

1.1 History of the University

The Loretto area was first known as McGuire's Settlement after Michael McGuire, a captain in the Continental Army, who settled in the area with his own family and the families of his comrades in 1785. McGuire, a devout Catholic, hoped for a church and a resident pastor for his community. His wish was realized in 1799 when Father Demetrius Gallitzin moved to the settlement and named it Loretto. Father Gallitzin, a Russian prince who became the first priest to receive all his orders in America and was later known as the Apostle of the Alleghenies, was instrumental in constructing and developing the town.

Seven years after the death of Father Gallitzin, in 1847, Bishop Michael O'Connor of Pittsburgh invited the Franciscan community of Roundstone, Ireland, to establish a school in his diocese and gave them the land for this purpose. That year, six Franciscan Brothers - Brothers Giles Carrol, Dominic Lee, Vincent Welstead, Joseph Corcoran, Peter McDermott, and Jerome O'Kieffe – arrived in Loretto, occupied a log cabin, and began to teach, thus establishing the first school in Cambria County. As most other early American colleges, Saint Francis College began as an Academy and its educational purpose was threefold: spiritual guidance, formal schooling, and community service.

To care for themselves and their students, the Brothers planted and harvested their own crops, raised their own cattle, and constructed buildings. By 1850, their new construction enabled them to provide accommodations for boarding students. Additional classroom and dormitory facilities were constructed in the 1860's.

In 1858, the Brothers received a charter empowering Saint Francis Academy to offer college courses. In 1920, the institution was granted a university charter, enabling it also to teach graduate courses in Theology. Soon, Saint Francis was offering education on the secondary, collegiate, and graduate levels. Eventually, two autonomous schools were formed for secondary and graduate theological education, Saint Francis Preparatory School and Saint Francis Seminary.

To establish a greater degree of cooperation and service between the College and the public, and to advise the College administration, a Board of Governors, comprised of civic leaders, was organized by the President, Father Raphael Brehany, T.O.R., in 1927. The Board assisted the College in expanding its facilities. Raymond Hall, used first for dormitory and classroom purposes was completed in 1928. Doyle Hall was constructed as a gymnasium in 1929. In 1931, the Schwab Science Hall was completed through the assistance of Charles M. Schwab, class of 1877, one of the more notable students of Saint Francis College.

During the early 1940's, not only did the College experience a low enrollment because of the war, but its very survival was threatened by a disastrous fire. In October, 1942, fire completely destroyed Old Main, the College's principal structure, which contained living quarters, classrooms, offices, library, and chapel.

It was fortunate for the College that for a few months previously, a new organization of local businessmen had been formed to assist in institutional fund raising. This group, called the Friends of Saint Francis, purchased the Charles M. Schwab summer estate (Immergrun) at auction and donated the property to the College. Thus shortly after fire destroyed Old Main, the College was able to house its students in the Schwab mansions, continue operating, and begin the process of campus reconstructions.

Enrollment of men increased considerably in the post-war years and although the first woman graduated from Saint Francis in 1920, the College became formally co-educational in 1947, enrolling 20 women that year.

In the 1950's, the College embarked upon an extensive building program to replace the barracks and Quonset huts that served as temporary campus facilities. Giles Hall and Amici Hall were constructed in 1955 as male residence halls and in 1957 Saint Clare and Saint Agnes Halls were built to accommodate the increasing enrollment of women. Torvian Dining Hall, Immaculate Conception Chapel, and Saint Francis Monastery were also completed in the mid-fifties.

At the peak of the College's expansion program in 1958, another fire completely destroyed Padua Hall, which housed a 45,000 volume library, laboratories, classrooms, offices, bookstore, and post office. A new library, already planned, was begun immediately and completed in 1960 as the Pius XII Memorial Library.

The decade of the sixties was devoted to further expansion of physical facilities and to academic development. Saint Joseph Center for physical plant operation was completed in 1961. Dormitory facilities were increased with the construction of Saint Louis Hall for men and Saint Elizabeth Hall for women in 1962 and Saint Joan of Arc Hall for women in 1966. Torvian Hall was expanded in 1962, and in the same year, Father John Sullivan Science Hall, containing laboratories, classrooms and offices, was completed. The John F. Kennedy Student Center, with its 500-car parking lot, was completed in 1964. In 1967, new construction included Scotus and Padua Halls for classroom and office space, an extension of Sullivan Hall, and a six-story addition to the library.

The College established a graduate program leading to a Master of Arts degree in Industrial Relations in 1961, and a "course" concept in the curriculum replaced the "credit" system in order to provide in-depth study of academic disciplines in 1967. The formation of an elected Faculty Senate allowed for more formal participation by faculty in the academic life of the College and a Board of Trustees with lay members, replacing a Board of Control comprised exclusively of Franciscan friars, was established to lead and direct the institution.

During the seventies, as a result of the 125th Anniversary Challenge Campaign, the Maurice Stokes Athletics Center was completed, and Doyle Hall, the former gymnasium, underwent extensive renovation. It was transformed into the Southern Alleghenies Museum of Art, a separately incorporated cultural center which provides a schedule of visiting exhibitions and a permanent collection of American art.

Also during this decade, the College launched its second capital fund raising campaign, developed Master's programs in Education and Pastoral Ministry, and established the department of Continuing Education to offer undergraduate and graduate education to adult students, both on campus and in local communities. In 1979, the College established the Small Business Development Center to assist small businesses and entrepreneurs in the surrounding six-county area. The College also developed programs for disadvantaged students, designed several major scholarship programs, and installed a computer laboratory for use by students and staff.

In the 1980's, the College developed a Baccalaureate program in Nursing and an Honors Program. In addition, the Dorothy Day Center was established to assist the poor and needy from local communities, and the Campaign for Saint Francis College was launched in 1988 to focus on enhancing financial aid resources for students, supporting faculty and staff research and development, initiating curriculum innovations, improving library systems and upgrading holdings, improving athletic facilities, renovating existing buildings and beautifying the campus environment.

Growth in academic programs and physical facilities continued in the 1990's. After approximately ten years of study, discussion, and debate, a revised general education program was approved in 1993 for implementation with the fall 1994 class. Two new graduate programs were introduced in the early 1990's, Master of Business Administration and Master of Medical Science. New degree programs were also added in physical therapy (1994), occupational therapy (1996), and criminal justice (1996). The Fine Arts Department found a new home in the renovated Boilerhouse in fall 1993, and the expansion of the Maurice Stokes Athletics Center was completed in 1994.

In 1993, with assistance from the U.S. Department of Commerce, the Center for Global Competiveness was established at the College to assist small business in rural locations to market products globally. Additionally, the Center of Excellence for Remote Medically Under-Serviced Areas was established in 1994 to identify best practices to assist persons in rural/remote locations to access healthcare and education facilitated by technology. In 1995, the campus Internet connection was established, and the College was connected to the information super highway. In 1998, Christian Hall, a 150-person residence hall, was dedicated.

Saint Francis College entered the 21st century with a renewed commitment to the Franciscan tradition of service and to its mission as a Catholic College devoted to liberal education. On January 1, 2001, Saint Francis College became Saint Francis University.

The University's building program continues into the 21st century. Additions include the DeGol field and sports complex which was completed in 2006 and the field house, which was added in 2008, the Franciscan Friary in 2008, and the DiSepio Institute for Rural Health and Wellness in April 2009. On October 7, 2011, groundbreaking was held for the construction of a new science center. The 70,000 square foot building will become the new home of the School of Sciences and is expected to be completed in the fall of 2013.

For an up to date profile of the University, please see the Fact Book, published annually.

Revised and approved by the President's Council – November 2011

1.2 Mission Statement

A Mind for Excellence: Saint Francis University offers higher education in an environment guided by Catholic values and teachings, and inspired by the example of our patron, Saint Francis of Assisi. The oldest Franciscan institution of higher learning in the United States, Saint Francis University is an inclusive learning community that welcomes all people.

A Spirit for Peace and Justice: University programs and activities foster such Franciscan values as a humble and generous attitude toward learning, respect for diversity and the uniqueness of individual persons, understanding of ethical issues, and reverence for all life. With a spirit of simplicity and joy, we provide opportunities for the University community to think critically and analytically, communicate effectively, and integrate theory and practice.

A Heart for Service: Saint Francis University offers undergraduate programs in the liberal arts tradition, graduate and professional programs of study that emphasize personal and professional ethics, and continuing education opportunities for personal and career enhancement. We seek to inspire in all members of the University community a love of lifelong learning and a commitment to share their gifts and skills generously with others in a rapidly changing world.

Revised and approved by the Board of Trustees – December 7, 2006

1.3 The Goals of Franciscan Higher Education

A Humble and Generous Attitude Toward Learning

Aware that all talents of mind and heart are gifts of God, the source of all good, and realizing that knowledge is not a personal possession intended solely for self-advancement, as members of the Saint Francis community we strive to share our abilities and skills generously with others. We seek not the power and prestige of knowledge nor the desire to control or dominate but to serve. We strive for excellence without arrogance, willingly sharing our knowledge and wisdom, and humbly learning from one another. As a community of learners seeking the truth together, we encourage the free and open exchange of ideas and responsible action.

Reverence For All Life and For the Goodness of All Humanity

As children of God, we are brothers and sisters to each other, to all humanity, and to all God's creatures. Thus we strive to show reverence for all human life and for life in all its forms, to treat all people with dignity and respect, and to work together for the common good. In a spirit of charity, we care for and support each other, helping to bind the wounds of those who suffer and bearing one another's burdens. We also care for the earth which is our home and work to protect and preserve it for future generations.

Respect for the Uniqueness of Individual Persons

In imitation of Francis of Assisi, who was open to human personality in all its variety and who saw the image of God multiplied but never monotonous, we recognize that each individual person is a unique combination of God-given abilities. We know that each person expresses the goodness of God in a particular way. Every member of the University community thus deserves to be treated respectfully and each should treat others with respect. Students especially should be accorded as much personal attention as possible. With education of the whole person as our goal, we strive to foster the intellectual, physical, social, and spiritual growth of Saint Francis students and to prepare them not just for productive careers but for fruitful lives.

A Global Vision

As citizens of the earth and as brothers and sisters in the global community, we embrace all classes of people and respect all cultures, all races, and all religions. We strive to resolve conflict non-violently and to work for justice within our community, our society, and our world. We work to build up God's people everywhere, to bring reconciliation, and to act as instruments of peace in the communities we serve.

Service to the Poor and Needy

In the spirit of Saint Francis, the poverello, we strive to be compassionate to all and especially to the poor and disenfranchised. Recognizing our own dependence on God and on others, and trusting in His providence, we engage in active service to the poor and to those with special needs such as the elderly and youth, the ill and the imprisoned. With gratitude to those who share their means to help us accomplish our Franciscan mission, we seek also to exercise a wise and careful stewardship of the institution's resources. We commit ourselves to honesty and integrity in our work, accept personal responsibility for our actions, and exercise high ethical standards in our personal and professional lives.

A Community of Faith and Prayer

The Saint Francis community, while respecting the religious beliefs and traditions of

others, seeks to listen to the Word of God and to observe the Gospel of Jesus Christ. The University strives to promote the spiritual growth and development of its members and invites all to gather in prayer and worship and, when possible, to participate in the Eucharist and in the sacramental life of the Church. Following the example of Saint Francis, the University is devoted to the Catholic Church and its leaders and strives to serve the educational and spiritual needs of the Church's clergy, religious, and laity.

The Spirit of Simplicity and Joy

Imitating Francis, who called himself the herald of the Great King and the troubadour of God, the Saint Francis community celebrates life in simplicity and joy. With good humor and common sense, we share our stories and teach by good example. We also extend courtesy and hospitality to all guests and to all who wish to join this community.

Franciscan Presence

The University gratefully acknowledges the vision, sacrifice, and zeal of our Franciscan founders and of the friars who have served the campus community loyally over the years. We strive to emulate the Franciscan values evident in their ministry. Franciscan presence also encompasses all men and women of good will who have been associated with the University and whose lives and work exemplify the ideals of Saint Francis. We encourage and promote these values for future generations, knowing that as long as the spirit of Francis of Assisi continues to animate this community of learners, Saint Francis University will be graced with Franciscan presence.

Approved by the President's Council-1991

1.4 Organization and Governance of the University Organizational Chart

(Appendix 1)

Board of Trustees

The Board of Trustees is the ultimate governing authority of the University, whose purpose is to further the higher education of men and women through programs of liberal, professional and pre-professional studies leading to the conferral of degrees in the arts and sciences.

The Board of Trustees has the power to manage the property and business of the University, and carry out any other functions which are permitted by the bylaws. Powers include, but are not limited to, appointment of the President and administrative officers; approval of degrees in majors upon recommendation of the President; establishment and review of the educational programs; approval of the annual budget, institution and promotion of major fund raising efforts of the University; and authorization of any changes in tuition and fees within the University.

President's Council

The President's Council is an advisory group that makes recommendations to the President on matters of University policy, as well as operational procedures, including preparation of the annual budget; long range planning goals and objectives; and various departmental programs that affect the progress and well-being of the University. The President's Council is chaired by the President and includes the Provost; the Vice-President for Student Development; the Vice-President for Finance; the Vice-President for Advancement, the Vice-President for Mission Effectiveness and Integration, the Vice-President for Strategic Initiatives, the Vice-President for Enrollment Management, the Associate Vice-President for Risk Management, the Associate Provost, the Director of Athletics, and the Director of Marketing and Communications.

The President's Council meets weekly. The agenda is prepared by the President and includes topics suggested by Council members as well as other University personnel. Agenda topics are continued on each weekly agenda until they reach an acceptable conclusion.

In addition to topics that require action, Council members are expected to keep the President apprised of the progress of departmental programs, the performance of departmental personnel, the status of departmental budgets and anticipated or needed changes in departmental policies or procedures.

Administrative Organization

President

The President of the University is a friar of the Third Order Regular of Saint Francis of Penance. The President is the chief administrative officer of the University, responsible to the Board. An ex officio member of the Board of Trustees, he is the intermediary between the Board and the other officers of the institution, the faculty, and the students. He represents the institution to its constituency, and is ex officio a member of all committees.

It is the responsibility of the President to lead the University in the fulfillment of its mission, goals and objectives; to be committed to academic excellence

and to Catholic and Franciscan higher education; to implement policies established by the Board of Trustees; to lead in the efforts of strategic planning and its implementation; and to work closely with the University Advancement staff in their work of fundraising.

Provost

The Provost, appointed by the President with the approval of the Board, is responsible for providing leadership in academics as well as closely coordinating the academic programs with enrollment management, student life, information technology, and public relations and marketing. This officer is directly responsible to the President. The Provost shall see to the development of and carrying out of university policy, particularly around the academic standards of the university. The Provost oversees faculty development and recommends faculty for appointment to the university. The Provost also governs student academic progress and has the authority to place students on academic probation or to dismiss students for academic cause. The Provost, in the absence of the President, shall be responsible for the operation of the University.

Vice-President for Finance

The Vice-President for Finance, appointed by the President with the approval of the Board, is responsible for the direction and administration of the financial affairs of the University, its physical facilities and related matters. This officer reports to the President and assists the President in preparing the annual budget for submission to the Board for approval. Areas reporting to the Vice-President for Finance are the Business Office, Bookstore, Purchasing, Physical Plant, and Dining Services.

Vice-President for Student Development

The Vice-President for Student Development, appointed by the President with the approval of the Board, is charged with responsibility for the development and administration of a comprehensive program of services and activities to enhance student learning and personal development. This officer is responsible to the Provost and shall serve as an ex officio member of such faculty and student committees as are concerned with the non-academic interests of the students and is empowered to impose penalties up to and including dismissal. Areas reporting to the Vice-President for Student Development are Athletics, Career Services, Adult Degree and Continuing Studies, Residence Life, Student Life, Counseling, Multicultural Affairs, Judicial Affairs, and Campus Ministry,

Vice-President for Advancement

The Vice-President for Advancement, appointed by the President with the approval of the Board, shall be responsible for all fund raising activities of the University, whether for capital purposes, endowment, research or current operations. Directly responsible to the President, and in close collaboration with him, the Vice-President for Advancement will plan, coordinate and supervise all programs involving voluntary support for advancement of the University. Areas reporting to the Vice-President for Advancement include Corporate/Foundation/Government Relations, Alumni Relations, Major Gifts, and the Annual Fund.

Vice-President for Mission Effectiveness and Integration

The Vice-President for Mission Effectiveness and Integration, appointed by the President with the approval of the Board, shall be responsible for championing the mission and promoting the spiritual welfare of the University community, and for the integration of mission throughout all areas of the University. Areas reporting to the Vice-President for Mission Effectiveness and Integration are Ecumenical and Interfaith Ministry and the Institute for Contemporary and Franciscan Life.

Vice-President for Enrollment Management

The Vice-President for Enrollment Management appointed by the President with the approval of the Board is responsible for the undergraduate enrollment management process and strategies of the University. Reporting to the Provost, s/he develops, coordinates, and monitors a comprehensive undergraduate enrollment management program in order to reach the undergraduate enrollment goals of the University. Areas reporting to the Vice-President for Enrollment Management include Admissions, Financial Aid, the Center for Academic Success, and Veteran's Affairs.

Vice-President for Strategic Initiatives

The Vice-President for Strategic Initiatives appointed by the President with the approval of the Board is responsible for the leadership, development, and execution of all strategic initiatives, governmental relations, institutional planning, assessment, research, institutional accreditation, and related activities. S/he shall oversee and seek funding for strategic initiatives, provide information to the University community, develop proposals, monitor all strategic activities, and act as a representative of the University to the outside community as appropriate. Reporting to the President, the Vice-President for Strategic Initiatives is also responsible for planning, institutional research and compliance activities relating to risk management and human resources. Areas reporting to the Vice-President include Institutional Research and Assessment, Organizational Development, Human Resources, Risk Management, Public Safety, and the Center for Rural and Medically Underserved Areas (CERMUSA).

Revised and approved by the President's Council - November 2011.

Faculty Organization Faculty

The employee classification "faculty" shall include those University employees who are primarily involved in teaching, research, and/or academic administration. Employees in the faculty classification may include full-time teaching faculty, academic administrators with their teaching load reduced for administrative duties, visiting faculty who are full-time teaching faculty granted one year contracts and not on the tenure track, and part-time or adjunct faculty members. Faculty shall hold academic rank as determined at the time of appointment or achieved through the promotion process. Faculty shall have the right to academic freedom in their teaching and research.

Faculty Senate

The official faculty organization is the Faculty Senate. The Faculty Senate is a representative organization of elected faculty members and of certain ex-officio members of the Administration. The purpose of the Faculty Senate is to provide faculty participation in institutional self-evaluation and in the formulation of University policy.

The practical means by which this participation is to be achieved resides in the power of the Faculty Senate to appoint standing and ad hoc committees, which shall submit periodic reports of their findings for the approval of the Faculty Senate. In turn, the Faculty Senate shall communicate its decisions to the faculty at large. All such decisions are subject to the approval of the President of the University.

*Revised and approved by the
Faculty Senate - May 2007
Reaffirmed by the President's
Council - November 2011*

Staff Organization Staff

The employee classification "staff" shall include those University employees who are non-teaching salaried and hourly employees. They are referred to as administrative and operational staff.

Staff Council

The official administrative and operational staff organization is the Staff Council. The purpose of the Staff Council is to support the mission and values of Saint Francis University through representation of the administrative and operational staff. The Staff Council functions to: provide a role in governance by acting in an advisory capacity to the Administration; provide an effective means of communication among staff and administration concerning university issues; review and recommend best practices; promote and facilitate staff participation in the University community; encourage a sense of community among all University employees; and contribute to the growth and success of the University.

Approved by the Staff Council and President's Council - November 2011