

STATEMENT ON SHARED GOVERNANCE

Mount St. Mary's Seminary


Emmitsburg, Maryland

As a school of faith, discipleship and learning that prepares men for the Catholic ministerial priesthood and guided by a theological vision, Mount St. Mary's Seminary receives inspiration from Christ's own way of exercising authority through humility and service. It is firmly founded on "a bond of trust among boards, administration, faculty, students, and ecclesial bodies" (ATS Standard 7). Shared governance requires that all participate as stewards in carrying out the mission of the Seminary, each according to their rights, responsibilities, and powers.

In order to reflect the collegial nature of theological education, the Seminary has clearly established structures "by which participants in the governance process exercise faithful leadership on behalf of the purpose of the theological school" (ATS Standard 7) and "allows all partners to exercise their mandated or delegated leadership" (ATS Standard 7.2.2). These structures form part of the overall governance of Mount St. Mary's University of which the Seminary it is a distinct but integral part.

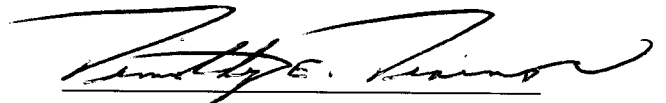
In the attached document, Mount St. Mary's Seminary succinctly articulates the various roles that the Seminary Board, administrative leadership, and the faculty play in the development of policy and the exercise of stewardship and authority as well as the ways in which the students participate in the structures of governance. A more detailed presentation of the processes and procedures of these various constituencies can be found in the Seminary Handbook of the University Governing Documents.

We are committed to continually review and evaluate the effectiveness of our shared governance processes and eliciting valued input from all stakeholders so as to best reflect "the collegial nature of theological education" (ATS Standard 7.2.1).



Rev. Msgr. Andrew R. Baker, S.T.D.

Seminary Rector



Timothy E. Trainor, Ph.D.

University President

February 22, 2018

Date

INTRODUCTION

Mount St. Mary's Seminary exercises shared governance through a network of relationships of responsibility, accountability, oversight, and leadership. The Rector of Mount St. Mary's Seminary is responsible to the Archbishop of Baltimore (who is *ex officio* Chair of the Seminary Board) and to the President of Mount St. Mary's University.¹ The Rector exercises his governance of the Seminary in conjunction with a number of groups which assist him both in consultation and in deliberation, and which are responsible to him in the shared governance of the Seminary. These groups of governance include: (a) the Seminary Board; (b) the Rector's Council; (c) the Executive Committee; (d) Department Chairs; (e) the Faculty Affairs Committee; (f) Academic Committee; (g) Full Faculty; (h) Admissions Committee; and (i) the Student Government Association.

A. THE SEMINARY BOARD²

Assisting the Archbishop of Baltimore, and collaborating with him in both a deliberative and consultative manner, as stipulated by the Seminary canonical Statutes and civil Bylaws, in exercising oversight of the seminary, is a Seminary Board of Trustees of which the Archbishop is *ex officio* Chairman. All references to the Board of Trustees herein shall relate to the Seminary Board unless otherwise noted.

The Seminary Board has the following deliberative responsibilities which shall be approved by a majority vote of that Board:

- (a) Review and approval of the vision, mission and strategic goals of the Seminary.
- (b) Review and approval of the human, intellectual, pastoral and spiritual formation program of the Seminary as designed to ensure its conformity with the requirements of ecclesiastical law.
- (c) Submission of any changes to the academic program of the Seminary to the University for implementation in accordance with the University's normal procedures for the establishment and revision of academic programs.
- (d) While recognizing the University's ownership of assets, oversight of the fulfillment of fiduciary responsibilities in both canon and civil law for all who have such responsibilities respecting the Seminary, especially those concerning acts of

¹ Mount St. Mary's Seminary is an integral part of Mount St. Mary's University as a civil 509(a)(3) Type 1 supporting organization. Nevertheless, the Seminary is also a unique canonical part of the entire University. According to the *Code of Canon Law* (See Canon 238.1), the Seminary is a distinct juridic person within the structure of the Roman Catholic Church. The Archbishop of Baltimore serves as the principal ecclesiastical competent authority of Mount St. Mary's Seminary and Chair of the Seminary Board. The Seminary has its own rector, faculty, and administration, who, in full responsibility to the Archbishop of Baltimore, the Seminary Board, and the University Board of Trustees, form priesthood candidates for the Catholic Church. At the same time, the University Board of Trustees has a fiduciary responsibility according to its charter to promote the mission and to protect the interests of the Seminary, as it has the responsibility for all parts of Mount St. Mary's University.

² Cf. *Governing Documents* §

ordinary and extraordinary administration or the alienation of historical and traditional patrimony as identified in these Statutes and in keeping with University's financial policy and requirements.

- (e) The annual assessment of the performance of the Rector in consultation with the President of the University.

B. THE RECTOR'S COUNCIL

The Rector's Council, whose members serve as advisors, ambassadors, benefactors, and advocates for Mount St. Mary's Seminary, is comprised of no fewer than twenty (20) members, appointed by the Rector and approved by the Chair of the Rector's Council, to assist him in the leadership of the Seminary. The Rector and University President serve *ex officio* but non-voting members of the Council. The members of the Council play an active role in addressing the concerns and issues, as well as the challenges and aspirations, of the Seminary. The Council is comprised of alumni and benefactors from the mid-Atlantic area and partner-dioceses from around the nation.³

C. THE EXECUTIVE COMMITTEE

The Rector is assisted by an Executive Committee which functions as a senior leadership team. Members include the Vice Rector, the Academic Dean, the Dean of Students, Director of Human Formation, the Director of Pastoral Formation, and the Director of Spiritual Formation. This is a consultative and deliberative committee which meets weekly during the academic year and at least monthly during the summer months, and advises the Rector on matters relating to the governance of the Seminary, especially the development of policy, daily tasks, and the carrying out of the overall mission of the Seminary. Each member of the Senior Leadership Team is responsible to the Rector and is evaluated annually by the Rector; this includes both a review of job description and a performance review.

The Vice Rector is appointed by and responsible to the Rector, upon approval of the President and Chancellor of the Seminary. In the absence or incapacity of the Rector, the Vice Rector assumes the responsibility and authority of the Rector. The Vice Rector may be assigned such general or specific duties and responsibilities as the Rector deems appropriate. The Vice Rector, "always a priest, assists the rector in areas determined by the rector and each seminary's administrative structure. Tasks vary according to the needs of the particular seminary" (cf. *Program of Priestly Formation*, 324). The Vice Rector performs such additional duties as the Rector may assign.⁴

The Academic Dean/Director of Intellectual Formation is appointed by and responsible to the Rector. The Academic Dean is a priest who "normally should possess a terminal degree and assists the Rector in intellectual formation, including faculty hiring and development. The Academic Dean administers the intellectual formation program of the seminary in all its aspects: curriculum, courses, methods of instruction, and the academic quality and performance of faculty and students. In the case of collaborative seminaries, this director coordinates the academic work of the seminarians at the affiliated college or university. The Academic Dean may be assisted by a

³ Cf. *Governing Documents* 1.6.0.

⁴ Cf. Position Description, "Vice Rector."

Registrar, who is responsible for maintaining the academic records of students” (cf. *Program of Priestly Formation*, 334-336). The Academic Dean is the supervisor of the Registrar and the Administrative Assistant to the Administration/Faculty. The Academic Dean performs such additional duties as the Rector may assign.⁵

The Dean of Students is appointed by and responsible to the Rector. The Dean of Students is a priest who is responsible for the good order and discipline in the daily life of the Seminary, holding the seminarians accountable in the external forum for their conduct as men preparing for the priesthood, whose actions contribute to a wholesome spirit in the community. He has the overall supervisory responsibility for student life in the Seminary and collaborates with the directors of human, intellectual, pastoral and spiritual formation in their areas of responsibility. The Dean of Students performs such additional duties as the Rector may assign.⁶

The Director of Human Formation is appointed by and responsible to the Rector. The Director of Human Formation coordinates “the human formation program of the seminary (cf. *Pastores Dabo Vobis*, 43-44) in collaboration with the rector, other formation mentors/advisors, and seminary faculty and staff.” He oversees “the annual evaluation process in collaboration with the rector, other formation mentors/advisors, and the seminary faculty and staff” as well as making “provision for psychological and counseling services in areas distinct from spiritual direction.” (cf. *Program of Priestly Formation*, 325-327). The Director is a shared supervisor of the Administrative Assistant to the Rector. The Director of Human Formation performs such additional duties as the Rector may assign.⁷

The Director of Pastoral Formation (Field Education) is appointed by and responsible to the Rector. The Director of Pastoral Field Education is a priest who “assists the Rector in the pastoral formation of seminarians. The Director coordinates the pastoral activities of students, so that they engage effectively in pastoral programs, reflect on their work, and gain deeper insight into the mission of the Church. The Director provides an evaluation of the seminarians’ work, calling attention to their strengths and their potential for general and specialized ministries. The Director provides adequate pastoral supervision for the seminarians, including the orientation and training of adjunct field-education supervisors who work directly with the seminarians in their pastoral assignments” (cf. *Program of Priestly Formation*, 337-339). The Director performs such additional duties as the Rector may assign.⁸

The Director of Spiritual Formation is appointed by and responsible to the Rector. The Director of Spiritual Formation is a priest who “assists the rector by coordinating the entire spiritual formation program, giving it unity and direction. The director of spiritual formation makes provision for the individual spiritual direction of all seminarians. He meets regularly with the spiritual directors, providing supervision and assistance for their work. Either the director of spiritual formation or the director of liturgy provides for the liturgical life and prayer of the seminary community, making provision for the daily celebration of the Eucharist, the Liturgy of the Hours, and opportunities for celebration of the Sacrament of Penance. He is also responsible for retreats and days of

⁵ Cf. Position Description, “Academic Dean/Director of Intellectual Formation.”

⁶ Cf. Position Description, “Dean of Students.”

⁷ Cf. Position Description, “Director of Human Formation.”

⁸ Cf. Position Description, “Director of Pastoral Formation.”

recollection, making sure they are well planned and carefully executed.” (cf. *Program of Priestly Formation*, 329-331). The Director performs such additional duties as the Rector may assign.⁹

D. DEPARTMENT CHAIRS

Each of the four theological departments has a department chair. Ordinarily, the department chairs are senior faculty members appointed to a three-year renewable term by the Rector. The duties of these chairs include but are not limited to calling department meetings, ensuring discussion on the tasks and goals of the department within the Seminary’s mission, ensuring discussion of the polls for the ongoing evaluations of the department, the content of core courses and matters related to the M.A. concentration, advise the Rector on the hiring of new faculty, mentor new faculty, and promote learners among the M.A. concentrators. Proposals for curriculum revision or adjustment from departments are forwarded to the Academic Committee for further deliberation.

E. FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee consists of three (3) regular members of the Seminary faculty who are in at least the fourth year of full-time service. These members are elected to a three-year term by regular faculty members. Members of the Committee are eligible for re-election to a second, consecutive three-year term. The Academic Dean serves as an *ex officio* member without vote of the Faculty Affairs Committee. The Committee will elect its own chair from among its members. The Faculty Affairs Committee is concerned with Seminary Faculty personnel matters, including but not limited to all cases regarding three-year rolling contracts, promotions, sabbaticals and grants, as well as matters involving curriculum development, evaluation of classroom teaching, and the hiring and retention of regular faculty. In cases regarding academic freedom, this Committee will also function as a Grievance Committee.¹⁰

F. ACADEMIC COMMITTEE

The Academic Committee of the Seminary consists of the Academic Dean, who chairs the Committee and who serves *ex-officio*, the four regular members of the faculty who are the department chairs appointed by the Rector, the coordinator of the S.T.B. program, and possibly a representative of non- departmental faculty appointed by the Rector. The Academic Committee is a consultative body which is primarily concerned with facilitating faculty participation in the development, amendment, and review of the documented components of the Seminary program. It serves to systematically review elective and core course offerings, seminary class schedule and final exam schedule, comprehensive exam study guide and procedures, and speakers and topics for workshops and symposia. Proposals regarding curriculum revision or adjustment from department chairs or the representative of non-department faculty are ordinarily reviewed the committee which may advance them to the full faculty.

G. FULL FACULTY

The seminary faculty as a whole are consulted in any proposed changes to the published Academic Norms as these surface through the standing committees of the faculty or are recommended for

⁹ Cf. Position Description, “Director of Spiritual Formation.”

¹⁰ Cf. *Governing Documents* § 4.8.1.

deliberation by the administration and its committees. The faculty elects the members to the Faculty Affairs Committee and receives its annual reports. It receives reports on assessment and effectiveness, and may propose and vote to approve changes in the academic and curricular programs. The faculty votes to recommend candidates for graduation. The faculty exercises shared governance in the process of the appointment, retention (rolling contracts) and promotion in rank of faculty members through their elected representatives on the Academic Committee, and similarly makes recommendations to the Rector for faculty summer grants and sabbatical leave. Full faculty involvement in the elaboration of as well as the endorsement of the vision and mission statement and strategic goals provides an opportunity for faculty leadership. Their input is sought regarding faculty in-service topics, ongoing accreditation, the selection and evaluation of administrators, and the development of possible new programs.

H. ADMISSIONS COMMITTEE

The Admissions Committee consists of the Rector, who acts as Chair, the Vice Rector, the Academic Dean/Director of Intellectual Formation, and the Dean of Students, each of whom serves *ex officio*, a regular faculty member appointed annually by the Rector, and the Administrative Assistant to the Rector who serves *ex officio* without a vote. The Committee reviews the applications of all candidates who are presented and sponsored by a diocesan bishops or religious superior and provides a consultative vote for the rector for their acceptance. The members of the Committee meet regularly at the end of the spring semester and through the summer months to consider the applications of new students. They help identify future formational needs and request further information from candidates.

I. STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is comprised of three officers (President, Vice President, and Treasurer) elected by and from among the student body of Mount St. Mary's Seminary who serve in an advisory capacity to the Rector and the Executive Committee. The Rector meets regularly with the members of the SGA during the course of the academic year, who are free to communicate concerns, ideas, and proposals to the Rector for his consideration. The Rector also exchanges ideas and information with the SGA. Some ideas brought forward by the SGA are brought by the Rector to the Executive Committee for their consultation and discussion as well.