

HNS COLLEGE ASSEMBLY
August 28, 2008

Minutes

I. Call to Order

The meeting of the College Assembly was called to order by Interim Dean Mary McCay at 12:30 p.m. on Thursday, August 28, 2008 in Room 332 of Bobet Hall.

Attended: B. Anderson, R. Anderson, Bell, Bernardi, Biguenet, Brazier, Brungardt, Butler, Cahill, Calzada, Clark, Cook, Coolidge, Cotton, Dewell, Dittrich, Doll, Dorn, Ewell, Farge, Fernandez, Gerlich, Gnuse, Goforth, Gossiaux, Hood, Hrebik, Hymel, Jordan, Kargol, Kelly, Koplitz, Kornovich, Lagvanec, Lewis, Li, Mabe, Matthews, McKay, Moazami, Moore, Mui, Nicoll, Nielsen, Randall, Rodriguez, Rosenbecker, Ross, Russell, Sebastian, Saxton, Smith, Spence, Tucci, Underwood, Walkenhorst, Willems, Yakich, Zucker, R. Wilson (non-voting), and Interim Associate Dean Hunt (non-voting).

II. Invocation

Rev. Leo Nicoll, S.J. led the invocation.

III. Approval of Minutes

The minutes of April 17, 2008 were approved by acclamation.

IV. Provost/VP for Academic Affairs

Interim Dean McCay introduced Provost Edward Kvet. He observed that the approaching Hurricane Gustav caused him to revise his intended welcoming remarks to include a send-off, with alerts via text messages and updates on Loyola's website and e-mails. He said the first evacuation since Katrina might err on the conservative side. He urged faculty to take materials with them to conduct instruction as feasible via Blackboard, during what he had learned in *legalese* is termed a "suspension of on-campus operations." He acknowledged that certain types of instruction couldn't be conducted on Blackboard and suggested that faculty at least make on-line contact with their classes. In response to questions from faculty, he said that campus buildings' main locks would be disabled on Saturday at 9:00 a.m., that cars with permits may be parked in the Freret garage, and any decision regarding make-up days (e.g, using the semester break as a buffer) would be announced after on-campus operations resumed. He said that although timing doesn't always afford participation of deans and chairs, Bob Gerlich is in Provost Council meetings conveying information as they make decisions. He briefly welcomed faculty, wished them safe travels, and promised to come again when he could talk with substance.

V. Announcements

- 1) President's Open House and Parents' Shadow Day is Friday, October 3.
- 2) Terell Fisher, Assistant Vice President of Marketing, will visit at a future date.
- 3) HNS Welcome Party to Greet New Faculty is cancelled due to Hurricane Gustav.
- 4) The Gregory R. Choppin Chemistry Wing's opening ceremony is September 18 at 12:30 p.m.
- 5) Animals and organic materials in labs should be taken care of today ahead of the suspension of on-campus operations.

VI. Reports

1) College Handbook Committee (Craig Hood)

Craig said that the document in the previous minutes remained valid; the committee had intended to have the updates for the usual September date of the first College Assembly. He asked that faculty see the two versions of the handbook on Blackboard: in Word (to make changes) and PDF (to review changes). He said to expect a reminder to make comments one week ahead of the next assembly. Craig said the handbook would be presented in hard copy and maintained in an electronic version for official changes, with dates included. MOTION: Katherine Adams moved that *the HNS College Assembly vote to approve the college handbook*. The motion was seconded by Melanie McKay and voice vote was unanimous. Vote on the motion will be at the next assembly.

2) SORC (Lynn Koplitz)

Dean McCay first relayed a comment from Provost Kvet that he intends to review all faculty salaries as a whole, not piecemeal; she said that SORC's refined data would include recent CUPA updates. Lynn presented slides (attached) of salary comparisons with CUPA data, quartiles from George Capowich as authorized by Provost Kvet, projected and expected quartiles for comparisons, compression and equity increases, and other tables and charts. Discussion included: mentions of methods and reference groups used by the former Provost, consultants' reports, merit and cost-of-living components, importance of presenting pertinent data, economic pressures on tuitions and endowments, decreased number of faculty since Katrina, some CSS starting salaries lower than HNS, appropriate/inappropriate comparison groups, need for a system to avoid compression, academic priorities should drive budget, expansion of other branches of the University and costly renovations at expense of faculty, handbook to include compression considerations, perceptions of worth, "bump-ups" to new faculty members' starting salaries position them higher than faculty already here carrying more responsibilities, and need for retention considerations in addition to attraction ones.

VII. Old Business

1) External reviews letters / fourth year review

Melanie McKay distributed copies of the proposed document "HUNS Materials for Yearly Review and for Tenure and Promotion Packets" (attached), as prepared with John Sebastian. She noted that the draft incorporated changes previously voted upon in the assembly. She said that the point of confusion regarding letters from external reviewers was resolved in the document. MOTION: Kate Adams moved that *the document be accepted*. The motion was seconded and voice vote was unanimous. Vote on the motion will be at the next assembly.

2) Plus and Minus Grade

Dean McCay said that she has sent the proposal forward.

3) Parliamentarian

Marcus Smith offered summary sheets with excerpts from Robert's Rules of Order (attached). He suggested that the assembly decide which rule of order to adopt and identify a parliamentarian among the younger faculty. Dean McCay called for a volunteer. No one came forward. Marcus distributed a summary sheet with excerpts from Robert's Rules of Order (attached).

VIII. New Business -- None

IX. Adjournment -- The meeting was adjourned at 1:30 P.M.

Attachments: Presentation materials

DRAFT: HUNS Materials for Yearly Review and for Tenure and Promotion Packets.

Each year departments will send recommendations to the dean for retention or non-retention of untenured ordinary faculty. These recommendations will be based on the department's evaluation of your teaching, scholarship, and service. You should provide your department each year with a portfolio that describes your work in each of these areas. The suggestions below will help you prepare for annual reviews and, ultimately, for your tenure application. They incorporate the requirements for tenure and promotion documentation specified by the College Rank and Tenure Committee (CRTC). They include additional suggestions to help you in building your tenure file as you move through the pre-tenure years.

Year One: Faculty member should be advised to begin a portfolio. Suggested contents:

1. **Listing of courses taught, with numbers and course titles.** Syllabi and examples of assignments strongly recommended.
2. **Listing of courses created, if any,** with numbers, course titles, course descriptions and syllabi.
3. **A statement about creative teaching methods,** online courses, linked courses, first-year seminar courses, etc. with examples of creative assignments.
4. **All student evaluations.**
5. **Letters from faculty visiting and evaluating classes.** In some departments, chairs or mentors will help you arrange these visits. One peer evaluation per semester is strongly recommended.
6. **Any collaborative research** with students and/or other faculty members.
7. **List of publications and conference presentations** for review by the department (the faculty member should be saving all publications and any letters from reviewers who have commented on them).
8. **Any grants applied for.** List those funded and not funded.
9. **Department, university, and/or community service.** This includes committee work.

Year Two: Second year faculty members must be reviewed twice: once in early November to determine a third year contract, and once in February for a fourth year contract. The portfolio should contain all off the above documents, plus:

1. **Listing of all courses taught in the second year,** with syllabi . First review will look at first semester of second year syllabi as well as all first year syllabi.
2. **Advising Statement** (if applicable). List programs advised for, number of advisees.

Year Three: Third year faculty should be well on their way to having a packet that is almost ready for the pre-tenure review in the fourth year. It should contain all of the above.

See college guidelines at

<http://www.chn.loyno.edu/intranet/documents/GuidelinesTenure.Promotion.pdf>

Provost's guidelines at

<http://www.loyno.edu/provost/documents/MaterialsforTenurePromotionetc.pdf>

Year Four: Updated packet from year three. This is the Pre-tenure review year. Although letters from external reviewers are required for the full tenure application, they are NOT required for the fourth year review. The department should review the packet carefully to make sure nothing is missing.

Year Five: All of the documents from Year Four, updated. During the fifth year, the faculty member and other members of the department should provide the department chair with lists of external reviewers qualified to evaluate the applicant's scholarship. For the purposes of the College Rank and Tenure Committee, "external" will be defined as experts in the applicant's field of study outside Loyola. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant. The department chair will be responsible for obtaining no less than three but no more than six letters from external reviewers by fall of the candidate's sixth year.

Year Six: Tenure Year. The tenure packet should include all of the above information as well as copies of books and other publications. The department chair will forward the external review letters to the CRTTC and will write a clear and unambiguous letter to the CRTTC concerning the faculty member's past work and potential for future work and contribution to the university.

Revised wording for Year Six:

Year Six or Early Promotion: Tenure Year. The tenure packet should include all of the above information as well as copies of books and other publications. The department chair will forward the external review letters to the CRTTC and will write a clear and unambiguous letter to the CRTTC concerning the faculty member's past work and potential for future work and contribution to the university. **Applicants for early promotion must provide external reviews as stated in the document.**

An Outline of the Process Used for Identifying Salary Inequity

Individual salaries are compared to appropriate ranges by quartiles in a CUPA database for the Loyola University New Orleans General Reference Group by rank and discipline. If a salary falls below the range of salaries in the expected quartile for that person's rank and discipline, then that individual is considered for an equity increase based on past evaluations of performance.

Expected quartile for an individual's salary is determined by years in rank. The entire range of years in rank is assumed to be 6 for assistant professors, 12 for associate professors, and 12 for professors for an overall 30 year career. (In earlier analyses, 16 years was the range used for the associate rank but 12 was later shown to be more usual for actual time in that rank.) [SORC, at its meeting on 8/25/08, decided to use 6, 12, and 16 as appropriate ranges based on the actual distribution of years in rank with averages of about 10 and 12 for associate professors and professors respectively.] So, for example, a person who has been at the rank of assistant professor for 5 years would be expected to be in the top, or fourth, quartile out of four while a person who was just hired should be in the bottom, or first, quartile. In the case of assistant professors, salaries also need to be compared to the CUPA data for New Assistant Professors that year because market forces can have a particularly strong effect on determining incoming salaries, especially in certain disciplines, and often cause them to leapfrog over those of assistant professors who have been in rank for 1—5 years.

For an example of how this process has been applied, please look at the Excel file "Copy of Salary Study 2002-03 6-12-03."

For an example of the CUPA data file used to determine quartiles by using the Loyola University New Orleans General Reference Group please see the Excel file "CUPA Fac 02-03." The first quartile range for a given rank and discipline goes from the minimum to the 25th percentile, the second is from 25th to 50th, third is 50th to 75th and fourth is 75th to the maximum.

The Loyola University New Orleans General Reference Group of institutions is used by the University Budget Committee to make many comparisons for Loyola. It gives an appropriate and useful range for valid salary comparisons. It is listed in the Factbook, most recently here:

<http://loyno.edu/oir/factbook2007/documents/refgps.pdf>

That reference group with some relevant data from 2000 is also attached as a pdf file, "LUNO 00newref."

In order to make a sound, objective, relevant analysis of the current salary structure in the College of Humanities and Natural Sciences, the Salary Oversight and Review Committee requests access to the CUPA data. The most useful form of access would be Data on Demand for the Loyola University New Orleans General Reference Group in order to request subsets of the group where needed.

National Faculty Salary Survey --CUPA

Data for HNS SORC

2007 - 2008 (Uses Fall 2007 Data)

See Reference Group Below

Source: CUPA (copyrighted 2007)

Key

NP - Number of Persons. NI - Number of Institutions. Statistics will not display when the Number of Institutions is less than 5.

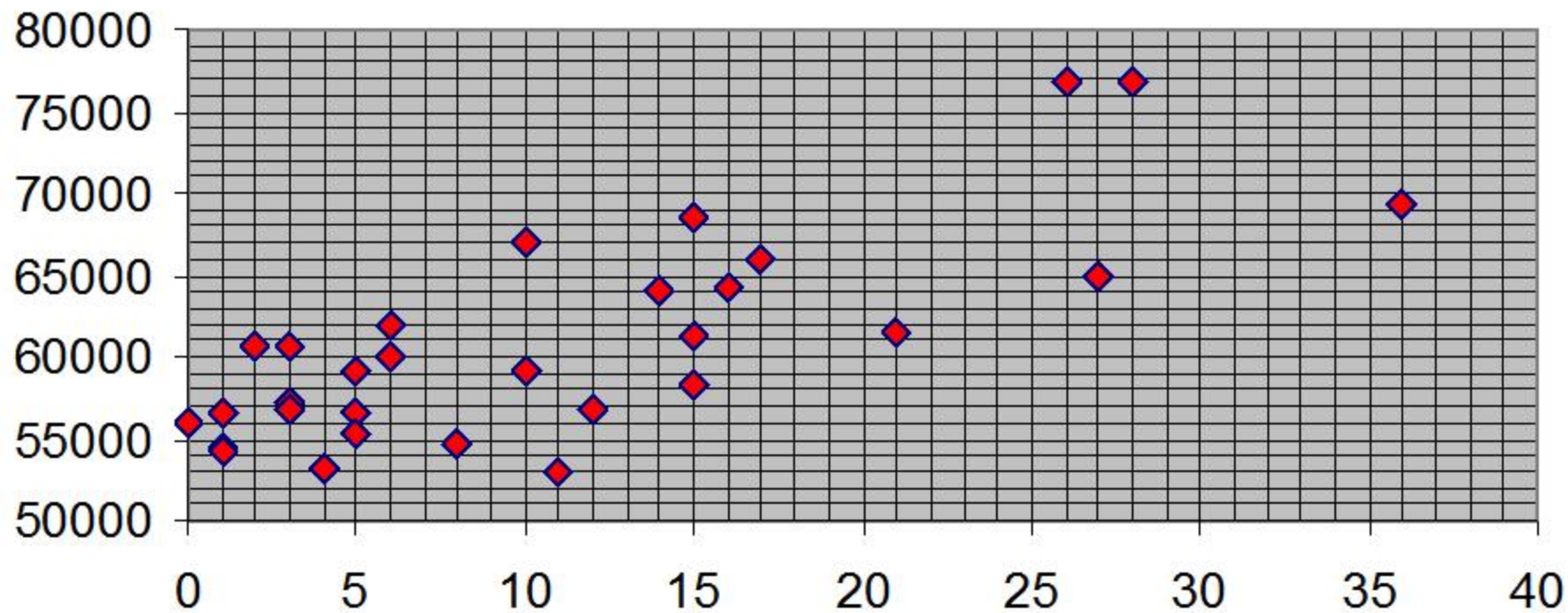
Program/Rank	Loyola U. Salary Average	Comparison Group Salaries (listed below) (Based on Reported Average Salaries*)						Loyola's Avg. as Percent of Comparison Schools% of B's		Comparison Schools Quartiles		
		Average	Median	Minimum	Maximum	NP	NI	Average	Median	25th	50th	75th
16.01 Linguistic, Comp & Rel Studies & Srvc												
Professor	68,250	#####	#####	60,847	100,950	33	11	85.8	83.7	72,866	81,500	86,715
Associate Professor	65,030	#####	#####	50,665	71,738	57	13	108.1	110.5	56,990	58,856	62,326
Assistant Professor		#####	#####	39,457	61,585	43	12			46,371	50,230	51,957
New Assistant Professor		#####	#####	45,000	58,000	7	6			46,250	47,000	49,250
Instructor		#####	#####	37,335	46,575	10	5			37,613	38,291	43,490
16.12 Classics & Classical												
Professor		#####	#####	83,554	118,889	12	8			88,705	92,130	106,790
Associate Professor	58,950	#####	#####	51,293	91,886	17	11	84.6	94.9	59,846	62,132	79,368
Assistant Professor	50,000	#####	#####	38,690	67,677	12	8	93.7	96.3	47,428	51,903	59,863
New Assistant Professor	50,000					2	2					
Instructor						1	1					
23.01 General												
Professor	83,151	#####	#####	70,512	111,054	###	25	92.9	94.0	78,514	88,430	99,026
Associate Professor	60,721	#####	#####	51,155	80,062	###	25	93.6	93.4	58,865	65,017	70,140
Assistant Professor	51,000	#####	#####	41,000	70,485	###	25	95.8	101.6	49,000	50,213	58,165
New Assistant Professor		#####	#####	40,500	61,000	15	12			46,000	48,588	55,000
Instructor		#####	#####	30,635	55,000	11	6			38,541	46,866	50,938

26.01 General												
Professor	80,925	#####	#####	66,303	112,855	###	25	90.6	92.3	81,567	87,675	101,743
Associate Professor	58,867	#####	#####	54,774	87,700	###	26	87.9	89.8	60,073	65,560	71,402
Assistant Professor	51,000	#####	#####	42,592	70,000	73	26	93.4	96.0	49,583	53,139	59,397
New Assistant Professor		#####	#####	42,592	70,000	14	12			47,875	51,250	55,000
Instructor		#####	#####	25,955	52,035	9	5			33,000	37,320	41,985
27.01 Mathematics												
Professor	82,244	#####	#####	66,680	120,373	###	25	89.9	89.8	80,039	91,575	99,943
Associate Professor	60,450	#####	#####	55,920	87,741	###	26	87.6	91.4	62,325	66,152	75,522
Assistant Professor		#####	#####	49,700	68,520	86	25			53,040	57,388	62,299
New Assistant Professor		#####	#####	45,500	60,000	13	9			51,000	54,000	56,000
Instructor		#####	#####	38,500	53,125	10	6			46,227	47,884	49,289
38.01 Philosophy												
Professor	84,113	#####	#####	62,870	148,420	94	24	94.1	99.2	76,024	84,750	96,965
Associate Professor	54,000	#####	#####	48,660	88,032	72	23	81.0	83.8	58,708	64,402	74,722
Assistant Professor	51,000	#####	#####	44,500	66,654	83	25	96.4	100.0	48,207	50,983	57,142
New Assistant Professor		#####	#####	44,083	64,500	12	7			44,750	48,500	57,500
Instructor						1	1					
38.02 Religion/Religious Studies												
Professor	79,188	#####	#####	68,218	119,450	86	22	86.0	92.0	80,901	86,053	107,375
Associate Professor	57,931	#####	#####	55,317	90,032	67	20	83.3	84.7	60,723	68,411	76,494
Assistant Professor	49,939	#####	#####	43,376	68,100	73	22	92.4	96.7	48,849	51,631	57,727
New Assistant Professor		#####	#####	42,000	63,000	14	9			46,000	50,000	53,716
Instructor		#####	#####	40,151	49,440	6	5			46,235	46,625	49,000
40.05 Chemistry												
Professor	71,800	#####	#####	57,980	129,001	67	24	79.8	78.8	83,941	91,079	96,586
Associate Professor	58,617	#####	#####	52,494	89,581	90	27	88.6	89.4	58,321	65,593	71,505
Assistant Professor	52,000	#####	#####	43,948	71,425	82	26	94.6	99.2	49,727	52,414	58,576
New Assistant Professor	52,000	#####	#####	46,000	69,000	10	8	97.7	102.0	47,500	51,000	57,250
Instructor						9						

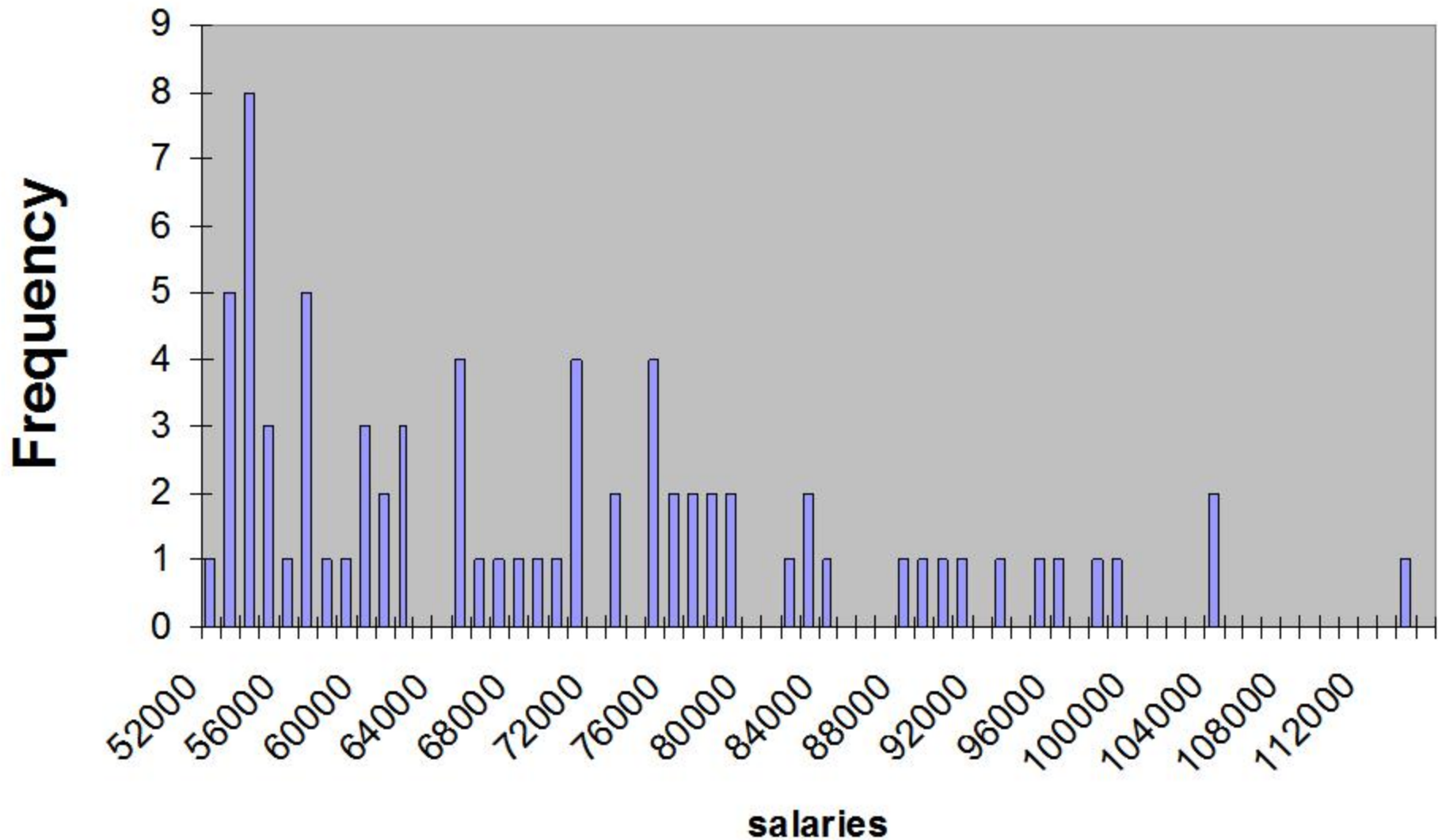
40.08 Physics												
Professor	90,750	#####	#####	65,304	188,748	69	25	95.5	99.6	81,880	91,123	102,697
Associate Professor	60,217	#####	#####	56,206	88,723	52	19	84.6	83.8	64,126	71,842	77,490
Assistant Professor		#####	#####	48,000	75,139	42	21			52,000	56,985	63,767
New Assistant Professor		#####	#####	45,000	70,000	6	5			48,250	54,500	62,000
Instructor						5	3					
42.01 General												
Professor	77,600	#####	#####	63,656	116,420	86	24	88.0	90.5	79,136	85,783	98,271
Associate Professor	58,475	#####	#####	54,193	95,762	85	26	85.1	88.9	60,010	65,810	75,004
Assistant Professor	51,000	#####	#####	47,025	76,129	61	23	89.9	92.3	48,962	55,244	62,164
New Assistant Professor		#####	#####	48,000	60,750	7	5			48,500	56,000	58,000
Instructor						7	3					
54.01 History												
Professor	81,083	#####	#####	70,349	133,577	###	24	86.7	87.2	82,418	92,947	102,151
Associate Professor	61,013	#####	#####	50,778	91,681	96	27	90.4	92.7	58,751	65,828	74,718
Assistant Professor	51,500	#####	#####	39,370	65,561	99	24	96.8	97.8	48,747	52,639	57,872
New Assistant Professor	52,000	#####	#####	42,000	62,000	17	15	98.4	100.0	46,500	52,000	60,000
Instructor						2	2					

Reference Group (Official)	Participated Yes, No
Bradley University (IL)	Yes
Butler University (IN)	Yes
Creighton University (NE)	Yes
Davidson College (NC)	Yes
Drake University (IA)	Yes
Duquesne University (PA)	No
Fairfield University (CT)	No
Gonzaga University (WA)	Yes
Ithaca College (NY)	Yes
John Carroll University (OH)	Yes
Loyola College (MD)	Yes
Loyola Marymount University (CA)	Yes
Oberlin College (OH)	Yes
Providence College (RI)	Yes
Rollins College (FL)	Yes
Samford University (AL)	Yes
Santa Clara University (CA)	Yes
Seton Hall University (NJ)	No
Stetson University (FL)	Yes
Suffolk University (MA)	No
Trinity University (TX)	Yes
Tulane University (LA)	No
University of Dayton (OH)	Yes
University of Portland (OR)	Yes
University of Puget Sound (WA)	No
University of Richmond (VA)	Yes
University of San Diego (CA)	Yes
University of Scranton (PA)	Yes
Valparaiso University (IN)	Yes
Villanova University (PA)	Yes
Wake Forest University (NC)	Yes
Washington & Lee University (VA)	Yes
Xavier University (OH)	Yes

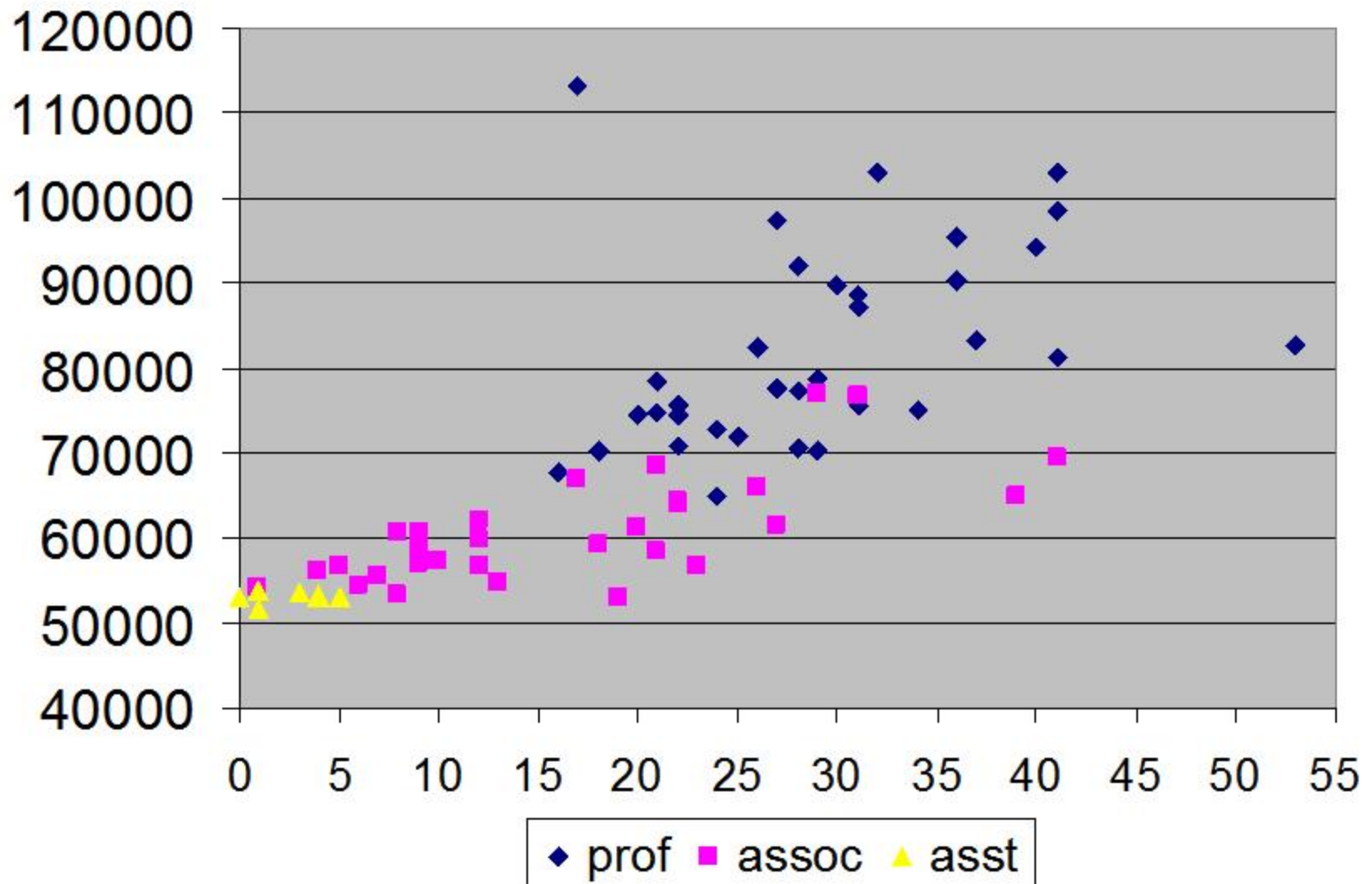
08-09 HNS Assoc. Sal vs. YIR



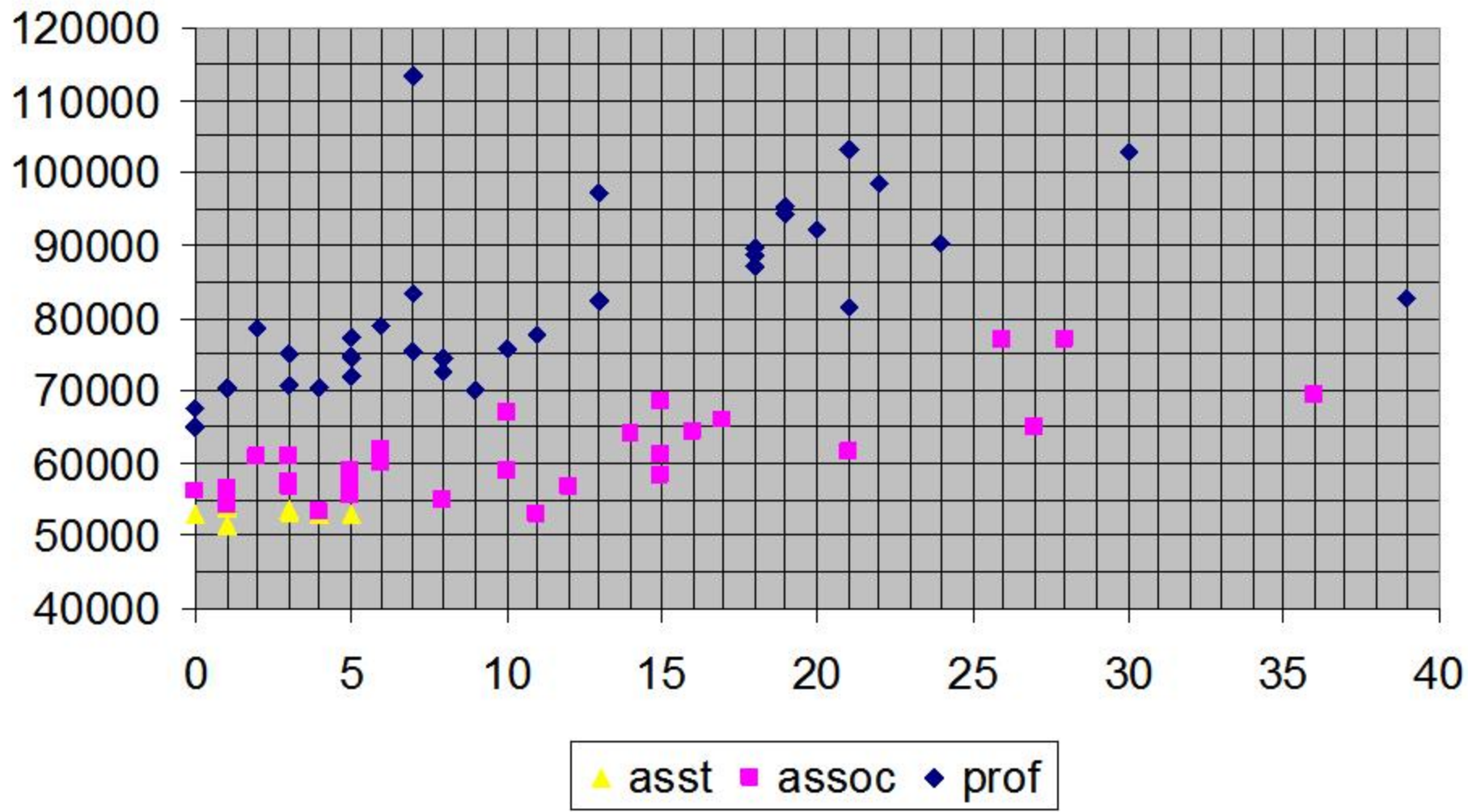
HNS salaries 2008-09



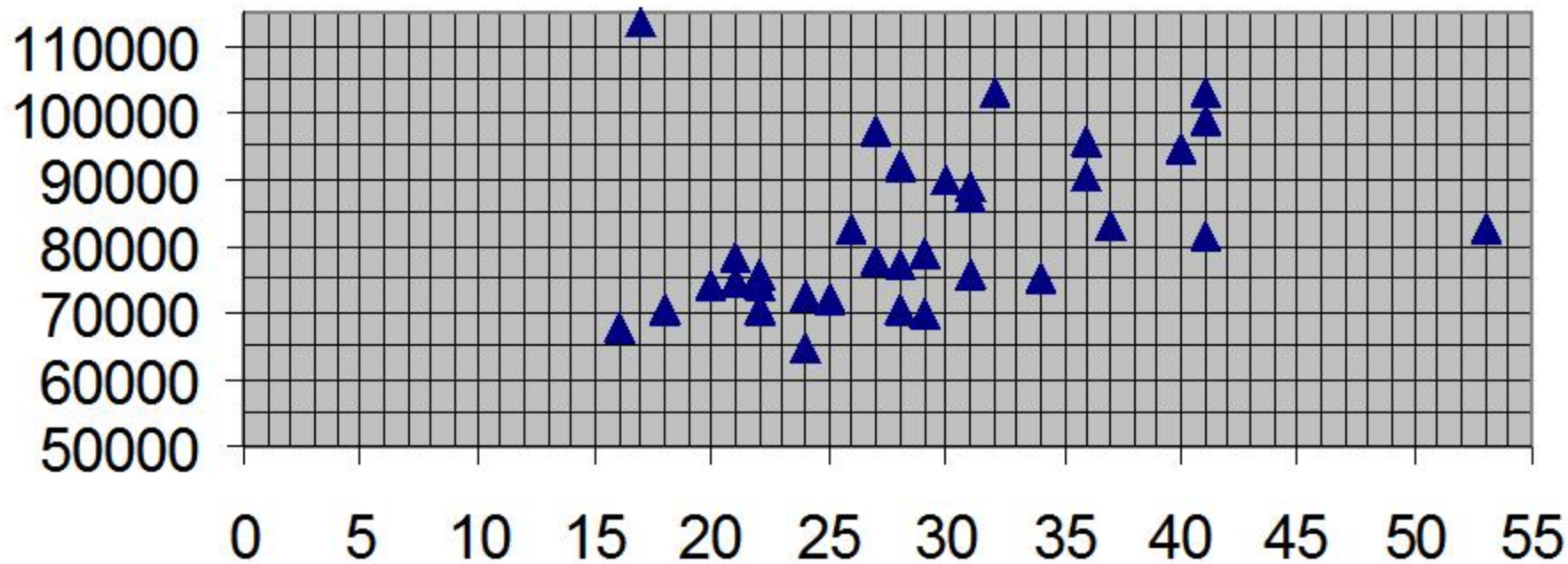
HNS 2008-09 salaries by rank and years of service



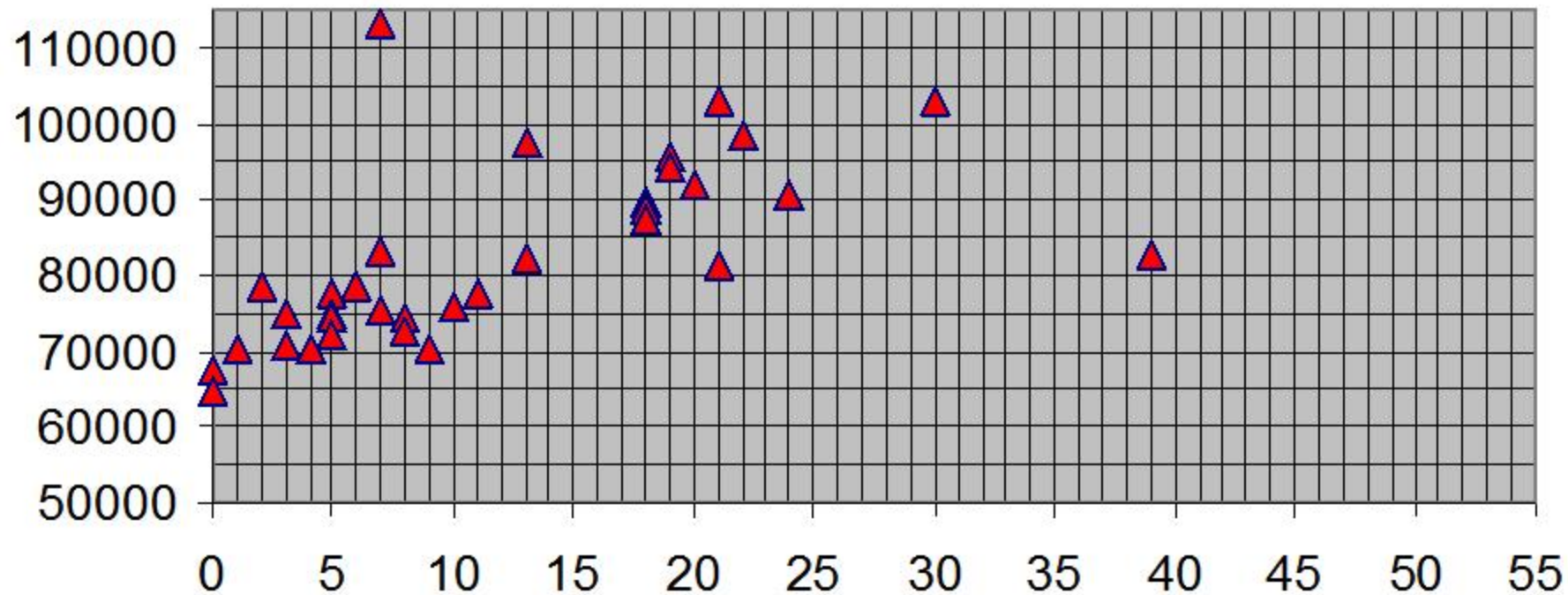
08-09 HNS salaries by rank and YIR



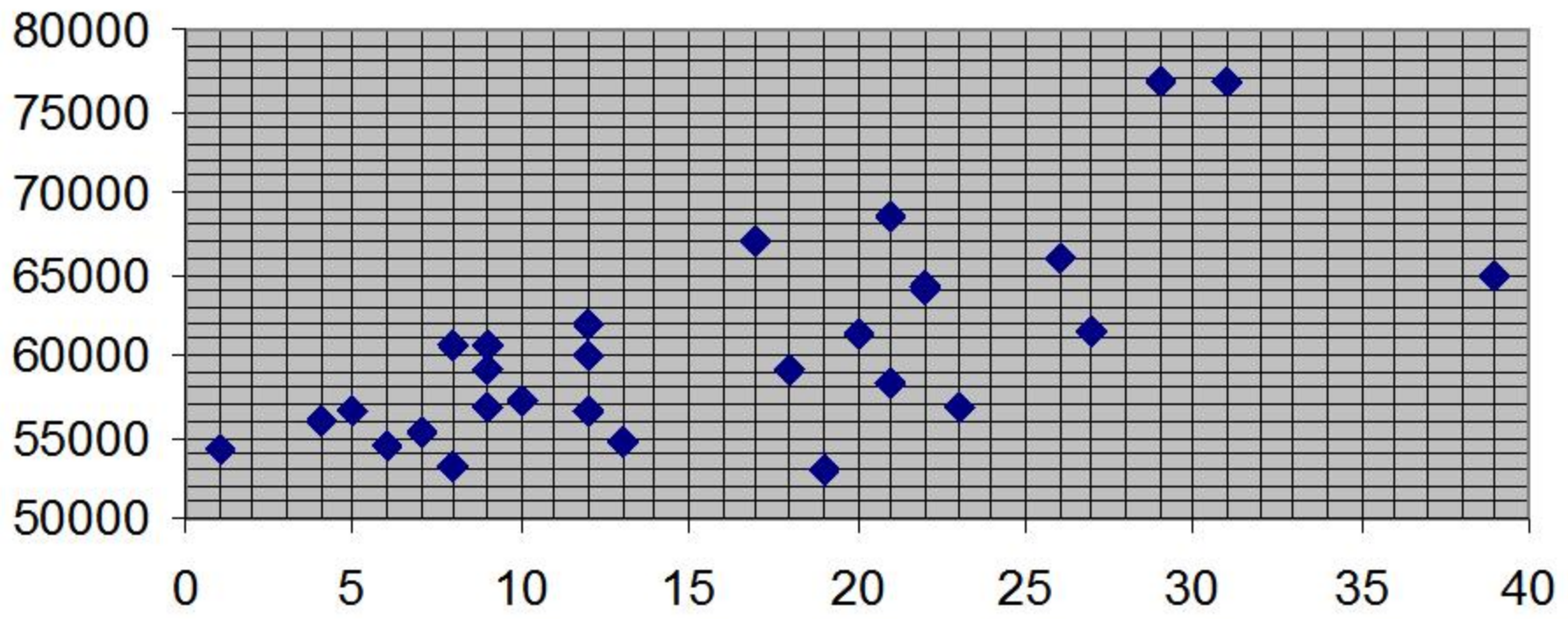
08-09 HNS Prof Sal vs. YOS



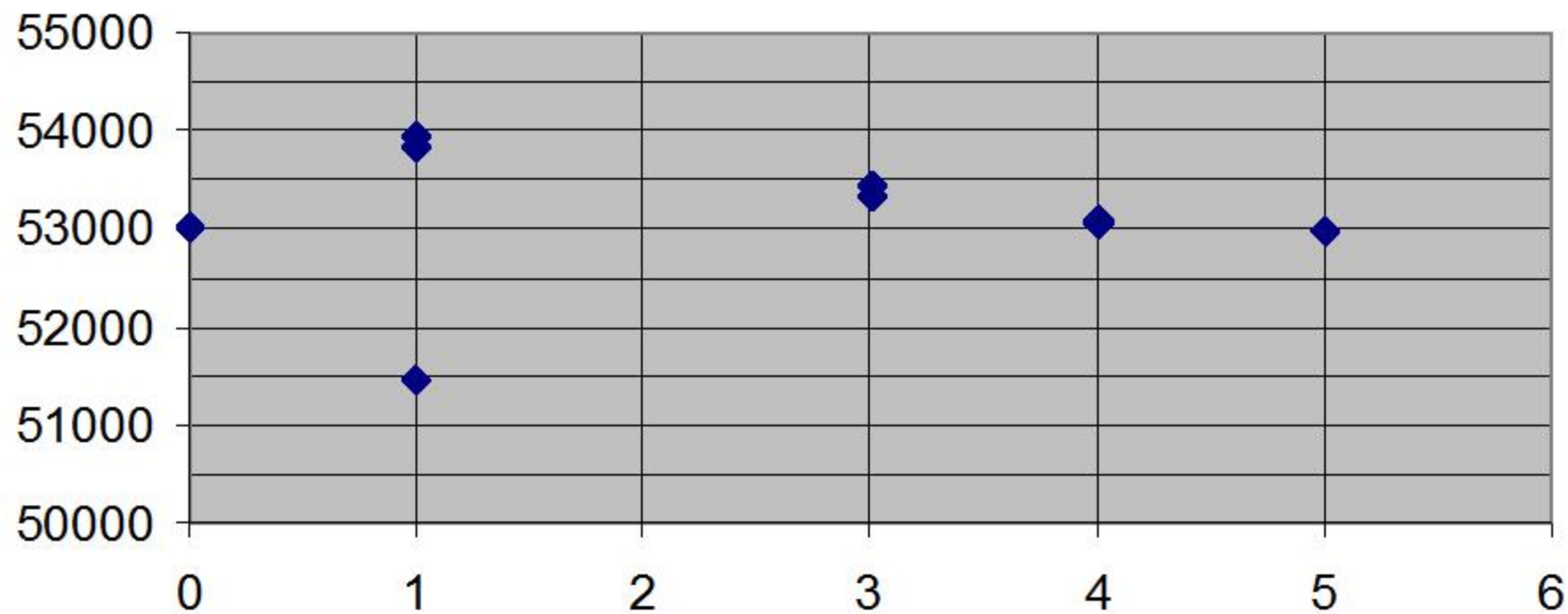
08-09 HNS Prof Sal vs. YIR



08-09 HNS Assoc. Sal vs. YOS



08-09 HNS Assist Profs Sal vs. YOS/YIR



Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority