



SAINT SOPHIA UKRAINIAN ORTHODOX THEOLOGICAL SEMINARY

FACULTY HANDBOOK

Faculty Rules and Regulations

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Seminary Administration

President-Rector

The President-Rector is chief executive of the Seminary. It is his responsibility to ensure that faculty, students, seminarians and staff work harmoniously toward the implementation of the stated goals and responsibly carry out the programs of the institution. He is accountable directly to the Board of Trustees. He is specifically responsible for implementing the Seminary program of Priestly Formation in accordance with the norms of Canon Law and is charged with coordinating the work of all personnel involved in priestly formation.

Provost

The Faculty is led by the Provost, who also has responsibilities as Academic Dean which includes registration, recruitment, admission, enrollment, orientation, and academic records. The main responsibilities of the Provost are academic oversight as well as personnel management of the faculty and librarian. Additionally, the Provost serves as the coordinator for the spiritual, educational, and logistical needs of the students. The Provost meets with faculty informally throughout the year. Formal Faculty meetings take place once per semester. The Provost is assisted by the Associate Dean for Academic affairs and the Director of Student Development regarding curriculum development and attaining long-range goals.

Director of Spiritual Formation and Spiritual Director

The Director of Spiritual Formation is responsible for coordinating the spiritual formation program at the Seminary. He is directly responsible to the President–Rector for implementing policies and for directing all the activities of the spiritual formation program. As Spiritual Director he serves in the internal forum.

His primary responsibility is the provision of spiritual direction to individual seminarians. His concern is for the overall quality of the spiritual direction program of the seminary.

Library Director

The Director of the Library is responsible for the administration, supervision and development of the Seminary Library. The director provides library facilities within the limitations of the budget, in keeping with the stated purposes of the seminary and the desired intellectual and scholarly growth of the faculty and students.

Dean of Students

The Dean of Students is responsible for the day to day welfare and discipline of the seminarians. He coordinates both on and off campus activities.

Associate Dean of Academic Affairs

The Associate Dean assists the Provost in all matters of curriculum development, licensure, and accreditation. Additionally, he directs all new program implementation.

Director of Development

The Director of Development is responsible for coordinating the recruiting activities of the Seminary in conjunction with the Provost.

Rules and Regulations

Constitution of the Faculty

The seminary faculty includes the officers of administration and instruction. The latter shall be appointed by the Rector after consultation with the academic dean and the president of the Board of Trustees (i.e., the Metropolitan of the Church), while the former require the specific approval of the Board of the Regents.

Duties and Rights of the Faculty

A. Faculty members shall cooperate to the best of their abilities with the other officers of the seminary in promoting the welfare of students and in seeking to attain the objectives of the seminary.

B. Specifically, they are expected to:

1. Conduct their scheduled classes faithfully and well throughout the academic year; be available for conferences with students and respond to students seeking help or advice.

2. Attend general faculty meetings; be present at commencement exercises and other public functions as designated by the Rector.

3. Maintain concern for their own academic excellence through personal research and active pursuit of professional interests, particularly membership in and presentation to professional theological and/or cultural societies.

4. Assist in the construction and review of the curriculum; provide a syllabus for courses taught each semester; collaborate with the librarian and academic dean in acquiring research materials supporting the academic program.

5. Serve on committees or as moderators of student organizations at the request of the Rector and generally aid and assist in the academic development of the seminary.

6. Cooperate with all seminary personnel in establishing and maintaining high scholastic standards and in guiding the students in the attainment of those goals.

7. Enjoy freedom of research, publications, and classroom discussion; they shall not, however, be free to advocate doctrines or views that are subversive of the basic principles of American freedom and government or of the aims and purposes of the seminary as a Ukrainian Orthodox institution committed to uphold the principles of Orthodox Christian faith and morality.

8. Not engage in any outside employment (if they enjoy appointment as continuous/regular members of the faculty) without the knowledge and consent of the Rector and the Board of Trustees.

Appointments and Renewals

A. Faculty members shall be appointed by the Rector after consultation with the academic dean and the Board of Trustees.

B. Appointments shall be of two kinds: term appointments and continuous/regular appointments. Term appointments cease at the close of the period specifically stated in the agreement/contract.

C. Term appointments may be renewed, but neither the seminary nor the appointee is obliged to renew the agreement/contract.

D. New members of the faculty shall be engaged initially on a term appointment. Renewal of term appointments shall be made for a period of one semester or one year. Appointments as adjunct faculty are always term appointments.

B. All announcements of renewal of annual term appointments should be given by April 1; agreements/contracts shall be signed by the faculty member and returned to the Rector by July 1. In the case of continuous/regular appointments, no renewal is required. Nevertheless, faculty contract forms will be issued to all faculty members, because they specify salary payments, deductions, and specific conditions subject to change. These forms shall be signed and returned by July 1.

F. Notice of intention not to reappoint shall be given by April 1. A faculty member who proposes to withdraw shall give notice at least by March 1.

Termination of Faculty Appointments

A. Faculty appointments normally cease upon expiration of the specified length of the appointment in the case of term appointments, and by retirement because of age in the case of continuous/regular appointments.

B. Appointments both term and continuous/regular, may be terminated before their expiration:

1. By the Rector or the Board of Trustees for such causes as conviction in the courts for a serious crime, moral turpitude, professional incompetence, physical or mental incapacity, willful and persistent neglect of duty, or flagrant defiance of the ideals of the seminary.

2. By the mutual agreement of the seminary and the faculty member in cases not covered in section IV.B.I.

C. Dismissal for reasons other than those stated in section IV.B.I shall take effect at the end of the semester, but a written notice of intention to sever relations must be given immediately.

D. Termination of appointment for the causes given in section IV.B.I shall be reviewed by the seminary administration and the Board of Trustees before final action is taken by the Rector.

E. The continuous appointment of a faculty member shall terminate at the close of the school term during which he or she reaches the age of seventy. Thereafter, his or her service to the seminary may be extended at the option of the seminary administration and the Board of Trustees on an annual or semi-annual basis, for full or part-time work, as may suit the convenience of the seminary and on such terms as may be mutually agreeable.

Academic Tenure

A. Definition:

1. Academic tenure is defined as a regular full-time faculty member's status of continuous employment at St. Sophia Seminary. Thus the contract of a faculty member with tenure will be automatically reissued each year.

2. The right to grant tenure resides in the seminary alone and shall be exercised by the Board of Trustees upon the recommendation of the seminary administration in accord with the provisions of this section.

3. Tenure will be granted only in cases of superior teaching performance and high recommendation by the Rector, subject to available openings dependent upon enrollment and applications for admissions, financial conditions of the seminary, existing staff, academic requirements, and other similar factors.

B. Eligibility:

1. Beginning with appointment to the rank of regular full-time instructor or higher rank, the probationary period shall not exceed seven years. Included within this period is full-time service in all institutions of higher education, subject, however, to an additional provision: alter a tent: of probationary service of more than three years in one or more institutions, a new faculty appointment at St. Sophia Seminary may serve for a probationary period of not more than four years, even if this period extends his or her probation in the academic profession beyond the normal maximum of seven years. During the probationary period, a faculty member shall have the same academic freedom as all other faculty.

2. After the expiration of his or her probationary period, a professor should have permanent or continuous tenure, and his or her services should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies. Tenure may be granted to any rank above instructor.

3. Tenure is not ordinarily attached to:

a) The rank of instructor.

b) Administrative positions (but persons serving as administrators may be granted tenure as

faculty if they fall within one of the faculty categories enumerated above).

c) Visiting or adjunct professorial positions.

Rank and Promotion of Full-Time Faculty

A. The initial probationary appointment of a faculty member is made for one year with annual probationary reappointment until tenure is granted. Each faculty member is required to submit to the academic dean official transcripts of graduate work and to keep graduate transcripts up to date as his or her graduate study progresses.

B. The precise terms and conditions of every appointment

shall be stated in writing; both the seminary and the faculty member should retain a copy of the agreement/contract.

C. While appointments and promotions are made for faculty members in accordance with the following schedule, it should be understood that these are minimum requirements, and promotion in rank shall not be considered automatic.

Minimum Requirement Time in Rank

1. Instructor: 3 year full-time minimum

Master's degree or equivalent 5 year full-time maximum

(Ordinarily doctoral candidacy [ABD] or equivalent)

2. Assistant professor: Ordinarily 3 year minimum

(Ordinarily earned academic doctorate or equivalent)

3. Associate professor: Ordinarily 3 year minimum

(Earned academic doctorate or equivalent plus ordinarily 6 years of professional experience)

4. Professor Ordinarily: 3 year minimum

(Earned academic doctorate or equivalent plus ordinarily 9 years of professional experience)

D. Previous teaching experience for salary purposes may be credited as follows:

1. Collegiate level: 1 year = 1 year at St. Sophia Seminary

2. Secondary school: 3 years = 1 year at St. Sophia Seminary

E. "Equivalent" here means the preparation ordinarily required for teaching in certain technical and professional fields and/or the possibility that a faculty member may be uniquely equipped by virtue of established reputation, publication, or defined experience.

F. Standards for appointment as instructor and/or appointment

or promotion to professorial rank are as follows:

1. Instructor: The candidate must possess at least a master's degree in his academic discipline from a university or seminary of recognized standing. In all ranks the candidate must evidence satisfactory qualities of personality and character, ability to teach successfully, interest in productive scholarship or creative achievement, and willingness to cooperate with others in the attainment of the objectives of St. Sophia Seminary. Service in the rank of instructor is usually limited to five years, after which he or she will be either promoted to assistant professor (if qualified) according to approved standards or notified of non-renewal of contract.

2. Assistant Professor: To be considered for appointment or promotion to assistant professor, a candidate must normally possess an earned doctorate from a university or seminary of recognized standing. As an exception to policy, a candidate may present satisfactory evidence that all doctoral course requirements have been completed successfully (if required prior to undertaking dissertation research), and that dissertation research is actually in progress. The candidate must also provide evidence of marked ability as a classroom teacher and in the guidance of students, interest in productive scholarship or creative achievement, a capacity for professional growth, interest in helping to solve the problems of the community of which the seminary is a part, and a willingness to cooperate with others in the achievement of the objectives of St. Sophia Seminary. Under extremely rare circumstances, a faculty member lacking a doctorate or a doctoral candidacy may be considered for promotion to the rank of assistant professor, if he or she can demonstrate extraordinary teaching ability and professional competence, and if the seminary has an opening at that rank.

3. Associate Professor: To be considered for promotion or appointment as associate professor, a candidate must possess the qualifications for appointment as an assistant professor, the earned doctoral or terminal professional degree or equivalent normally required for his or her field, and a record of significant achievement in his field or profession. Evidence of scholarship or creative activity may be adduced through scholarly publications such as books,

monographs, and professionally recognized journals, as well as through such subsidiary evidence as the direction of or significant participation in research projects, artistic productions, or musical performance. There should also be evidence that his or her alertness, intellectual energy, and professional competence are respected by his or her professional peers outside his or her own immediate academic community.

4. Professor. To be considered for promotion or appointment as a full professor, a candidate must possess the qualifications of an associate professor and demonstrate a sustained record of distinguished intellectual, educational, and, where appropriate, artistic achievement. There should be evidence of high esteem by scholars and educators outside St. Sophia Seminary.

G. Application for promotion may be made by the faculty member himself or herself, or recommendation for promotion may be initiated by the academic dean. A written evaluation of the faculty member's work, together with reasons favoring promotion shall be presented to the seminary administration. The administration staff shall make its recommendations to the Rector, who, in turn, shall make his recommendation to the Board of Trustees.

Guidelines for Description of Faculty Performance

A. Teaching Effectiveness. The faculty member should provide evidence of classroom competence as measured by:

1. Demonstrated mastery of subject matter, effective organization, and creative presentation of material.

2. Effective language laboratory planning and operation (by language instructors).

3. Ability to generate student interest and participation.

4. Adherence to the objectives and requirements of the course as stipulated in the course syllabus.

5. Consistency and justice in the evaluation of students' performance.

6. Formal evaluations by students.

B. Professional Development. The faculty member should provide evidence of continued growth and increased competence as measured by:

1. Advanced study and research in his or her primary discipline.

2. Membership in pertinent professional societies; election to office in those organizations; service on professional committees; attendance at local, regional, and national meetings of those organizations; papers read or addresses given before such groups; and publication of books, monographs, and scholarly articles.

3. Creative achievement in the fine arts by specialists in those fields.

4. Preparation of materials that solve educational or teaching problems.

5. Dynamic interaction with the public through lectures, workshops and seminars, media appearances, and active work in the community in areas appropriate to his or her discipline.

C. Faculty-Student Relations. The faculty member should provide evidence of his or her interest in students and helpful guidance of their academic growth and development as measured by:

1. Availability for conferences with students personally or in small groups.

2. Student advisement.

3. Service as moderator of a student organization.

4. Attendance at major student functions.

D. Institutional Support and Cooperation. The faculty member should provide evidence of having supported the normal activities of the seminary in a general spirit of cooperation and responsibility as measured by:

1. Helpful service on one or more seminary faculty committees.
2. Completion of special assignments made by either the Rector or the academic dean.
3. Sufficient interest in the operation of the seminary through constructive suggestions for improvement.
4. Attendance at major seminary functions.

Insurance and Retirement Provisions

A. Workman's Compensation Insurance, covering injuries that may occur in the course of employment, is provided for all faculty members. It does not include injuries incurred in transit to or from the seminary.

B. The Workman's Compensation Law requires faculty members to report to the seminary insurance provider all accidental injuries. It is important that each faculty member furnish the seminary administration with complete and accurate information about any accident that may occur on seminary premises.

C. Hospital insurance and major medical/surgical benefits are available through the current Archdiocesan Healthcare Insurance Plan. The seminary pays the premium of all regular full-time faculty members. Part-time faculty members may voluntarily enroll in the group plan at their own expense. Pamphlets describing the various benefits are available in the consistory office.

D. All regular full-time employees of St. Sophia Seminary who have more than two years of service are eligible to receive a fifty per cent (50%) contribution towards an Individual Retirement Account (IRA) of their choice.

E. Faculty members may be reimbursed for travel expenses to and from the seminary.

Sabbatical Leave

A. Regular full-time faculty members, after seven consecutive years of service at the seminary, may be granted a sabbatical leave

of absence.

B. Written application shall be made to the Rector not later than January of the year preceding the academic year during which leave is desired.

C. Leave may be granted for a year at half pay or for a half-year at full pay.

D. Leave shall be granted at the discretion of the Board of Trustees for research travel, or rest. The sabbatical is granted not only in recognition of service through teaching, but also for scholarly pursuits and projects.

E. Upon returning to the campus after a sabbatical leave, a faculty member shall submit to the Rector a written report of achievement during the leave. The Rector shall, in turn, transmit the report to the Board of Trustees. The professor returning from such leave of absence shall share with the seminary community an oral or written report of his or her experiences.

F. Only one sabbatical leave may be granted each year. In certain cases, leave without pay may be granted to faculty members who wish to pursue graduate study or research.

Legislative Organization of the Faculty

A. Regular meetings of the faculty shall be held at least bi-monthly. Special meetings may be called by the Rector or, in his absence, by the academic dean.

B. The seminary Rector shall be the presiding officer at faculty meetings. In the absence of the Rector, the academic dean shall preside. The registrar shall act ex-officio as secretary of faculty meetings.

C. Members of the regular full-time faculty are expected to attend these meetings, and each shall be entitled to vote. One-half of the members of the regular full-time faculty constitute a quorum for the transaction of business.

D. The faculty shall conduct its business in accordance with the by-laws of the seminary and Robert's Rules of Order.

Faculty Committees

A. The following standing committees shall convene to conduct regular business: Administrative, Curriculum, and Library. Appointments for those professors who are not ex-officio members shall be for one year terms with privilege of reappointment. Such appointments are made by the seminary Rector.

B. The Rector may also appoint or authorize the ad hoc committees whenever he deems necessary.

C. The chairman of each committee, who is selected by the Rector, shall be responsible for calling and presiding at meetings, for ensuring the execution of the assigned duties of the committee, and for appointing a secretary to keep minutes of all meetings.

D. The primary duties of each standing committee shall be as follows:

1. Administrative Committee is a top-level committee composed of the Rector as chairman, the academic dean, and the provost. Its purposes are to facilitate communication among the chief administrators, to ease any interpersonal tension, and to promote better cooperation between the Seminary and the Board of Trustees.

2. Curriculum Committee consists of the academic dean as chairman and three members of the faculty appointed by the Rector. Its chief duty is to advise and assist the academic dean in designing, reviewing, and/or maintaining a curriculum that meets the objectives of the seminary.

3. Library Committee consists of the chief librarian, the academic dean, and one member of the regular full-time faculty and one student, each chosen by the Rector. Its chief duty is to review library policies and to assist in the development of the collection.

Admissions Committee

A. Admission to the seminary and the disbursement of scholarships are the purview of a special admissions committee composed of not more than two regular full-time faculty members and not more than two members of the Board of Trustees chaired by the Rector.

B. Either the Metropolitan or the Archbishop shall serve ex-officio on this committee.

Faculty Meetings

All teaching faculty meet each semester immediately after the opening Divine Liturgy in September and January.

Faculty Compensation

Since the majority of faculty members are ordained clergy (Deacons, Priests, and Bishops) within the Ukrainian Orthodox Church of the USA, they receive a salary for ministry. All new faculty members receive a stipend of \$500.00 per school month in addition to travel expenses. Monthly stipends increase by \$100.00 per month for each academic rank.

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