

Handbook of the College of Humanities and Natural Sciences

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Handbook of the College of Humanities and Natural Sciences

Goals and Mission Statement

In fulfilling its role to provide all Loyola students with a foundation in the liberal arts and sciences, the College of Humanities and Natural Sciences has as its mission to educate and graduate students who are prepared to lead meaningful lives with and for others; who appreciate and contribute to the understanding of global cultures; who comprehend the interrelated nature of all knowledge; who are able to think critically and make decisions for the common good; and who have a commitment to the Ignatian tradition of a life of justice and service to others. It is the mission of the college to contribute to the expansion of knowledge through the scholarly and creative activities of its faculty and students.

Approved by College Assembly 05-11-81

Revised and Approved by College Assembly 12-09-2010

Handbook of the College of Humanities and Natural Sciences

The Constitution of the College Assembly

ARTICLE I

Establishment and Purpose of the Assembly

To ensure responsible and effective participation on the part of the faculty and students in the governance of the College of Humanities and Natural Sciences, a College Assembly is hereby established to have such membership, functions and operational procedures as described in the following articles. This Assembly will discuss and vote upon proposals presented to it, and make recommendations as appropriate.

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.

Each department in the College shall have one student representative, chosen by the department according to their respective protocol. Student representatives have one (1) vote.

All members of the Assembly shall consider it their primary concern to promote the greater and more universal good with respect to Loyola University as a whole.

Revised and Approved by the College Assembly 12-06-2012

ARTICLE III

Functions of the Assembly

The College Assembly shall consider policies for the College of Humanities and Natural Sciences. The College Assembly can make recommendations to the appropriate administrators, offices, committees, or other governing bodies in all matters affecting the educational excellence of the college, including

1. Academic requirements for admission
2. Retention and graduation of students

3. Curricula
4. Methods of instruction
5. Student evaluation of instruction
6. Examinations
7. Norms for appointment, rank, promotion, and tenure of faculty
8. Specification of duties associated with faculty status
9. Educational budgeting (for library, faculty, supplies, etc.)
10. Existing or prospective physical resources (purchases, construction, renovation of buildings, etc.)
11. Priorities in the operating budget
12. Policies with respect to long-range planning.

College committees shall make annual reports to the Assembly. College representatives to university committees should keep the Dean and the Assembly abreast of matters (where appropriate) affecting the budget, faculty or resources.

Proposals, motions, and resolutions ratified by the College Assembly in these areas shall be forwarded to the appropriate authorities by the president of the Assembly, unless otherwise specified by the Assembly.

ARTICLE IV

Officers of the Assembly

1. The officers of the Assembly shall be the president, the secretary, and the parliamentarian.
2. The Dean of the college is, *ex officio*, president of the Assembly
3. The duties and authority of the president shall be the following:
 - a. To appoint the secretary of the Assembly.
 - b. To appoint the parliamentarian of the Assembly, subject to the approval of the Assembly.
 - c. To preside at meetings of the Assembly;
 - d. To schedule meetings for the third Thursday of each month in the window (12:30 to 2:00 pm). A meeting may be canceled by the Dean if there is no motion on the floor and no other business. A meeting may also be scheduled when one-third of the chairpersons request such a meeting by signed petition; or whenever one-third of the total membership requests a meeting by signed petition;
 - e. To prepare the agenda with the assistance of the Council of Chairpersons;
 - f. To distribute, with the assistance of the secretary, the minutes of the meetings and the agenda of forthcoming meetings, together with pertinent information on the matters scheduled for action;
 - g. To recognize non-members attending the Assembly who wish to speak at the president's discretion.

- h. To appoint Assembly members to *ad hoc* committees when such committees have been recommended and established by a majority vote of the Assembly members.
- 4. In the absence of the president, he or she shall designate an acting president who is a member of the Assembly.
- 5. The duties of the secretary shall be to record the minutes of the meetings of the Assembly and to assist the president in the distribution of the agenda and of the minutes. The minutes shall be made available to the members in print or electronic formats before the next meeting and be subject to approval at that meeting.

ARTICLE V

Procedure for Meetings of the Assembly

1. Quorum

A quorum required and sufficient for voting shall be constituted by 40% of the ordinary faculty of the College, inclusive of the president.

2. Rules of Order

a. *Robert's Rules of Order* are adopted as normative in matters of order and parliamentary procedure at the meetings of the Assembly, except as follows: When there shall be present for a meeting of the Assembly a number equal to at least one-third of the full-time faculty members of the College but less than a quorum as described in para. 1 above, the Assembly may, by majority vote of those present, resolve itself into a Committee. The Committee so established may do the following but no more: discuss and debate the items of the agenda; offer proposals to be voted upon by mail **or electronic** ballot by the entire membership of the Assembly; establish committees to study matters of concern to the Assembly, any such committee being charged with reporting to the entire membership of the Assembly.

b. At the beginning of each academic year the parliamentarian will recommend that the Assembly follow a particular edition of *Robert's Rules of Order*. The edition must be in print or generally available. Absent a majority vote of members present and voting to overrule the parliamentarian's recommendation, that recommendation is accepted.

3. Majority

a. Except as otherwise stated in the Constitution, by-laws, or other statutes of the college, and except as required by standard rules of parliamentary procedure, a resolution or motion is passed by a majority of votes in a meeting at which a quorum is present.

b. In the election of persons, a plurality of the votes cast shall be sufficient unless a majority is expressly required by particular statute.

4. Agenda

- a. The president, in consultation with the Council of Chairpersons and the College Planning Team, shall determine the agenda for the Assembly.
- b. The order of items on the agenda may be changed by a plurality of votes cast by those in attendance.

5. Action

a. Items of new business, whether appearing on the distributed agenda or brought before the Assembly at any given meeting, normally will be subject to a vote at the next meeting of the Assembly.

b. Items of new business may be voted upon at the meeting of their introduction provided that:

1. All relevant documents relating to that agenda item have been distributed to the Assembly members at least five working days prior to the meeting, and
2. A motion to suspend the rules is made, seconded, and approved by a majority of the Assembly members in attendance.

Revised and Approved by the College Assembly 2-21-13

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 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.
2. No member of the Assembly may have more than one proxy.
3. When in doubt of the outcome of a voice vote, the president of the Assembly can request a count of hands for, against, and abstaining the item or business or a roll call by department; ten (10) or more members of the Assembly may also request a roll call vote by department.

ARTICLE VII

Adoption, Amendment, Interpretation

1. These statutes shall be valid and operative from the time of their approval and adoption by the Vice President for Academic Affairs of Loyola University.
2. Amendment of these articles shall be effected by a two-thirds majority of the votes cast at a meeting in accordance with the provision of Article V.3, and shall be valid and effective upon ratification by the Provost / Vice President for Academic Affairs.
3. The authority to interpret the Articles and By-Laws is vested in the president of the Assembly.
4. The Assembly is empowered to adopt By-Laws for its operations by vote of a simple majority of the Assembly.

Revised and Approved by College Assembly 11-20-2008

Handbook of the College of Humanities and Natural Sciences

Structure of the College

The specific organization and regulation for each college faculty and each department are determined by the by-laws or protocols of the respective college or department as approved by the Provost / Vice President for Academic Affairs.

Humanities & Natural Sciences

The College of Humanities and Natural Sciences is organized into departments, which are academic units of the college consisting of all those faculty members who are engaged in instructional, administrative or research work in a given subject under a department chairperson. The department chairperson, in cooperation with the members of his or her department, shall serve as leader and director in all affairs pertaining to the effective work of the department. The chairperson's duties and responsibilities are described in the departmental protocols of the respective departments.

The department chairperson is appointed by the Dean with the approval of the Provost / Vice President for Academic Affairs, following a department election or a consultation with department faculty as described in the departmental protocol of each department. A stipend is attached to the office of department chairperson. All chairpersons will ordinarily be tenured members of the faculty. Search procedures to be followed by each department will be those listed in the department protocol.

For purposes of divisional representation, the departments of the College of Humanities and Natural Sciences are divided as follows:

1. Humanities - English, History, Languages & Cultures, Philosophy, and Religious Studies.
2. Natural Sciences - Biological Sciences, Chemistry, Mathematics, Physics and Psychology.

All departments are required to have at least two formal department meetings in each semester, the minutes of which should be transmitted to the Dean. All departments should have a statement in their departmental protocol describing the involvement, if any, of major students in the deliberations of the department.

All proposals emanating from the college to committees of the university (Space, SCAP, etc.) shall be routed through the Dean's Office. All proposals affecting the college shall be transmitted to the Dean's Office.

A. DEAN

JOB DESCRIPTION

Basic Function:

The Dean of the college serves as its chief academic and administrative officer and is directly responsible to the Provost / Vice President for Academic Affairs. The Dean has specific responsibility for planning and development of college curriculum, policies and procedures to meet the current and long-range needs of the faculty and student body and to fit into the total objectives of the university. He or she is responsible for the interpretation and implementation of the academic regulations of the college.

Specific Duties and Responsibilities:

1. Determines the activities required to achieve the goals of the college and assigns responsibility and authority to perform these activities according to an established sequence or schedule; establishes criteria and procedures to assure that the college and its members are fulfilling assigned responsibilities in a manner within accepted policies of the university.
2. Provides leadership and promotes competence within the faculty of the college; creates conditions conducive to the improvement of instruction and scholarly research; develops and utilizes a communications system to assure intra-college information exchange; harmonizes conflicting demands, standards and overlapping of functions arising in the administration of academic departments or divisions.
3. Serves ex officio as a non-voting member of all standing committees of the college; has the option to call ad hoc committees on particular questions.
4. Oversees recruitment, selection, promotion and retention of faculty based on criteria established through consultation and cooperation with the faculty and administration; supervises faculty teaching loads; supervises rank and tenure; ensures that a high level of instruction is achieved and maintained.
5. Coordinates programs and courses offered and makes innovations to policy and regulation in consultation with the curriculum committees and academic departments and divisions of the college in order to maintain the currency of the college and its ability to meet change in the needs of students and of society; institutes periodic studies of the curriculum in relations to the college objectives stated in the plan prepared by the Standing Council for Academic Planning; initiates programs for the improvement of the curriculum in the areas of general and advanced education including the common curriculum of the university and the university honors program, and promotes innovative programs of instruction and study.
6. Updates that portion of the University Bulletin pertaining to the college.

7. Reviews and takes action upon the admission, dismissal, and academic standing of students; certifies candidates for degrees; provides for and participates in academic counseling and direction of students and decisions in instances of departures from the academic norms of the college; obtains from appropriate sources within the university and keeps on file such records as are necessary to perform the functions of the Dean's Office.
8. Acts as liaison and sponsor for student organizations in the college and/or delegates such responsibilities to qualified faculty members.
9. Provides a formal link of communications between the college and other parts of the university; serves as a member ex officio of the Deans' Council; actively participates with other branches of the university in curriculum reform, student recruiting efforts and improved registration processes.
10. Prepares and administers the budget for the college including faculty salaries, staff salaries, and all instructional and operational expenses; coordinates and oversees operational budgets of academic departments and divisions; negotiates salary adjustments in collaboration with SORC, and makes recommendations about salaries to the Provost / Vice President for Academic Affairs.
11. Ensures the operational welfare of the college, including scheduling of classes, supervision of staff and general office functions; interviews and selects individuals for staff position in cooperation with the university personnel office.
12. Coordinates cooperative programs which the college enters into with other colleges and/or departments, educational institutions, government agencies, or private industry.
13. Represents the college in professional associations, accrediting agencies, government bodies, foundations, and the business community; sponsors faculty participation with various local professional organizations.
14. Engages in fund raising functions external to the university and identifies potential sources of revenue for the university through contacts with government, foundations, the local business community and alumni groups.
15. Assists in general university activities as they pertain to interests external to the college proper (i.e., alumni relations, fund raising, parent relations).
16. The Dean may be assisted in the duties of his/her office by Associate and/or Assistant Dean(s).

B. ASSISTANT/ASSOCIATE DEAN

The Asst./Assoc. Dean is appointed by the Dean of the college with the approval of the Provost / Vice President for Academic Affairs.

JOB DESCRIPTION

1. Oversees the academic progress of the students in the College of Humanities and Natural Sciences.
2. Carries out academic actions: Dean's list, probation, exclusions, readmission, special evaluations, etc.

3. Supervises the implementation of all facets of the college degree programs: common curriculum, major, minor, adjunct, foreign language, electives.
4. Reviews and attempts to resolve students' academic problems, including clarification of requirements, waivers, substitutions, exceptions, complaints, etc.
5. Supervises graduation audits and certifications.
6. Supervises transfer evaluations on the college level (i.e., "translation" of credits into specific A&S programs).
7. Oversees granting external credit (i.e., AP, CLEP, etc.) and non-traditional credit programs for the college. Oversees the granting of internal credit based on placement exams, credit by exam, etc.
8. Supervises and designs contract degrees and unique major programs.
9. Supervises and coordinates the academic advising system for the college and maintains in the office student records needed to support the work of academic advisors.
10. Supervises and coordinates all student academic advising/orientation programs for the college.
11. Directs general studies program.
12. Provides study abroad information for interested students. Acts as liaison with Loyola of Rome program.
13. Conducts faculty programs on advising and implementation of degree programs and conducts an orientation for new faculty.
14. Prepares college portion of the University Bulletin.
15. Serves as administrator for grade appeal and academic dishonesty cases for the college.
16. Maintains his/her expertise as a classroom teacher by being as actively involved in this function as duties permit.
17. Serves on the Associate Dean's Council, the Council of Chairpersons, the College Curriculum Committee, the Common Curriculum Committee, the University Curriculum Committee, the Admissions Standards and Policies Committee, the College Planning Team, and chairs the Dean's Student Advisory Council.
18. Performs additional duties requested by the Dean and acts for the Dean in any matters requiring a decision when the dean is unavailable for such action.

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Handbook of the College of Humanities and Natural Sciences

Council of Chairpersons

Purpose

The Dean should solicit and receive the advice of the Council on substantive issues on a regular basis.

The Dean, in consultation with the Council, shall determine the agenda for the College Assembly. Unless an item is certified as an emergency by the Dean, any relevant documents relating to any item on the agenda shall be distributed to the Council members at least five working days prior to the meeting.

The Council shall meet at least once a month during the regular academic year.

The Council will operate as follows:

1. The Council may make a recommendation on any item; or
2. The Council, after consulting with the members of their departments, may make a recommendation on any item; or
3. The Council may submit the item to the College Assembly for a final recommendation if the Council is unable to come up with a suitable solution.
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 Council of Chairpersons in consultation with the College Planning Team subject to a discharge petition with a 51% simple majority of those voting and present of the College Assembly, save in the case of amendments of these articles, which require a two-thirds vote.

The Council members should be able to provide the Dean with unsolicited advice.

Any member of the Council may submit any item he/she wishes to be placed on the agenda of the Council.

Membership

The voting membership of the Council consists of the Dean and all chairpersons. Assistant/Associate Deans are non-voting and ex-officio members.

Revised and Approved by College Assembly 02-2012

Revised and Approved by College Assembly 01-17-2013

Protocol of the College of Humanities and Natural Sciences Planning Team

MISSION STATEMENT

The College Planning Team works closely with Humanities & Natural Sciences faculty and university planning and budget committees to develop, implement, and evaluate the efficacy of initiatives to lead Loyola towards its goal of becoming a nationally recognized leading Catholic comprehensive university. The committee proposes initiatives that reflect Loyola's commitment to the Jesuit tradition of educating the whole person with respect to faith, scholarship, learning, service, and justice as defined by the college mission statement.

THE COMMITTEE

Membership

- Five ¹ordinary faculty members serve on this committee. Two faculty representatives are elected from Humanities, two from the Natural Sciences, and one elected from the Council of Chairpersons. Elections are held in the Spring and completed by April, with no two members from the same department. The runner-up in each of these categories serves as the automatic alternate, who meets with the College Planning Team when the elected representative is unavailable.
- The terms for these five representatives are three years (staggered following the first election so that there will be continuity) and renewable.
- The Dean will appoint one representative each from SCAP and SPT. The Dean will also appoint an alternate from each of these committees. The terms for these two representatives are one year, renewable. These appointed members serve until their replacement is appointed.
- The Dean is a voting member of the committee.

STANDING RESPONSIBILITIES

Goals and Charges for the Committee

- Develop objectives and outcomes relevant to the College
- Suggest college priorities to the Dean
- Work with the Dean to:
 - Strengthen the College's influence on the University's planning processes
 - Strengthen the College's influence on the University's policy-making processes
- Consult with members of select University committees

¹ Revised and Approved by College Assembly 12-09-2010

- Consult with members of select College of Humanities and Natural Sciences committees
- Work with the Dean to monitor implementation of action plans
- Review outcome assessments completed by various programs and conduct outcome assessments of the committee's activities
- Work with the Dean and the Council of Chairpersons to set the agenda for the College Assembly

OPERATING PROCEDURES

- The Committee holds a meeting in the spring following elections and selects a chair to serve a one-year, renewable term.
- The Committee meets at least monthly during the academic year and at the call of the chairperson. The chairperson is responsible for setting the agenda of meetings, ensuring that minutes are taken and approved, following ordinary rules of parliamentary procedure during meetings, and communicating activities of the committee to the College Assembly.
- Meetings are open to all faculty, staff, and students of the College. The Committee may invite other members of the university community and non-Loyola persons for consultation on business of the committee.
- The Committee continuously reviews progress the College makes in leading Loyola towards its goal of becoming a leading Catholic comprehensive university as defined by College of Humanities and Natural Sciences Strategic Plan and other official planning documents.
- The Committee continuously reviews, updates, and initiates goals and objectives of the College of Humanities and Natural Sciences Strategic Plan by working closely with: a) faculty b) students c) members of other college and university planning and budgeting committees.
- Since planning is an ongoing process, the standing College Planning Team calls for the formation of an Ad Hoc Strategic Planning Committee every five years composed of representatives from throughout the College.
- The Committee makes reports and presents recommendations to the College Assembly, and Council of Chairpersons and Provost at least once each a semester.
- The Committee may propose changes in this protocol at any time in accordance with the College Handbook.

Approved by the Ad Hoc College Planning Team 3/8/02

Approved with friendly amendments by the Ad Hoc College Planning Team 4/8/02

Approved by the A&S College Assembly 4/18/02

MOTION: The College of Humanities and Natural Sciences accept the following (above) protocol for the establishment of a College Planning Team as a standing committee to be incorporated into the College of Humanities & Natural Sciences Handbook.

Approved by the A&S CPT change to Membership Item 1 4/1/04

Approved by A&S CPT Amendment I to the Protocol 4/1/04

Revised and Approved by College Assembly 12-09-2010

Revised and Approved by College Assembly 01-17-2013

Handbook of the College of Humanities and Natural Sciences

College Curriculum Committee

Recognizing the interactive nature of education and curricular design, the Council of Chairpersons has established its College Curriculum Committee for the purpose of reviewing and recommending approval of new course proposals, changes in requirements for degree programs, and other major curriculum revisions. These recommendations are then forwarded for review by the University Courses and Curriculum Committee.

The Committee

1. The committee is composed of seven faculty representatives plus the Assistant/Associate Dean as a consultant.
2. Faculty representatives are elected from nominations made by the Council of Chairpersons. Each of the two internal voting divisions of the college (humanities, natural sciences) has three representatives. A seventh member is to be elected at-large. No two members of the committee are to be from the same department. No more than three members may be non-tenured. In the event summer meetings are necessary and a quorum cannot be achieved, alternates from the runners-up will attend in place of absent members. Any given committee member's term of office is three years, with elections staggered so that all divisions have at least one continuing member.
3. The chairperson, elected from the official membership of the committee to serve for one year, will convene the committee, organize and conduct meetings, and communicate with the academic community as necessary.
4. The Assistant/Associate Dean, *ex officio* member, will present requests for committee deliberation and provide support functions.

Standing Responsibilities

1. Review and approve proposed new undergraduate courses from any department or unit of the college except the honors program, the common curriculum and graduate courses. Courses and programs requiring external funding are to be submitted to and approved by the committee before being submitted to the granting agency.
2. Review and approve proposed changes in requirements for undergraduate degree programs from any department or unit of the college.
3. Review and approve other major curriculum revisions at the undergraduate level.
4. Upon request of the Dean, the committee will constitute itself as a board of inquiry. In which case, the committee will:
 - a. Receive and evaluate complaints pertaining to the impact of either proposed new courses or changes in degree requirements;

- b. Serve as an impartial arbiter in those matters brought to the attention of the committee in its capacity as a board of inquiry;
- c. Render recommendations to the Dean on those procedural and policy matters within the purview of the committee's mandate.

Operating Procedures

1. The College Curriculum Committee is a standing committee of the Council of Chairpersons and it is accountable to the council and to the Dean.
2. A quorum for the committee will be four members with at least one member from each division; a simple majority of those present will be necessary to approve motions; all members present must vote on all matters. Proxy voting will not be normal procedure, although individual requests for a proxy will be entertained on a situational basis.
3. The committee will consider only those proposals received in writing with adequate documentation to allow evaluation. The committee will review and evaluate each proposal in consultation with relevant authorities and/or the originator of the proposal, in person or in writing, as the members deem appropriate; in the event that a proposal is rejected, the department may elect to be heard by the full committee. Committee deliberations are closed with only the elected faculty representative and the Assistant/Associate Dean participating. Formal voting is restricted to the elected faculty members of the College Curriculum Committee. Approved proposals are then forwarded to the Dean for appropriate action and/or referral.
4. The committee will attempt to conduct its business using as informal a procedure as practical. When acting as a board of formal inquiry, the elements of due process committee will maintain as necessary to provide for a timely and fair deliberation.
5. Appeals of the decisions of the committee are to be taken to the Council of Chairpersons and then to the Dean.

Revised and Approved by College Assembly 11-20-2008

Handbook of the College of Humanities and Natural Sciences

College Elections Committee

Purpose

The committee has the responsibility for coordinating and conducting all elections in the college. It shall report election results to the dean and all nominees.

The Elections Committee should refer to each committee's protocol to determine eligibility to serve on the committee. If the committee does not have a protocol, the Elections Committee will not conduct the election.

In cases where the faculty members make nominations for committees, the faculty member making the nomination has the responsibility for obtaining that person's consent to serve on the committee if elected before the person's name is submitted for nomination.

In all other cases the committee shall contact all nominees and obtain their consent before their names are placed on the ballot.

Membership

Terms will be for three years. The terms shall be staggered so as to ensure continuity. Members may seek reelection.

All full-time faculty are eligible to serve on the committee. The committee shall solicit nominations from the faculty to ensure broad based membership. The committee is composed of four members.

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Handbook of the College of Humanities and Natural Sciences

College Rank and Tenure Committee

Purpose

The faculty has the primary right of determination in the matters of faculty status. This area included promotions and the granting of tenure. The primary right of the faculty for having a determination in such matters is based on the fact that the faculty judgment is central to general and educational policy.

The criteria by which the committee is to judge are set out in the University Faculty Handbook. Specific interpretations as contained in department protocols should be considered by the committee in making these judgments. The function of the committee is to apply these criteria in each individual case.

Membership

The committee shall consist of one tenured faculty members from each department of the college. All full-time tenured faculty members are eligible to be elected from their respective departments, except those holding administrative posts including chairpersons and persons serving on the URTC. Members shall serve staggered three-year terms.

Meetings

The committee will begin its review on or before November 1 of each year. At the initial meeting of the committee in any given year, a chairperson will be elected by the members; a chairperson may serve successive terms of one year if duly elected for a second term

A quorum consists of six members present, proxies not being allowed. A majority vote of the members present is required for approval or disapproval of a motion or a proposal. The chairperson shall vote in all matters brought before the committee.

Members are required to recuse themselves from discussion and voting on applicants from their own department. The CRTC may call upon the chairperson of the department of any applicant to address questions raised by the Committee on an application.

All votes on matters of rank and tenure will be by secret ballot. Members are bound to keep their voting record secret. Personal letters of acceptance or rejection will be sent to all applicants by the chairperson of the CRTC. Reasons for recommending rejection will be stated but the vote will not be given. Simultaneously with these letters, a summary of

all results, including the vote and reasons for acceptance or rejection, will be sent to the Dean.

Significant results of CRTC meetings (but not the minutes) will be sent to the Dean. Following action by the committee, complete dossiers will be forwarded to the Dean and Provost / Vice President for Academic Affairs.

Promotions

Each year the Provost / Vice President for Academic Affairs notifies the Dean of those faculty members who are first eligible for consideration for promotion. Ordinarily, assistant professors are expected to have at least three years of service and associate professors five years of service in rank at this university or one of equal standing to be considered first eligible. Academic and sabbatical leave periods at Loyola University shall be accepted as qualified service for promotion.

A faculty member may elect to apply for promotion to the committee in an earlier year. The denial of promotion in an earlier year shall not prejudice the member's candidacy for promotion in a subsequent year.

The Dean will give the faculty member timely notice concerning the beginning of the promotion review process. This notification shall be sufficiently in advance to afford the faculty member an opportunity to submit materials relevant to adequate consideration of his or her qualifications. The tenured members of the department will review these same credentials in light of the criteria laid out in their own protocol and submit their recommendation to the College Rank and Tenure Committee. It is the responsibility of the department chairperson to submit the department's recommendation to the chairperson of CRTC on or before November 1. It is the faculty member's responsibility to submit all other materials to the committee on or before November 1.

Faculty applying for promotion and/or tenure are to provide three letters from external reviewers concerning the quality and reception of their scholarship. The candidate and the department will provide lists of potential reviewers to the departmental chair. The chair will solicit letters on behalf of the candidate. For the purposes of the CRTC, "external" will be defined as experts in the applicant's field of study outside of Loyola. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant.

Recommendation letters regarding candidates for raise in rank or tenure are to be sent directly to the chairperson of the committee. Letters received via another route should be so identified.

An alternate recipient of such letters should be designated by the committee in the case that the chairperson petitions for raise in rank or tenure.

All material submitted to the committee and all deliberations of the committee shall be kept confidential.

The committee shall have the discretion to solicit other information that it deems pertinent to adequate consideration of the case under review. Following thorough review of all information, discussion, and a vote taken regarding promotion, the committee will send to the Dean, on or before January 1, a recommendation on each of those who have been considered. The Dean appends his or her recommendations and sends both to the Vice President for Academic Affairs. If all three, namely, the College Rank and Tenure Committee, the Dean, and the Vice President for Academic Affairs, agree, the case is settled. Should one or more of the parties vote not to award promotion, the promotion is denied, but the faculty member may appeal the decision to the University Rank and Tenure Committee. This latter committee forwards its recommendation to the president, who adjudicates the matter. Unless the president has compelling reasons, he will follow the recommendation of the University Rank and Tenure Committee; in the event he does not, he will give the University Rank and Tenure Committee and the faculty member his reasons in writing.

It should be noted that advance in rank is distinct from a raise in salary; thus the committee shall be free to consider each application strictly on its academic merits.

Tenure

Each year the Provost / Vice President for Academic Affairs shall notify the Dean of those faculty members who are to be considered for tenure decisions. The Dean shall give the faculty members timely notice concerning the beginning of the tenure evaluation process. This notification shall be sufficiently in advance to afford the faculty member an opportunity to submit materials relevant to adequate consideration of his/her qualifications. The tenured members of the department shall receive these and other relevant materials and submit their recommendations to the committee based upon the criteria laid out in the department protocol on or before November 1. It is the responsibility of the department chairperson to submit the department's recommendation to the chairperson of CRTC on or before November 1. It is the faculty member's responsibility to submit all other materials to the committee on or before November 1.

A faculty member may elect to apply for tenure in an earlier year. An application for early tenure evaluation requires permission of the Dean who will consult the Vice President for Academic Affairs and the appropriate department chairperson. Early tenure is a rare and special privilege and applications must show exceptional accomplishments in fulfillment of the qualifications listed. The denial of tenure in an earlier year shall not prejudice a faculty member's case for tenure in a subsequent year.

The primary evaluation of an applicant for tenure is made by the CRTC. This committee will restrict its considerations to the qualifications of the applicant, while duly noting the recommendation of the tenured members of the applicant's department. This committee's recommendation is given the greatest weight in the final decision. The committee shall

meet to discuss and vote on each case. The participation of members from the applicant's department shall be the same as described for matters of promotion. Votes on tenure decisions shall be taken by secret ballot at a meeting at which discussion of the candidate is held. For a faculty member to attain a positive recommendation for tenure a majority of the committee must vote in favor of awarding tenure. Failure to secure such a favorable recommendation does not prejudice a reconsideration of the case at the discretion of the committee or at the request of the applicant.

All materials submitted to the committee and all deliberations of the committee shall be kept confidential.

A faculty member who has been denied tenure may request a conference with the Provost / Vice President for Academic Affairs to be advised of reasons which have contributed to an adverse decision. A faculty member may also request a written statement of these reasons; he/ she will be advised by the Provost / Vice President for Academic Affairs if there might be unfavorable consequences of such a written statement.

Emeritus Status

A chairperson of the department in which the faculty member has held an appointment, will nominate eligible faculty members for emeritus status to the CRTC and Dean. In the absence of a nomination from the chairperson an individual may self-nominate himself or herself. The CRTC shall follow the same procedures as with a promotion or tenure review, evaluating the application for emeritus according to the criteria delineated in the Faculty Handbook, and forward to the Dean a recommendation regarding the granting of emeritus status prior to April 1.

Revised and Approved by College Assembly 11-20-2008

Handbook of the College of Humanities and Natural Sciences

Dean's Student Advisory Council (DSAC)

MEMBERSHIP

Each department shall elect one student member in the spring to serve in the following academic year; the alternate shall be elected in the fall. The term for each shall be one academic year, renewable. The Assistant/Associate Dean of the college shall serve on the committee as chairperson. The students shall elect a student member as speaker. The duties of the speaker are as follows:

1. To speak for DSAC as a representative before the College Assembly, the Council of Chairpersons and before any other college or university body, as the need arises.
2. To preside over any formal or informal functions of DSAC.

The students shall also elect a speaker *pro tempore* to perform the above functions when the speaker is not available. Both the speaker and the speaker *pro tem* will be elected at the second meeting of DSAC each fall, and will serve for one academic year.

There will be no elected secretary. Students serving on DSAC will record the minutes on a rotating basis.

MEETINGS

The council shall meet at least once a month during the regular academic year.

AGENDA

The agenda shall be determined by the chairperson, the speaker, and the speaker *pro tem*.

PURPOSE

The purpose of DSAC is to provide a forum for common student academic concerns, to advise the Dean on policy matters, and to enhance communication among students and academic departments, among students of different academic departments and between the students and the Dean's Office.

PROCEDURES

Robert's Rules of Order will prevail under ordinary circumstances.

Revised and Approved by College Assembly 11-20-2008

Handbook of the College of Humanities and Natural Sciences

College Council on Graduate Studies

1. The College Council on Graduate Studies shall be a sub-committee of the Council of Chairpersons.
2. The Chairperson shall be the Dean of the College of Humanities and Natural Sciences.
3. Voting Members:
 - A. The Dean of the College, ex officio.
 - B. One representative from each graduate program in the College, selected by and serving at the behest of the department sponsoring the program.
 - C. Three representatives at-large elected by the Council of Chairpersons from among the faculty of the College and serving a term of two-years, to be staggered initially.
 - D. One student to be recommended by departments with graduate programs.
 - E. No more than one faculty representative shall be from the same department.
4. Meetings:

The Council shall meet at least once per semester, at the summons of the Dean, or at the request of a member.
5. Charge:
 - A. The Council shall advise the Dean in all matters concerning the graduate programs of the College.
 - B. It shall study and make recommendations regarding all departmental proposals for the initiation, modification, or elimination of graduate programs, curriculum, and course offerings.
 - C. It shall remand to the appropriate department chairperson proposals that it deems to be in need of modification and resubmission to the Council.
 - D. It shall represent the concerns of the College faculty with regard to the graduate programs of the College.
 - E. It shall represent the concerns of the College's graduate students.
 - F. It shall hear and decide all grade appeals by graduate students of the College.
6. By-Laws:

The Council shall develop a set of by-laws.

Approved by A&S Council of Chairs on 4 November 1991

Approved by Senior Vice President and Dean of Faculties on 27 November 1991

Revised and Approved by College Assembly 11-20-2008

Handbook of the College of Humanities and Natural Sciences

Conciliation Committee

Purpose

Any grievance within the college involving a faculty member of the college, other than grievances regarding terms and conditions of dismissal or suspension, may be brought to the College Conciliation Committee. The committee may hear disputes involving faculty/faculty, faculty/administrator(s), and faculty/ chairperson(s).

The purpose of the committee is to facilitate the amicable settlement of disputes by informal means. To be heard, a grievance must be filed within ninety working days after the alleged violation; and the committee must report its findings within ninety working days after the receipt of the grievance.

The committee should entertain requests for an informal hearing only after the petitioner has gone through channels or has been advised of the channels available to him/her. Should the committee discover that the proper channels have not been followed, it should define the channels for the petitioner and prescribe that they be followed before the committee will permit an informal hearing.

If the committee should fail to reach a solution satisfactory to both sides, the petitioner should be informed of further procedures available to him/her. If the petitioner wishes to take advantage of those procedures, he/she should indicate the decision in writing to the college committee which will refer the case to the appropriate committee and notify it that the college committee had tried to resolve the case but was unsuccessful.

Membership

The committee shall consist of five (5) members elected from the full-time faculty. No more than two (2) may be non-tenured. No two members of the committee are to be from the same department. No one serving on the college committee can also serve on the University Conciliation Committee at the same time. The terms are for three years and are renewable.

Revised and Approved by College Assembly 11-20-2008

Handbook of the College of Humanities and Natural Sciences

Salary Oversight and Review Committee

PREAMBLE: The Arts and Sciences College Assembly founded the Salary Oversight and Review Committee in order to ensure direct faculty participation in the process of determining academic salaries and administrative stipends within the College. Acting in a spirit of collegiality in order to help achieve the goals of the University, this faculty committee advises the Dean on how to recognize merit, according to *Faculty Handbook* criteria of excellence in teaching, scholarship, and service, and on how to achieve equity. Because financial remuneration is the clearest and most concrete sign of the value the University places on its faculty, it is essential that increases in salary be apportioned fairly. Through its process of oversight and review, this committee will serve as a counterbalance to the considerable power of department chairs and the Dean to set salaries and distribute raises, holding those two parties to the highest standards of accountability.

In the spirit of the original formulation approved and implemented by the College of Arts and Sciences, the protocol for the Salary Oversight and Review Committee for the College of Humanities and Natural Sciences follows, adapted to the configuration and composition of the College.

1. ELECTION: A Salary Oversight and Review Committee (SORC) for the College shall be elected by the faculty. It shall consist of six members of the Ordinary faculty, three from the Humanities, three from the Natural Sciences. Terms will be for three years. No department shall have more than one member serving at the same time. No member shall be eligible for reelection for consecutive terms. No departmental chair is eligible for membership. Faculty members who accept nomination to serve on this committee must agree to disclose their salaries from 1980 to the present; those hired later than 1980 will agree to disclose their salaries from their first year at Loyola to the present. The chair of the committee will be elected by the committee from the faculty elected to the committee. The Dean will be an *ex officio* member of the committee.

2. DUTIES: SORC shall

a) assist the Dean in formulating criteria and procedures for the annual review of faculty members and departmental chairs and shall advise the Dean in the execution of this review;

b) advise the Dean on the allocation and distribution of faculty salary increases within the College, including levels of stipends, and other matters relating to faculty compensation.

3. PROCEDURE:

a) Each fall semester, after the Salary Scales and New Position Subcommittee of the University Budget Committee has acquired information about reference group salaries and compensation, that information, by rank and by discipline, will be provided to SORC and to the departmental chairs;

b) Each year, after specific information is available about the size of the salary-raise pool, each departmental chair, in accordance with his or her department's protocol, the by-laws (protocol) of the College, and general or specific guidelines from University administration (if any), will submit to the Dean performance evaluations and specific rating recommendations from 0-4 in the areas of teaching, scholarship and service for all Ordinary faculty members within the department.

c) Members are required to excuse themselves from discussion and committee recommendations on salary recommendations from their own department. SORC may call upon the chairperson of the department of any applicant to address questions raised by the Committee concerning their department. After analyzing each faculty member's vita and/or vita update, evaluation, and the departmental recommendation, and appeals from the previous year if any, the Dean will prepare comprehensive recommendations for salary increases for the College's faculty and present those recommendations to SORC;

d) SORC will review the Dean's recommendations in the light of the *Faculty Handbook* criteria of teaching, scholarship and service, using vita up-dates, performance evaluations and departmental recommendations; and, because of merit, equity, or other considerations, will suggest such modifications as it deems appropriate;

e) The Dean will share recommendations on all ratings with all chairpersons, who will share them with the affected faculty members, in order to give them a final opportunity to appeal or suggest changes to ratings for faculty members in their departments. The Dean may choose to consult with SORC one last time concerning such appeals. The Dean will share his or her final determinations for recommended raise amounts in a spreadsheet with all members of SORC in order to allow cross-checking.

f) After taking into account SORC's recommendations, the Dean will submit to the Vice President for Academic Affairs his or her recommendations for salary increases for the following year.

4. DISCLOSURE: After signed contracts have been returned by the faculty, the Dean will prepare salary-disclosure data as previously approved by the College Assembly, i.e., a list of all ordinary and extraordinary faculty of the College including the Dean with their salaries by 9-month base, with any additional salary increments for contracts longer than nine months, and/or with any additional stipends (with reason for stipend), correlated with information concerning length of service in higher education and at Loyola, rank, length of time in current rank, and years since terminal degree. The report will be available to our college faculty in the Dean's office.

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Handbook of the College of Humanities and Natural Sciences

Health Professions Advisory Board

Purpose

The LUHPB 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.

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 Physics and Psychology) and 1 member will be from a non-science department, serving as an at-large member, to be selected by the Chair of the LUHPB 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 LUHPB may invite a representative of the Career and Counseling Services as a non-voting guest to LUHPB 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 LUHPB 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 LUHPB are held once per semester and as needed. All meetings are called by the Chair of the LUHPB.

Responsibilities of the LUHPB

The LUHPB 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 LUHPB. At that meeting, the students are given a Student Handbook, prepared by the LUHPB, 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 LUHPB 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 LUHPB by February 1. The chair of the LUHPB is responsible for interviewing the applicants. The LUHPB Chair distributes these evaluations to the faculty members of the LUHPB who prepare a letter of evaluation for each student applicant, returning the completed, composite letter to the Chair of the LUHPB 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 LUHPB is responsible to tracking, to the extent possible, the number of applications and the outcomes of those applications of the students for which letters were submitted to the extent possible.

Updated April 25, 2007

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Handbook of the College of Humanities and Natural Sciences

Faculty Evaluations

Salary negotiations include evaluations and rankings along at least three dimensions--teaching, professional activities (research, publication, etc.), and service. All faculty members must be evaluated and ranked because of the Board of Trustee's stipulation that salaries be based on merit. These evaluations should be based on the criteria arrived at by consensus by each department on what constitutes a good professional and/or academic in that department. The protocol is the only official statement by the department on what level of performance is expected by each member of whatever rank or situation he/she holds. Evaluations must be in writing and signed by the faculty member being evaluated who may, if he or she desires, append a statement of exception.

The protocol is the only legitimate document, in accordance with the University *Faculty Handbook*, on which annual review of non-tenured tenured 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 communicated to the person reviewed orally and in writing and the written version should be signed by that 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, 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. An exception may be filed at this time also. The total package then goes on 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 for merit raises.

Revised and Approved by College Assembly 11-20-2008

Handbook of the College of Humanities and Natural Sciences

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 Dean for approval.
2. Any non-contractual course release below 9 contact hours for ordinary faculty and 12 contact hours for extraordinary faculty per semester must be forwarded by the chair and approved by the Dean ordinarily at least one semester before the release will take place. 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. The Dean should inform the faculty member in a timely manner if the request is denied. 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.

Criteria

The *Handbook* lists student advising, research and scholarly activities, university service, and community service as areas in which a faculty member's efforts qualify him/her for a reduced teaching load. Chairpersons, for example, receive a teaching load reduction in recognition of their university service. Of particular importance are those activities directly related to the primary function of Loyola: undergraduate education. While an ongoing scholarly involvement in one's field--as evidenced by publications, the reading of papers, and other professional activities--reinforces and vitalizes good teaching, other activities such as counseling, advising, faculty development, new course preparation, many contact hours, extensive revision or updating of existing courses, and extensive

paper grading also qualify a teacher for a reduced teaching load. Service to the larger community remains central to Loyola's mission and faculty engaged in significant community service will be eligible for a reduced teaching load. The criteria for a reduced teaching load must remain flexible to allow for the varied contributions and needs of a diverse and multifaceted faculty.

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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 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. 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 represented in the College; tenure; administrative experience in an academic institution at level of Dean, Assistant Dean, chairperson, or program director; background of academic teaching and research that is commensurate to that of a Full Professor in the College; 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, is 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. All meetings are confidential. 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 chair 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 selected by the search committee, 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 its 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

Finalists' itineraries should include a meeting with the Jesuit Community.

9. The committee should obtain the feedback of candidates by the Deans, chairpersons, faculty, Jesuit Community, students, and Dean's Office Staff.

10. 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.

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Handbook of the College of Humanities and Natural Sciences

Travel Guidelines

QUALIFYING EXPENSES

Reimbursement for travel expenditures will be made only if such expenditures have been specifically authorized. Reimbursement will be made only up to the amount so authorized.

ADVANCES

Advance funds may be requested for qualifying travel. Ordinarily such requests are to be submitted for approval no later than 25 days nor earlier than 120 days before the event. Submission of the travel request form (available on College intranet) is sufficient, but must contain the following information:

1. The name of the individual to whom funds are to be advanced.
2. Complete name of the event to be attended.
3. The city in which the event will be held.
4. The inclusive dates of travel.

Unused funds are to be returned with the expense statement.

EXPENSE STATEMENT

Approved travel advances will be available in the Dean's Office approximately one week before the scheduled event. An expense statement form will be issued with the advance. If no advance is requested, the form will be sent to the faculty member's department via campus mail or can be picked up at the Dean's Office.

An expense statement must be submitted to substantiate all travel expenditures. The statement must be submitted to the Dean's Office no later than five working days after the event for which funds were committed. All applicable spaces on the form must be completed. It is essential that paid, original receipts be attached for items above a certain amount which is determined by the University finance office. Questions regarding the completion of the statement should be directed to the Dean's Office.

The United States federal tax law stipulates that payments or reimbursements to employees for *bona fide* business related travel expenses are not considered taxable income to the employee. Therefore, it is necessary that the nature of the expenditures be fully explained. Failure to fully substantiate and explain business expenses has in the past

resulted in such reimbursement being considered additional taxable income to the individual.

LIMITATIONS

The following expenses are reimburseable up to the maximum limit of air fare (coach) plus the maximum per diem:

<i>Mileage</i>	determined by IRS currently allowed rates.
<i>Air Fare</i>	air coach charges for round-trip.
<i>Train,bus,or automobile</i>	for long distance travel, including meals and lodging in transit only up to the cost of air coach fare.
<i>Local surface transportation</i>	airport limousines, taxi, bus and other short distance transportation.
<i>Accommodations</i>	actual hotel or motel charges including taxes, meals and banquet or special luncheon charges associated with and made while in actual attendance at a meeting up to a maximum as set by the Council of Chairpersons.
<i>Miscellaneous</i>	expenses incurred which are necessary to the purpose of the travel such as registration fees, parking fees, telephone, porters, etc., if they are properly explained.

If any travel funds are left at the end of the fiscal year these funds will be disbursed to individuals whose requests were turned down due to a temporary lack of funds, yet who took the trip(s) at their own expense.

Limits for individual reimbursements are established according to the following priorities:

<u>Faculty Priorities</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Administrator</u>
(A) Presentation of scholarly paper or exhibit by documented request and/or open competition	100%	50%	100%
(B) Chairperson, organizer or invited discussant of a panel or formal paper	100%		100%
(C) Working officer of the organization	100%		100%
* (D) Travel contributing directly to:			
educational instruction	100%		75%
curriculum development	100%		75%
professional relationships	100%		50%

* When and if faculty development funds are made available for travel for similar purposes, category D shall be deleted.

GENERAL GUIDELINES

For purposes of this document, "travel" is construed as including events scheduled within the North American continent. Thus, requests for travel funds to events in Alaska, Canada, the United States, and Mexico would be appropriate and covered by the general limitations discussed in the prior section.

Each member of the college faculty and administration team should feel free to submit applications for travel as the need arises. In the event that a single individual makes multiple requests within the same academic year, the administrator of the travel funds may ask the College Budget Committee to consider such requests and advise as to the granting of travel funds.

PROCEDURES

The travel request form (available on College intranet) should be submitted as soon as possible in order to help make the allocation of travel funds equitable. In no case will a request be considered unless it is received by the travel fund administrator a minimum of 25 days prior to the scheduled event.

The completed form should be forwarded to the Dean's Office. The faculty will be notified as soon as possible of the decision regarding the request.

If the trip is approved, a check request will be submitted to the general accounting office ten days prior to the scheduled departure. When the check is ready, the faculty member will be notified to pick up the check in the Dean's Office. An expense statement form will be included with the check. The original receipts should be attached to the expense statement for the items above a certain amount which is determined by the general accounting office. The completed expense statement should be returned to the Dean's Office within five working days of the return to campus.

The current policies of the general accounting office will be adhered to in regard to issuance of checks, allowable transportation expenses, and the reporting of expenses.

OBLIGATIONS

Individuals receiving travel funds under the auspices of the Travel Guidelines are required to file the following documentation with the Dean's Office within five working days of their return:

If presenting a scholarly paper:	1 copy of the paper and summary of the meeting
If presenting a scholarly exhibit:	1 copy of the catalog and summary of the show
If chair of panel or discussant:	summary of panel/paper and reactions to it
If working officer:	synopsis of the meeting

If educational instruction or curriculum development:	summary and recommendations for local applications
If professional affiliations:	summary of event
If screening applicants:	recommendations for action
If equipment/supplies display:	summary and recommendations for action

The various summaries, synopses, and recommendations need not be elaborate. They should clearly relate the individual's value judgment on the event attended and, where appropriate, recommendations for local application of information gained as a result of the travel.

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Handbook of the College of Humanities and Natural Sciences

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 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 stating the purpose of the leave, or sabbatical.
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.

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.

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Revised and Approved by College Assembly 01-17-2013

Handbook of the College of Humanities and Natural Sciences

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.