college year, the power to decide all questions concerning low-grade students shall be delegated to the dean of studies and such members of the Academic Administrative Board as are available, with the consent of the president.
 - c) Supervise the functioning of the honors program. Its approval shall be required of all degrees awarded *summa cum laude*. In an exceptional case the board may approve the awarding of an honors degree to a student who fails to meet the specified requirements for the degree *summa cum laude*, *magna cum laude*, or *cum laude*. When the award is for honor or high honor

by a thesis or project, the exception may be made only upon recommendation of the department or major committee concerned.

7. Operations:

a) The dean of admissions, the executive director of college health services, and the director of counseling services shall sit with the Board as non-voting members when the exclusion of students from the College is at issue.

b) The Board shall confer with the Academic Priorities Committee on issues that require exception to the normal curricular policies of the College.

8. Reporting: To the Academic Priorities Committee and/or the faculty when appropriate.

b. The Committee on Fellowships

Fac. Min.
Apr. 1999

1. Membership: Faculty – 3, Administrators – 1, Alumna – 1

2. Qualifications:

a) Faculty: One from each of the divisions.

b) Administrator: Dean of studies and national fellowships advisor.

c) Alumna: appointed by the Alumnae Association.

3. Faculty Selection: One member appointed each year by the dean of faculty in consultation with the Faculty Conference Committee.

4. Faculty Term: 3 years.

5. Faculty Chair: None (chaired by dean of studies).

6. Responsibilities and Authority:

a) Award fellowships reserved for the alumnae and receive reports from departments on the award of departmental fellowships.

b) Consider the applications of candidates for such fellowships as the Fulbright, Luce, Marshall, Truman, and Rhodes, and make appropriate recommendations.

7. Operations: Meet as needed to fulfill its responsibilities.

8. Reporting: Report to faculty and administration as appropriate.

c. The Frances Perkins Steering Committee

Fac. Min.
Apr. 1999

1. Membership: Faculty – 3, Administrators – 4, Students – 3

2. Qualifications:

a) Faculty: Teaching Faculty

b) Administrators: Director and Associate Director of the Frances Perkins Program, Vice President for Enrollment, and Dean of Admissions.

c) Students: Frances Perkins students, one a senior designated to read applications in March, elected by the Frances Perkins student body.

3. Faculty Selection: One member appointed each year by the Dean of the Faculty in consultation with the Faculty Conference Committee

4. Faculty Term: 3 years

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

6. Responsibilities and Authority:

a) Review candidates for admission to the Frances Perkins Scholars Program

b) Consider policy matters including entrance requirements, financial aid, progress toward graduation, and various aspects of student life.

7. Operations:

- a) Meet in the fall semester as needed to address policy issues that are brought to the attention of the committee.
 - b) Read applications in March for admit decisions.
8. Reporting: Included with the report on admissions in general.

d. The Committee on Graduate Work

Fac. Min.
Sep. 1999

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

e. The Committee on the Health Professions

Fac. Min.
May 1972
Apr. 1983
Apr. 1992
Feb. 1997

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

Fac. Min.
May 2014

f. Academic Honor Board (AHB)

1. Membership: Faculty – 3, Student – 1, Administrator – 1
2. Qualifications:
 - a) Faculty: One from each of the divisions
 - b) Student: One representative chosen by the AHB from the Honor Code Council
3. Faculty Selection: One member appointed each year by the dean of faculty in consultation with the dean of studies and the Faculty Conference Committee.

4. Faculty Term: 3 years (preferably staggered).
5. Student Term: 2 years with possibility of renewal.
7. Chair: Dean of studies
8. Responsibilities and Authority:
 - a) Adjudicate reported violations of the Academic Honor Code; this includes: collecting evidence, scheduling hearings, and determining penalties.
 - b) Educate the college community about the history, intent, and purpose of the academic honor code.
 - c) Consult as needed with the Academic Administrative Board and the Academic Priorities Committee.
 - d) Publish procedures and guidelines of the committee's adjudication process in the student handbook.
9. Operations: The committee shall meet regularly throughout the academic year.
10. Reporting: The committee shall submit to the faculty an annual written report of its activities to be included in the agenda mailing of the September faculty meeting (for the previous academic year).

Fac. Min.
Sep. 2016
Apr. 2021

g. Faculty Planning Committee

1. Membership: Faculty – 5
2. Qualifications: Teaching faculty
3. Faculty Selection: One representative is chosen from each of five standing committees: Academic Priorities Committee, Faculty Conference Committee, Planning & Budget, Advisory Committee on Tenure & Promotion, Diversity Equity and Inclusion Advisory Committee. Each of these committees will select its own representative to serve on the Faculty Planning Committee. Divisional representation on the FPC would be ideal but is necessarily one of many considerations in selecting representatives.
4. Faculty Term: 3 years
5. Faculty Chair: Chosen by continuing and incoming committee members each April.
6. Responsibilities and Authority:
 - a) Set and coordinate faculty planning priorities for each academic year, delegate those responsibilities to the relevant committees, and oversee implementation.
 - b) Serve as faculty representatives on the College Strategic Planning Committee (every 7 years).
 - c) Meet with the College Planning Committee as needed during “off” years to evaluate progress toward goals identified in the plan
 - d) The FPC holds one open meeting of the faculty (convened by the Faculty Conference Committee) in September and May to establish coordinated faculty goals for the coming year and delegate responsibilities to relevant committees. The priorities should be informed by the strategic plan.
 - e) Advise and counsel the treasurer, dean of faculty, president and members of the Board of Trustees on major planning decisions that affect the future of the College and its faculty.
7. Operations:
 - a) Meet once in the fall semester to set priorities and delegate responsibilities, then meet as needed over the course of the academic year to share updates, coordinate activities, and correct course if necessary.
 - b) Meet as needed with the Strategic Planning Committee.

4. The Conference Committees

a. Trustee Conference Committee and Joint Conference Committee

See Article V, Section 32 of the [College Bylaws](#).

b. Faculty Conference Committee

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

c. Student Conference Committee

The committee shall consist of the president of the Student Government Association, the chair of the senate, and three students appointed annually by the SGA Appointing Committee.

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

5. Faculty Representatives

a. To the Alumnae Association

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

b. To the Seven College Conference

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

c. Five College Committees

[See APPENDIX XVII.]

d. Other

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

V. The Student Government Association

A. Grant of Power

The Student Government Association of Mount Holyoke College is charged with making and enforcing regulations with regard to all matters concerning the conduct of the undergraduate students in their college life with the following exceptions:

1. Matters directly concerned with the business management of the College, or the public relations of the College as distinguished from those of the Student

Student Handbook 1983

Fac. Min. Mar. 1970

Government Association and other student organizations, shall be under the jurisdiction of the administrative officers of the College.

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

Fac. Min.
Apr. 1973

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

Fac. Min.
Apr. 2021

B. Faculty-Student Committees

Students shall serve as prescribed above on the following standing committees of the faculty: the Academic Priorities Committee, the Advisory Committee on Admission and Financial Aid, the Diversity Equity and Inclusion Advisory Committee, and the LITS Advisory Committee

VI. The Honor Code Council

Fac. Min
Apr. 2009

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

1. The HCC shall adjudicate, or refer for adjudication, cases involving the violation of non-academic regulations or policies, except when the dean of students, after consulting with the HCC, determines that a case must be adjudicated within the dean of students area. Cases that are filed during times that the HCC is not meeting may also be referred within the dean of students area.

a. The council shall serve in an adjudicatory capacity as the presiding board for cases involving violations of non-academic regulations.

b. The council does not adjudicate cases involving violations of the College's alcohol and drug policy. [See Student Handbook, General Campus Policies, Alcohol and Other Drugs.]

c. As an adjudicatory body, the council has the responsibility to adhere to its procedures and regulations. The council, in consultation with the Office of the Dean of Studies and the College's legal staff, shall draft the hearing procedures. These procedures shall be published annually in the Student Handbook.

d. The voting members of a hearing board shall typically consist of three members of the council and a representative of the dean of studies.

e. The decision of a hearing board shall be subject only to the right of appeal to the dean of students or the president, in accord with HCC procedures.

f. At a hearing, the complainant and respondent may be accompanied by an advisor of their choice. Both complainant and respondent shall have the opportunity to testify, to present evidence, to hear and question witnesses, to be advised as to

the content of statements made against them, and to offer rebuttal. There shall be a verbatim record of the hearing. [See Student Handbook, Disciplinary Procedures.]

2. The council may review, at the request of any group or individual member of the college community or at its own initiative, existing non-academic regulations. The council shall recommend modifications to the appropriate organs of the College when these regulations are in conflict with state or federal law, safety or health regulations, individual rights, the general welfare of the community, or the ability of students to maintain a system of self-government under which non-academic regulations are made and enforced.

Fac. Min.
Apr. 2021

3. The council has the responsibility to educate students, faculty, and staff as to its activities and disciplinary procedures. The council and the Diversity Equity and Inclusion Advisory Committee shall consult periodically to discuss issues of common concern.

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

VII. The Academic Departments

A. Definition

Joint Conf.
Committee
Mar. 1944

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

B. Department Chairs

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

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

Joint Conf.
Committee
Mar. 1942
interpreted
by the
President,
Dec. 1945

Department members as a group may take a secret ballot for the chair and thereafter make a joint recommendation to the dean of faculty and vice president for academic affairs.

VIII. Academic Advisors

A. For First-Year Students and Sophomores

For each entering class there shall be academic advisors drawn from the teaching faculty and appropriate administrative officers of the College. The advisors shall be appointed by the class dean for new students, and the program shall be under the general supervision of the dean of studies.

Fac. Min.
Mar. 1971
Feb. 1997

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

B. For Majors

Departmental: The chair of the department in which a student is majoring shall serve as their advisor or, at the department's discretion, the advising may be delegated to another member or members of the department.

Fac. Min.
Dec. 1972

Interdisciplinary: The chair of the chosen program committee shall serve as the student's advisor or the advising may be delegated to another member of the committee.

Special: A committee of two, selected by the student and approved by the dean of studies, shall act as advisors.

C. For Graduate Students

Arrangements for advising shall be made by the departments concerned.

SECTION TWO: THE CURRICULUM AND ACADEMIC REGULATIONS

I. Admission Requirements

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

Fac. Min.
Feb. 1997

A student who leaves the College before graduation and wishes to be readmitted shall submit their request to the dean of studies.

II. College and Distribution Requirements

A. College Requirements

1. First-Year Seminar

Fac. Min.
Mar. 2014
Oct. 2014
Feb. 2016

The First-Year Seminar program welcomes students to Mount Holyoke College, inviting them to join in the pleasure of an intellectually adventurous education in the liberal arts. In these small, discussion-based seminars, students work with faculty to achieve the first learning goal of the Mount Holyoke curriculum, which will form the foundation for their education here: the ability to think analytically and critically by questioning assumptions, evaluating evidence, and articulating well-reasoned arguments.

All entering students must complete a first-year seminar during their first semester at Mount Holyoke (transfer and Frances Perkins students who enter with sophomore or junior status are exempt from this requirement, although encouraged to take a first-year seminar). First-year seminars do not meet other graduation requirements, and must be approved courses at Mount Holyoke.

2. A Language Other Than English, Ancient or Modern

Fac. Min.
Apr. 2008
Mar. 2014

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

3. Multicultural Perspectives

Fac. Min.
Feb. 1981
Mar. 1983
May 1990
Feb. 1993
Oct. 2008
Mar. 2014

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

4. Physical Education

Fac. Min.
Apr. 1971
Dec. 1976
Mar. 1982
Mar. 2014

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

B. Distribution Requirement

Fac. Min.
Mar. 1969
Apr. 1976
Sept. 1987
Feb. 1992
May 1993
Dec. 1996
Sept. 1998
May 2001
Mar. 2014

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

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

Group I: Humanities

Art history, classics, dance, English, film media theater, history, languages and literature (Arabic, Chinese, French, German, Greek, Hebrew, Japanese, Korean, Italian, Latin, Russian, Spanish), music, philosophy, religion, studio art, and approved interdisciplinary courses entailing study of the humanities.

Group II: Science and Mathematics

Astronomy, biological sciences, chemistry, computer science, geology, mathematics, physics, statistics, and approved interdisciplinary courses entailing study of mathematics or the natural sciences.

Group III: Social Sciences

Anthropology, economics, geography, politics, psychology, sociology, and approved interdisciplinary courses entailing study of the social sciences.

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

A student unable to complete one of the distribution requirements, the physical education requirement or the requirement of a major would be required to complete an appropriate course substitution, as approved by the dean of studies (or the director of physical education and athletics). Any further exception would require petition to the Academic Administrative Board which will make the final determination.

C. Advanced Placement

Fac. Min.
Mar. 1971
Apr. 1972
Feb. 1997
Apr. 2002
Mar. 2014

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

III. Classification of CoursesA. Course Types

Fac. Min.
Mar. 1969
Apr. 2008

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

"College" courses, which are liberal arts courses taught outside of departments or programs (or in non-departmental entities), may be proposed by regular members of the faculty (or visiting faculty they invite) to be approved by the Academic Priorities Committee. A subcommittee chosen by the Academic Priorities Committee and consisting of at least one member of this committee and two other faculty members shall serve the oversight function of a department for college courses.

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

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

B. Credit Limits

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

A maximum of 16 credits in independent study and/or an honors program may be used toward the 128 credits required for graduation.

C. Course Levels1. Undergraduate Courses

Courses shall be open to all students who have fulfilled the prerequisites. Courses numbered 100-199 are considered introductory courses. Courses numbered 200-299 are considered intermediate courses. Advanced courses, numbered 300-399,

ordinarily shall have a prerequisite of at least eight credits in the department, of which four shall be on the intermediate level.

2. Graduate Courses

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

D. Minimum Enrollment

Fac. Min.
May 2014

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

IV. The Major

Fac. Min.
Dec. 1972
Apr. 1975
Dec. 1976
May 1990
Nov. 2006

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

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

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

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

A. The Departmental Major

Fac. Min.
Feb. 1997
May 2010
Mar. 2014

The major shall include at least 32 credits, at least eight of these at the 300-level. At least 68 credits of the total of 128 required for the degree shall be in departments other than the major department. Some interdisciplinary majors by definition fulfill the 68-credit, outside-the-major requirement

Education may not be chosen as a departmental major; it may form part of an interdisciplinary or special major.

Each student shall receive a faculty advisor who is a member of the department of the student's declared major. [SEE SECTION ONE, VIII]

B. An Interdisciplinary Major

Fac. Min.
Sept. 1998
May 2010

Interdisciplinary programs may be established when there is sufficient sustained interest in a well-defined area of knowledge which crosses disciplinary lines. The

faculty members proposing such a program should submit a request to the president for recognition of that area of knowledge as a formal interdisciplinary program.

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

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

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

Fac. Min.
Sept. 1998

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

C. Special Major

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

Fac. Min.
Feb. 1997
Nov. 2006

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

V. Outside the Major

Fac. Min.
Dec. 1987
Feb. 1997
Feb. 2009
Apr. 2009
Mar. 2014

At least 68 credits of the total of 128 required for the degree shall be in departments other than the major department. Some interdisciplinary majors by definition fulfill the 68 credit outside the major requirement.

To encourage some depth and coherence of knowledge beyond a single major, a variety of options are available to students, but none is required. Students are encouraged to reflect on their personal goals and interests to craft an academic pathway that will prepare them for the future. These options include:

1. A second major, or a minor. A minor consists of a minimum of 16 credits above the 100-level, which is sponsored by a department or interdisciplinary program. A department or program may require approval for a minor. A student cannot elect both a second major and a minor.
2. A certificate program.
3. A Nexus.

The course catalog defines all of the programs that can be elected by students as formal pathways through the curriculum.

A student who elects any of these options must do so no later than the end of the eighth week of classes of the second semester of their junior year. A student's declaration of a specific choice and any subsequent request to change that choice shall be submitted to the registrar, who shall make the proper notation on the student's record.

VI. Independent Study and Honors

These programs aim to give the student increased opportunity to develop their capacity for independent and original work.

A. Independent Study

Fac. Min.
May 2024

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

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

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

1. Practicum

Fac. Min.
May 2006

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

the practicum. Independent work with a practicum component is governed by the same policies as all other independent work.

2. First-Year Tutorials

Fac. Min.
Feb. 1984

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

B. Honors

Fac. Min.
Mar. 1986
Dec. 2012
Mar. 2014

Honors work, consisting of a minimum of eight credits distributed between at least two semesters, may be undertaken with the approval of the department, major committee, or special honors committee concerned, by any senior who, prior to senior year, has maintained a cumulative average of 3.00 in their college work or a 3.00 average in their major field. Ordinarily honors work shall be undertaken in the field of the major, but it may be pursued in another field or fields with the approval of the department(s) or major committee(s) concerned and of the dean of studies. An honors thesis or project that does not culminate in a recommendation for a degree with honor shall be recorded on the student's transcript as independent study.

VII. Ungraded Option

Fac. Min.
Mar. 1979
Oct. 1983
May 1990
May 1995
Feb. 2010
Mar. 2014

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

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

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

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

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

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

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

VIII. Schedules and Classes

A. Definition of "Academic Days"

Academic days are days on which classes are scheduled.

B. Class Appointments

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

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

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

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

C. Course Registration

Fac. Min.
Mar. 1970
May 1970
Feb. 1983
Dec. 1991
Feb. 2004
Mar. 2014

A schedule of 16 credits each semester is the ordinary program. Programs of fewer than 12 credits or more than 20 need the approval of the dean of studies or designee. Exception: First-year students in the first semester need approval for 20 or more credits from the Dean of Studies.

A student shall not be allowed credit for a course in which the student is not formally registered. The student's formal registration shall not be considered complete until their course registrations have been recorded in the registrar's records.

Ordinarily a student who has received credit for a course may not elect the course a second time unless a fundamental change is made in the subject matter or method of the course or the student has successfully petitioned the Academic Administrative Board to repeat this course (see D)

Fac. Min.
Feb. 1997

A request for auditing shall be approved by the instructor.

D. Repeating a course for which a student earned credit

Fac. Min.
May 2024

In exceptional circumstances, students may be permitted to repeat a course, at Mount Holyoke or through the Five College interchange, for which they earned credit but with a grade of C- or below, with approval from the Academic Administrative Board. The student will receive academic credit for the first attempt only, but both grades will factor into the overall GPA.

Repeated course approvals are limited to no more than two during the student's time at Mount Holyoke and the two may not be retaken in the same semester. Students will not be approved to attempt any given course for a third time. A given course can only be approved for repeat once. Students cannot retake a course for which they had elected the ungraded option and passed. When approved to repeat a course in which they had earned credit, the student is ineligible to elect the ungraded option for the second attempt.

Students cannot take more than 18 credits (including the repeated course) during a semester in which they are repeating a previously-credited course. Course repeats are only allowed during a semester of regular enrollment at the College.

E. Change in Schedule

Fac. Min.
Apr. 1971
Feb. 1997
May 2007
Fac. Min.
May 2024

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

During the first 5 academic days of the semester, a student should be allowed to add any course with an open seat for which they are eligible if they are selected from the waitlist by the instructor or, in the absence of a waitlist, by registering themselves without instructor permission.

Between the 6th and 10th academic day of the semester, a student may add a course only if they have instructor approval, whether by being selected from the waitlist by the instructor or, in the absence of a waitlist, by registering themselves after securing instructor permission.

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

A student may drop a course (without record on their schedule/transcript) during the first 11 academic days of a semester without the instructor's permission.

Fac. Min.
May 1994
May 2007
May 2024

After the 11th day but within the first 50 academic days (10 weeks) of the semester, with the instructor's signature, students may withdraw from a course without penalty. When a student has withdrawn from a course after 11 academic days, the course will appear on the transcript with a notation of "W," indicating that the student withdrew from the course without penalty. The "W" will not be counted in the student's grade point average.

In cases of emergency, students may petition the Academic Administrative Board for exceptions to the above deadlines. Such petitions must be approved by the instructor, and authorized by the dean of studies, the director of health services, or the director of counseling services.

IX. Incomplete Work

Fac. Min.
Dec. 1971
May 1972
Mar. 1979
Feb. 1997

An instructor may report a student's work as incomplete only if the student has been given an excuse by the director of health services, the director of counseling services, or the dean of studies because of an emergency. The instructor's report to the registrar shall be accompanied by notice of the date agreed upon for the completion of the work. Ordinarily the instructor shall report a final grade two weeks after the time set for the completion of the work. If the work is incomplete at that time, the registrar shall record a grade of F for the course unless a different grade, based on work previously done, is submitted by the instructor, or the period is extended by the director of health services, the director of counseling services, or the dean of studies.

X. Student Leaves of Absence

Fac. Min.
May 2014

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

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

A. Medical Leaves

Fac. Min.
Mar. 1973
Dec. 1976
Feb. 1997
Nov. 2006
Dec. 2012
May 2014

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

When a student intends to return from a medical leave of absence, the student shall notify the executive director of college health services or director of counseling services prior to July 1 if the student intends to return in September, or December 1 if the student wishes to return for the second semester. The same dates shall apply to a request for an extension of medical leave. The executive director of college health services or director of counseling services shall notify the proper administrative offices of the student's medical clearance or extension of medical leave. The actual date of the student's return and related academic issues, such as credits or program of courses, shall be decided by the dean of studies in consultation with the registrar. If the student does not communicate with the executive director of college health services or director of counseling services by the required date, the medical leave will be canceled and the College will consider the student as having withdrawn from the College.

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

B. Leaves for Academic Purposes

Fac. Min.
Feb. 1997
Dec. 2012
May 2014

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

Application for a leave for academic purposes shall be made to the director of study abroad or to the Office of the Academic Deans prior to dates announced in College publications. Leave will ordinarily be granted if the student proposes a suitable program approved by their major or prospective major department (or by the student's advisor if the major is undecided), is in good academic standing, has a GPA of at least 2.70, and will meet the residency requirements for the A.B. degree. A

student planning to be on leave during the junior or senior year must have the approval of their major department concerning the completion of the academic requirements.

Study abroad. A student may study in a foreign country, either as a member of an organized group or in an independent program. If the work is to be done in a language other than English, the student's language proficiency shall be at a level set by the appropriate language department.

Twelve College Exchange. Amherst College, Bowdoin College, Connecticut College, Dartmouth College, Mount Holyoke College, O'Neill National Theatre Institute, Smith College, Trinity College, Vassar College, Wellesley College, Wesleyan University, Wheaton College, and Williams College/Mystic Seaport Program in Maritime Studies have organized an exchange program whereby a student at one college may spend a year or, in a few cases, a semester at one of the other colleges. Application shall be made through the Office of the Academic Deans prior to a date set in consultation with the member institutions.

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

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

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

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

C. Leaves for Non-Academic Purposes

Fac. Min.
Feb. 1997
May 2014

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

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

D. Reinstatement

At the expiration of a leave of absence for other than medical reasons, a student shall automatically be reinstated unless the student notifies the registrar of their withdrawal.

XI. Other Credit Sources

A. Summer and Intersession/January Study

Fac. Min.
May 1972
Nov. 1973
Feb. 1997
Mar. 1997
May 2014

Academic work done in the summer and in the intersession period between fall and spring semesters shall be subject to the following conditions:

Overall limits: A maximum of 12 transfer credits in total may be granted for all approved post-matriculation summer and intersession study at other institutions. The one exception is that a first-year student entering in the spring semester may have as many as 8 additional summer/intersession credits provided that the total of these credits and first semester credits earned elsewhere does not exceed 20.

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

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

B. Advance Placement Credit

Fac. Min.
May 2014

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

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

XII. Internship Programs Sponsored by Mount Holyoke

Fac. Min.
Apr. 1975
May 2006

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

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

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

XIII. Exceptions

Fac. Min.
Feb. 1997

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

SECTION THREE: EVALUATIONS

I. Evaluation of Student Work by Faculty Members

Fac. Min.
May 1972
May 1976
Feb. 1977
Mar. 1979
Nov. 1980
May 1995

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

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

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

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

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

II. Examinations and Papers

A. Final Course Examinations

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

Fac. Min.
May 1986

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

Fac. Min.
Nov. 1988

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

Fac. Min.
Feb. 1997

The registrar shall be responsible for checking with instructors concerning prescheduled examinations, for organizing the self-scheduled examinations, and for publishing detailed instructions in official media prior to the beginning of each

examination period. The examination centers for the distribution and return of the examinations shall be staffed by students under the supervision of the registrar.

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

Fac. Min.
May 1972

In the second semester, a graduating senior must take final course examinations during the first three days of the examination period.

B. The Honors Paper or its Equivalent and the Honors Examination

Fac. Min.
Dec. 1977
Nov. 1979
Mar. 1995
Apr. 2013

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

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

Fac. Min.
Mar. 1973

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

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

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

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

Fac. Min.
May 1989
Feb. 1997

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

Fac. Min.
May 1972
May 1986

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

III. Honorary Titles Awarded to Students

A. Sarah Williston Scholars

Fac. Min.
Feb. 1977
Feb. 1997

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

B. Mary Lyon Scholars

Fac. Min.
Mar. 1986

The title of Mary Lyon Scholar shall be conferred on a student who receives the A.B. degree summa cum laude or the degree with high honor by thesis.

IV. Suspension and Exclusion

A. Academic

Fac. Min.
May 1972
May 1976
Nov. 2006

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

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

Fac. Min.
May 1972
Apr. 1974
Feb. 1978
May 1984
May 1990
Apr. 1992
Feb. 1997
Nov. 2006

A student's record shall be reviewed by the registrar at the end of each semester. If the record indicates that the student is not meeting the above requirements, the student's case shall be referred to the Academic Administrative Board, which may warn the student about their academic standing, place them on academic probation, suspend them for a semester or year, or require them to withdraw. Ordinarily a student must complete 16 credits with at least a 2.00 average to be taken off probation, although in some cases the board may either permit or require a different number of credits. A student who is placed on academic probation must meet with one of the academic deans for an evaluation conference no later than the fourth week of the following semester. The purpose of this conference is to plan with the student a program of support in order to help the student bring the quality of their work up to graduation level. The dean may recommend regular academic counseling, tutoring, and/or any other appropriate measures. The student's advisor will be notified when the student is placed on probation. The student's instructors will be asked to submit midterm evaluations of the student's work, so that the program of support may be evaluated and, if necessary, changed. A student who

has been suspended for a semester or a year shall be on academic probation for one semester after their return. During the time of suspension, the student's transcript shall bear the notation "Suspended for (period) for academic deficiencies." A student who has been required to withdraw may apply for readmission to the Academic Administrative Board, but may not return before one academic year has passed. The student's transcript shall bear the notation "Required to withdraw for academic deficiencies on (date). Eligible for readmission after one academic year." In either case the transcript notation will be removed when the student returns, or after one year, whichever is sooner, to be retained, however, on the internal record.

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

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

B. Health

Fac. Min.
Feb. 1997

The power to suspend or exclude students who cannot remain in College without danger to their own health or to the health of others shall be vested in the director of health services or director of counseling services acting with the concurrence of the president, or the president's designee.

C. Violations of Non-Academic Regulations

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

D. Extreme or Unusual Circumstances

Fac. Min.
May 1972
Feb. 1997

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

V. Reports

A. By Members of the Faculty

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

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

B. By the Registrar

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

After the end of each semester the registrar shall send to each student a report of the student's grades.

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

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

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

VI. Evaluation of Faculty Teaching by Students

A. Method

Fac. Min.
May 1972
May 1974
Apr. 1975
Nov. 2011

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

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

B. Use

Fac. Min.
Feb. 1997
Nov. 2000
Nov. 2011

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

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

When a department has under consideration a recommendation concerning the reappointment, promotion, or tenure of a member, the entire file of evaluations concerning that member, including returns from previous years, shall be available to those department members who participate in making the recommendation.

SECTION FOUR: DEGREES AND CERTIFICATES AWARDED BY THE COLLEGE**I. The Degree of Bachelor of Arts****A. Credits**

Fac. Min.
May 1972
May 1976
May 1985
Feb. 1997

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

B. Residence

Fac. Min.
Dec. 1976

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

Fac. Min.
Feb. 1974

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

C. Presence at Commencement

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

D. Other Requirements

[See SECTION TWO, II-V, and the college catalog.]

II. The Degree of Bachelor of Arts with Honor**A. By a Thesis or Project**

Fac. Min.
Mar. 1986
Mar. 1995
Dec. 2012

Honors work, consisting of a minimum of 8 credits distributed between at least two semesters, may include an approved 2-4 credit capstone or equivalent (300-level) course, with the remaining credits being independent study, recorded on the transcript as a 395. Any department that wishes to add such a capstone course as part of their honors program should submit a proposal explaining the rationale to the Academic Administrative Board. Honors work may be undertaken with the approval of the department, major committee, or special honors committee concerned by any senior who, prior to their senior year, has maintained a cumulative average of 3.00 in their college work or a 3.00 average in their major field. Ordinarily honors work shall be undertaken in the field of the major, but it may be pursued in another field or field(s) with the approval of the department(s) or major committee(s) and concerned and the dean of studies. Upon the successful completion of the

project, a student shall be recommended to the Academic Administrative Board by the department, major committee, or special honors committee concerned for the appropriate honors degree. An honors thesis or project that does not culminate in a recommendation for a degree with honor shall be recorded on the student's transcript as independent study.

Fac. Min.
Mar. 1973
May 1976
Nov. 1979
Mar. 1995

After consultation with the departments or major committees concerned, the dean of studies may appoint a special honors committee to make the recommendation for the degree with honor in special circumstances (e.g. for work done in a special major or other interdisciplinary project). This special honors committee shall be appointed no later than the middle of the first of the two semesters in which the honors thesis is done and shall consist of the examining committee plus two or more additional members and ordinarily shall include the chair of an appropriate department or major committee.

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

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

B. By Course Work

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

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

C. By Course Work and Thesis or Project

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

III. The Degree of Master of Arts

Fac. Min.
Mar. 1972
Dec. 1972
Apr. 1978
Feb. 1980
Oct. 1981
Sept. 2008

A student who holds the A.B. or its equivalent from any college or university of approved standing may apply for graduate work at Mount Holyoke College. Information and application blanks may be obtained by writing to the chair of the relevant department or to the Office of Student Success and Advising. Admission shall be approved by the department in which the major work is to be done. On

recommendation from a department, the Committee on Graduate Work may waive the requirement for that department's graduate program.

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

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

A. Credits

Comm. on
Graduate
Work
May 21, 1984

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

B. Grades

Comm. on
Graduate
Work
May 18, 1981
Fac. Min.
May 1995

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

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

C. Courses

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

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

D. Reading Knowledge of a Foreign Language

Fac. Min.
Sept. 2008

A reading knowledge of one language, foreign to the student and appropriate to the student's field of study, shall be required. The successful completion of the foreign language requirement shall be determined by at least two examiners chosen by the

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

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

E. Thesis

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

The thesis itself shall be submitted in the format required by the Committee on Graduate Work. The thesis deadline shall be established by the department to allow adequate time for review by the departmental thesis committee before the date of the final examination.

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

Fac. Min.
Apr. 2013

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

F. Examination

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

IV. The Degree of Master of Arts in Teaching

Fac. Min.
Oct. 1981
May 2011

A student who holds the A.B. or its equivalent from any college or university of approved standing may apply to work for the degree of Master of Arts in Teaching. To be admitted, an applicant must be accepted by the Office of Professional and Graduate Education (middle school and secondary students only). Inquiries concerning admission should be sent to the Office of Professional and Graduate Education.

Fac. Min.
May 2004
May 2011

Middle and Secondary Licensure

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

Fac. Min.
May 2011

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

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

Fac. Min.
May 2004
May 2011

Early Childhood and Elementary Licensure

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

subject areas to be determined in consultation with committee members. Candidates whose undergraduate program includes education courses may count up to 8 credits or two courses toward the 28 credits in education and may elect, in their place, additional courses in their teaching field or related work.

V. Certificate for International Students

Comm. on
International
Students
May 19, 1982
Dean of
International
Affairs
Jan. 2001

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

A. Certificate in General Studies

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

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

B. Certificates in Other Studies

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

C. Certificate with Distinction

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

VI. Honorary Degrees

Bylaws
Section 52

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

The Faculty Conference Committee shall represent the faculty in recommending to the trustees candidates for honorary degrees.

VII. Five College Majors, Certificates, and Degrees

A. Five College Major in Film Studies

Fac. Min.
Feb. 2005

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

B. Cooperative Ph.D. Program

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

C. UMass/Five College Graduate Program in History

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

D. Five College Certificates

1. Cooperative African Studies Certificate Program

Fac. Min.
Sept. 1987

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

2. Cooperative International Relations Certificate Program

Fac. Min.
Apr. 1985

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

3. Five College Certificate in Latin American, Caribbean, and Latino Studies

Fac. Min.
Feb. 1990
Name change
2011

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

There is at least one advisor on each campus for the Latin American studies certificate. At Mount Holyoke the advisor is the chair of the Latin American studies program.

4. Five College Asian/Pacific/American Certificate Program

Fac. Min.
Dec. 2000

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

5. Five College Certificate in Logic

Fac. Min.
Apr. 2003

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

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

6. Five College Certificate in Native American and Indigenous Studies

Fac. Min.
Nov. 2003
Name change
March 2014

The Five College Certificate in Native American and Indigenous Studies provides students with the opportunity to acquire a knowledge and understanding of the development, growth, and interactions of the indigenous peoples and nations of the Western Hemisphere. The program emphasizes the many long histories of Native American Indians as well as their contemporary lives and situations. A holistic and comparative interdisciplinary approach underlies the certificate program's requirements, enabling students to become familiar with the diversity of indigenous lifeways, including cultural forms, institutions, political economies, and modes of self-expression. In addition to this broader perspective, the program places some emphasis on the Native peoples of the Northeast so that Five College students can become acquainted with the history, culture, and presence of indigenous peoples in this region.

Seven courses are required for the Five College Certificate in Native American Indian Studies: a foundation course plus six additional courses, with no more than three of

the seven courses from a single discipline. Campus advisors will assist students in developing individualized programs that meet the curricular criteria, drawing from a list of pre-approved courses and others deemed appropriate by the Five College Certificate Program Advisory Committee.

7. Five College Certificate in Buddhist Studies

Fac. Min.
Feb. 2005

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

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

Fac. Min.
Apr. 1997

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

9. Five College Certificate Program in Coastal and Marine Sciences

Fac. Min.
Feb. 2004

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

The certificate includes the following areas of study critical to a broad understanding of marine sciences: organismal biology; marine and coastal ecology;

marine geology, chemistry, and other related sciences; resource management and public policy.

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

Fac. Min.
Oct. 2006

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

11. Five College Certificate Program in Cognitive Neuroscience

Fac. Min.
Dec. 2006

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

12. Five College Certificate Program in Queer and Sexuality Studies

The queer and sexuality studies certificate will provide Five College students an opportunity to enroll in a course of study that examines critically the relationship between sexual and gender identities, experiences, cultures, and communities in a wide range of historical and political contexts. Working across disciplines, students will take courses in a variety of fields, such as women's and gender studies, African American studies, Asian and Asian American studies, Latin American studies, English, history, political science, psychology, sociology, film studies, law, and language studies. The certificate will also lead students to investigate how non-normative and normative genders and sexualities intersect with other social categories, such as race, ethnicity, gender, class, and nationality.

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

13. Five College Certificate Program in Ethnomusicology

Fac. Min.
Sept 2010

The ethnomusicology certificate will provide students interested in studying music from a cross-disciplinary perspective to build bridges across departmental boundaries in a rigorous and structured manner. While "music" is the nominal cornerstone of the certificate program, the wide range of topics that appear under the rubric of "ethnomusicology" extend far beyond "music in a cultural context" to include history, political science, economics, evolution, science and technology, physiology, media studies, and popular culture studies, among others.

To obtain a Five College certificate in ethnomusicology, students must successfully complete seven courses, distributed as indicated in the following four categories: area studies or topics (at least two courses), methodology (at least two courses), performance (at least one course), and electives as negotiated with the student's ethnomusicology advisor. No more than five courses can be from any one department/discipline, and introductory courses in basic musicianship do not count.

14. Five College Certificate Program in Sustainability Studies

Fac. Min.
May 2011

Sustainability will be essential to the formulation of sound environmental, economic, and social progress in the twenty-first century. The certificate program in sustainability studies is designed to engage students in a structured course of study that will draw on courses from across the campuses in a range of disciplines, require completion of a related internship or research project, and present their work at a capstone symposium.

Course requirements include a minimum of seven courses, at least five above the introductory level, and two at the advanced level. These include three core courses, one each from these three areas: environmental sustainability; sustainable economy and politics; and sustainable society and culture. Also, a minimum of three courses in one of these five concentration areas, including one advanced course: agriculture and food systems; energy systems, climate and water; green infrastructure, design and technology; politics and policy; and culture, history, and representation. And finally, another one course from a different concentration area. Additionally, they work with their program advisor to complete an internship or independent research project that addresses a contemporary "real world" problem, and they present their work at a capstone symposium.

15. Five College Certificate in Reproductive Health, Rights, and Justice

Fac. Min.
Apr. 2015

The Five College reproductive health, rights and justice certificate provides students an opportunity to develop a strong understanding of the social, economic, legal, and political conditions that influence human reproduction in both national and transnational contexts. Working across disciplines, students take courses in a variety of fields to understand how race, class, sexuality, and nation influence the reproduction of individuals and communities, how people have and raise children in different circumstances, and how to use human rights and reproductive justice analyses to frame social policy. To obtain a Five College Certificate in Reproductive Health, Rights and Justice, students must complete six courses and a special project. The project applies classroom learning to community-engaged experiences and connects academic pursuits with policy and advocacy work. The goal of the RHRJ certificate is to educate the next generation of reproductive health scholars, practitioners and advocates.

16. Five College Certificate in Bio-Mathematical Sciences

Fac. Min.
May 2016

The main thrust of the bio-mathematical sciences is mathematical, statistical, and computational modeling in the life sciences that seeks to reveal the principles that underlie observed phenomena. Students in this certificate program will ask not only how and whether different data are related but will also build models that can explain these relations from first principles, based on a combination of analysis and simulation. They will use modeling to guide the questions that are asked and to target experiments that are likely to yield important insights.

The Five College Certificate in Bio-Mathematical Sciences requires students to complete a related research experience and six courses: an introductory course, four courses in either life sciences or quantitative sciences – whichever lies further from the student’s major and thus complements their other skills – and a capstone course in biomathematical or biostatistical methods (or a thesis in this combined field).

E. Dual Degree Programs

1. Dual Degree Program with UMass School of Engineering

Fac. Min.
May 2001

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

2. Dual Degree Program with UMass Public Health

Fac. Min.
May 2001

The dual degree program in public health allows a student at Mount Holyoke to pursue an accelerated M.S. program in public health at the University of Massachusetts in the year following receipt of their A.B. from Mount Holyoke. Ordinarily, the student spends their junior year at UMass. The student would need, by their sophomore year, an advisor from Mount Holyoke in the department of mathematics and statistics or the department of environmental studies and an advisor from the UMass School of public health.

SECTION FIVE: THE MOUNT HOLYOKE COLLEGE COMMUNITY

I. Community Responsibility

Fac. Min.
Apr. 1973

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

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

A. Academic Responsibility

Principles

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

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

Fac. Min.
May 2023

To this end, Mount Holyoke College prohibits the use of artificial intelligence tools or other uncredited persons or entities to produce content that a student misleadingly represents as their own original work, such as generating an essay, creating text, images, providing analysis, creating code or producing assignment responses without the explicit permission of the faculty member. The expectation is that all work submitted by students will be generated by students themselves working individually or in groups as determined by the assignment and instruction of the faculty member.

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

Procedures

The principle that should govern the handling of all matters in which the academic responsibility is questioned is concern for the privacy of the individual and protection of the individual's rights. The faculty member or student who reports an offense should discuss it only with the dean of studies and such members of the College community as named in the following procedures. The record of reports to the dean of studies and of the disposition of cases is to be held in confidence, available only to authorized administrative personnel of the College.

Information from this record may be revealed only by the principal administrative officers who have been expressly delegated the authority and have been instructed what part of the information may be appropriately revealed. Except when a penalty of suspension or exclusion is imposed, the dean of studies shall destroy such student records when the student graduates.

Fac. Min.
May 1990

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

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

Fac. Min.
May 1990

Every case questioning the academic responsibility of a member of the faculty must be reported in writing to the dean of faculty. Academic responsibility is here understood to include the observance of academic regulations established by the

faculty and the treatment of students in the evaluation of their work and in other academic matters. A student contemplating questioning the academic responsibility of a member of the faculty should discuss it first with the faculty member or the dean of studies or both. If the student then chooses to report the case formally, the dean of faculty will discuss it fully with the faculty member and the student, and possibly also with the president, before taking what action seems appropriate.

Fac. Min.
Apr. 2018

B. Prohibition of Faculty – Student Romantic and Sexual Relationships

Romantic or sexual relationships between a College faculty member and a student jeopardize the learning environment for that student and others. Such relationships, even when they occur between consenting adults, raise serious concerns regarding unequal status and power, validity of consent, conflicts of interest, and preferential treatment, among many other concerns. Faculty members engaging in such relationships put at risk themselves, the students, and the educational mission of the College.

Accordingly, faculty are prohibited from engaging in romantic or sexual relationships with all College students, even if consensual. This prohibition includes relationships that occur when the College is not in session or the faculty member or student is on leave. Such relationships are prohibited regardless of whether the faculty member is directly teaching, advising, evaluating, or supervising the student, and regardless of the age of the student.

Failure to abide by this policy will result in discipline to the faculty member, up to and including dismissal from employment at the College.

The College will enforce this policy through the existing grievance procedures set forth by the compliance and risk management department. Individuals who experience, witness, or learn about possible violations of this policy or who have questions about this policy should consult with the dean of faculty, Title IX coordinator, human resources, the appropriate department chair, the appropriate dean, or one of their designees. In turn, all department chairs, deans, and designees are required to report possible violations to the dean of faculty. If a report involves someone in the dean of faculty's office, the report should be addressed to the Title IX coordinator and the president.

Limited Exemptions: The dean of the faculty may grant exemptions from this policy under reasonable circumstances. An automatic exemption to this policy applies when the spouse or domestic partner of a faculty member enrolls as a student. When an exemption (including an automatic exemption) is made, the dean of faculty notifies the dean of students' office and makes arrangements, if necessary, to minimize any potential conflicts of interest.

II. The Multi-Racial Commitment

Fac. Min.
Apr. 1973

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

III. Nondiscrimination Policy

Bylaws
Section 54

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

Office of
Diversity and
Inclusion
1998

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

See also [Statement of Non-Discrimination](#).

IV. Rights, Responsibilities, and Dissent

A. Principles

Fac. Min.
Jan. 1971

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

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

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

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

the community has failed, at least for the time, to achieve its common purposes. Ultimately the quality of life in the College is the property of the conscience of all its members.

Fac. Min.
Feb. 1996

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

B. Procedures for Inquiries, Suggestions and Complaints

1. Normal Channels

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

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

Fac. Min.
May 1990

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

Students may also approach the following concerning non-academic questions: the Council on Student Affairs, the Diversity Equity and Inclusion Advisory Committee, and the appropriate officers or committees of the Student Government Association.

Normally members of the faculty should first approach the administrative officer directly responsible for a particular operation. If that officer is unable to provide a satisfactory response to a question, suggestion or complaint, officers with broader administrative responsibility should be approached. If recourse to such officials fails to give satisfaction, the appropriate committee should be consulted. If there is no committee responsible for dealing with the particular problem, the Faculty Conference Committee may be consulted. Members of the faculty may also raise questions and make proposals at meetings of the faculty.

2. Channels Available in Unusual Circumstances

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

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

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

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

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

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

In extreme cases that exceed the competence or control of college authorities, the president may, after consultation with the Faculty and Student Conference Committee when that is feasible, make recourse to civil authority.

SECTION SIX: FACULTY RIGHTS

I. Academic Freedom

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

A.A.U.P.
Bulletin Vol.
XXVIII (1942)
pp. 77ff.

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

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

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

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

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

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

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

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

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

(Entire
Section)
Fac. Min.
Nov. 1973
Nov. 2022
Trustee Min.
Nov. 1973
Sept. 1992
May 1993

All appointments to teaching positions at Mount Holyoke College (including reappointments and promotions) are made by the Board of Trustees after recommendation of the president to the Education Committee. The Board has delegated to the president the authority to appoint assistant professors, instructors, and other teachers of non-professorial rank, except as qualified below.

See Appendix XVII for information about Five College appointments.

A. Procedures for Academic Appointment

No faculty member may participate in a recommendation or decision regarding a direct benefit (reappointment, tenure, promotion, salary, leaves of absence, and so on) to a family member. In addition, no faculty member may participate in a recommendation or decision regarding an appointment to a position for which a family member is a candidate. If disagreements arise as to whether or not a person should participate in a personnel decision, they will be resolved by a majority vote of the Advisory Committee, with any member of the committee about whose participation questions have been raised not voting.

The initiative in recommending new appointments to authorized teaching positions normally lies with the department. After a review of the credentials of available candidates, the chair, with the consent of the dean of faculty, customarily invites one or more candidates to visit the College to be interviewed by members of the department and the dean of faculty. Candidates should meet with a member of the Faculty Equity in Hiring Committee and, if possible, students who are studying in the department. All tenured and tenure-track members of the department, including members on leave if they are available, are expected to participate in defining the position and in interviewing candidates for new appointments who visit the campus. Tenured and tenure-track members of the department shall make recommendations to the dean of faculty on candidates. The chair transmits the recommendation in writing to the dean of faculty including any dissenting views in the department.

Fac. Min.
May 2006

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

Before formulating a recommendation on appointments of associate or full professor rank at Mount Holyoke, the dean of faculty and president shall consult with the Advisory Committee. When the president's recommendation differs from that of the department, the Advisory Committee, or both, the president reports their views together with the president's recommendation to the Board of Trustees through the Education Committee.

When an appointment has been approved, the dean of faculty in consultation with the chair determines the procedures for communication and negotiations with the candidate.

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

Fac. Min.
Dec. 1993

Most faculty at Mount Holyoke College hold appointments in a single department or (less frequently) in an interdisciplinary program.

Faculty appointed to a single department or program may still teach in other departments or programs. Occasionally a faculty member will be appointed to multiple departments or programs. In all cases of an appointment to multiple departments or programs, there shall be a written memorandum of understanding at the time of hiring, agreed to by the candidate, the relevant departments, and the dean of faculty, with consultation from the Academic Priorities Committee and in the case of hires at the rank of associate or full professor, the Advisory Committee. The memorandum of understanding will explicitly and clearly explain the terms of the appointment, including teaching responsibilities; process and procedures for reappointment, tenure, and promotion; and the composition of the body which will evaluate the faculty member for reappointment, tenure, and promotion.

C. Duration of Appointments

The length of a tenure-track appointment is three years.

D. Procedures for Annual Conversations

1. Assistant Professors

Fac. Min.
May 2016
Nov. 2018

During the term of a non-tenured member of the department, it is the chair's responsibility, at least annually, to arrange for the review with each such member of the problems, progress, and plans of the faculty member. These reviews, called "annual conversations" will be conducted each year for all assistant professors. These procedures may vary in the case of faculty appointed to multiple departments or programs. [See SECTION SIX, II, B.] Such consultations should convey the evaluations of colleagues and students; they should be aimed at realistic assessment of performance and at assistance in development.

All tenured members of a department shall meet to discuss with the department chair what shall be said to each assistant professor during the annual conversation. This discussion shall, at a minimum, review the faculty member's teaching evaluations and scholarly work.

Two tenured members of the faculty shall participate in the conversation with the faculty member under review. One shall normally be the chair; the other, when department size permits, another member of the department chosen by the faculty member under review. (In a small department, the other tenured member preferably should be someone from outside the department who would be likely to serve on a special committee for reappointment, tenure, or promotion.)

The tenured members should not indicate a department's intention, affirmative or negative, concerning a recommendation on reappointment, tenure, or promotion. The president shall convey to the department chair any relevant information concerning tenure openings and the size of the department which would bear upon the assistant professor's prospects at Mount Holyoke, and that information will be passed on to the faculty member during the annual conversation.

These conversations shall be held after course evaluations become available to the department in time to submit the report to the dean of faculty by June 30. A record of this conversation, normally written by the chair, shall be reviewed by the other participants in the conversation and then given to the faculty member, who shall sign a copy of it acknowledging receipt. The summary should be forwarded annually to the tenured members of the department and the dean of faculty by June 30. The faculty member may, if there is disagreement on the accuracy of the report or the substance of the review, write separately to the dean of faculty about the annual conversation.

2. Associate Professors

Associate professors shall be reviewed every three years. The procedures discussed in SECTION SIX, II, D, 1 regarding annual conversations will apply to associate professor reviews, with the changes subsequently delineated.

Only full professors shall be involved in the meeting with the chair to discuss what shall be said at the review and participate in the conversation with the associate professor.

If the chair is an associate professor, the dean of faculty shall appoint a qualified full professor to replace the chair for purposes of conducting the review.

E. Procedures for Reappointments

During the final year of an initial appointment, the department will initiate a reappointment process.

1. Criteria for Reappointment

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

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

Research and publication are important evidence of scholarly growth, and they are significant, if imperfect, indicators of the promise of continued development as a scholar. Departments should whenever possible take into account other, less obvious, evidence of intellectual vitality and promise.

The annual conversations should clearly indicate what constitutes the criteria for reappointment for the individual candidate and whether the candidate is on track to meet those criteria without attempting or appearing to forecast a positive or negative reappointment decision.

Fac. Min.
Feb. 1980
Dec. 2018

2. Reappointment File

When a reappointment is being considered, the candidate will submit materials required by the dean of faculty, any supplementary materials requested by the department, and any other materials desired by the candidate. The file should include a statement from the candidate about the candidate's teaching, scholarship, and service, reflecting on the last few years and describing plans for the future.

In arriving at its recommendation, the department should take care that adequate consideration is given to all appropriate evidence. Decisions on the department's recommendation for reappointment shall be made by tenured faculty members of the department or program.

3. Department's Recommendation

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

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

4. Advisory Committee Review

Fac. Min.
Feb. 1980
Dec. 2018

If the department's recommendation is negative, the candidate may prepare an additional statement responding to the department's recommendation for submission to the president and the Advisory Committee.

The department's recommendation, negative or affirmative, is transmitted to the president, for consideration by the president and the Advisory Committee, together with a full record of the evidence, including student evaluations, the vote of the department, and dissenting views that any participant may wish to submit.

Fac. Min.
May 2006
Dec. 2018

The Advisory Committee shall be expected to seek additional information or clarifications from departments if they have any questions after reading the material on each candidate. Such information may be sought in writing or through a conversation between the committee and the members of the department who voted on the reappointment recommendation. If the Advisory Committee finds itself interpreting or assessing the evidence in a substantially different way from that presented in the department's recommendation, the Advisory Committee shall initiate such a meeting prior to its final vote. The Advisory Committee shall not make a recommendation to the president that would overturn a department's recommendation until such a meeting takes place. The Advisory Committee has the

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

At times, the Advisory Committee may be concerned that either the department's evaluation is inaccurate or that the department is not clearly communicating its evaluation to the candidate; in such cases, the Advisory Committee will instruct the dean of faculty to have conversations with both the department and the candidate to convey the Advisory Committee's concerns.

Fac. Min.
May 2006
Dec 2018

5. Reappointment Decision

The president's recommendation, along with that of the Advisory Committee and the department, will be reported to the Board of Trustees through the Education Committee.

Fac. Min.
Feb. 1980
Dec. 2018

If the decision or recommendation of the president is against reappointment, the president will inform the chair and will notify the candidate in writing. Such notice will be given, if at all possible, by December 20. If requested by the candidate in writing, the president will advise the candidate of the reasons that contributed to the decision. These will be put in writing by the president if the individual concerned so requests and such request is made in writing within two weeks of the date of the notice.

Fac. Min.
Feb. 1980
Dec. 2018

After receipt of the explanation of the negative reasons from the president, if the faculty member concerned feels that not all pertinent evidence was considered, or that considerations violating academic freedom contributed to the decision not to reappoint, the faculty member may petition the Advisory Committee for a review. This petition must be submitted within four weeks of the date of the receipt of the reasons requested from the president.

The faculty member concerned may also request an elected committee on appeals, hereafter referred to as the Appeals Committee, to consider the complaint. [See SECTION ONE, IV, E, 2, e.] This request must be submitted within four weeks of the date of receipt of the reasons for the negative recommendation requested from the president or, if a review by the Advisory Committee is requested, the decision of the president after such a review.

Fac. Min.
Feb. 2019

F. Procedure for Granting Tenure

1. Definition of "Tenure"

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

"Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to students and to society."

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

2. Criteria for Tenure

Appointment or reappointment to the faculty does not imply that tenure eventually will be granted.

The tenure decision is based on the same criteria as those for reappointment—effective teaching, growth as a scholar and contributions to the life of the College, to the work of the department and to the affairs of the larger community—but the application of these criteria is necessarily more strict in the case of the tenure decision in view of the College's long-term commitment in granting tenure.

Fac. Min.
Apr. 2021

3. The Probationary Period

The decision regarding a tenure appointment will normally be made within a probationary period of six years of full-time teaching in a tenure-track position.

A sabbatical with pay or a scholarly leave without pay does count in the probationary period unless an exception, requested by the member, is agreed to by the president on recommendation of the department. A leave of absence for reasons other than those listed in the previous sentence does not count as time at Mount Holyoke in determining the length of the probationary period. Parental leaves will normally extend the probationary period by one year per birth or adoption.

The tenure decision must in any case be made within the first eight years of full-time teaching in a tenure-track position at Mount Holyoke. In extraordinary circumstances, the dean of faculty, in consultation with the Advisory Committee, may authorize a one-year extension for all those who hold the rank of assistant professor. Such circumstances should be those that radically disrupt the normal work of all faculty at Mount Holyoke and thus impede scholarly progress.

4. Department's Recommendation

A recommendation concerning tenure normally originates with the department. The dean of faculty will request a department recommendation at the beginning of the last year of the probationary period.

All tenured members of the department, regardless of rank, shall vote on the department's recommendation for tenure, including members on leave if they are available.

Every department recommendation on tenure shall be made by at least three tenured faculty members. When, for whatever reason, a department does not have three tenured faculty members available to vote on a recommendation for tenure, a special committee shall be created consisting of the available tenured members of the department and other tenured faculty chosen by the dean of faculty, after consultation and preferably with the concurrence of the candidate and the department. Whenever possible, the special committee shall be chaired by someone from the candidate's department and be composed of Mount Holyoke faculty. In the language that follows, "department" shall also refer to such a special committee.

5. Pre-Tenure Meeting

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

Fac. Min.
Mar. 2019

6. Tenure File

When a tenure case is being considered, the candidate will submit materials required by the dean of faculty. The candidate may also submit additional material, and the tenure committee may request additional material from the candidate. The file should include a statement from the candidate about the candidate's teaching, scholarship, and service, reflecting on the last few years and describing plans for the future.

In arriving at its recommendation, the department should take care that adequate consideration is given to all appropriate evidence.

7. External Reviewers

The department will solicit evaluations of the candidate's scholarship from competent scholars at other institutions. The department will invite the candidate to suggest the names of external reviewers and will inform the candidate of the persons from among whom the department will solicit evaluations of scholarship. The dean of faculty will determine procedures for soliciting these evaluations.

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

8. Advisory Committee Review

If the department's recommendation is negative, the chair will provide the candidate with written notice of the decision and the reasons that contributed to the decision. The individual then may prepare an additional statement responding to the department's recommendation for submission to the president and the Advisory Committee.

The department's recommendation, negative or affirmative, is transmitted to the president for consideration by the president and the Advisory Committee, together with a full record of the evidence concerning effectiveness in teaching, scholarly growth, and other pertinent materials, including dissenting views that any participant in the decision may wish to submit.

Fac. Min.
May 2006

The president and the Advisory Committee will examine the full record. They shall be expected to seek additional information or clarifications from departments if they have any questions after reading the material on each candidate. Such information may be sought in writing or through a conversation between the

committee and the members of the department who voted on the tenure recommendation.

If the Advisory Committee finds itself interpreting or assessing the evidence in a substantially different way from that presented in the department's recommendation, the Advisory Committee shall initiate such a meeting prior to its final vote. The Advisory Committee shall not make a recommendation to the president that is contrary to the department's recommendation until such a meeting takes place.

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

At any point in their deliberations, the president and the Advisory Committee may invite additional comments from competent scholars in other institutions. In that event, the candidate and the department shall be invited to suggest names of such reviewers and shall be informed of the persons from among whom the choice will be made.

9. Tenure Decision

Tenure decisions shall be reported to the candidates as soon as possible but normally not later than December 20.

Fac. Min.
May 2006

The president's recommendation, along with the decisions of the Advisory Committee and the department, will be reported to the Board of Trustees through the Education Committee.

Fac. Min.
Feb. 1980

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

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

If the president's recommendation on tenure is contrary to the department's, the president, with the help of the Advisory Committee, shall, at the request of the department, promptly send it a detailed letter of explanation, or else be willing to meet with it to provide such an explanation.

Fac. Min.
Feb. 1980

After receipt of the president's explanation of the reasons for a negative recommendation on tenure, if the candidate has reason to believe that not all pertinent evidence was considered or that considerations violating academic freedom contributed to the decision, the candidate may petition the Advisory Committee for a review. This petition must be submitted within four weeks of the date of receipt of the reasons for a negative recommendation requested from the president. When a reconsideration is requested, the president shall regularly apprise the candidate and the chair of the department of the progress of that reconsideration.

The candidate may also request the Appeals Committee to consider the complaint. [See subsection J below.] This request must be submitted within four weeks of the receipt of the reasons for the negative recommendation requested from the president or, if a review by the Advisory Committee is requested, the decision of the president after such a review.

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

G. Procedures for Promotion

Fac. Min.
Apr. 1993
May 2001
Feb 2019

The initiative concerning promotion to a higher rank may lie either with the department or with the president. If the department takes the initiative, the department's recommendation for tenure or promotion shall be decided by those of higher rank than the candidate, including those faculty on leave if they are available.

Criteria for promotion are essentially the same as those for reappointment.

Length of service does not necessarily create a presumption that promotion will occur, and financial considerations of the College may determine whether promotions can be granted.

While there is no required minimum period of service at the associate professor rank before promotion to full professor, it is unusual for promotion to occur before five years have been served in rank. When an associate professor has served at most seven years in rank, the full professors in their department should evaluate their colleague's work and consider whether or not to initiate a review for possible promotion. If there are no full professors in a department, the dean of faculty will initiate a review or to appoint a committee of full professors to do so.

A department's recommendation is transmitted to the president and the advisory committee with full supporting documentation, including evidence of effectiveness in teaching, such as systematic student evaluations, evidence of scholarly or creative growth, and evidence of service. The department will also report any dissenting views within the department. The judgment of scholars in the same field at other institutions should also be sought, the candidate should be asked to suggest names of such outside reviewers, but requests should not be restricted to such suggestions. The candidate should be informed of the persons from among whom the department will solicit judgments.

Fac. Min.
May 2006

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

If the president takes the initiative, the president will follow these procedures as closely as possible, consulting with appropriate members of the department through the chair and the Advisory Committee before making the recommendation to the trustees. If the initiative is taken by the president, the president will arrange for the appropriate documentation.

Fac. Min.
May 2006

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

H. Review of Full Professors

Fac. Min.
May 2001
May 2011
Dec. 2018

Every five years following promotion to full professor, each faculty member will write a statement (preferably less than three pages) to guide a conversation between the dean (or an associate dean if the associate dean is a full professor) of faculty and the faculty member. This statement may outline concerns, accomplishments, and what has, or hasn't, gone well during the preceding five years. It should reflect on teaching, scholarship, college service and other activities, as well as sketch plans for the next five years. The faculty member will also submit a current C.V. highlighting the last five years. The dean will also consult the faculty member's activities and service summaries for the years since the previous review and any copies of scholarly materials (or request them from the faculty member if the dean's office does not have copies).

Prior to the conversation, the department or program chair will read the teaching evaluations for the courses taught by the faculty member in the period of review, and submit to the dean a list of those courses, together with some summary comments on the evaluations, noting any trends or patterns. When the full professor being reviewed is the department chair, the dean of faculty will select another full professor to provide summary comments on the teaching evaluations. These materials form the basis of a conversation between the full professor under review and the dean (or an associate dean) of faculty. The full professor under review may choose the dean and may also invite a colleague to join the conversation. By mutual agreement, this review could also occur in the fourth or sixth year following promotion or the preceding review.

I. Part-Time Faculty

Fac. Min.
Nov. 1977
May 2006
Dec. 2018

Regular (Tenure-Track and Tenured) Part-Time Faculty are persons appointed to the faculty to teach less than a full schedule throughout the academic year, in most cases at least one half of the normal schedule, in a position that is expected to continue as part of the College's instructional program.

Regular part-time faculty may be appointed initially to such positions or may be transferred to such status from the full-time tenured faculty on the initiative of the teacher, with the concurrence of the department and upon recommendation of the president and approval by the trustees.

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

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

Length of Appointment. Regular part-time faculty may, after serving for three successive one-year terms, be reappointed for three-year terms.

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

Tenure. Regular part-time faculty may be recommended for tenure after eight years of regular part-time service at Mount Holyoke. With the consent of the person involved, an earlier recommendation on tenure may be made by the department. A tenure decision must be made no later than the 12th year of service at Mount Holyoke. The tenure decision is subject to all of the review procedures and criteria applied to other tenure appointments. [See SECTION SIX, II, F.] If granted, tenure applies to the part-time status only and implies no right to a full-time position. Full-time faculty with tenure who are transferred on their own initiative to regular part-time status will have tenure in the part-time position.

Benefits. Regular part-time faculty ordinarily will be eligible for the benefits of full-time faculty on a proportional basis.

J. Appeals of Reappointment and Tenure Decisions

Fac. Min.
May 1977
Feb. 2019

As provided in Sections E and F, a candidate for reappointment or tenure, within two weeks after receipt from the president of the explanation for a negative recommendation on reappointment [subsection E] tenure [subsection F] may request the Appeals Committee to consider a complaint.

The complaint shall explain the particulars that warrant consideration within the jurisdiction of the committee.

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

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

In considering a complaint, the Appeals Committee shall meet separately with the candidate, the members of the department who voted on the recommendation, the Advisory Committee, and the president. They may examine all materials and evidence considered by the Advisory Committee and/or the department involved, and may consider any other pertinent evidence.

The Appeals Committee shall report its findings, opinions, and recommendations to the president in writing and shall arrange for copies of its report to be supplied to

the Advisory Committee, to the department, and to the faculty member involved. Its recommendation may call either for no further action or—if procedural irregularities, incomplete evidence, or inappropriate considerations are deemed to have figured substantially in the decision—for a review of the entire case, on its merits, by the president and the Advisory Committee.

Fac. Min.
May 2006

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

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

Fac. Min.
May 2023
(entire
section)

III. Policies and Procedures Governing Non-Tenure-Track Appointments and Reappointments in Academic Departments and Programs

A. General Procedures

Except as modified in subsections B (lecturers and senior lecturers), C (visiting faculty), and D (language instructors) below, the following shall apply to all lecturers, senior lecturers, visiting faculty, language instructors, and other non-tenure-track faculty in academic departments and programs.

See Appendix XVII for information about Five College appointments.

See Section Six. V for information on Lecturers and Senior Lecturers in the Department of Physical Education and Athletics.

1. Hiring

No faculty member may participate in a recommendation or decision regarding a direct benefit (reappointment, tenure, promotion, salary, leaves of absence, and so on) to a family member. In addition, no faculty member may participate in a recommendation or decision regarding an appointment to a position for which a family member is a candidate. If disagreements arise as to whether or not a person should participate in a personnel decision, they will be resolved by a majority vote of the Advisory Committee, with any member of the committee about whose participation questions have been raised not voting.

Departments wishing to obtain a non-tenure-track position must apply in writing to the dean of faculty for such a position, providing good reasons why a non-tenure-track appointment is appropriate and why it is more appropriate than a tenure-track position for their needs.

Procedures for recruitment and appointment will be determined by the dean of faculty.

2. Specification of Position

Responsibilities for each position are stated in subsections B (lecturers and senior lecturers), C (visiting faculty), and D (language instructors) below. Any modification or specification (e.g. number of courses, titles of required courses) of these

responsibilities must be detailed in writing in (a) the department's request for the position, (b) any advertisement of the position, (c) the appointment letter or other contractual documents, and (d) subsequent contracts, if applicable. Current full-time teaching expectations for each rank shall be made publicly available by the dean of the faculty or the human resources department.

For all non-tenure-track positions that have the possibility of reappointment or renewal, the appointment letter or other contractual documents must clarify the relative importance of teaching, scholarship, and service in the evaluation of the non-tenure track faculty member, and what type and degree of scholarly development and service is required.

For all non-tenure-track positions that are shared by two or more academic departments or programs, or that combine faculty responsibilities with those of staff or administration, there shall be a written memorandum of understanding at the time of hiring which will explicitly and clearly explain the terms of the appointment, including teaching responsibilities, and, if appropriate, the process and procedures for reappointment and the composition of the body which will evaluate the faculty member for reappointment.

3. Annual Conversation

All non-tenure-track faculty, except senior lecturers, whose positions will carry over to the next academic year will have an annual conversation. The procedures for these annual conversations will follow as closely as possible the procedures for tenure-track assistant professors.

B. Specific Procedures for Lecturers and Senior Lecturers

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

1. Hiring

The dean of faculty should consult with the Academic Priorities Committee before authorizing any lecturer or senior lecturer positions.

The Advisory Committee must be consulted before an offer is made to any individual for a position of senior lecturer.

2. Trajectory of the Position

The trajectory of the position is (i) three one-year contracts; (ii) two three-year contracts; (iii) five-year contracts thereafter. While a department may receive permission to do the initial hire at any level, no department may rehire an individual indefinitely at the level of one or three year contracts. (For example, an individual lecturer who is rehired after three one-year contracts must be either rehired for a three-year contract or not rehired. Similarly, a lecturer who is awarded a three-year contract cannot, in future years, be given a one-year contract in the same department.)

During the third one-year contract, and the final year of each subsequent contract, a lecturer must be offered the opportunity of review for reappointment and, when applicable, promotion to senior lecturer, unless the position is discontinued.

Assessment for reappointment is conducted by the department and dean of faculty. The Advisory Committee will review all reappointments to three-year contracts and appointments and reappointments to five-year contracts. The review will follow as closely as possible the procedures for the reappointment of tenure-track faculty detailed in SECTION SIX II E, modified to take into account the relative importance of teaching, scholarship, and service established by the letter of appointment or other contractual documents.

Where service and scholarship are explicit components of the appointment, participation in service and scholarship should be included as part of the evaluation.

If scholarship and service in a governance role are not explicitly a component of the appointment, they may be recognized as additional positive factors in the evaluation if the faculty member voluntarily participates, but a lack of service and scholarship should not be considered a negative factor in the evaluation.

The review at the first five-year appointment stage will require previous letters of reappointment; annual conversation records; teaching evaluations; a statement from the candidate about the candidate's teaching, scholarship, and service, reflecting on the last few years and describing plans for the future; possibly outside evaluations; and a letter from the department. Thereafter the five-year review may be less extensive.

A candidate for reappointment may appeal a negative decision, unless the position is discontinued. Appeal procedures will follow as closely as possible those for tenure-track faculty detailed in SECTION SIX II J.

An individual is accorded the status of lecturer through the second three-year contract and attains the status of senior lecturer at the beginning of the first five-year contract.

Conversations for senior lecturers will normally occur in the second and fourth year of each five year contract; deviations from this pattern should offer at least two conversations in non-adjacent years in each five year contract.

3. Guidelines for Responsibilities

Lecturers on one-year contracts will not serve as academic advisors and will not normally supervise independent studies and honors work, or be nominated for a seat on any departmental, inter-departmental, or college-wide committee. Lecturers who wish to supervise independent studies or honors work may request permission from their department chair and the dean of faculty, explaining why such work is beneficial to their scholarship or career development. Lecturers who wish to sit on a college committee may nominate themselves on the floor of the faculty meeting or by writing to the Faculty Conference Committee.

Lecturers on three-year contracts will not serve as academic advisors and normally will not be nominated for a seat on any college committees. They may supervise independent studies and honors work and sit on departmental or inter-departmental committees. Lecturers who wish to sit on a college committee may nominate themselves on the floor of the faculty meeting or by writing to the Faculty Conference Committee.

Senior lecturers may sit on any committees, supervise independent study and honors work, and serve as academic advisors.

Lecturers and senior lecturers may not be assigned executive or administrative responsibility for any matter related to tenure-track personnel, including conducting annual conversations, chairing searches, and overseeing reappointment, promotion, or tenure cases.

Any exceptions to these rules must be specified in writing, as stated in sub-section A, above.

C. Specific Procedures for Visiting Faculty

Visiting appointments are short-term additions to, or short-term replacements for, tenure-track and tenured positions.

Visitors may be appointed at any of the following ranks: visiting artist, visiting assistant professor, visiting associate professor, visiting professor, visiting lecturer, visiting senior lecturer, visiting instructor, and visiting language instructor.

1. Length of Employment

Visiting faculty members teach for a specified term, ranging from one semester to three years. Visiting appointments may be full-time or part-time. Some appointments are or may become renewable, but normally no visiting appointment may extend longer than six years (or, for part-time visitors, the equivalent of six full-time years).

As stated in sub-section A, for all visiting positions that have the possibility of renewal, the appointment letter or other contractual documents must clarify the relative importance of teaching, scholarship, and service in the evaluation of the visiting faculty member, and what type and degree of scholarly development and service is required.

2. Guidelines for Responsibilities

Visiting faculty will not serve on any departmental, inter-departmental, or college-wide committees, serve as academic advisors, or normally supervise independent studies or honors work. Any exceptions to these rules must the independent studies or honors work policies should only be initiated by the visiting faculty member and decided in consultation with the department chair and dean of faculty. Exceptions will be specified in writing, as stated in sub-section A, above.

3. Annual Conversations

As stated in sub-section A, all visiting faculty whose positions will carry over to the next academic year will have an annual conversation. The procedures for these annual conversations will follow as closely as possible the procedures for tenure-track assistant professors.

D. Specific Procedures for Language Instructors

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

1. Hiring

Preference in hiring shall be given to individuals who have already taught successfully in a visiting position in the hiring department.

2. Trajectory of the Position

The trajectory of the position shall be three one-year contracts, including any visiting contracts, followed by a two-year term appointment, renewable indefinitely pending review by the Advisory Committee in the second year of the first two-year contract. Subsequent reviews will take place every other year and the department will submit its recommendation for renewal or termination to the dean of faculty. Criteria for renewal are the College's continuing need for the position and the incumbent's teaching effectiveness. A successful review leads to another two-year term appointment. An unsuccessful review results in a one-year terminal appointment.

A candidate for renewal may appeal a negative decision, unless the position is discontinued. Appeal procedures will follow as closely as possible those for tenure-track faculty detailed in SECTION SIX, II, J.

3. Guidelines for Responsibilities

Language instructors may not serve as academic advisors and may not normally be nominated to any committees or supervise independent studies or honors work. Language instructors who wish to supervise independent studies or honors work may request permission from their department chair and the dean of faculty, explaining why such work is beneficial to their scholarship or career development. Language instructors who wish to sit on a college committee may nominate themselves on the floor of the faculty meeting or by writing to the Faculty Conference Committee.

Specific guidelines and criteria for evaluation must be agreed upon by the department and the language instructors, and must also appear in writing, as stated in sub-section A, above.

4. Annual Conversations

As stated in sub-section A, all language instructors whose positions will carry over to the next academic year will have an annual conversation. The procedures for these annual conversations will follow as closely as possible the procedures for tenure-track assistant professors.

Fac. Min.
Dec. 1994

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

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

1. The aggrieved faculty member may pursue informal channels to resolve the grievance, consulting with the ombudsperson, affirmative action officer, chairs of departments, dean of faculty, and/or any other faculty member.
2. If the aggrieved faculty member chooses to pursue formal channels, assuming no use of informal ones or unsuccessful resolution of the grievance through them, the faculty member may file a petition of grievance with the chair of the Faculty Conference Committee.

The Conference Committee shall select three faculty members who are not members of the Conference Committee, Committee on Appeals, or Advisory Committee on Appointments, Reappointments, and Promotions to serve on a hearing board.

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

General Procedures of the Hearing Boards

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

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

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

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

Access to Information

Almost every grievance, whether addressed informally or formally, presents a tension between a complainant's right to know and the institution's need to protect the confidentiality of certain information and deliberations. Blanket provisions flatly favoring one side or the other appear to be both unnecessary and ill-advised. Rather, questions of access should be resolved by attending to the conflicting interests in specific cases. As a general rule, however, a complainant has no right to the confidential communications of colleagues whether as individuals or as members of a department or a college committee.

On the other hand, if a hearing board is to make an informed decision and recommendation in a disputed matter, it must have access to all pertinent information, including for example a department's minutes or other records if pertinent to a complaint of violation of academic freedom. Where the hearing board, as a result of its greater access to confidential information, discovers grounds for remedial action that may not appear in the complainant's petition, the board shall make findings and recommendations that appropriately take into account those discoveries.

Appeals Stage

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

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

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

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

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

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

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

Fac. Min.
Apr. 2019

B. Procedures for Imposition of Sanctions on Faculty Other than Dismissal

The dean of faculty will evaluate reports of faculty misconduct and determine if the reported misconduct may be subject to this policy.

1. Procedure for Imposing Sanctions

The policy of Mount Holyoke College concerning sanctions of faculty accords in general with the stated policy of the American Association of University Professors in "Recommended Institutional Regulations on Academic Freedom and Tenure."

If the dean of faculty believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, may warrant imposition of a sanction, including, but not limited to reprimand, warning, restriction for a limited time on participation in college-sponsored or college-affiliated programs, restrictions on teaching or advising roles in which the faculty member may serve, or suspension from service for a stated period, the following procedures shall be used.

- a) The dean of faculty will notify the faculty member in writing of the conduct in question and allow the faculty member adequate time to respond to the allegations.
- b) After communication with the faculty member, the dean of faculty will consult with the Advisory Committee before imposing a sanction, unless the faculty member agrees to waive consultation with the Advisory Committee.
- c) If after communication with the faculty member and, if appropriate, the Advisory Committee, the dean of faculty determines that a sanction is warranted, the dean of faculty will notify the faculty member in writing.

2. Procedure for Appeal of Sanctions

If the faculty member believes an imposed sanction to be unwarranted, an appeal may be filed with the Appeals Committee within two weeks of the written notice of sanction.

The Appeals Committee will hear all appeals. At a minimum, the Appeals Committee must meet separately with both the faculty member filing the appeal and the dean of faculty. The Appeals Committee may also meet with any other person who would have information relevant to evaluating the merits of the appeal. The faculty member should be allowed to review the statements of the complainant and the adversarial witnesses.

The Appeals Committee will report its findings, including an evaluation on whether the action of the dean of faculty is warranted, to the president. The president will make the final determination on whether to uphold the action taken by the dean of faculty.

If the sanction is an unpaid suspension from service for a designated time, the faculty member will continue to be paid until either the faculty member decides not to appeal the decision or the appeals process has concluded and the President has made a final decision.

Fac. Min.
Nov. 2022

C. Termination of Appointments and Dismissals

Termination of an appointment with tenure, or of a special (i.e. lecturer, senior lecturer, instructor, visiting faculty at any rank, or other non-tenure-track) or probationary (i.e. tenure-track) appointment before the end of the term specified in the appointment, may be made by the College only for adequate cause.

If termination takes the form of a dismissal for cause, it will be pursuant to the procedure specified in SECTION SIX, IV, C, 3.

1. Discontinuance of Programs or Departments for Educational Reasons

Termination of an appointment with continuous tenure, or of a probationary (i.e. tenure-track) or special (i.e. lecturer, senior lecturer, instructor, visiting faculty at any rank, or other non-tenure-track) appointment before the end of the specified term, may occur as a result of bona fide formal discontinuance of a program or department, not including dissolution through mergers of programs or departments or through their incorporation into new configurations.

The following standards and procedures will apply.

(a) The decision to discontinue formally a program or department will be based essentially upon educational considerations, as determined primarily by the faculty as a whole. Proposals to discontinue a program or department on educational grounds shall be brought to faculty vote by the Academic Priorities Committee. "Educational considerations" do not include cyclical or temporary variations. They must reflect long-range judgments that the educational mission of the College as a whole will be enhanced by the discontinuance.

(b) Faculty members in a program or department being considered for discontinuance for educational considerations will promptly be informed of this

activity in writing and provided at least thirty days in which to respond to it. Tenured, tenure-track, and contingent faculty members will be invited to participate in these deliberations.

(c) Before the administration issues notice to a faculty member of its intention to terminate an appointment because of formal discontinuance of a program or department of instruction, the College will make every effort to place the faculty member concerned in another suitable position at the College or, failing that, in another institution. If placement in another position would be facilitated by a reasonable period of training, financial and other support for such training will be proffered. If no position is available within the College, with or without retraining, the faculty member's appointment then may be terminated, but only with provision for severance salary. In every case of discontinuance of a program or department of instruction, the faculty member concerned will be given notice as soon as possible, and never less than 12 months' notice, or in lieu thereof will be given severance salary for 12 months.

(d) Where termination of an appointment is based upon bona fide discontinuance of a program or department of instruction, SECTION SIX, IV, C, 3 will not apply, but the faculty members shall be able to have the issues reviewed by the Appeals Committee. A faculty member who contests a proposed relocation or termination resulting from a discontinuance has a right to a hearing before the Appeals Committee. In the hearing, the faculty's determination that a program or department is to be discontinued will be considered presumptively valid, but the burden of proof on other issues will rest on the administration. If the Appeals Committee concludes that adequate grounds for termination or relocation have not been established, it will so report to the president. If the president rejects the report, the president will state, within two weeks after receipt of the Appeals Committee's report, the president's reasons for doing so, in writing, to the Appeals Committee and to the faculty member and provide an opportunity for response before transmitting the case to the trustees. Ultimate review of all controverted issues and a final decision will be made by the trustees on the recommendation of the president.

(e) If an appointment is terminated before the end of the period of appointment because of the discontinuance of a program of instruction, the released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or reject it.

2. Financial Exigency

Where termination of appointment is based upon financial exigency, SECTION SIX, IV, C, 3 will not apply, but faculty members shall be able to have the issues reviewed by the Appeals Committee, with ultimate review of all controverted issues by the trustees. In every case of financial exigency the faculty member concerned will be given notice as soon as possible, and never less than 12 months' notice, or in lieu thereof will be given severance salary for 12 months.

If an appointment is terminated before the end of the period of appointment, because of financial exigency, the released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or reject it.

3. Dismissal for Cause

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

Dismissal of a faculty member with tenure, or with a special (i.e. lecturer, senior lecturer, instructor, visiting faculty at any rank, or other non-tenure-track) or probationary (i.e. tenure-track) appointment before the end of the term specified in the appointment, will be preceded by: (1) discussions between the faculty members and the president looking toward a mutual settlement; (2) informal inquiry by the Advisory Committee which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the president; (3) a statement of charges, framed with reasonable particularity by the president or the president's delegate.

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

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

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

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

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

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

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

(g) The Appeals Committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

(h) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the president will, insofar as it is possible to do so, secure the cooperation of such witnesses and make available to the faculty member and the committee necessary documents and other evidence within the control of the College.

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

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

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

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

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

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

(o) If dismissal or other penalty is recommended, the president will, on request of the faculty member submitted within two weeks of the date of the Appeals Committee's report or of the president's written rejection of the report and the president's reasons therefore, whichever is applicable, transmit to the trustees the record of the case. The trustees' review will be based on the record of the committee hearing, and they will provide opportunity for argument, oral or written or both, by

the principals at the hearing or by their representatives. Such argument will take place before either the whole Board or a designated committee of the Board. The recommendation of the Appeals Committee will either be sustained, or the proceedings returned to the committee with specific objections. In the latter event the committee will reconsider, taking into account the stated objections and receiving new evidence if necessary. The trustees will make a final decision only after study of the committee's reconsideration.

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

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

Fac. Min
Feb. 2015
Mar. 2019

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

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

Mount Holyoke College librarians (those holding graduate library degrees or other appropriate professional credentials) are trustee appointments. They are partners with the teaching faculty in their support of the instructional program of the College through the selections, acquisition, organization, preservation, and interpretation of the institutional resources it is their responsibility to manage. They serve the research and informational needs of faculty, staff, and students by providing access to resources both within the institution and beyond.

For any librarian grandfathered in spring 2010 who retained faculty status, there shall be a written memorandum of understanding agreed to by the librarian, the executive director of Library, Information and Technology Services, and the dean of faculty. The memorandum of understanding will explicitly and clearly explain the terms of the appointment.

Fac. Min.
May 2006
May 2013
May 2016
May 2017
May 2022

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

Faculty holding the position of Senior Lecturer in Physical Education as of July 1, 2020 will retain their full faculty status and faculty benefits. All procedures detailed below on appointment, reappointment, reviews, evaluations, promotions, and contract structure will apply to them as specified.

Mount Holyoke College varsity coaches are viewed and respected as educators, recruiters, and mentors. The appointment, promotion, and review procedures set forth in this section are intended to reflect the importance of their role as educators and to clarify their rights and those of the College.

A. General Roles and Responsibilities

The College recognizes the range of joint responsibilities for members of the department who are faculty when appointed as lecturers and senior lecturers in the Department of Physical Education and as contracted staff employees when appointed as coaches of varsity athletics teams. At Mount Holyoke, the Department of Physical Education is an academic department reporting to the vice president for academic affairs/dean of faculty. In their roles as lecturers and senior lecturers in Physical Education, coaches are afforded the rights and responsibilities as voting members of the faculty and are protected by the rights and responsibilities of academic freedom as specified in SECTION SIX, I for their teaching in the Department of Physical Education.

As head coaches of varsity teams, principal employment responsibilities are for co-curricular activities that include, but are not limited to: student-athlete development and leadership; student-athlete recruitment and retention; practice preparation and execution; contest preparation and management; competition travel and logistical support; specific sport regulatory compliance; and assistant coach oversight. Coaches are also responsible for ensuring that they, their assistants, and their student-athletes comply with College rules and policies, especially those pertaining to non-discrimination and harassment. These activities are governed by their respective sports governance groups' rules and regulations and by College policies as established by the vice president for student life/dean of students and are not subject to review or oversight in faculty legislation.

B. Appointments

The chair of physical education/director of athletics (chair/director) and the vice president for student life/dean of students, in consultation with the vice president for academic affairs/dean of faculty, shall approve all lecturer, senior lecturer and coaching positions and contracts in this department, including terms of appointments and procedures for searches for coaches.

When hired with joint appointments in the Department of Physical Education, contract appointments in the Department of Physical Education and Athletics will be as follows:

1. an initial two-year probationary contract (coach/lecturer);
2. if after the initial probationary period the candidate successfully completes the review process specified below, the College shall offer a three-year contract (coach/lecturer);

3. if after the initial three-year contract the candidate successfully completes the review process specified below, the College shall offer a second three-year contract (coach/lecturer);
4. and if after a second three-year contract the candidate successfully completes the review process specified below, the College shall offer rolling four-year contracts (coach/senior lecturer).

The contract renews each year for a subsequent four-year period, if the coach receives an evaluation designated as satisfactory. If an unsatisfactory evaluation is received, then the four year count for the contract begins (i.e., unsatisfactory year is year one). The contract returns to a four-year rolling contract once two consecutive years of satisfactory performance evaluations are earned.

A four-year contract is the maximum term allowed by the College with the singular exception that only coaches, chair/director, head athletic trainer, and associate director of athletics for programming, who have existing five-year contracts as of July 1, 2020 are eligible for rolling five-year contracts subject to the evaluations and reappointment provisions specified below. Under special circumstances, the chair/director with the approval of the vice president for student life/dean of students may offer a three-year initial contract based on the credentials of the candidate.

C. Review Process for Physical Education and Athletics Faculty, Excluding Head Athletic Trainer, Associate Director of Athletics for Programming, and Chair/Director

1. Evaluations

Annual reviews will be conducted for each coach/lecturer and coach/senior lecturer by the chair/director. Written evaluations will be provided along with an annual, in-person conversation with the coach/lecturer or coach/senior lecturer, the chair/director, supervising athletics administrator, and a coach/senior lecturer chosen by the individual under review to discuss performance and to agree on goals for the upcoming year.

Evaluations will focus on a number of different areas. Each area is weighted differently with regard to the overall performance assessment. The written evaluation will summarize the year into one of four levels:

- (1) Effective, highly effective, or exceptional performance with recommendation for another appointment.
- (2) Effective performance but needs improvement in specific areas with recommendation for another appointment.
- (3) Improvement required with recommendation for conditional or continued probationary appointment and specific performance improvement requirements.
- (4) Unsatisfactory performance with recommendation for no further appointments.

Levels 1 and 2 are considered "satisfactory." Levels 3 and 4 are considered "unsatisfactory."

2. Reappointment and Promotion

At the lecturer level, successive appointment decisions will be made by the chair/director. At the time a coach/lecturer is eligible for promotion to coach/senior

lecturer status, the lecturer will submit a statement of philosophy regarding their approach to teaching and coaching. A personnel committee made up of the chair/director, the supervising athletics administrator, and two coaches/senior lecturers will be convened to report a recommendation regarding promotion to the vice president for student life and the vice president for academic affairs/dean of faculty. One of the coaches/senior lecturers on the committee will be chosen by the lecturer under consideration for promotion. In the case of any ties, the vote of the chair/director will be decisive. This personnel committee will assess the full body of work of the lecturer along with recommendations by three external experts in the sport and profession. The chair/director will consult with the coach/lecturer regarding the names of potential external reviewers. It will be the responsibility of the chair/director to determine the final list of recommended external reviewers who will be presented for approval to the vice president for student life/dean of students and the vice president for academic affairs/dean of faculty. The names of the external reviewers will not be released to the lecturer under review.

Following promotion to coach/senior lecturer status with a four-year contract, each position will continue to have annual reviews conducted by the chair/director. If at any time there are two consecutive unsatisfactory reviews, a personnel committee will be convened to conduct the annual evaluations for the remaining years of the contract, and the committee recommendations will be forwarded to the vice president for student life/dean of students and vice president for academic affairs/dean of faculty for approval and final decision. The personnel committee will be made up of the chair/director, supervising athletics administrator, and two senior lecturers; one of the senior lecturers will be chosen by the individual under review. Only senior lecturers currently with satisfactory performance reviews can participate on any personnel committee. If the individual returns to a satisfactory review for two consecutive years following the unsatisfactory performances, the evaluation process will return to the annual review by the chair/director. In certain situations, reviews may be held more frequently than annually due to the impact these positions can have on the student experience.

If the coach/senior lecturer does not receive two consecutive satisfactory evaluations, the faculty member is ineligible for a four-year reappointment. The length of reappointment, if any, is at the discretion of the chair/director with final approval by the vice president for student life/dean of students and vice president for academic affairs/dean of faculty. Normally, such a reduced-length contract will occur only once in a senior lecturer's years at this rank.

D. Review Process for the Head Athletic Trainer

The solicitation of feedback for the evaluation of the head athletic trainer is consistent with the process outlined for lecturers and senior lecturers within the department. Feedback also will be solicited from other relevant campus employees. A draft of the faculty evaluation form will be completed by the chair/director and the associate director of athletics for programming. In order to abide by the requirements of NCAA legislation to maintain autonomy for the head athletic trainer, the evaluation of the head athletic trainer will be conducted by a separate review committee to include the chair/director, associate director of athletics for programming, faculty athletics representative (FAR), the team physician or a physician from College Health Services, and two additional members of the committee – one selected by the chair/director and one by the head athletic trainer. The two additional members of the committee will not be permitted to serve consecutive contract periods.

E. Review Process for the Associate Director of Athletics for Programming

The solicitation of feedback for the evaluation of the associate director of athletics for programming is consistent with the process outlined for lecturers and senior lecturers within the department, except that feedback also will be sought from the Student-Athlete Advisory Committee and from other relevant campus employees. A draft of the faculty evaluation form will be completed by the chair/director. The committee will have the opportunity to provide input on the document, and it will be responsible for all votes for reappointment.

F. Review Process for Chair of Physical Education and Director of Athletics

The chair/director is a contracted staff position at Mount Holyoke and holds faculty status when appointed as a senior lecturer and holding the chair of physical education. The chair/director will be appointed with a four-year rolling contract. Annual reviews will be conducted for the chair/director by the vice president for student life/dean of students. The written evaluation will summarize performance during the year as satisfactory or unsatisfactory. Written evaluations will be provided along with an annual, in-person conversation to discuss performance and to agree on goals for the upcoming year. The terms of the chair/director's successive appointments will be reviewed by a committee led by the vice president for student life/dean of students and will include participation of two coaches/senior lecturers, the head athletic trainer, and the faculty athletics representative. Final authority for reappointment rests with the vice president for student life/dean of students.

G. Bias and Grievance Procedures

Bias incidents or grievances including those related to Title VI, Title VII, Title IX and Section 504 will be adjudicated through processes outlined in the office of human resources or other College office duly authorized to enforce compliance with those legal obligations, unless the incidents are directly related to Physical Education teaching responsibilities. In those instances, the cases will be adjudicated through the office of the dean of faculty.

H. Appeal Process

If a lecturer or senior lecturer is not recommended for another appointment, they may request reconsideration and may prepare an additional statement and/or provide additional information for submission to the chair/director and the vice president of student life/dean of students. In the case of a senior lecturer, this information must be shared with the personnel committee. If the chair/director and the vice president for student life/dean of students deny a request for reconsideration, then within two weeks of receiving notice of that denial a senior lecturer may appeal to the president solely on the grounds that a procedural error affected the outcome of the review process.

I. Termination of Appointment for Cause

The chair/director with the vice president for student life/dean of students and the vice president for academic affairs/dean of faculty may decide, in consultation with the associate vice president of human resources, to suspend with or without pay or terminate a coach/lecturer or coach/senior lecturer for cause. For the purposes of

this policy and all appointments under this policy, “cause” shall mean neglect of duty, serious or repeated misconduct, neglect or failure to address written performance concerns or reprimands, or serious or repeated violations of Mount Holyoke and/or national and conference governing body rules and/or policies.

J. Termination of Appointment For Other Reasons

All appointments under this policy are subject to termination by the College at any time for institutional reasons. Institutional reasons, for purposes of this policy, are (i) bona fide financial exigency as determined and recognized by the College, and/or (ii) bona fide program discontinuance, and (iii) Force Majeure.

APPENDICES

I. INDIVIDUAL RIGHTS AND COMMUNITY RESPONSIBILITY

Please find the statement on Individual Rights and Community Responsibility online:

<https://www.mtholyoke.edu/hr/handbook/policies>

II. MOUNT HOLYOKE COLLEGE CODE OF ETHICAL CONDUCT

Please see the College's ethical code of conduct, approved by the Board of Trustees in 2017:

<https://www.mtholyoke.edu/policies/code-ethical-conduct>

III. RESOLUTION OF GRIEVANCES

Please see the College grievance procedure online:

<https://www.mtholyoke.edu/risk/grievance-procedure>

IV. MOUNT HOLYOKE COLLEGE AIDS POLICY

Please find the College's AIDS Policy online:
https://www.mtholyoke.edu/hr/handbook/hiv_aids

V. STUDENT ALCOHOL AND OTHER DRUG POLICY

Please see the College's Alcohol and Other Drug Policy for students online:
<https://www.mtholyoke.edu/student-handbook/student-alcohol-and-drug-policy>

VI. ALCOHOL AND OTHER DRUG POLICY FOR EMPLOYEES

Please see the Alcohol and Other Drug Policy for employees online:
<https://www.mtholyoke.edu/hr/handbook/alcohol>

VII. COMPLIANCE WITH DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE REGULATIONS ON PROTECTION OF HUMAN SUBJECTS

Sponsored
Research
Officer
Feb. 2000

Mount Holyoke College will comply with the Department of Health and Human Services regulations on Protection of Human Subjects (45 CFR 46 as amended). An Institutional Review Board (IRB) will review all federally-funded research projects and activities that involve human subjects to ensure that the following requirements are satisfied. At its discretion, the IRB will also review non-funded student and faculty projects involving human subjects to ensure the same ([see 45 CFR 46.111](#)).

Membership in the IRB will be in accord with [45 CFR 46.107](#).

For more information, please see: <https://www.mtholyoke.edu/irb/purpose>

VIII. GUIDELINES FOR USE WITH LEGISLATION ON EVALUATIONS AND TRANSCRIPTS

Importance of Evaluations in Conjunction with Grades

Academic
Policy
Committee
Nov. 1972
and 1973

In the faculty evaluation of students we must reaffirm our conviction that the primary function of grades is an educative one which will assist the student in their development toward an informed self-evaluation. We must make it evident in our own use of grades that they are merely efficient shorthand for communicating the degree to which our established standards have been met, not a substitute for a detailed verbal analysis of the student's work. Consequently, it is necessary that each faculty member define as clearly and as carefully as possible their qualitative as well as quantitative expectations, the bases of their subsequent judgments. In addition, the faculty member should reinforce wherever possible the fact that academic evaluations of any kind do not imply judgments of the characters of students; they are solely concerned with academic performance. It should be clear also that if evaluations, and their accompanying grades, are to serve any useful function in the student's education, papers, bluebooks, laboratory reports, etc., must be returned with reasonable promptness, preferably before a further assignment is due. Faculty members may wish to consider, in this connection, whether a single piece of written work, especially if due late in the term, provides adequate grounds for student or faculty evaluation.

The Grading System

Fac. Min.
Nov. 1980
May 1995

A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1.0), D- (0.67) and F (0.00).

Fac. Min.
Feb. 1988
May 1995

As a general guide to instructors, the Faculty has agreed to the following verbal equivalencies to letter grades:

A Excellent

B Good

C Satisfactory (graduation level)

D Minimally passing

F Failing

Each department is encouraged to conduct a yearly internal review and discussion of its overall distribution of grades. The dean of faculty, in consultation with the Academic Priorities Committee, may request of individual department explanation of any persistent anomalies.

IX. GUIDELINES AND PROCEDURES FOR CURRICULAR DEVELOPMENT OR EXPERIMENTATION

Fac. Min.
Mar. 1978

The Academic Priorities Committee:

- 1) Will receive proposals for new courses, programs, or pilot projects;
- 2) Will examine, with appropriate consultation, their content and their immediate and long-range implications for the curriculum;
- 3) Will consult with the planning and budget committee and the administration if there is an anticipated financial impact;
- 4) Will approve the proposal, approve the proposal as an experimental offering, or reject the proposal;
- 5) Will submit the written description of a course, program, or pilot project to all members of the faculty. The proposed course, program, or pilot project will be placed on the agenda of the next faculty meeting for information just as one-semester offerings now are. It will be approved without vote unless a motion to reject is passed.

If approved as an experimental offering, the APC will assess the program, course, or pilot project, generally within three years. After evaluation of the program at an appropriate time during the experimental period, the Academic Priorities Committee may recommend adoption by the faculty of the course, program, or pilot project as a continuing program of study.

The Academic Priorities Committee may not approve courses, programs, or pilot projects which in themselves entail an immediate change in the requirements for the degree of Bachelor of Arts.

X. GUIDELINES FOR SUMMER INTERNSHIPS

Academic
Policy
Committee
Apr. 1975

Summer internships in Washington, D.C., and in international organizations in Geneva, Paris, London, Rome, Vienna, Bangkok, and elsewhere are a long-standing tradition at Mount Holyoke. In fact, Mount Holyoke was a pioneer in fostering such internships, which are open to students throughout the College. The internships are widely advertised and have proved of great value to many of our students over a good many years. The experiential learning afforded by an internship is inherently valuable, and such experiences for our students should be encouraged, whether through one of the programs that now exist or through programs to be developed in the future.

Fac. Min.
May 2006

An internship may also be an appropriate springboard to independent work. The student normally will register for such independent work in a semester following the internship, although a larger project might also involve prior preparation. Permission to register for such independent work requires the approval of the instructor who will direct the project, the chair of the department, and the academic advisor, and should be granted only through the procedures for approving independent work credit that may be established by the individual departments. That is, if the department as a whole normally passes on applications to undertake an independent project, the same procedure shall be followed in this case. The determination of whether credit is to be recorded as 295 or 395 also shall be made by the department, in accord with the nature of the project and the student's previous preparation in the discipline. As with all independent work, the project should be academically sound, and the student should be required to submit for evaluation written or other evidence of achievement. A project that is fundamentally academic in character is one that requires disciplined work in recognized fields of study such as those listed in the college catalog.

XI. GUIDELINES FOR THE HONORS PROGRAM AND HONORS THESIS

Academic
Policy
Committee
Dec. 1974
Revised:
Apr. 1977
Dec. 1977
Aug. 1996

Students embarking on an honors project frequently have questions about the quantity and quality of work expected. As the project nears culmination in a thesis, the questions become more specifically about the form of the thesis. There will, of course, be variations from discipline to discipline, but what follows are general guidelines intended to be helpful to both students and directors alike.

Eligibility

Fac. Min.
Mar. 1986
Dec. 2012

A senior who has maintained a cumulative average of 3.00 in their college work or a 3.00 average in their major field may undertake an honors program with the approval of the department or major committee concerned. Honors ordinarily are pursued in the major field, but may be undertaken in another field if the student has sufficient background in that field and has the approval of both the department (or major committee) concerned and the dean of studies. Sufficient background usually entails the student's already having taken coursework at the 300-level, and being familiar with the methodology of the discipline to such a degree that they can reasonably be expected to work independently.

Credit

The honors program consists of a minimum of 8 credits (usually recorded as 395 on the transcript) distributed between at least two semesters. These are usually the two semesters of senior year, although some students begin in the second semester of junior year. A student may include an approved 2-4 credit capstone or equivalent (300-level) course, with the remaining credits being independent study, recorded on the transcript as 395. Any department that wishes to add such a capstone course as part of their honors program should submit a proposal explaining the rationale to the Academic Administrative Board. One-semester honors projects are not permitted, because one semester does not allow sufficient time for the research, assimilation of material, writing, and polishing required. The project may be extended through more than two semesters provided that such a concentration on one topic seems wise in the student's total educational program. A maximum of 16 credits of honors and independent work together may count in the minimum 128 credits presented for the A.B. degree. If the honors project does not culminate in a recommendation for a degree with honor, it is recorded as independent work. Both honors and independent work are recorded on the transcript as 395.

Grade

In a two-semester honors or independent project, no grade should be submitted at the end of the first semester; the instructor need only indicate on the grade sheet that it is a continuing project. The grade submitted upon completion of the project will be recorded for both semesters.

Scope of Project

Research for the honors program should be designed so that it may be completed in the approximately nine months that are available and with materials that are accessible. In practice this may mean beginning with broad background research or reading, then narrowing the project down to a topic that is feasible within the time

allotted and with the materials at hand. Unlike a master's thesis or doctoral dissertation, it is not expected that the research be exhaustive and completion delayed until all materials have been consulted. A well-chosen topic will be complete in itself, with no important avenues of exploration being left untouched. Defining the topic is one of the most important steps of the project.

Work Schedule

The early months of the first semester obviously will be devoted to the most basic research: bibliography, reading, designing the experiment, collecting data, etc. The professional members of the library staff are available for reference and welcome the opportunity to assist students who are doing independent and honors work. By the end of the first semester the thesis should be beginning to take shape in the form of a tentative outline. It is best to aim at beginning to write early in the second semester, so as to have time to write, rewrite, polish, and type in final form.

The thesis must be submitted in final form to the department or major committee by the deadline *they* have set. This deadline is set early enough so that the grade on the thesis and on the honors examination reaches the registrar no later than eleven calendar days before Commencement. The polished honors thesis takes more time to write than a series of papers for a course, and it is not uncommon for individual chapters or the entire thesis to require rewriting. The kind of schedule given above may not apply in all cases, e.g., in the sciences, the experimentation and data collecting may go on longer and the thesis itself may be shorter, but whatever work schedule is set up should allow ample time for writing.

Thesis Length

Most honors work undertaken at Mount Holyoke culminates in a thesis, a copy of which is placed on file in the library; some departments also keep copies of all theses. The average honors thesis is 75-100 pages long, although some may be 25-30 pages and others may run over 100 pages. About 125 pages should be viewed as a maximum. The important things in an honors program are the quality of the research, the originality of the thinking, and the quality of the writing. Quality will be more evident in a thesis that is well organized and succinctly and clearly stated than in one which relies on the volume of evidence to make its point. The ability to think through a point selecting what is most important and to present a well-thought-out argument in a concise style is precisely what distinguishes work of honors quality. It is easier to quote other sources extensively and to present an abundance of data, but this will only overwhelm the reader and leave them with the task of doing the sorting out that should reveal the student's ability to cope with the material and to think analytically.

Academic
Priorities
Committee
Apr. 2005

Studio Arts and the Performing Arts

Projects in art or in the performing arts such as music, dance, and film media theater, do not lend themselves to the usual thesis. Normally the evidence of independent work that is presented is the work itself, together with a technical explanation of the process used or a philosophical discussion of the aesthetic process. Sometimes prints or other products are donated to the art collection.

Similarly, in dance, what is presented are photographs, slides, or a video tape of the performance and a written technical or philosophic discussion; in music, the written portion may be accompanied by an audio recording. In theater, if the project has been direction of a major production, the student would submit the prompt book with blocking and other details of the production, character analyses, analysis of the play from the director's viewpoint, concept of the production, and probably a self-critique.

Fac. Min.
May 2004
Nov. 2006
Apr. 2013

The Form of the Honors Thesis Manuscript

Consult with your advisor or department on whether they require a paper copy of the honors thesis and on any specific requirements within your particular discipline. In general, the following guidelines may be helpful when preparing your thesis:

Font. It is recommended that you use a font such as Times Roman, Palatino, or Courier in 12 point.

Spacing and pagination. Five spaces indentation is recommended for paragraphs in the double-spaced matter in the text and appendices; for footnotes and bibliography, three spaces indentation is suggested.

Page numbers and Arabic figures should appear in the upper right hand corner of the page in line with the text margin. Pages should normally be numbered sequentially.

Pages with charts, diagrams, illustrations, or photographs may be assigned lowercase letters after the number of the page they follow, e.g., 14a, but the thesis should be internally consistent in its treatment of such pages.

Each chapter or division should begin on a new page, the heading and title dropped about two inches from the top of the page, centered and written in full capitals.

Number of Copies. A student should submit three copies of their thesis to their major department/examining committee, who will, in recommendations for summa cum laude, submit one copy to the Academic Administrative Board for review. This copy will later be returned to the department. In addition, the honors thesis and any accompanying materials, e.g. digital video, images, and audio, should be submitted to the Library, Information and Technology Services (LITS). See <http://mtholyoke.edu/go/thesis> for complete instructions on format specifications and assistance.

Parts of the Thesis. The honors thesis should include a short abstract of the work, in English, preceding the title page. Parts of the thesis should be arranged in the following order: abstract; title page; acknowledgment; table of contents or outline; table of charts, figures, or diagrams, if any; preface and/or introduction; main text by chapters or parts; summary or conclusion; appendices, if any; bibliography or literature cited. Historically, print theses included a permissions sheet bound into the volume. The LITS e-thesis management system allows you to set access permissions to your work during the submission process. For information see: <http://mtholyoke.edu/go/thesis>

Footnotes. Footnotes may be placed at the bottom of the page below a line drawn completely across under the text, at the end of the chapter, or following the summary or conclusion. Acknowledgment of sources should follow the accepted

practice in the discipline concerned. The thesis director can refer the student to a style manual that will set forth acceptable practices. Quotations of five or more lines should be single-spaced and indented five spaces from the left margin, without framing quotation marks. If a single paragraph or part of one is quoted consecutively, indent the first line of each three spaces. Verse quotations of a single line or part of a line should be run on, in quotation marks, in the text; longer verse quotations should be centered. For ellipsis within a sentence, use three . . . spaced periods, leaving a space before the first period.

Evaluation of Thesis or Project

The honors thesis or its equivalent is evaluated by an examining committee appointed by the department and composed of at least three members: two or more members of the department in which the work has been done, including the director of the project, and ordinarily, the chair of the department, as well as a member of another department at Mount Holyoke or an examiner from outside the college. In the case of an interdisciplinary or special major, the thesis or its equivalent is to be evaluated by an examining committee composed of at least three members drawn from at least two departments, including the director(s) of the honors project and the student's advisor or advising committee. The examining committee normally conducts the honors examination.

Honors Examination

No later than twelve days before Commencement, the student must take an honors examination, either oral or written, designed to test their command of the special subject of their honors work and their ability to see its significance as part of the field. If oral, the honors examination takes no more than one hour; if written or both oral and written, no more than two hours. In practice, most honors examinations are oral and are called a "defense" of the thesis or project. The word "defense" should not be taken literally. The examination is a discussion of the project between the student and the examining committee, in which members of the committee may ask for elaboration or clarification of specific points, or may ask the student to relate their work to other things in the field. The examining committee may suggest or ask that the student make corrections or rewrite certain portions of the thesis before turning it in to the library.

Recommendation of the Examining Committee

If the examining committee considers the thesis or project worthy of honors, it may recommend to the Academic Administrative Board that the student receive the A.B. degree either with honor, with high honor, or summa cum laude. Honor is recommended if two thirds of the examining committee and a majority of the department agree that the student has presented a satisfactory honors thesis or project. Evidence of outstanding work in the honors program may lead to a recommendation for high honor.

For high honor, the examining committee must agree unanimously and two-thirds of the department, major committee, or special honors committee must concur. Summa cum laude is the highest award, so the specifications are stricter, requiring an exceptional academic record at Mount Holyoke and exceptional work in the honors program. For a summa recommendation, the student must have a cumulative average of 3.75 in their college work, the unanimous agreement of their examining committee, and the concurrence of two-thirds of the department or

major committee. (For special majors, members of the departments combined in the major usually act as "the department" in these recommendations.)

The director of the project and/or the chair of the department is responsible for conveying the recommendation of the examining committee and the department to the Academic Administrative Board, via the registrar, *in writing*, by the date announced each spring. At that time the student should be told only that the student is being recommended for honors; the registrar will notify the student of the level of honors they will receive after the board has taken official action on the recommendation. If the student does not meet all of the qualifications outlined in the preceding paragraph for the level of honors the examining committee and the department think the student deserves, they may recommend that the AAB make an exception. Such a recommendation should be accompanied by a statement of full particulars.

Fac. Min.
Nov. 2006

All recommendations for the degree summa cum laude must be accompanied by a letter from the committee and/or department evaluating the student's project, thesis, and examination, elaborating on the reasons for making the recommendation. One copy of the thesis, bound in a black spring bound binder with a copy of the letter from the committee bound inside, must be delivered to the registrar's office as soon as possible. (To ensure availability, it is recommended that students order their binders from the college bookstore by mid-March. Binders are available in 1" or 1 1/2" and range in price from approximately \$15.00 to \$20.00 each. The 1" binder holds 100 sheets, and the 1 1/2" binder holds 150 sheets.) Each binder must have a label with the student's name, thesis title, and department on the outside of the front cover. All members of the Academic Administrative Board will read the thesis before acting upon the recommendation. The thesis is presented to the Board *only* for summa recommendations.

Fac. Min.
Nov. 2006
Apr. 2013

Sending the Thesis to the Library

Only accepted theses which have culminated in a degree with honors should be sent to the Library, Information, and Technology Services (LITS). By July 1, the corrected version of the honors thesis or other evidence (images, multimedia, etc.) is to be submitted to LITS for cataloging and preservation. The honors thesis should be submitted according to the procedures defined by LITS (<http://mtholyoke.edu/go/thesis>). Although the proprietary nature of many file formats makes it impossible to guarantee future access, LITS is committed to migrating file formats and preserving and providing access to theses over time. LITS procedures will also outline currently supported file formats at any given time.

Successful honors theses are discoverable in the Five College catalog, in the OCLC national database, and in other discovery venues. It is the policy of LITS to follow the permissions for redistribution as selected by the student when the student submits their thesis.

Faculty
July 1978
Revised
May 2007

XII. GENERAL POLICY ON STUDENT AND ALUMNAE RECORDS

Mount Holyoke College recognizes an obligation to handle all academic, personal, social, disciplinary, or other evaluative information which it receives from or concerning a student so that the rights of the individual student will be protected.

Administrative and counseling staff and faculty members respect confidential information about students which they acquire in the course of their work. Only those members of the faculty or administration who have a need to use the information concerning a given student for legitimate educational purposes have access to said student's file. All health and psychiatric data are kept entirely under the jurisdiction of health services and counseling services, and are subject to the ethics of the medical profession and applicable laws.

Credentials or references collected by the Career Development Center upon the request of a student or alumna are written by persons named for this purpose by the student or alumna. Release of these materials to employers and/or graduate schools occurs only upon the request of the individual for and about whom they have been written.

Mount Holyoke College policy with respect to access to official records complies with The Family Educational Rights and Privacy Act of 1974 as amended (PL 93-380, Section 438, the General Education Provisions Act). In brief, the Act requires that institutions of post-secondary education grant students the right to review (with the exceptions noted below) all official records, files, and data directly related to them, and to challenge the accuracy of the contents of such records.

Official records not available for student review are:

- 1) Financial records of the parents of the student or any information contained therein;
- 2) Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended;
- 3) If the student has signed a waiver of the student's right of access under this subsection (438) in accordance with subparagraph (c), confidential recommendations
 - (i) Respecting admission to any educational agency or institution,
 - (ii) Respecting an application for employment, or
 - (iii) Respecting the receipt of an honor or honorary recognition.

The Act also generally prohibits colleges from releasing personally identifiable information (other than "Directory Information" defined below) about students without their written consent, other than: to teachers and other officials of the College who have legitimate educational interests; to officials of other schools in which the student intends to enroll; to certain authorized state and federal officials; in connection with a student's application for, or receipt of, financial aid; to comply with a judicial order or lawfully issued subpoena; to appropriate officials in cases of health and safety emergencies; or, in the case of students who are tax dependents of a parent, to their parents.

A teacher or other official of the College is a person employed by the College in an administrative, supervisory, academic or research, or other support position

(including law enforcement personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; an organization conducting a research study for or on behalf of the College; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their normally assigned functions and responsibilities.

The Act gives Mount Holyoke College the right to make public at its discretion, without prior authorization from the individual student, the following personally identifiable "Directory Information": name; class year; home address and telephone number; college address and telephone number; major field; dates of attendance at Mount Holyoke College; degrees, honors, and awards received; participation in officially recognized sports and activities; previous educational institution most recently attended. An individual student may limit release of the above information for any given academic year by filing such a request with the registrar by July first of that year.

Offices at Mount Holyoke College responsible for some portion of the record of an individual student are: the admissions office, Office of Student Financial Services, Office of Student Success and Advising, the registrar's office, Office of the Dean of Students, Office of the Dean of Faculty, health services, counseling services, the Career Development Center, and the academic departments.

Requests from students for review of specific records must be made in writing. A student who seeks to review only health or counseling records, or only records of the Career Development Center, should file a written request to do so at health services, counseling services, or the Career Development Center. In every case requests will be recorded with the date on which they are received. Students will be informed as promptly as possible of the time and place at which they may review the requested materials and have an opportunity to question, correct, or confirm their accuracy. Requests for review should be made at the Office of the Dean of the College.

Copies of this statement of "General Policy on Student and Alumnae Records," The Family Educational Rights and Privacy Act of 1974, and the Rules and Regulations for compliance with the Act (Federal Register, Vol. 41, No. 118, June 17, 1976) are available for review in the library, the registrar's office, the health service, counseling services, the Career Development center, and the Office of the Dean of Faculty.

Policy on Releasing Records of Deceased Students and Alumnae

Deceased students and alumnae have no rights under the FERPA amendment (Family Education and Privacy Act). Therefore, it is incumbent upon each institution to set its own policy with regard to this issue. The registrar's office and the archives release information of a directory nature, and in some cases information about courses taken at Mount Holyoke, but not grades received.

We will release the transcript itself in the following special cases:

1. Transcripts of deceased alumnae will be released to immediate family members (spouses and children only), or to the executor of the estate of the

deceased, upon written request. The request must state that the alumna is deceased and that the writer falls into one of the two categories above.

2. Transcripts of deceased alumnae will also be released to other people who have written permission from the executor of the estate of the deceased, or from an immediate family member (spouse or child).
3. Transcripts will be released in compliance with court orders or with provisions of Federal statutes or those of the Commonwealth of Massachusetts.
4. Transcripts will be released to researchers for use in statistical quantitative research, when such researchers have provided the archives with written assurance that the information will be used solely for statistical research or reporting and that no individuality identifiable information will be disclosed.

The spirit of this policy is to protect the privacy of the family of the alumna as well as that of the alumna themselves, and to provide some way to ensure that the information on the transcript will be treated appropriately and respectfully.

XIII. FIRST-YEAR HONORS TUTORIAL

Fac. Min.
Feb. 1984
Feb. 1997

A small number of exceptionally well-qualified first-year students, the top five to ten percent of the entering class, shall be invited to participate in these tutorials during their first year at Mount Holyoke. Selection of these students shall be based on standardized test scores (SAT or Achievement scores), exceptional academic achievement in secondary school program, compelling essays, or outstanding letters of recommendation. Invitations to enroll in tutorials shall be sent by the class dean for new students to these students on acceptance.

Interested students shall be provided with a list of fifteen to twenty faculty members willing to offer tutorials, along with the departmental affiliations and special interests of these faculty. Students shall be encouraged to choose three or four names of those faculty with whom they would most like to work, and efforts will be made to meet these requests.

The list of faculty participants shall be generated by the class dean for new students, who may call upon emeritus professors as well as current faculty from all three divisions. Any faculty members interested in supervising tutorials are encouraged to contact the dean.

Students shall register for the tutorials under the rubric of their faculty member's department and using a number determined by the registrar (FRTRL 199). Tutorials shall be graded and worth two credits per semester. They shall be taken normally as a fifth course. Students shall have the option of dropping the tutorial after one semester; vacancies may be filled by students who have done exceptionally well in their first semester. Additional spaces for students may also be created by faculty, on leave first semester, who join the tutorial staff upon their return. We do not expect, however, that the tutorial program will exceed an enrollment of 25 to 30 students in any one semester.

We anticipate that each faculty member shall be assigned two or three students and that tutorials shall be held on a regular weekly basis. The particular arrangement can be flexible enough to allow for longer or shorter meetings as circumstances warrant. Specific topics for first-year tutorials shall emerge from the initial meeting of faculty and students.

XIV. ABSENCE OF STUDENTS DUE TO RELIGIOUS BELIEFS

Mount Holyoke College complies with the provisions of Section 2B of Chapter 151C of the General Laws of Massachusetts, which reads:

“Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.”

XV. PROCEDURES FOR THE EVALUATION OF THE DEAN OF FACULTY

Faculty
Conference
Committee
May 2001
Oct. 2020

1. An ad hoc committee to evaluate the dean of faculty will be appointed by the Faculty Conference Committee in consultation with the president of the College. The ad hoc committee will consist of four members of the faculty; one from each division and one from an interdisciplinary program. One of the four members will be a current member of the Faculty Conference Committee. The ad hoc committee will elect one of its members to serve as chair.
2. The ad hoc committee will ask the dean of faculty to prepare a self-evaluation as well as hold personal interviews with the dean, the associate dean of faculty and the assistant to the dean of faculty.
3. The ad hoc committee shall establish a set of practices for soliciting and collecting faculty opinion regarding the performance of the dean of faculty. These practices shall include an invitation to all teaching faculty, including those on leave, to provide written comments in the form of a signed letter to the ad hoc committee. At the ad hoc committee's discretion, and in consultation with the president and FCC, it may also choose to survey the faculty confidentially, and to select or design an instrument for that purpose.
4. The ad hoc committee will also solicit written comments from the heads of all constituencies currently reporting to the dean of faculty, including but not limited to the chairs of all academic departments and programs, the chairs of all elected faculty committees on which the dean serves, LITS, the Art Museum, and all academic centers.
5. All letters and survey data received will be strictly confidential and read only by the ad hoc committee and the president. The letters and survey data will be destroyed after they have served their purpose. The ad hoc committee will prepare a written report for the president after collating and evaluating the information received, but will not make any specific recommendation to the president. The ad hoc committee will then meet with the president to discuss the report, leaving to the discretion of the president the course of subsequent action, including the mode of communicating the evaluation to the faculty at large.
6. The ad hoc committee will report regularly to the FCC and the president regarding the progress of the evaluation process. This includes notifying the FCC and the president that the self-evaluation was solicited, what the evaluation process and survey instruments will be, and when the information gathering process will open and close.
7. Ordinarily this evaluation should take place in the fourth year of the dean of faculty's appointment, and every fifth year thereafter for the duration of an individual dean's term. The purpose of this review would be to fully evaluate the performance of the dean of faculty to date, and to provide the dean with formative guidance for self-evaluation and development.
8. A brief preliminary review will be conducted in the fourth academic semester of the first appointment, a brief preliminary review take place. The purpose of this preliminary review should be to provide the dean early feedback from the dean of faculty's constituencies. This preliminary review should be conducted by a subcommittee of the Faculty Conference Committee and should include at minimum a solicitation of written comments from the constituencies listed in #4

above. The subcommittee should hold a personal interview with the dean of faculty and submit a brief written report to the president of the College summarizing the contents of the solicited comments and the interview.

9. The schedule of evaluation may be subject to modifications as agreed to by the president of the College and the Faculty Conference Committee.

XVI. POLICY ON RESPONSIBLE USE OF COMPUTING RESOURCES, AND SUMMARIES OF PRIVACY REGULATIONS

The responsible use policy and the summaries of regulations were initially approved in 2005 by the Privacy and Security Task Force. Because of constant changes in computing and technology, updated versions of these documents, and other related materials, will be posted on the LITS policies web page: <https://lits.mtholyoke.edu/about-lits/policies-guidelines>

A. POLICY ON RESPONSIBLE USE OF COMPUTING RESOURCES AT MOUNT HOLYOKE COLLEGE

Introduction

As a part of the institution's physical facilities and academic and social infrastructure, Mount Holyoke College acquires, develops, and maintains computers, computer systems, and networks. These resources are owned by the College and intended for college-related purposes, including direct and indirect support of the College's teaching and research, of administrative functions, of student and campus life activities and of the free exchange of ideas among members of the college community and between the college community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of college computing resources, as do the responsibilities and limitations associated with those rights. The use of college computing resources, like the use of any other college-provided resource or college-related activity, is subject to the normal requirements of legal and ethical behavior within the college community. Legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

This policy applies to all users of college computing resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations. In addition, once a computer is attached to College systems, College policies apply to its use, regardless of the ownership of the computer. Additional policies may apply to specific computers, computer systems or networks provided or operated by specific departments of the College or to uses within specific departments. For more information, consult the department head or operator of the particular computer, computer system, or network.

Policy

All users of college computing resources must:

- **Comply with all federal, state, and other applicable law, all applicable college rules and policies and all applicable contracts and licenses.** Examples include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act (which prohibit "hacking", "cracking" and similar activities); the College's honor code and Statement on Individual Rights and Community Responsibility; and all applicable software licenses. Users who engage in electronic

communications with persons in other states or countries, on other systems or networks, or who post to web sites that are viewable in other states or countries should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

- **Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.** Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, provided to or used by, persons other than those to whom they have been assigned by the College. Unless specifically authorized by the director of networking, computers connected to the College's network should not be used to provide access to internal campus resources to those who would not otherwise have access to them.
- **Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.** Ability to access other persons' accounts does not imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- **Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.** Although there is no set bandwidth, disk space, CPU time or other limit applicable to all uses of College computing resources, the College may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.
- **Refrain from using those resources for personal commercial purposes or personal financial or other gain not related to the mission of the College.** Personal use of college computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other college responsibilities, and is otherwise in compliance with this policy. Advertising for non-college ventures is not permitted. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.
- **Refrain from stating or implying that they speak on behalf of the College and from using college trademarks and logos without authorization to do so.** Affiliation with the College does not imply authorization to speak on its behalf. If it is unclear whether a proposed use of college trademarks and logos is authorized, guidance should be sought from the Office of Communications.
- **Be attentive to computer problems that may be the result of worms, viruses, spyware, keystroke loggers, or other invasive software.** A compromised computer puts both the individual machine and the larger system at risk. If you suspect that your computer has been compromised, notify LITS immediately. In addition, be cautious about downloading materials (e.g., P2P software, screen

savers, tool bars) that make the computer more vulnerable to outside attack or otherwise interfere with other software on the machine.

Enforcement

Users who violate this policy may be denied access to college computing resources and may be subject to other penalties and disciplinary action, both within and outside of the College. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user. The College may temporarily suspend or block access to an account or restrict network access, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security or functionality of college or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Security and Privacy

The College employs various measures to protect the security of its computing resources and of users' accounts. Users should be aware, however, that the College cannot guarantee such security. Users should engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, including appropriate selection and safekeeping of passwords.

Users should also be aware that their uses of college computing resources are not completely private. The normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. Such audits may review the sizes, kinds and names of software and files, but do not review the contents of documents.

With the prior authorization of the director of networking or the director's designee, the College may specifically monitor the activity and accounts of individual users of college computing resources, including individual login sessions and communications, without notice, when one or more of the following occurs:

- (a) The user has voluntarily made them accessible to the public, as by posting to Usenet or a web page;
- (b) It reasonably appears necessary to do so to protect the integrity, security, or functionality of college or other computing resources or to protect the College from liability;
- (c) There is reasonable cause to believe that the user has violated or is violating this or related policies;
- (d) An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or
- (e) It is otherwise required or permitted by law.

The College, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings.

B. SUMMARIES OF PRIVACY REGULATIONS AND IMPLICATIONS FOR MOUNT HOLYOKE COLLEGE

1. FERPA (Family Educational Rights and Privacy Act of 1974)

FERPA (also known as the Buckley amendment) identifies students' rights with respect to their educational records, including the rights to inspect and review records, to request amendments to the records, to consent to disclosure, and to file a complaint with the U.S. Department of Education concerning alleged failure to comply. FERPA permits disclosure without consent for (among other things) directory information, to school officials with legitimate educational interests, when a subpoena has been issued ordering the release, in emergency situations, and to parents if the student has been claimed as a dependent on the most recent Federal income tax form. FERPA covers student employment records but does not cover medical or criminal records. FERPA does not apply unless the student is in attendance at the institution.

The College defines what it considers to be directory information (consistent with FERPA regulations) in the Student Handbook. Both hard copy and electronic forms of notification are permitted and the College will make use of them when appropriate.

A student's identification number may be directory information, unless it is a social security number. A student identification number may be used internally, externally on a business need basis (e.g., student loan collections services) and when the student has permitted its release. Student identification numbers should not be used for purposes other than identification.

Regarding disclosure to parents, FERPA makes a distinction between dependent students, where disclosure without consent is generally permitted, and non-dependent students, where disclosure without consent is generally prohibited, except in emergency situations. The College has in the past treated all students as not dependent. Going forward we will continue to treat Frances Perkins Scholars and graduate students as not dependent, but will presume that other undergraduate students are dependent. It will be the responsibility of such students to demonstrate non-dependence, either through a signed affidavit or a copy of the parents' tax returns indicating that they are not declared as a dependent for tax purposes. In this context, issues of dependence and non-dependence are defined strictly for FERPA purposes and do not necessarily correspond with how the student is treated for financial aid purposes. The College may use the resulting ability to contact parents for issues like academic probation, financial issues, substance abuse, behavioral problems, etc. It is not the College's intention to send grades to parents or otherwise to be in routine contact.

2. Gramm-Leach-Bliley (Financial Services Modernization Act of 1999)

The Gramm-Leach-Bliley (GLB) Act requires financial institutions to ensure the security and confidentiality of customer records and information. Customer information includes any record containing non-public personal information about a customer in paper, electronic, or other form that is handled or maintained by or on behalf of a financial institution. The College is considered a financial institution for purposes of GLB because we loan money to students and employees.

Colleges and universities are deemed compliant with the GLB privacy provisions for students if they are in compliance with FERPA. Similar privacy provisions are required for employees. In addition, GLB provides that this information must be adequately safeguarded by insuring security and confidentiality of the information; protecting against anticipated threats or hazards to the security or integrity of the information; and protecting against unauthorized access to or use of the information.

Because the College has other relationships with all persons with whom there is a lender/borrower connection, we will focus our safeguarding efforts on protecting information that can be used for identity theft (birth dates, SSN's, etc.) and all records of the loan transaction itself, including any financial information collected in the course of the loan transaction.

3. FACTA (Fair and Accurate Credit Transaction Act of 2005)

FACTA is designed to reduce the risk of consumer fraud and identity theft by defining appropriate methods of disposing of consumer information received from credit reporting agencies. FACTA applies to any individual or institution that possesses such information and requires that they “properly dispose of such information by taking reasonable measures to protect against unauthorized access to or use of the information in connection with its disposal,” whether hard copy or electronic, including information resident on hard disk drives of computers being discarded. Information obtained by College employees in the course of their jobs and through their own investigations is not subject to FACTA.

Compliance with this legislation requires that paper materials containing consumer information be burned, pulverized, or shredded, either on site or by entering into an agreement with a firm engaged in the business of records destruction.

XVII. FIVE COLLEGE COOPERATION

A. Purpose

5-Colleges,
Inc.
Articles of
Amendment
Sept. 1966

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

B. Governance

5-Colleges,
Inc. Bylaws
Articles II and
II
Incorporating
Amendments
Oct. 1969
Sept. 1972

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

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

C. Five College Policy

Agreement of
5-College
Presidents
1972
Fac. Min.
Oct. 1972

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

The dean of faculty shall keep the Five College coordinator informed of academic developments of interest to the Five Colleges. With respect to facility plans, the vice president for finance and administration will communicate the appropriate information.

Agreement of
5-College
Deputies/
Deans
Fac. Min.
May 1973

A course which is a regular part of the curriculum at one of the Five Colleges may be taught by a member of its faculty on another Five College campus provided that facilities are available on the host campus and that arrangements have the written approval of the appropriate departments and the deans at both institutions.

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

D. Relationships of Particular Importance to the Mount Holyoke Faculty

1. Administration

The president of the College is a director of Five Colleges, Inc.

The dean of faculty, or a senior faculty member appointed by the president, serves as the Five College deputy from Mount Holyoke College. The deans and deputies meet twice a month.

The business officers, the student affairs officers, the librarians, and the registrars of the Five Colleges also hold regular meetings. There are periodical meetings among other administrative officers and faculty groups, including the directors of admission and department chairs.

Members of the Mount Holyoke faculty also sit on a number of Five College programs, councils, and committees.

For a full list see:

https://www.fivecolleges.edu/academics/departments_programs/categorized

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

2. Faculty Appointments

Agreement of
5-College
Deans and
Deputies
Feb. 2004

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

Through a variety of arrangements administered by Five Colleges, Inc., the institutions share a number of faculty positions. Five College joint faculty appointments are initially made for two or three year periods in fields with a demonstrated commitment to collaboration. They also make possible a shared approach to curricular innovation in new or specialized areas of knowledge.

The Five College distinguished faculty appointment is given for a single semester to groups or fields actively engaged in cooperation.

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

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

Each Five College joint appointment will be hosted by a single campus, while teaching and service obligations will be owed at all five, as arranged by agreement among the five schools.

In general, procedures governing hiring and personnel review at the hosting campus should prevail. However, provision should be made to facilitate broad consultation with Five College colleagues from non-hosting campuses at every stage, in most cases by including appropriate Five College colleagues on committees charged with making recommendations regarding hiring or personnel review.

The views of these colleagues should be included in recommendations made to the dean at the hosting campus and to the Five College academic deans, who must

agree to hiring decisions in Five College joint positions or personnel actions affecting Five College joint appointees.

Conducting Searches

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

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

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

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

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

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

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

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

Procedures for review of candidates seeking renewal in positions that have been continued will be those governing similar appointments at the hosting institution. Ideally, review committees will include one or more representatives of non-hosting departments and/or Five College programs chosen in consultation with their deans and the executive director of Five Colleges, Incorporated, and the executive director

or the director's delegate. Failing this, the review committee will solicit letters of evaluation from appropriate representatives of non-hosting departments and/or Five College programs served by the appointment. These representatives will be selected in consultation with their deans and the executive director of Five Colleges, Inc. Recommendations from the review committee should particularly reflect on the candidate's success in fulfilling the obligations outlined in the letter of appointment, including obligations owed outside the hosting campus. The perspective of representatives from non-hosting departments and/or programs should be included in the recommendation forwarded the hosting campus dean and the Five College academic deans in one or more separate letters. The Five College academic deans must approve any recommendation for renewal. Normally, the academic deans will not recommend renewal for any candidate not supported by consensus among the representatives of the five institutions.

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

b. Five College Joint Positions: Tenure-Track

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

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

Conducting Searches

Search committees should include appropriate representatives from two or more of the non-hosting campuses appointed by their deans in consultation with the executive director of Five Colleges, Inc. Search committees should also include the executive director of Five Colleges, Inc. or the director's delegate.

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

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

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

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

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

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

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

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

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

3. Faculty Exchanges

Members of the faculty are sometimes invited to teach on other campuses or in foreign programs sponsored by the other colleges. The presidents have agreed that, from time to time, a member of one of the Five College faculties may be called upon to teach on one of the other campuses as part of their regular responsibilities.

There are three ways for faculty members to participate in exchanges: overtime borrowing in addition to the instructor's load at the home institution, in which case an agreed stipend is paid; released time from the home institution, in which case the host institution pays the home institution for the services of a member of the faculty; and a straight exchange whereby faculty members of two institutions exchange courses.

For more information on Five College Faculty Exchanges, please see the Five Colleges website: https://www.fivecolleges.edu/faculty/faculty_exchange

4. Five College Department of Astronomy

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

5. Five College Department of Dance

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

6. Five College Women's Studies Research Center

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

7. Five College Faculty Seminars

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

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

8. Courses Elected by Students on Other Campuses

A student at any of the five institutions may take a course, without additional cost, at any of the other four if the course is appropriate to the educational plan arranged by the student and their advisor and the student has the necessary qualifications. At Mount Holyoke, approval of the student's advisor is required. For courses at the

University of Massachusetts outside the College of Arts and Sciences, approval of the dean of the College is also required.

9. Grading System for Five College Courses

Fac. Min.
May 1995

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

10. Five College Information: Sources

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

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

Five College (printed) Publications include the following:

- The Five College Handbook
- The Five College Directory
- The Five College Library Guide
- Five Colleges: For Students
- Five College INK
- Five College Cooperation: A Guide to the Consortial Framework

Descriptive brochures for the followings programs are available:

- Coastal and Marine Sciences
- Dance
- Early Music
- International Relations
- Latin American Studies
- Music
- Self-Instructional Language Program (SILP)

11. Five College Library Cooperation

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

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

12. Five College Information Systems and Technology

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

13. Massachusetts Review

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

14. Five College Lecture Fund

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

15. WFCR-FM

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

XVIII. OTHER POLICIES

Other policies are available on the Office of Compliance and Risk Management website, <https://www.mtholyoke.edu/risk/policies>, on the institutional policies webpage, <https://www.mtholyoke.edu/policies>, and on the sponsored research webpage, <https://www.mtholyoke.edu/sponsoredresearch/policies>.