

**Humanities and Natural Sciences College Assembly**  
**Bobet Hall 332**  
**Thursday, December 6, 2012**  
**12:30 p.m. - 1:45 p.m.**

**AGENDA**

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**REVISED** (*see New Business*)

**I. Call to Order**

**II. Invocation**

**III. Approval of Minutes**  
October 18, 2012

**IV. Announcements / Guests**

1. Announcements: Interim Dean Calzada
2. Announcements: CHNS Faculty

**V. Reports**

1. Monroe Hall
2. Dean Search

**VI. Old Business**

1. Concerns about Planning/Decisions *See attached.*
2. Motion re Part-time Faculty Representation (Dr. Mark Fernandez) *See attached.*
3. Motion to Establish a Consistent Committee Replacement Policy in the College (Dr. Nathan Henne) *See attached.*
4. Motion Suggested Revisions to the Faculty Handbook of the College (Dr. Maria Calzada) *See attached.*

**VII. New Business**  
Suggested Revision to the Faculty Handbook: "Redistribution of Faculty Time" *See attached.*

**VIII. Move to Adjourn**

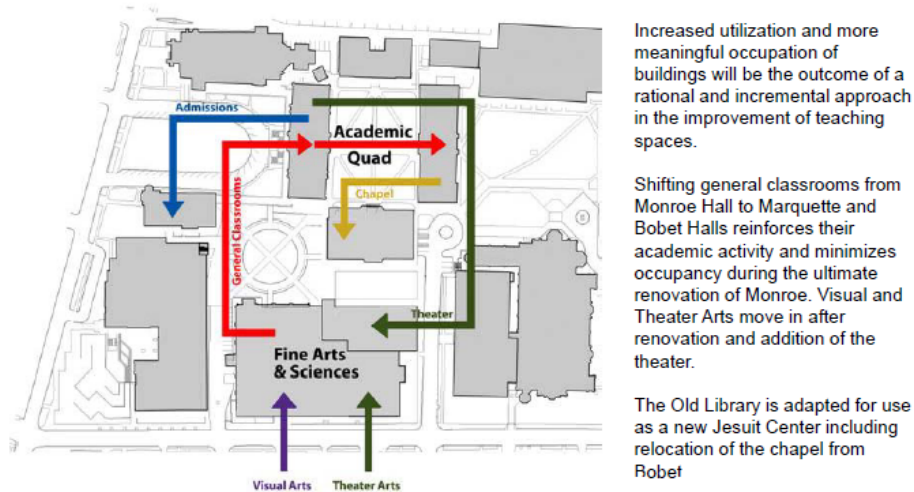
Attachments

## Concerns about Planning/Decisions

The Faculty wishes to express its concern and dismay over the lack of process in recent allocations of space on campus.

Loyola University's Master Plan<sup>1</sup> is the basis for the construction, and projects Loyola recently completed and is currently undertaking. Page 18 of the Master Plan is copied here:

### Campus Reorganization



This figure clearly indicates that once Thomas Hall was renovated and Admissions offices were moved from Marquette to the new Thomas, Marquette would become more of an academic building during the construction period. Page 20 of the Master Plan states: “This vacated space in Marquette could provide immediate swing space for future renovation/construction needs.”

As the renovations of Monroe Hall became more of a reality in the 2011-2012 academic year, the expectations were that at least the fifth floor of Monroe would have to be relocated. This floor houses the Departments of Mathematical Sciences, Sociology, and Political Science, as well as Information Technology, the Honors Program, and a number of single offices and spaces used by Criminal Justice and the Evening Division. Additionally, the fifth floor also houses four heavily used classrooms.

Although the complete plans for re-locating these groups were not shared, we learned early in the summer that Information Technology and the Honors Program would be moved to the Monroe Library. Most faculty reasonably assumed that at least some of the departments mentioned above and four classrooms would be assigned to swing space in Marquette Hall.

At the end of the summer, Bret Jacobs met with the individual department chairs to share the staging plan for renovating Monroe and relocating affected faculty. At that time the department chairs of Math,

<sup>1</sup> <http://www.loyno.edu/assets/blogs/docs/LOYOLAMPDRAFTFINALBOTcomp.pdf>

Sociology and Political Sciences learned that they had been assigned to a modular building in the Mercy Parking lot. Additionally, department chairs learned from Mike Rachal that the available classroom space per time period was going to decrease from originally 41, to 35 in the fall of 2012, to 28 in the spring of 2013.

As the fall semester continued, faculty learned about new construction in Marquette Hall. Most dramatically, the Office of General Counsel has taken possession of a large portion of the second floor of Marquette floor. It is unclear what the former Bursar's office will become, but it does not appear to be planned for classroom or academic office space.

During a year with a reported \$5.1 million shortfall, the extensive renovation of this space to accommodate the General Counsel seems unnecessary and excessive. This space could have been used to accommodate faculty office and/or classrooms.

Particularly during a time of construction, Marquette Hall should be used to showcase the academic work of our campus; this is a building that visiting students and parents see, and the Faculty questions the message that is communicated by the absence of academics—and the excessive presence of the General Counsel on the second floor of Marquette Hall.

It is evident that academic concerns were not at the forefront of these decisions, and the lack of transparent process has had a negative effect on faculty morale during an already challenging time. The Monroe Hall Steering Committee last met on May 2 of 2012. This committee is clearly not being treated as an advisory committee in any real capacity.

Faculty members deserve to be told exactly how these decisions were made—by whom, when, and for what reasons. We deserve to know the full budgetary impact of those decisions. We deserve to be told exactly what the current plans are with regard to Marquette Hall in particular, and space allocations more generally. We find it very disturbing that we do not already know the answers to any of those questions. From the Faculty's perspective, this is beginning to look suspiciously like a return to past practices of making important decisions while the faculty is kept in the dark. We believe a full explanation is called for.

We need to have more open communication concerning the process of space allocation. We insist that faculty have meaningful input in decisions regarding space allocation, especially when these decisions affect the visibility and efficacy of academic work on campus. We demand an explanation of how decisions are being made on Marquette space allocation. Furthermore, we would like the administration to revisit a plan for an academic presence in Marquette Hall during the construction period—if not permanently.

Motion: The ad hoc committee created to resolve the problem regarding voting issues for part-time faculty proposes the following changes (indicated in red) to the HuNS *Faculty Handbook*.

## ARTICLE II

### Membership

The membership of the Assembly shall be composed of the Dean, the Assistant/Associate Dean, and all members of the faculty. Full-time faculty members have one (1) vote and half-time faculty members (defined as part-time faculty teaching at least six contact hours but less than full time in a given semester) have one-half (1/2) vote.

## ARTICLE V

### Procedure for Meetings of the Assembly

#### 1. Quorum

A quorum required and sufficient for voting shall be constituted by a simple majority of the ~~-full-time faculty of the College membership of the Assembly,~~ inclusive of the president.

**Motion to establish a consistent committee replacement policy in the College of Humanities and Natural Sciences**

HUNS should adopt a consistent policy for replacing committee members when they will be absent (for sabbatical or other *planned* leave) from committee meetings for at least one semester but not for more than a year. For consistency and fairness purposes this policy should apply to: members of all college committees; and to all college members who serve on university committees, unless the university committee has another procedure for replacement in its protocol, in which case the university committee's policy shall supersede this unified college policy.

Move that ~~elected~~ HUNS committee members, elected through the College Election Committee (CEC), who will experience planned absences of at least one semester but not more than a year, shall appoint their own replacements for those committee seats, unless a university committee has an established procedure for replacement in its protocol. These replacements shall be subject to approval by the College Planning Team in an up or down majority vote. If the absence ~~shall~~will be for more than a year, the ~~College Election Committee~~ College Election Committee ~~will~~shall run an election to replace the member. If the absence ~~shall~~will be for less than one semester, normal proxy rules shall apply. If the absence is not planned and lasts more than a semester, the CEC shall run a new election. If the absence is not planned~~If the absence does not fall in any of the categories specified here, the CEC shall run a new election.~~

*HNS College Assembly Attachment 10/18/12 and 12/6/12 (Interim Dean Maria Calzada)*

SUGGESTED REVISIONS TO THE FACULTY HANDBOOK OF THE COLLEGE OF HUMANITIES AND NATURAL SCIENCES

THESE REVISIONS WERE REVIEWED BY THE COLLEGE PLANNING TEAM ON SEPTEMBER 25, 2012 AND BY THE COUNCIL OF CHAIRS ON OCTOBER 1, 2012

**The Constitution of the College Assembly**

II. Membership

V.4 The president, ~~and the~~ in consultation with the Council of Chairpersons and the College Planning Team, shall determine the agenda for the Assembly.

**Council of Chairpersons**

Purpose

The Council will operate as follows:

4. All changes in the *College Faculty Handbook*, however, they originate, will be placed as motions to the College Assembly by the decision of the ~~College Planning Team~~ Council of Chairpersons in consultation with the ~~Council of Chairpersons~~ College Planning Team

**College Planning Team**

**Membership**

The Dean will appoint one representative each from SCAP and ~~UPTSPT~~.

Goals and Charges to the Committee

Add the following:

- Work with the Dean and the Council of Chairpersons to set the agenda for the College Assembly

**Common Curriculum Committee**

Remove entire section

**University Honors Advisory Board**

Remove entire section

**Faculty Guide to the Common Curriculum**

Remove entire section; it is superseded by the SCCC protocols

**Sabbatical and Leave Procedures**

Any faculty member in the college who is requesting an academic leave of absence, sabbatical, or an academic grant request should follow the ~~procedures and guidelines described by the University Grants & Leaves Committee~~ procedures stipulated in the Faculty Handbook. For academic grant requests, faculty should follow the procedures disseminated by the University Committee on Internal Grants. Sabbatical and leaves are discussed in Chapter 6 of the Faculty Handbook. For sabbatical/academic leaves ~~Faculty~~ should submit to the Dean the following:

1. A letter requesting the leave, ~~or~~ sabbatical ~~or grant request~~ stating the purpose of the leave; ~~or~~ sabbatical; ~~or grant request~~.
2. A letter from the chairperson of his/her department approving the leave and stating what provisions are to be made for teaching the course load normally taught by him/her. If the chairperson of a department is requesting the leave, the letter of recommendation should come from all tenured faculty in the department.

3. A sabbatical/leave application including information about previous leaves and a description of the project/projects to be completed during the leave with expected outcomes. The application can be found in the College Intranet.

3. After the Dean endorses the leave, sabbatical, or academic grant request, the documents will be released only to the faculty member. He/she then has the responsibility of submitting the applications to the committee. The Dean reviews applications, may request information and makes a written recommendation to the Provost and Vice President for Academic Affairs indicating support for, or opposition to, the request for sabbatical/academic leave and whether a replacement will be needed. These documents shall be forwarded by the Dean to the Provost within thirty calendar days after the deadline for accepting applications. The Dean's decision will be forwarded to the chair and the faculty member. In the event of a negative decision, the faculty member may appeal to the Provost.

For additional requirements of a sabbatical leave, see the *University Faculty Handbook*, 6.4.

#### **Handbook Review Committee**

The Dean, in consultation with the College Assembly, can convene an Ad Hoc Handbook Review Committee as needed. Recommendations from the Ad Hoc Handbook Review Committee go to the College Planning Team and then Council of Chairs for submission as agenda items to the College Assembly. All changes will be tracked and reported to the faculty assembly.

SUGGESTED REVISIONS TO THE FACULTY HANDBOOK OF THE COLLEGE OF HUMANITIES AND NATURAL SCIENCES.

THESE REVISIONS WERE REVIEWED BY THE COLLEGE PLANNING TEAM AND SENT TO THE COUNCIL OF CHAIRS ON NOVEMBER 5, 2012.

## Redistribution of Faculty Time

### Procedures

As a result of the diverse contributions of the faculty to the mission of the University, the University *Faculty Handbook* states criteria and conditions under which faculty receive a teaching load reduction. In the College of Humanities and Natural Sciences the following procedures are to be followed:

1. Ordinarily any faculty member wishing a teaching load reduction for the coming year will fill out a faculty time distribution form (Updated Vitae Form available on College intranet) detailing his/her activity and planned activities in teaching, research, and service for the current and next year and send it to his/her chairperson prior to the establishing of class schedules for the year in which the reduction would occur. The chairperson will forward copies of the completed faculty time distribution forms for his/her department to the Office of the the Dean along with the department's course schedule for approval.

2. Any course release below 9 contact hours per semester must be proposed by the chair and approved by the dean. The request must include a plan to cover courses.

3. Both the chairperson and the Dean should consider the faculty member's work load as reflected on the completed time distribution form when they make teaching assignments. Final decisions on teaching assignments will be made by the chairperson or the dean as specified by the University *Faculty Handbook*.

4. In order for this to be an orderly and timely process, the Dean should inform the faculty member within two weeks after receiving the request. Similarly, if the faculty member chooses to appeal, the appeal should be filed with the Conciliation Committee within two weeks of the faculty member's notification of load reduction denial.