

Humanities and Natural Sciences College Assembly
Bobet Hall 332
Thursday, April 18, 2013
12:30 p.m. - 1:45 p.m.

AGENDA

Updated 4/16/13

I. Call to Order

II. Invocation

III. Approval of Minutes
March 21, 2013

IV. Announcements

V. Reports

1. Grants and Sponsored Programs (Dr. Heidi Davis, Director)
2. Campaign Update from Institutional Advancement
3. SORC (Dr. Lynn Koplitz)
4. Senate Meeting of April 11, 2013 (Dr. Barbara Ewell)

VI. Old Business

1. Extraordinary Faculty Handbook Revisions (Dr. Barbara Ewell)

VII. New Business

1. College Handbook Revisions on Evaluations (Dean Maria Calzada)
2. College Handbook Revisions on Pre-Health Board (Dean Maria Calzada)

VIII. Move to Adjourn

Attachments:

- 1) Extraordinary Faculty Handbook Revisions (Dr. Ewell)
- 2) College Handbook Revisions on Evaluations (Dean Calzada)
- 3) College Handbook Revisions on Pre-Health Professions Board (Dean Calzada)
- 4) Senate re Meeting 4/11/13: Faculty Medical Leave (Dr. Ewell)

CHAPTER FIFTEEN

THE EXTRAORDINARY FACULTY

I. Norms for Appointment

Extraordinary faculty are not tenured and do not accumulate credit towards tenure. Extraordinary faculty are primarily teaching faculty, although other duties and responsibilities can be negotiated by the department or school, subject to the approval of the college dean(s) and the Provost and Vice President for Academic Affairs

A. Contractual Categories

The categories here define the normal teaching responsibilities of extraordinary faculty; additional duties and expectations must be clearly defined by individual contracts.

1. Short-term Appointments

Short-term or adjunct faculty are customarily part-time instructors, appointed to teach for one academic semester, usually for not more than nine credit hours. Advising, research and service are not expected of these faculty, unless specified by contract.

2. Fixed-term Appointments

Fixed-term Faculty Appointments are full-time, typically for a fixed period of one semester or one academic year. These appointments may be renewed at the discretion of the department chair and dean. Extraordinary Faculty with fixed-term appointments usually teach a maximum of 12 credit hours per semester; additional non-teaching duties may be specified by contract.

3. Continuing Appointments

Continuing Faculty appointments are full-time for a period of three to five years, renewable annually. Continuing faculty usually teach a maximum of 12 credit hours per semester and/or perform other non-teaching duties as specified by contract.

They are eligible for relevant salary adjustments and may be eligible for other university support for their contractual work. Individuals who have held at least three successful contiguous fixed-term appointments may apply for a continuing appointment. The department and dean must demonstrate the need for a continuing appointment and the appropriate budgetary support before requesting the approval of the provost. Other provisions for appointment, evaluation, and renewal of continuing appointments will be specified in each college handbook.

II. Contractual Status of Extraordinary Faculty

Employment of all members of the Extraordinary Faculty shall be by formal contract, signed by the faculty member and the Provost and Vice President for Academic Affairs. At least two copies will be executed, one for the faculty member, and one for the Provost and Vice President of Academic Affairs. Whenever possible, the University will give notice to the faculty member of the appointment terms and salary to be offered for the subsequent year, on or before April 1.

All extraordinary faculty contracts are bilateral and can only be cancelled by mutual agreement except from those grave causes as set forth in Chapter Nine of the Faculty Handbook for termination of a tenured appointment. In case a contract is cancelled for an alleged grave cause during the contract period, due process is guaranteed the faculty member.

Acceptance of a contract shall be deemed to include an agreement by both parties to comply with appropriate regulations of the university and the University Handbook.

Current Version

CHAPTER FIFTEEN

THE EXTRAORDINARY FACULTY

Extraordinary Faculty are those whose time in rank does not accrue to tenure.

A. Assistant

An Assistant is a member of the Extraordinary Faculty, not qualified for the rank of Instructor or the status of Lecturer, who serves the University by instructing (Teaching Assistant) or by assisting in research (Research Assistant). The Assistant, while primarily rendering academic service, may or may not be an applicant or candidate for an advanced degree at this or another institution.

Assistants are approved and appointed by the Dean of the College in which they serve. The Dean reports appointments to the Provost and Vice President for Academic Affairs.

B. Lecturer

A Lecturer is a member of the Extraordinary Faculty, serving the University in an academic capacity, whose academic qualifications would have otherwise admitted him or her for an Ordinary Faculty position.

Part-time Lecturers may serve the University on a continuing basis; full-time Lecturers have special appointments intended to be of limited duration.

Equivalent ranks may be assigned to the Lecturer, e.g., "Lecturer in English with equivalent rank of Instructor," or "Lecturer in Sociology with equivalent rank of Associate Professor." Applications for advancement in equivalent rank may be made through the departmental chairperson and the Dean of the College to the College Rank

and Tenure Committee which officially determines the equivalent rank.

C. Visiting Professor

A Visiting Professor is one who either does hold or is qualified to hold professorial rank at an institution of higher education and is temporarily serving full-time as a faculty member at this University.

D. Writer, Artist, or Composer in Residence

The Writer, Artist, or Composer in Residence may be employed on a part-time or fulltime basis. While he or she is entitled to conduct classes, the main duty is the pursuit of creative art. Responsibilities are detailed in the letter of appointment.

E. Adjunct Professor

An Adjunct Professor is one who holds or is qualified to hold a professional position at an institution of higher education and is temporarily serving part-time as a faculty member at this University.

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

Structure of the College

A. Dean

Periodic Evaluation of the Dean

The Dean is reviewed by the Provost and Vice President for Academic Affairs at the end of the first year of service and every three years after that, with input by a survey of the full-time faculty.

B. Assistant/Associate Dean

Periodic Evaluation of the Assistant/Associate Dean

The Assistant/Associate Dean is reviewed annually by the Dean and every ~~five~~three years by the full faculty.

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Faculty Evaluations

Ordinary Faculty Evaluations

Merit Evaluations

Para 1: All ordinary faculty members must be evaluated and ranked because of the Board of Trustees stipulation that salaries be based on merit.

Para 2: The departmental protocol, the protocol of SORC, and the University Faculty Handbook are the only documents on which annual review of ordinary faculty should be based.~~The departmental protocol along with the protocol of SORC is are the only legitimate documents, in accordance with the University Faculty Handbook, on which annual review of non-tenure tenure ordinary faculty should be conducted. Decisions on retention, promotion and tenure are based on this protocol. Therefore, clear statements of departmental expectations in general, but also by rank (assistant, associate professor) should be stipulated. The annual review must be done prior to the Dean's recommendation on contract renewal for non-tenured faculty. However the department decides to do its review (by chairperson, committee, etc.), that review should be signed by that person. The faculty meber may file an exception~~

~~at that time, noting points of disagreement, etc. These documents are then forwarded to the Dean who reviews them, interviews the faculty member, adds elements of his/her own knowledge, experience etc., writes his/her own evaluation, present him/her with the valuation and has that individual sign it. An exception may be filed at this time also. The total package then goes to to the Provost/Vice President for Academic Affairs who makes the final decision.~~

The chairperson should request from all faculty members in the department a list of their activities during the past twelve months in the areas of teaching, professional activities and service. The chairperson should review this information, evaluate it according to the department protocol, and make recommendations to the dean, [who makes decisions in consultation with SORC](#), for merit raises. [See Procedures for Ordinary Faculty Salary Determination and SORC Guidelines on the College intranet.](#)

[Retention, Promotion and Tenure Evaluations](#)

~~Decisions~~~~The criteria for on retention, promotion and tenure are based, in part, on the departmental is~~ protocol. Therefore, clear statements of departmental expectations in general, but also by rank (assistant, associate professor, professor) should be stipulated. ~~A separate~~~~The annual review must be done prior to the Dean's recommendation on contract renewal for ordinary faculty on probationary appointments, tenure-track non-tenured faculty. However the department decides to do its review (by chairperson, committee, etc.), that~~ This review should be signed by the chair and the faculty member ~~at person.~~ The faculty member may file an exception at that time, noting points of disagreement, etc. ~~These documents are then forwarded to the Dean who reviews them, may choose to interviews the faculty member, adds elements of his/her own knowledge, experience etc., writes his/her own evaluation, presents him/her with the evaluation and has that individual sign it, and copies that~~ evaluation to the departmental chair and the faculty member. An exception may be filed at this time also. ~~The total package then goes to the Provost/Vice President for Academic Affairs who will follow the procedures in the University Faculty Handbook, makes the final decision.~~ Additional details on the evaluation of ordinary faculty for retention, promotion and tenure can be found on the College intranet. [See Guides, Protocols and Materials Needed for Retention, Promotion and Tenure.](#)

[Full-Time Extraordinary Faculty Evaluations](#)

[Guidelines for the review of extraordinary, non-tenure track faculty can be found on the College intranet.](#)

Revised and Approved by College Assembly 11-20-2008

Handbook of the College of Humanities and Natural Sciences

Health Professions Advisory Board-Pre-Health Professions (PHP) Board

Purpose

The LUHPBLoyola University PHP board provides all Loyola University New Orleans students with information regarding (a) requirements to be met to enter health professions schools and (b) application procedures, including letters of recommendation if required by the health professional school, including a letter from the LUHPB PHP board.

Membership and Selection of Members

The committee shall consist of seven faculty members. Six members of the committee will come from the departments in the College that have pre-health curricula (2 from Biological Sciences, ~~2 from Chemistry~~, 1 each from Chemistry, Physics and Psychology, and 1 from either Chemistry, Physics or Psychology (with candidates proposed by the Chairs of those departments and selected by the Chair of the PHP board in consultation with the Dean of the College of Humanities and Natural Sciences), and 1 member will be from a non-science department, serving as an at-large member, to be selected by the Chair of the LUHPBPHP board in consultation with the Dean of the College of Humanities and Natural Sciences. The Dean of the College of Humanities and Natural Sciences is an ex officio member of the committee. The Chair of the LUHPBPHP board may invite a representative of the Career and Counseling Services as a non-voting guest to LUHPBPHP board meetings.

All full-time, tenure-track/tenured faculty are eligible to serve. Representatives of the departments will be elected by their respective departments, not by the College Elections Committee. The term of office shall be three years, and committee members may serve consecutive terms. There is no term limit.

The term of the chair of the LUHPBPHP board will be three years, and chairs may serve consecutive terms of so elected. The election of the chair will be by a vote of the members of the committee in the spring of the chair's third year of service. Terms of service for all faculty members, including the chair, commence at the start of the academic year.

Meetings

Meetings of the LUHPBPHP board are held once per semester and as needed. All meetings are called by the Chair of the LUHPBPHP board.

Responsibilities of the LUHPBPHP board

The LUHPBPHP board sponsors a University-wide meeting early in the fall semester of each academic year for all Loyola Pre-Health Students to meet with the Dean of the College of Humanities and Natural Sciences and the members of the LUHPBPHP board. At that meeting, the students are given a Student Handbook, prepared by the LUHPBPHP board, describing the nature of individual health professions, their salaries, and professional society contact information for, but not limited to, careers in Medicine, Dentistry, Optometry, Osteopathy, Nursing, Pharmacy, Physical Therapy, Public Health Careers, Chiropractic, Veterinary Medicine, and Allied Health Careers.

In the fall of every academic year, the LUHPBPHP board provides students who wish to apply to Health Professions Schools with an application packet to be used to request and obtain evaluations/ recommendations from faculty members on behalf of the students. Completed evaluations are to be submitted to the chair of the LUHPBPHP board by February 1. The chair of the LUHPBPHP board is responsible for interviewing the applicants. The LUHPBPHP board Chair distributes these evaluations to the faculty members of the LUHPBPHP board who prepare a letter of evaluation for each student applicant, returning the completed, composite letter to the Chair of the LUHPBPHP board by the end of the spring semester. The chair then is responsible for editing the letters and submitting them to the institutions requested by the student applicants.

The LUHPBPHP board is responsible ~~to~~ for tracking, to the extent possible, the number of applications and the outcomes of those applications of the students for whom ~~which~~ letters were submitted ~~to the extent possible~~.

Updated April 25, 2007 Revised and Approved by College Assembly 11-20-2008

REVISED POLICY FOR SHORT-TERM MEDICAL LEAVE FOR FACULTY

[Approved by the University Senate, April 2012; revised by HR and Counsel, October 2012; amended and approved by the University Senate, 11 April 2013]

Paid Faculty Medical Leave

Ordinary faculty members, without regard to length of service, may apply for up to six months of paid medical leave to care for their own serious or chronic health condition or, for that of an immediate family member, for up to three months.

Full-time extraordinary faculty members with at least one year of service with the University may apply for up to three months of paid medical leave for their own or an immediate family member's serious or chronic medical condition during the term of their contract.

The faculty member on medical leave will have no teaching or other duties while on leave. In addition, the faculty member is not required to participate in the life of the University or the department during the leave.

Eligibility for paid medical leave is a serious health condition that makes the employee unable to perform their job. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that prevents the employee from performing the functions of the their job.

FMLA, the Family Medical Leave Act of 1993, provides job protection for up to 12 weeks for a qualifying serious illness or disability, or for the care of a qualifying family member. Faculty who apply for medical leave must contact the Human Resources benefits department to coordinate leave with FMLA and possible long-term disability coverage. Also, faculty returning from medical leave must submit a notice from their physician approving their return to work. This policy overlaps with FMLA, although it does not guarantee pay for every provision of FMLA. If a faculty member's medical leave qualifies under the FMLA, time taken as medical leave will run concurrently with any FMLA leave under Loyola's FMLA Policy. Salary and University paid benefits, coordinated with Loyola HR, will continue for the duration of the leave up to a maximum of six months. Loyola's FMLA policy as it applies to faculty may be found here:

<http://finance.loyno.edu/human-resources/human-resources-manual-family-medical-leave-act-fmla>

For disabilities lasting longer than 90 days, full-time faculty must apply for benefits under the University long-term disability plan. Loyola's Long-term Disability policy as it applies to faculty may be found here: <http://finance.loyno.edu/human-resources/human-resources-manual-long-term-disability>

When a faculty member is unable to fulfill teaching responsibilities for a medical reason, the chair should take steps to replace the person in the classroom. If the medical leave is of a short-term nature (less than or equal to 14 consecutive calendar days), the department chair should replace the member's teaching duties with other departmental personnel. If the medical leave is expected to exceed more than 14 calendar days, the chair in consultation with the dean, may make arrangements to replace the faculty member for the remainder of the term. If a faculty member whose medical leave qualifies under the FMLA is released by the provider to return to work during the academic term, the faculty member may elect to return to work as provided by FMLA in consultation with the dean and department chair. Alternately, the faculty member may choose to remain on paid leave until the end of the term. In this latter case, the leave period after the member is released for work will not be counted against any remaining balance of time available under FMLA; moreover, the faculty member will be expected to be available for special projects or assignments as needed.