



University of Notre Dame Department of Theology

Faculty Handbook

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I. Introduction

The Department of Theology at the University of Notre Dame is a community of faculty, staff, and students embedded in a major Catholic teaching and research university. It is at the heart of Notre Dame's education in faith and reason. There are many facets of our common work in the Department as well as many exciting resources we have to help us flourish as theologians and respond to the needs of our students as well as to the wider community of scholars in the University of Notre Dame and the broader academy, the church, and society. This handbook presents a relatively concise description of how we do things. It claims no more authority than the more official documents of the university on which it draws, or the common customs that our department chairs have developed and followed. Its purpose is to orient new faculty to the processes, resources, people, offices, and culture of our department and to be a resource for current faculty. It should be interpreted in light of official statements of university policy including the Charter, Statutes and Bylaws of the University, the Academic Articles, and the University's Faculty Handbook, as well as the current "Reference Guide for Arts and Letters Chairpersons and Faculty." While the Department Chair and Department Administrator will update this departmental handbook to reflect changes in those official statements, in case of conflict, official university policy always supersedes what is stated in this handbook. If you have suggestions on what could be added or what could be made clearer please contact me or Melody Kesler, Department Administrator. And thank you for your many contributions to our common work!

Timothy Matovina
Department Chair

II. Department

What is today the Department of Theology was originally constituted as a Department of Religion in the University of Notre Dame du Lac. It was renamed and reorganized as a Department of Theology in 1959. Even before that change, the Department had begun its work in graduate theological education with the founding of an M.A. in Liturgy in 1948, which was later expanded to include other concentrations. In 1967, an M.Th. degree was started for the training of seminarians in the Congregation of Holy Cross, which, with the addition of a field education component, became our current M.Div., program. At that time, the Department also began a Ph.D. program. The M.T.S. was added in 1999. These are different ways that the Department has responded over the years to its publics of academy, church and society for disciplined and rigorous reflection on the divine-human relationship, particularly, but not exclusively, within the Roman Catholic tradition.

With the largest faculty of any department of religion, religious studies, or theology in the United States or Canada, the Department of Theology is accredited by the Association of Theological Schools as one of the few accredited entities that is neither a free-standing seminary, nor a school of religion, nor a divinity school embedded in a larger university. It is an academic department, part of the College of Arts and Letters, itself one of the nine colleges and schools that make up the University of Notre Dame. This adds a layer of complication to the department's operations, since it has most of the programs found in Divinity Schools, Schools of Religion, and graduate schools of religion, with all of the work that those programs require, but handled either entirely in other units of the university or managed jointly. On the other hand, there is no doubt that the department gains important benefits from being a part of a top-tier teaching and research university, particularly in the possibilities for multifaceted and robust collaboration with faculty from other departments, centers, and institutes in the university.

A. Department Administration

1. Principal Department Administrators

The department of theology is ultimately governed by its faculty, within the framework of the [university's policies and procedures](#). Its administrative work is divided among a number of faculty and staff.

- a) **Department Chair:** The "[Academic Articles](#)" of the university describe the role of the department chair in this way: "Within the framework of university policies and procedures, the chairperson of a department has responsibility, under the dean of the college, for the administration, well-being, and development of the department, its faculty, its courses of studies, and its other activities" (Article III/Section 7/Chairpersons of Departments). The chairperson is the contact point for both faculty and administration and a bridge between the two and has responsibility for all aspects of faculty hiring, reviews for reappointment and promotion, and applications for research

leave. The chairperson is assisted in this work by a department administrator, two assistant chairpersons, and five program directors. The department chair is appointed by the president or his designee, as described in the "Academic Articles," after a process of formal consultation of the faculty by the dean. The chair typically serves a three-year term, with possibility of renewal.

- b) **Assistant Chair for Graduate Studies:** The assistant chair for graduate studies assists the Ph.D. and M.T.S. program directors in their work and advises the department chair on matters affecting the graduate programs of the department as a whole. Along with the Ph.D. director, the assistant chair for graduate studies also oversees pedagogical training of doctoral and M.T.S. students. Finally, the assistant chair for graduate studies serves as liaison to the Association of Theological Schools and assists the chair in all matters concerning the department's accreditation and the approval of its graduate programs.
- c) **Assistant Chair:** The assistant chair oversees all facets of the scheduling of courses, from the initial collection of course preferences from faculty to the building of the schedule and negotiation with the Registrar over times and rooms for courses. The assistant chair also assists the chair and department administrator in formulating the non-regular teaching budget, which covers adjuncts, teaching assistants, and visiting faculty for each academic year. Finally, the assistant chair serves as the program director for the M.A. program.
- d) **Department Administrator:** The department administrator oversees the general flow of work in the department's graduate and undergraduate programs and assists the Department Chair in matters having to do with faculty appointments, reviews for reappointment and promotion, and research leaves. The department administrator also manages the department's budget and hires and manages student workers. The department administrator assists the chair in hiring administrative staff as needed and serves as principal administrative liaison between the department and other units of the university.
- e) **Program Directors:** Each of the department's curricular programs is administered by a program director who is appointed by the chair with the approval of the dean for a term of three years, which can be renewed.

2. Administrative Support Staff

The department's administrators and faculty are served by a competent and generous support staff made up of four administrative assistants. While the administrative staff as a whole works as a team, different administrative assistants do have principal responsibilities to particular programs.

- a) **Ph.D. and M.T.S. Graduate Coordinator:** provides administrative assistance to the Ph.D. and M.T.S. program directors and oversees all the administrative details of the students' time at Notre Dame, from application to the program to graduation. This position also provides support to the teaching committee.
- b) **M.Div. and M.A. Graduate Coordinator:** provides administrative assistance to the three directors of the M.Div. program and oversees all the administrative details of an M.Div. student's time at Notre Dame, from application to the program to graduation.

- c) ***Undergraduate and Special Projects Coordinator***: provides administrative assistance to the assistant chair, especially in the course-scheduling process, and to the director of undergraduate studies. He or she also oversees communications, web design, and marketing for the department. Finally, he or she works with faculty, visitors, and staff to plan events and arrange travel.
- d) ***Staff Assistant***: manages the front desk of the department's main office and provides administrative support to staff and faculty. He or she manages the department chair's calendar, provides administrative assistance as needed to the Department Administrator, and oversees logistical needs of departmental operations, including ordering of supplies, etc.

3. Department Staff

For a current list of departmental staff as well as their contact information, see the [departmental webpage](#). For a full listing of departmental faculty and staff, see [Department Directory](#).

4. Administrative Services List

For a list of which staff member to see for particular needs, please consult the [Administrative Services List](#).

B. Departmental Organization

The department is organized in two principal ways: by program and by area. Programs are defined in terms of the six different degrees that are offered by the department, the curriculum and other programming that lead to these degrees, and specific faculty that exercise oversight of these programs. Areas are made up of faculty who are principally engaged in particular theological subdisciplines. These organizational structures are not rigid and sealed off from one another. As a rule, all faculty serve all of the programs, and faculty frequently belong to more than one area.

1. Programs

The Department of Theology offers five distinct graduate programs and an undergraduate major. In addition, the Department serves the entire university through its offering of two introductory theology courses which every undergraduate student is required to take in order to graduate. Each program is directed by a program director appointed by the department chair with the approval of the dean. The program director is advised by a faculty committee appointed by the chair.

- a) ***The Undergraduate or Collegiate Program (UG)*** serves undergraduate students who seek a major or minor in theology, as well as all undergraduates taking one of their two

university-required courses. It is administered by a director of undergraduate studies (DUS), who is assisted by an assistant director of undergraduate studies. The DUS is advised by a committee of faculty (the collegiate committee) and also seeks input from a committee of undergraduate students (Majors Advisory Committee).

- b) ***The Master of Arts in Theology (M.A.)*** serves graduate students seeking that degree, as well as graduate students taking graduate courses towards a certificate in theology, or for personal enrichment as non-degree seeking students. This program's courses are primarily offered in the summer session, but there are also distance sites in Fort Wayne, Indiana, and in Tuscon, Arizona. Through partnerships with the Institute for Church Life, the Diocese of Fort Wayne-South Bend and Catholic Extension, this program serves a broad spectrum of constituencies both within the university and outside of it.
- c) ***The Early Christian Studies Program (ECS)*** is jointly sponsored by the Department of Theology and by the Department of Classics. It develops students' abilities in at least two ancient Christian languages and literatures (Latin and/or Greek and/or Syriac) and imparts a broad background of knowledge and method in the intellectual, historical, and social contexts of early Christianity. It is administered by a program director and a committee which has membership from both sponsoring departments.
- d) ***The Master of Divinity Program (M.Div.)*** is a professional ministerial degree that prepares seminarians for ordination and lay students for lay ecclesial ministry in a variety of settings. In addition to a faculty committee, it is administered by a team of three directors: an M.Div. program director, a director of formation and field education, and a director of human and spiritual formation.
- e) ***The Master of Theological Studies Degree (M.T.S.)*** prepares students to succeed in doctoral programs in theology, religious studies, and related fields. It is administered by a program director advised by a program committee made up of a representative from each of the department's six areas.
- f) ***The Doctoral Program (Ph.D.)*** prepares students for careers in research, teaching, and church service and is administered by a program director advised by a committee of representatives from each of the department's six areas, called "area coordinators," who also oversee the business of the areas.

More information on all of these programs is available at the following links:

- [Graduate Programs](#)
- [Undergraduate Program](#)

2. Areas

The department is organized into six areas. These areas are directly responsible for coursework and student advising for the six concentrations offered in the Ph.D. program. All of the areas also oversee concentrations in the M.T.S. program and offer courses for the rest of the department's programs. Each area has an area coordinator, who is appointed by the chair in consultation with the Ph.D. program director. The area coordinator represents the area on the Ph.D. program committee, advises all first year Ph.D. students, and convenes

area faculty meetings as needed. He or she also organizes area colloquiums. The six areas are:

- a) *Biblical Studies/Christianity and Judaism in Antiquity (CJA)*
- b) *History of Christianity (HC)*
- c) *Liturgical Studies (LS)*
- d) *Moral Theology/Christian Ethics (MT)*
- e) *Systematic Theology (ST)*
- f) *World Religions and World Church (WRWC)*

Faculty are appointed to areas by the chair when they are hired. Some faculty belong to more than one area. If you are interested in being involved in the work of an area, you should discuss this with the area's area coordinator and with the department chair.

C. Departmental Committee Structure

While there are plenary faculty meetings throughout the year, faculty governance takes place in great measure through faculty participation in the department's formal committees. Service on a committee is a principal way that a faculty member meets his or her service obligation to the university, and some faculty serve on more than one committee or serve on university committees as well as departmental ones. Committee assignments are made by the chair. The chair is advised in this by the program directors at a meeting in May. In April, a Google form link is made available to all faculty so that they may indicate committee preferences, which are taken into account to the degree possible at the May meeting.

a) *Collegiate*

b) *M.Div.*

c) *Ph.D.*

This committee is made up of the area coordinators, DGS, and Assistant Chair for Graduate Studies.

d) *M.T.S.*

e) *Library*

f) *Teaching*

g) *Summer M.A.*

h) *Gender Concerns*

i) *Early Christian Studies (ECS)*

For this committee, two members come from the Department of Theology and two from Classics. The program director is appointed jointly by the Chairpersons of the two departments.

D. Department Governance & Communication

1. Schedule and Attendance policy

- a) Meetings are typically scheduled for the last Monday of each month during academic year. This schedule will be communicated via e-mail and Google calendar invitation and can be seen by consulting the Department Calendar, available online.
- b) The first department meeting of the academic year is scheduled the Monday prior to the start of the fall semester and typically runs from 1 to 5pm. On this date there is also a reception and orientation in the morning for faculty and graduate students and a dinner for faculty following the afternoon meeting.

2. Robert's Rules of Order

Meetings are typically run according to Robert's Rules of Orders. Please visit this [link](#) for a short listing of rules and procedures most frequently used.

3. Agenda

The agenda of each meeting is set in advance at a meeting of program directors. Typically, meetings include the following elements:

- a) Call to order and approval of minutes
- b) Chair's announcements
- c) Discussion of written program directors' reports, distributed earlier
- d) New business -- if you have suggestions for new business to be taken up, send them to the chair or to one of the program directors

4. Communication

- a) **Bi-weekly E-Newsletter:** The undergraduate and special projects coordinator prepares a newsletter every two weeks during the academic year, seeking input from the department chair and department administrator. The newsletter includes a note from the chair, upcoming events, faculty publications and awards, and items for faculty consideration. There are also valuable links to important resources (such as the departmental calendar).
- b) **Google Mail and Calendar:** The Department staff uses Gmail and Google Calendar to schedule meetings. If you are unfamiliar with how to set up your own calendar or with how to accept (or decline) invitations on your calendar, or if you need help consulting the department calendar, see these [directions for setting up Gmail](#) and [department-specific calendar instructions](#). It is very important that you block out times on your own Google calendar when you are unavailable (for instance, because of teaching class).

E. University Systems

1. **InsideND** is the portal faculty, staff, and students use to access University systems such as payroll information and forms, Course Instructor Feedback (CIF) reports, class search, class roster, Sakai, HR, benefit information, GLeZ (research account), TravelIND, Cayuse (grant application and award information), etc. It also will allow you to quickly connect to HR, Gmail, Library, OIT, and RecSports. Login requires Notre Dame NetID and password.
2. **TravelIND (Concur)**: For all research account (R&PD) reimbursements and expense reporting you must submit an online expense report. To do this, connect to TravelIND via InsideND (see above). Login and click on the TravelIND icon. See administrative services link to find the staff member responsible for initial training and assistance. Please review reasonable cost for meals in the [University Guidelines for Business Meals and Business Entertainment Expenses](#).
3. **GLeZ**: Each faculty member has a Research and Professional Development fund. You should monitor your fund through GLeZ both to track your own expenditures and remaining balance and to ensure that no charges are mistakenly made to it. [GLeZ](#) is also available through InsideND. If you have questions regarding your R&PD account, contact Melody Kesler.

III. Faculty

F.Appointment and Orientation of New Faculty

1. Search Process

Refer to section IV of the [CA/CRPT Document](#).

2. New Faculty Information: Office of the Provost

[New Faculty Information](#) and [University Faculty Handbook & Academic Codes](#).

G. Faculty Annual Review, Renewal, and Promotion Processes

1. Annual Salary and Research and Professional Development (R&PD) Account Review

The department chair meets with the dean in the spring semester, usually prior to spring break to discuss merit raises for regular faculty and additions to their R&PD accounts. Faculty must submit an updated c.v. by January 15 to the chair so that the chair can make a recommendation to the dean on both salary increases and additions to the research accounts. For further details on the R&PD account, please see below (“C. Faculty Research and Professional Development Support”). When making salary recommendations to the dean, the chair reviews the c.v., the faculty member’s CIF’s, and any other pertinent information, and makes a recommendation based on research productivity, strength of teaching, and service/administrative contributions to the department and university. Sometimes (such as for joint appointments) the chair will consult other department chairs or other administrators to whom the faculty member reports in his or her work.

2. Annual Review of Junior Faculty

Each year every junior faculty member’s work is evaluated by the departmental CRPT. A teaching visit and evaluation is arranged, and the CRPT discusses the faculty member’s c.v. The chair meets with the faculty member to provide advice from the CRPT and to discuss his or her progress toward renewal or promotion. The purpose of these meetings is to give the faculty member frequent feedback and advice. The chair writes up a summary of these discussions which is sent to the Office of the Dean and the Office of the Provost to become a part of the faculty member’s file.

3. Faculty Renewal and Promotion

For information on the faculty and renewal process, see our [Department CRPT Document](#).

H. Faculty Research and Professional Development Support (R&PD Account)

Faculty research and professional activities, including travel, are funded via the following mechanisms:

1. Faculty R&PD accounts, which can be used for faculty scholarship and university business purposes. Typically, when faculty are hired they receive a one-time, large start-up balance. There is no automatic or guaranteed amount that will be added to the account each year subsequently. Further additions are made on the approval of the dean based on recommendations from the chair. The current practice is for the chair to make a recommendation based on expressed research need, research productivity, and history of deposits and expenditures to the account. When the faculty member submits his or her c.v. and needs for the coming academic year, he or she should also indicate any travel planned before July 1 of that year which would lower the amount in the account, so that the chair is aware of it when making recommendations for the following fiscal year. Typically, the chair will recommend additional funds if the balance falls below a certain level (\$2,000 to \$2,500). While there is no guaranteed amount, a typical addition would be enough to bring the account back above this level, but usually no more than \$2000 or \$3000. Endowed chairholders receive funds through the research accounts associated with their chairs.
2. The chair meets with the dean and divisional dean to discuss the chair's recommendation as a part of the annual faculty salary evaluation process. In the discussion with the dean, information such as existing balances, previous expenditures, upcoming needs, scholarship, and overall teaching and research productivity may all be considered.
3. By mid-June, allocations to faculty accounts are transferred to individual faculty accounts for use during the upcoming fiscal year.
4. Recognizing the imperfection of forecasting needs, the dean will accept requests for additional transfers to faculty accounts from department chairs at other times of the year. When making such a request, department chairs should consider the existing account balance, previous expenditures, upcoming needs, and scholarship before making a case to the dean.
5. Faculty should be aware that R&PD accounts are meant to meet individual research and professional development needs only, and not to support activities like conferences, supporting postdocs, etc., for which there are other sources of support. Faculty should also make use of other sources of internal funding including, but not limited to, the following:
 - [Institute for Scholarship in the Liberal Arts](#), which will fund a number of activities, such as travel to give a paper at an international conference
 - [Nanovic Institute for European Studies](#)
 - [de Nicola Center for Ethics and Culture](#)

- [Office of Research](#).

We will put pertinent deadlines for application for funding from the most important of these sources in the department e-newsletter. If you have a question about possible funding for a research initiative you have in mind, you should also feel free to bring it to the department chair.

6. Faculty may also use these accounts to purchase office supplies (\$600 a year is automatically provided for this purpose) and things like computer equipment, although before doing so, faculty should check with the department administrator for the proper procedure and to make sure that the equipment is purchased through university providers so that it will be supported by the university's and college's IT staff.

I. Conflict of Interest

The [Conflict of Interest Policy](#) was updated in August 2012 as a result of changes to financial disclosure requirements identified in federal regulations. Under the revised Policy, all faculty and exempt staff members are required to disclose significant financial interests related to their work responsibilities at a new financial threshold definition. This disclosure must be done each year.

J. Summer Teaching

The department conducts its summer M.A. program primarily with courses taught during the summer session, which runs from mid-June until the end of July. As a part of this program we typically mount one or two sections each of our first and second university required theology course. If you are interested in teaching one of these courses please contact the department chair. We also offer courses, usually in 3-week modules, for the M.A. program. Again, if you are interested in teaching a course for this program please contact the chair. Faculty who teach these courses are recompensed by the university using a formula based on their academic year salary. Finally, as a part of our M.A. program we mount courses that are independent of our normal academic year schedule (and are independently compensated):

- A course for students of the Diocese of Fort Wayne-South Bend, taught intensively over three weekends during the fall and spring semesters. The course in the spring semester is taught in Fort Wayne, Indiana. Travel, lodgings and food are paid for by the program. If you are interested in being considered for any of these courses, please contact the department chair.

K. Leaves

1. **Leaves for Assistant Professors, Post-tenure Leaves, and Leaves for Tenured Faculty**

These leaves are governed by policies detailed in the [Reference Guide for Arts and Letters Chairpersons and Faculty](#). As a very rough rule of thumb:

- a) Assistant Professors are eligible for a university-supported leave for one semester at full pay and benefits after their renewal for a second three-year contract. University supported leaves require application to two sources of external funding. Successful receipt of external funding can lead to a full year's leave.
- b) Senior faculty are generally eligible for a university-supported leave every ten semesters. To be precise, you are eligible for a university-supported leave after having taught for ten semesters following your most recent university supported leave. University supported leaves require application to two sources of external funding. Successful receipt of external funding can lead to a full year's leave.
- c) An externally supported leave may be taken after having taught for six semesters following your most recent leave. If you have questions about your eligibility for research leave, please consult the department chair.

2. Faculty Family and Medical Leave Policy

Please refer to the [university's policies](#). If a situation arises that requires you to be absent from class for more than a week, you should immediately consult with the department chair.

L. Absences

Per College of Arts and Letters policy, if an instructor will miss two classes or be out of town for more than three or four days, the absence should be cleared in advance with the chairperson. Faculty members missing classes because of scholarly activities and professional travel are expected to reschedule these classes.

M. Retirement

Faculty Retirement Transition Program (FRTTP) Description: For tenure-line faculty, the Faculty Retirement Transition Program at the University of Notre Dame is a voluntary program designed to provide assistance to participating tenured teaching and research faculty transitioning from full-time employment at the University to retirement. Please refer to the [university's policy](#), and if you have any questions about the policy, please consult the department chair.

IV. Teaching

A. Course Load

1. Tenure-line (TL) Faculty Schedule

Tenure-line faculty in the department of all ranks typically teach two courses each semester (2-2). Some faculty have course reductions because they do administrative work in the department or the university, and others (joint faculty in particular, or those with a

concurrent appointment with another department governed by an MOU) teach one or more of their courses outside of the department. The description given below regarding course scheduling pertains mostly closely to TL faculty with a full (2-2) teaching load in the department, although teaching, professor of the practice, advising, clinical (TPAC) faculty follow it as closely as possible given the constraints that come from teaching fewer courses in the department or (for TPACs) the variance in their teaching load defined in their position descriptions.

2. Teaching, Professor of the Practice, Advising, Clinical (TPAC) Faculty Schedule

The teaching of TPAC faculty (both course load and the particular types of courses) is defined by the position descriptions connected with their positions.

B. Course Distribution & Scheduling

1. Scheduling

Course assignments are the responsibility of the Department Chair, who delegates the process to others in the department while maintaining the final say. This “delegated process” happens in this way: it begins in the departmental areas (CJA, HC, LS, etc.) in a meeting convened by the area coordinator, who coordinates the teaching of faculty in the area so that the courses required of the areas by different programs are covered, as well as the courses that are requested from the whole department by the college (College Seminars -or “CSEMS”) and university, that is, university-required courses in theology: 1xxxx courses (taught in different forms) and 2xxxx courses. The areas then report area faculty teaching proposals to the assistant chair who creates a tentative schedule in consultation with the chair and with the assistance of the undergraduate and special projects coordinator. At some point in the process these three meet with the area coordinators and program directors in order to identify lacunae and conflicts in the schedule and ways to resolve them.

For many years we have followed some basic guidelines, or rules of thumb, which most fundamentally serve the principle that all faculty teach at all levels of the curriculum, from university-required courses for undergraduates to doctoral courses, and contribute to all programs. We do not have a “graduate faculty” versus an “undergraduate faculty.” While exceptions can, and indeed sometimes must, be made, we have operated under the tacit agreement that these should at least be aspirations to which we all attempt to conform our teaching.

- a) From the four courses that a faculty member teaches each year, two are "service courses," meaning either that they serve the university (1xxxx or 2xxxx courses, or a CSEM) or they serve the department by fulfilling a requirement for one of our programs (Christian Traditions I or II for the major, for instance, or the introductions to Old Testament and New Testament for the M.Div. and

undergraduate majors). The other two courses can be an elective undergraduate majors course, an M.T.S./M.Div. course, or a doctoral seminar.

- b) A faculty member teaches a doctoral course once every four semesters. Or, to put it another way, in a two-year rotation of eight courses, one would be a doctoral seminar. This is true regardless of whether a faculty member belongs to one area or more than one. For example, belonging to two areas does not mean that a faculty member would as a consequence of that fact alone teach twice as many doctoral courses.
- c) We keep in mind the needs of all programs when we think about “elective” courses. This includes the needs of the M.T.S. and M.Div. programs as well as courses for our undergraduate majors.
- d) Team-taught courses are very, very welcome, but they should not lead to major modification of the first three principles listed above. That is, if two faculty members team-teach a doctoral course, this course would generally be taken to "count" toward each one's doctoral course distribution. I am particularly concerned that team-taught courses not pull faculty out of teaching at the 1xxxx or 2xxxx level, so I am asking that the areas discuss team-taught courses taught by faculty in the area at the masters or doctoral level in terms of their impact on the area's teaching at the 1xxxx and 2xxxx level, and if such a course pulls a faculty member out of such teaching, the area accommodates by having another member take on a course at this level.

2. Classrooms

Classrooms are assigned by the Registrar's Office during the scheduling process. Faculty who have concerns or special requests should consult with the assistant chair or the undergraduate and special projects coordinator.

3. Cross-listing

Faculty are free to solicit cross-listings with other departments on their own or can request help from the assistant chair and/or the undergraduate and special projects coordinator. Please note that other departments will often ask for a syllabus and/or course description before making their decision. If faculty solicit cross-listings on their own, they should notify the assistant chair on what course has been cross-listed with which department(s). If faculty request help from the assistant chair and/or the undergraduate and special projects coordinator, they should include which departments and courses should be solicited for cross-listings.

4. Enrollment

- a) **Restriction:** Sometimes courses are restricted automatically because they are required for certain programs (i.e. all 4xxxx-level courses given the Departmental-Approval restriction). To restrict seats for a specific course, please consult with the Assistant Chair and/or the Undergraduate and Special Projects Coordinator.

- b) **Allocations:** To request specific class allocations for FYS, sophomores, juniors, and/or seniors, please consult with the Assistant Chair and/or the Undergraduate and Special Projects Coordinator.
- c) **Class Roster:** To access your class roster(s), go to Online Photo on InsideND.

5. Course Packets

For assistance with printing, contact Arts and Letters FedEx services(see below, I. Supplies #2).

6. [Course Auditing](#)

7. Book Orders

Becky Edelhauser, assistant director, course materials (1-8235 /redelhau@nd.edu).

8. [Hesburgh Library E-Reserves](#)

C. Course Evaluations

1. [Course Instructor Feedback \(CIF\)](#)

D. Team Teaching

1. Application Process

Proposals for team-taught courses should be submitted to the associate dean of your division (or both associate deans in the case of faculty in more than one division). Deadlines are typically January 1 for fall courses and September 1 for spring courses.

E. Syllabi

Faculty should submit electronic copies of their syllabi to the department staff assistant each semester.

F. Exams

[Exam and Grading Information](#)

G. Grading

1. [Faculty Grade Submission](#)
2. [Mid-term Grades](#)
3. [Grade Changes](#)

H. Field Trips

1. Field Trips and Missed Classes

The college recognizes the value of class field trips and offers some funding for such opportunities through [Teaching Beyond the Classroom](#) programs. However, we should like to clarify college policy on this matter. In general, instructors should avoid organizing field trips that would require their students to miss another instructor's class (or a required lab session associated with a class). Such field trips often impose a dilemma on students who are forced into a difficult situation not of their making; they also impose appreciable extra work (i.e., composing discrete makeup quiz or exam) on the instructors of classes that are missed. However, if an instructor does decide to arrange a field trip that requires students to miss another class, these guidelines apply: An instructor cannot require students to participate in a field trip that would force the student to miss another instructor's class. If an instructor designs a course assignment that requires participation in such a trip, an alternative assignment must be designed for students not participating in the trip. No penalty of any kind can be assessed on a student who chooses not to participate in such a trip. It is the responsibility of the instructor organizing the trip (and not the student) to contact the instructors of every class that will be missed. The instructor should inform other instructors of the time/nature of the trip and should explicitly recognize the right of each instructor to decide whether or not to grant an excuse for such an absence. The college's Teaching Beyond the Classroom program will not sponsor any trip that requires students to miss another instructor's class. It is strictly forbidden to organize such a trip during the week before break (i.e., midterm week) or the week before finals (i.e., the last week of classes) or during finals week.

I. Supplies

1. Classroom Supplies

At the beginning of each academic year faculty receive \$600 deposited in their R&PD account to cover classroom supplies and printing. Among other things, faculty may purchase supplies at the Hammes Notre Dame bookstore by providing their account number (FOAPAL). If you are a new faculty member, you will receive a FOAPAL number directly from the Accounting and Financial Services office. If you need help finding your FOAPAL, log into InsideND and search GLez. Your account information is automatically linked to your login. If there is no account information listed, contact T.D. Ball in the Arts and Letters Dean's office

(Tarzan.D.Ball.24@nd.edu). Please be aware that supplies in the main department office suite are only for the use of department administrators and staff.

2. Printing

For larger projects, some faculty prefer to use FedEx, located in lower level of LaFortune. Please provide faculty R&PD (FOAPAL) account number when placing order. For information on FedEx printing here is a [link](#) to the website.

3. Copy Machine:

The faculty copier is located in 132 Malloy across from mailroom. Use your office key for access. Please contact the front desk in the theology department office if there is a problem with the copier.

V. Students

A. Theology Majors

1. Advising

The department's majors are advised on course selection soon after fall or spring break by the director of undergraduate studies and the assistant director of undergraduate studies.

B. Graduate Students

1. Admissions

Each graduate program has its own process and timeline for accepting and evaluating applications for admission. For further information, consult the individual graduate program websites.

2. Advising

Doctoral students are advised in their first year by the area coordinators and subsequently by advisors whom the students select (subject to approval of the director of the Ph.D. program). M.T.S. students are advised by the appropriate area representative on the M.T.S. committee. M.Div. students are advised by the M.Div. program director, and M.A. students are advised by the M.A. director.

3. Bi-annual Review of Ph.D. Students

At the end of the semester, a meeting is held to evaluate progress toward successful completion of the degree. Feedback on student performance is solicited by the Ph.D. program director and collated by the area coordinator of the student's concentration. The faculty evaluate and agree (as needed) on action to be taken for students who are not performing satisfactorily.

4. M.Div. Student Review

The M.Div. Program Director coordinates review of M.Div. students, often conducted by meetings of the program director and/ or director of human and spiritual formation with faculty instructors.

5. Assessment

Each program has an assessment plan which is overseen by the program director.

C. Honor Code

- [Undergraduate Honor Code](#)
- [Academic Code of the Graduate School](#)

D. Student Issues

1. Grade Disputes

The Department does not have a formal appeal process for students who have concerns about their grades, and the university only allows changes of grade for procedural or clerical errors. The department chair will meet with students who express those concerns and then, if appropriate, meet with the relevant faculty member to discuss them.

2. Accommodations

Students who approach faculty members with a need for an accommodation due to a disability should be referred to the [Sara Bea Accessibility Services Center](#). Faculty should not make accommodations for students who have not gone through the process at the Sara Bea Center and received documentation from that center. (The Center will contact the faculty member to indicate documentation and approval of need for accommodation.)

3. Harassment

If faculty have questions about, or are approached by students concerning sexual or discriminatory harassment, they should consult the resources at the [Office of Institutional Equity](#). Faculty who have any concerns about a possible case of harassment should contact the department chair or one of the [faculty or staff who serve as principal “ombudspersons”](#).

4. Counseling

Faculty who believe that a student needs counseling services or is approached by a student with this concern can contact the relevant program director or department chair or the [University Counseling Center](#).

VI. Valuable Contact Information

A. Arts and Letters Computing (ALCO)

1. Computer Issues

OIT Help Desk, 574-631-8111 or oithelp@nd.edu

2. Computer and Equipment Purchase

Arts and Letters Computing Office (ALCO), 574-631-7021 or AL.alco.1@nd.edu.

B. Business Cards

See department staff assistant for ordering information. Will need R&PD (FOAPAL) account number to place order.

C. Offices

Office assignments are recommended by department chair and department administrator and approved by the College of Arts and Letters.

VII. Miscellaneous

A. TA Assignments

Faculty will be consulted in the Spring for requests for graduate student assistance in research or teaching.

B. Hiring Student Workers

1. Graduate Student Stipend

See graduate program coordinator, Sherry Nadai, for processing. Provide Sherry with R&PD (FOAPAL) account number and amount of stipend.

2. Graduate Student Hourly

See department staff assistant, for set up. Provide her with the student's name, hourly amount, and R&PD (FOAPAL) to charge.

C. Research Visitors & Postdocs

1. Faculty Responsibilities

Before agreeing to mentor a non-Notre Dame research visitor, consult with the department staff assistant to learn the information you will need to gather and the responsibilities you will have as faculty advisor.

2. Procedure

See department staff assistant for a list of forms to initiate the process. Please be aware that in order to mentor an international research visitor, the faculty member must be in the South Bend area during the entire appointment period.

VIII. General Information & Helpful Links

- [Academic Calendar](#)
- **Address Changes:** Log into InsideND and search View and Update Address(es) and Phone(s). Click on the item and follow directions listed at the top of the page.
- [Alumni Association](#)
- [Annual Campus Security & Fire Safety Report](#)
- [Approved Curricula—PDF](#)
- [Bulletins of Information](#)
- [Calendar of Events](#)
- [Campus Parking](#)
- [Classroom Requests](#)
- [Department Exam Schedule](#)
- [Early Childhood Development Center, Inc.](#)
- [Emergencies](#)
- [Final Exam Schedule](#)
- [Ladies of Notre Dame/Saint Mary's College](#)
- [Lost & Found](#)
- [Mail](#)
- Office of Information Technologies:
 - [Academic Support](#)
 - [Campus Workstation Program](#)
 - [Collaborative File Space—Box, Google](#)
 - [IT Resources Overview](#)
 - [Learning Management System](#)
 - [Telephone—VoIP](#)
 - [VPN—Virtual Private Network](#)
- [Office of Strategic Planning & Institutional Research](#)
- [Profile of Notre Dame](#)
- [Police Department \(NDPD\)](#)
- [Standard Class Times](#)