

**Humanities and Natural Sciences College Assembly**  
**Bobet Hall 332**  
**April 19, 2012**  
**12:30-1:45 p.m.**

**AGENDA**

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**I. Call to Order**

**II. Invocation**

**III. Approval of Minutes of March 15, 2012**

**IV. Announcements**

1. Brief update on the Language Requirement Report.
2. Extension for nominations for Faculty Excellence Awards until Friday, April 20.
3. Bieber Guest Lecture applications due April 28.

**V. Reports**

1. SORC (Dr. Kurt Birdwhistell)
2. Equity Report (Dr. Maria Calzada and Thom Spence)
3. Research Course Releases (Dean JoAnn Cruz)

**VI. Old Business**

**VII. New Business**

1. Motion 1 to revise the College Handbook section "Search Procedures for New Dean," as given in the attachment. (Dr. Maria Calzada)
2. Motion 2 to revise the College Handbook with regard to assembly voting eligibility in Articles II and VI, as given in the attachment. (Dr. Maria Calzada)

**VIII Move to Adjourn**

**Attachments:** Motion 1 - Handbook re Search for New Dean  
Motion 2 - Handbook re Assembly Voting Eligibility

**Motion to Change Handbook Regarding Search Procedures for New Dean**

**(Dr. Maria Calzada) 4/19/12**

**Handbook of the College of Humanities  
and Natural Sciences**

**Search Procedures for New Dean**

1. In the event of a vacancy occurring in the office of the Dean, a Search Committee will be formed. The Committee will be composed of one full-time faculty member from each department in the College, a student from the College, one staff member from the College, and a dean from another College in the University, who will be the ex officio, non-voting chair of the Committee. DSAC will recommend three students representatives to the Provost / Vice President for Academic Affairs, who will select one to serve on the Dean's Search Committee. The student recommendations need not be limited to DSAC representatives but could be any Humanities & Natural Sciences students.

2. As soon as the committee can assemble, the Provost / Vice President for Academic Affairs will issue its mandate. ~~At this organizational meeting a chairperson will be nominated by the committee and elected in a secret ballot. Also a~~At this meeting, a time table will be agreed upon.

3. ~~The presidents and rectors of every Jesuit university in the USA should be contacted to request nominations for the position. Letters requesting nominations will be sent to every Jesuit provincial and every Jesuit president and rector of the Jesuit universities in the USA.~~

Nominations will also be requested from the university administration and from the faculty, staff and student body of the College. An announcement to this effect should also be placed in the Chronicle of Higher Education and other appropriate national journals and bulletins. Among the qualifications listed for the position should be all of the following: An earned doctorate or its equivalent in an academic field; tenure; administrative experience in an academic institution at level of Dean, Assistant Dean, chairperson, or program director; background of academic teaching and research; basic commitment to the values and vision of Loyola University as an educational institution operating in a context of Jesuit and Catholic mission. A deadline for accepting applications will be clearly stated in the announcement. It may also be stated that the search will continue until the position is filled.

4. Each application and nomination will be acknowledged by return mail/e-mail. Candidates rejected by the committee will also be notified by mail/e-mail as soon as possible. Candidates in whom the committee, after an initial screening, are still interested, will be so informed and specific requests for additional information, will be made as necessary.

5. The committee will begin to hold its meetings just as soon as the number of applications warrants it. Ideally the committee will meet weekly. Nominees will be contacted as quickly as possible to determine whether they are interested in applying formally for the position.
6. During the weekly meetings of the committee there will be an ongoing review of the applications and a screening process to come up with a manageable list of candidates. A positive vote of five or more members will be needed to keep a candidate's name on the list of those who are to be given serious consideration.
7. After the deadline for receiving applications has passed, a study will be made of the names designated "for serious consideration." A simple majority of votes will suffice for an applicant to qualify as a semi-finalist. After the Dean's Search Committee's selection of the semi-finalists, the candidates' vitas and accompanying materials will be sent to the appropriate departments for review with the prior permission of the candidates. After a departmental review is completed, the department should send its recommendation to the search committee along with a letter addressed to the CRTC to be used in the event the candidate makes the final cut and is among the finalists. Once the finalists are determined, the CRTC will be convened and all necessary documentation (including departmental recommendations) will be supplied by the search committee to the CRTC. Results of the CRTC will then be sent back to the search committee who in making their final decision/recommendation will forward a rank ordered list of the finalists along with appropriate documents regarding their tenure to the Provost /Academic Vice President and the President.
8. At the next meeting, after a review of each candidate's qualifications in relation to the specific needs of the College, the number of finalists should be established. Each of the finalists should be contacted by phone and/or mail/e-mail and be invited to Loyola for an on-campus interview. These finalists should be sent a copy of the following documents: the University Faculty Handbook, the College Handbook, and the University Bulletin. Finalists should submit a written statement of their educational philosophy in light of the previous documents, especially the Loyola Goals and Character & Commitment Statements. While on campus each of the finalists shall have an opportunity to be interviewed by the following officers and groups:

President of the University  
Provost / Vice president for Academic Affairs  
All other Vice Presidents  
Deans  
Chairpersons of the College  
Faculty of the College  
Candidates' respective departments  
Representatives of DSAC  
Dean's Office staff  
Search Committee

A meeting with the Jesuit Community is recommended to be included in the itinerary of the finalists. Some systematic effort should be made by the committee to obtain the evaluations of candidates by the Deans, chairpersons, faculty, students, and Dean's Office Staff.

11. The deliberations by the committee about the candidates are to be kept secret. The publication of the committee's recommendations is to be left to the discretion of the Provost / Vice President for Academic Affairs who will inform the finalists as to the outcome of the search and his or her ultimate decision.

Revised and Approved by College Assembly 11-20-2008

**Motion to Change the Faculty Handbook re Voting Eligibility at Assembly Meetings (Dr. Maria Calzada)**

**See proposed changes to articles II and VI below.**

**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 ~~part time~~<sup>half-time</sup> faculty<sup>1</sup> members have one-half (1/2) vote.

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<sup>1</sup> A part-time faculty is defined as a faculty member who is expected to teach (or who teaches) at least one course each semester of an academic year. The office of the dean will compile a list of such part-time faculty in August each academic year. The list will be updated the following January.

## **ARTICLE VI**

### **Voting at Assembly Meetings**

1. In order to vote at Assembly meetings, members must be either present or submit notification in writing to the secretary designating who in that member's voting unit may cast his or her proxy.

| Proxies are allowed only for full-time members teaching a regularly scheduled class that conflicts with the meeting time of the Assembly and for faculty absent on University business. The proxy must be submitted one working day in advance of the meeting.