

COLLEGE  
OF  
ARTS AND SCIENCES  
FACULTY HANDBOOK

LOYOLA UNIVERSITY  
NEW ORLEANS

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This represents the by-laws of the College of Arts and Sciences referenced in the Faculty Handbook 3-2. If these by-laws and the Faculty Handbook are in disagreement on any point(s), the latter document will control.

## I. GOALS STATEMENT

The goals of the College of Arts and Sciences support and amplify those of Loyola University. They are the following:

1. To recognize and pursue those values to which Loyola is committed as an institution;
2. To enhance the knowledge and wisdom of all individuals associated with the college;
3. To ensure that every undergraduate student of Loyola University acquires a sound and well-rounded education in the liberal arts;
4. To encourage and facilitate the advancement of knowledge through student instruction and faculty research;
5. To serve the university and the community in every way appropriate to an institution of higher learning, e.g., as a resource for the skills and training in those areas which the college and the community find mutually necessary and reinforcing.

## II. MISSION STATEMENT

Because it is the principal vehicle for the transmission of the collective wisdom of the liberal arts, one important aspect of the mission of the College of Arts and Sciences is to require that all undergraduate students be instructed in the knowledge and values inherent in two complementary and reinforcing traditions: liberal education and Jesuit/Catholic ideals as described in the documents *Loyola Goals, Character & Commitment Statements*, and the *Loyola Statement of Educational Purpose*.

Special emphasis therefore must be placed upon the necessity to integrate the special areas of knowledge developed in each of its disciplines, so that all who come into contact with the college may acquire a greater sense of the interrelated nature of all knowledge. For this reason, the college has developed and administers the common curriculum and the honors program of the university.

It follows therefore that the college undertakes to require that each student, regardless of his or her discipline, acquire clarity of expression, both oral and written; the ability to think critically, to evaluate alternatives, and to make ethical and moral decisions; the capacity for aesthetic appreciation; and the ability to relate with justice and charity to all persons.

Thus, it is the mission of the college to help students understand and appreciate the accumulated knowledge of human culture, the arts and sciences, and the

Judeo-Christian tradition; and through faculty research, contribute to the expansion of that knowledge. The college therefore supports the research of its faculty members.

The college also endeavors to integrate professionally-oriented programs into the liberal arts traditions so that students are able to pursue their professional careers in the broad context of understanding the world and human values. To this end the college will cooperate with other components of the university in aiding their students as well as our own to achieve the necessary breadth of vision required to deal effectively and responsibly with the modern world.

Graduate programs are considered valuable by the College of Arts and Sciences where they assist in strengthening an existing undergraduate program (making it possible, for example, to attract more qualified faculty members) or where they fulfill specific community needs which are considered appropriate to the overall mission of Loyola.

Committed to the values of Loyola, the College of Arts and Sciences proclaims that in value-oriented education, faculty and students may be expected to take positions and to articulate them as such. It is important, however, that both faculty and students realize that the university's commitment is to ideals, and not to institutionally sanctioned positions on issues. Because of this, the college requires that positions taken give evidence of careful deliberation and remain open to critical, constructive discussion and evaluation.

To achieve all of the above goals, the college recognizes the necessity to provide a proper learning environment for the student and to foster a healthy environment for the growth and personal fulfillment of both the student and the faculty member.

Approved by College Assembly 05-11-81

### III. 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 in the governance of the College of Arts and 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 full-time members of the faculty. Full-time faculty members have one (1) vote and half-time faculty members have one-half (1/2) vote.

Student representation by department shall be according to the following scale:

1-150 majors	1	representative
151-250 majors	2	representatives
251-350 majors	3	representatives
351-450 majors	4	representatives
451-above majors	5	representatives

Student representation shall be enumerated for each department by the Office of Institutional Research on or about the last day in September of each academic year and the election of the students shall occur as outlined in the departmental protocols. 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.

## ARTICLE III

### *Functions of the Assembly*

The College Assembly shall consider policies for the College of Arts and Sciences. The College Assembly can make recommendations in all matters affecting the educational excellence of the college, including

1. Academic requirements for admission
2. Retention and graduation of students
3. Curriculum
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. Policy with respect to long-range planning.

College committees shall make an annual report 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 ratified by the College Assembly in these areas shall be forwarded to the appropriate authority.

## ARTICLE IV

### *Officers of the Assembly*

- The officers of the Assembly shall be the president, the secretary, and the parliamentarian.
- The Dean of the college is, *ex officio*, president of the Assembly.
- The duties and authority of the president shall be the following:
  - To preside at meetings of the Assembly;
  - To schedule meetings for the third Thursday of each month in the window. 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 by signed petition; or whenever one-third of the total membership requests a meeting by signed petition;
  - To prepare the agenda with the assistance of the Council of Chairpersons;
  - 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;
  - To recognize non-members attending the Assembly who wish to speak at the president's discretion.
- In the absence of the president, he or she shall designate an acting president.
- The secretary shall be appointed by the president.
- 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 distributed to the members before the next meeting and be subject to approval at that meeting.
- The parliamentarian shall be appointed by the president, subject to the approval of the Assembly.

## ARTICLE V

### *Procedure for Meetings of the Assembly*

- Quorum

A quorum required and sufficient for voting shall be constituted by a simple majority of the membership of the Assembly, inclusive of the president.

## 2. Majority

- a. Except as otherwise 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 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.

## 3. Agenda

The president and the Council of Chairpersons shall determine the agenda for the Assembly.

## 4. Action

All items on the agenda may be voted upon at that meeting if the relevant documents relating to the agenda items have been distributed to the Assembly members at least five working days prior to the meeting.

## 5. 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 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. Each 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.

## 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. When in doubt of the outcome of a voice vote, the president of the Assembly can request 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.4, and shall be valid and effective upon ratification by the Academic Vice President.
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.

## **IV. 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 Vice President for Academic Affairs.

### **ARTS AND SCIENCES**

The College of Arts and 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 first responsibility is to the students enrolled in the courses offered by the department. He/she should take care that instruction is adequate, grading is fair and standards are maintained. The chairperson shall supervise the academic counseling of the major students. The chairperson should also strive to protect the rights and welfare of the faculty members in the department. The department chairperson has the delegated responsibility for department budgeting, the scheduling of courses, teaching and research assignments, the implementation of curriculum requirements and innovations, library holdings, and the general integration of department programs at the university level. The chairperson has a special obligation to build a department strong in teaching and scholarship.



The department chairperson is appointed by the Dean with the approval of the Vice President for Academic Affairs, following a department election or a consultation with department faculty. Appointments should normally be in conformity with the department members' judgment. Department faculty have a special obligation to select as chairperson one strong in leadership and organizational ability. Faculty serving as chairpersons shall not have tenure as chairpersons but they retain eligibility or continue in tenure as ordinary faculty as a separate right. The chairperson should serve for a stated term but without prejudice to reelection or to reappointment by procedures which involve appropriate faculty consultation. 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 Arts and Sciences are divided as follows:

1. *Arts and Humanities* - Classics, Drama/Speech, English, History, Modern Foreign Languages & Literatures, Philosophy, Religious Studies, and Visual Arts.
2. *Behavioral and Social Sciences* - Communications, Education, Political Science, Psychology, and Sociology.
3. *Natural Sciences* - Biological Sciences, Chemistry, Mathematics & Computer Science, and Physics.

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 and to the Vice President for Academic Affairs. All departments should involve the 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.

#### IV. 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 Vice President for Academic Affairs. He/she 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 intracollege 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 and makes recommendations about salaries to the 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 Assistant Deans, appointed by the Dean, with approval of the Vice President for Academic Affairs; they perform such duties and exercise such authority as may be delegated to them by the Dean.

#### **IV. B. ASSISTANT/ASSOCIATE DEAN**

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

#### ***JOB DESCRIPTION***

1. Oversees the academic progress of the students in the College of Arts and 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 Enrollment Management Team, the Admissions Review Committee, the Admissions Standards and Policies Committee, the College Planning Committee, 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.

#### **IV. C. UNIVERSITY HONORS PROGRAM DIRECTOR**

##### ***JOB DESCRIPTION***

The director is appointed by the Dean of Arts and Sciences, with approval of the Vice President for Academic Affairs, from among nominees submitted by the Honors

Advisory Board, and reports to the Dean of the College of Arts and Sciences. The director shall ordinarily be a tenured member of the university faculty, well-versed in classroom procedure.

Responsibilities of the director include: selecting students to participate in the program; arranging honors courses each semester; planning enrichment activities; rewarding student performance to ensure compliance with honors standards; providing guidance for students toward honors goals (e.g., postgraduate studies and awards); preparation of annual budget; making recommendations on student requests for academic exception or substitution; moderating honors student organizational activities, and moderating Honors Advisory Board Meetings.

The director shall administer the program with the same authority as a department chairperson, and shall represent the university honors program on the Council of Chairpersons. The director's teaching load is thought to be roughly comparable to that of a department chairperson's and subject to the same appeals for reduction.

## V. 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 Handbook*, however they originate, will be placed as motions to the College Assembly by the decision of the Council of Chairpersons 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 membership of the Council consists of all chairpersons, directors of appropriate programs, and Assistant/Associate Deans.

## **VI. A. COLLEGE BUDGET COMMITTEE**

### **MAKE-UP**

Six (6) full-time faculty members and the Dean who will serve as chairperson. Two slots will be allocated to A&S representatives from university committees, namely, one each from University Budget Committee, and the Board of Trustees. At least three chairpersons will be appointed by the Dean for one year terms, with the possibility of reappointment to maximum of three years; these appointments should be spread equitably among the divisions not covered by the university committee representatives; these appointments will require a 2/3's majority approval by the Council, annually. Ordinarily, there shall be a maximum of two changes per year in the membership of the committee.

### **PURPOSE**

The committee exists to advise the Dean in setting the College's annual budget. The committee should review each departmental operating budget with an opportunity given to the department chairperson or his/her delegates to meet with the committee to discuss the proposed budget. Chairpersons may request in writing to the Dean a hearing before the committee concerning their departmental operational budget, and they will be invited to make their presentation at the next committee meeting.

The entire committee should vote on each department's proposed budget. A simple majority vote is sufficient for approval. The college budget requests should then be synthesized, signed and forwarded to the Academic Affairs Budget Committee.

The department budget should be in a uniform format with adequate explanation and back-up material included to justify the request recommended by the committee.

### **PROCEDURES**

1. Departmental budget proposals should be submitted to comply with schedule set by Academic Affairs. The committee should notify the departments of changes made in their budget requests and of their approved budgets . (This enables departments to make more rational budget requests and better able to plan the next academic year's expenses.)
2. The College Budget Committee will receive the bottom line from the Academic Affairs Budget Committee and the rationale for any budget cuts to be made in the budget submitted by the College Budget Committee.

3. The College Budget Committee will then determine the final allocations for each of the departments and adjuncts.
4. Every effort will be made to award departments whose budgets have been cut in one year priority for necessary and legitimate items in the following year.
5. The committee will hold optional, periodic workshops for chairpersons and interested faculty members at least three weeks before the due date of the operational budgets. The purpose of the workshops will be to prepare chairpersons/faculty to write more effective budgets.

## **VI. B. 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 three internal voting divisions of the college (humanities/arts, natural sciences, social/behavioral sciences) has two 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 nontenured. 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.



## VI. C. COMMON CURRICULUM COMMITTEE

The common curriculum is the embodiment of Loyola's commitment to the liberal education of all the university's students and for this reason is appropriately housed in the College of Arts and Sciences. The program presents students with the knowledge and values that will distinguish them as liberally educated adults. Courses are designed to foster the development of the speculative, decisional, and aesthetic capabilities of the person. The Jesuit commitment to the values of faith, reason, and justice is manifest in the common curriculum program and lends distinction to liberal arts study at Loyola.

### *THE COMMITTEE*

#### *The Common Curriculum Committee*

1. Evaluates all common curriculum course proposals for approval, revision, or rejection according to stated guidelines.
2. Monitors common curriculum objectives through periodic evaluations supervised by the program director.
3. Prepares an annual statement of proceedings and achievements for distribution to interested parties.

#### *Membership*

1. The membership of the committee will be constituted by one representative from each department having an introductory course (but only one representative from the three sciences), two representatives from departments which teach courses in the common curriculum other than intro courses, plus the director of the program and other *ex officio* members.
2. The program director is the Dean of the College of Arts and Sciences and serves as the chairperson of the committee.
3. The common curriculum librarian and the Assistant/Associate Dean of the College of Arts and Sciences should ordinarily be invited to the committee's meetings as consultants to the committee.

#### *Committee Selection*

Common Curriculum Committee members will be nominated by the Council of Chairpersons and appointed by the Dean for a three year term, renewable.

#### *The Chairperson*

1. Convenes the first meeting of the academic year, schedules subsequent meetings, arranges for minutes of committee deliberations, maintains the rotating committee membership schedule, signs correspondence relating to committee business, and has the right to create standing committees.

2. Submits course proposals for consideration, advising the members on matters of staffing load, expenses entailed, and propriety of the proposal in light of existing courses already in the common curriculum program. When existing courses are under review, the program director, if requested by the committee and with permission of the faculty member, provides student evaluation and opinion; the manner of gathering such information is at the director's discretion. General staff, administrative, and support functions are provided the committee by the program director.
3. Ensures that courses listed under department acronyms are done so with the consent of the appropriate departments.

#### *Standing Responsibilities*

1. The primary responsibility of the committee is to maintain and ensure the liberal education intent of the common curriculum program through:
  - a. Review of new course proposals, which may be approved, returned for revision, or rejected by a majority vote;
  - b. Provision of timely guidelines for the construction and submission of course proposals, such guidelines being available on request and provided each new faculty member when he/she joins the university.
2. The committee and program director have a standing responsibility to formulate administrative recommendations in regard to the efficient and effective functioning of the common curriculum program. Since the common curriculum program is housed in the College of Arts and Sciences, such recommendations will be forwarded by the program director to that Dean; and since the Dean of the college is also the Common Curriculum director, recommendations from the committee are automatically forwarded to the Dean of the College of Arts and Sciences.

#### *Operating Procedures*

1. The Common Curriculum Committee is a standing committee of the College of Arts and Sciences. Because of the essentially humanities and liberal arts character of the common curriculum, and because the bulk of the courses and faculty come from the college, the program itself is housed by the direction of the Vice President for Academic Affairs in the office of the Dean of the College of Arts and Sciences. Therefore, the resident program director is the Dean of Arts and Sciences.
2. A quorum for committee deliberations is five members. A simple majority of those present is necessary to approve motions. Proxy voting will not be the normal procedure, although individual requests for such will be entertained on a situational basis with details arranged by the program director.
3. No course proposal will be reviewed until appropriate documentation has been supplied to the program director and thence to the committee members.

4. Committee deliberations shall be closed with formal voting restricted to elected/appointed members.
5. The committee may consult with relevant authorities, in person or writing, as the members deem appropriate. Upon invitation, the course organizer may be present (to assist the committee in questions of scope, intent, and focus of the proposed course) but will not be present during actual voting on the proposal.
6. The organizer of a course proposal will be notified by the program director of the common curriculum within ten working days of the result. Copies of such notices with reasons for rejection, revisions, etc. will be sent to the respective committee member and to the administrative head of the organizer's department or college.
7. Course approval is granted initially for a period of two years with the expectation that the course will be offered at least once during that time. At the end of the two-year approval, the organizer and his/her appropriate administrative unit will be asked if the course is to be renewed. If so, the committee will review the course in question. The committee may approve it, request revisions, or reject the course. If the course is approved, it remains active for a period of four years, with automatic review at four year intervals until such time as the organizer, the appropriate academic unit, or the committee requests its removal from the common curriculum program.
8. As a general rule, courses to be taught in each semester must be submitted to the committee three weeks before the master schedule for the semester is due in the Dean's Office.
9. Appeals of the decisions of the committee will be submitted to the Council of Chairpersons, the Dean, and ultimately to the University Courses and Curriculum Committee.

## VI. D. 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 committee should conduct elections for the following committees and at the following times:

College Elections	January
Curriculum	April
Conciliation	September
Rank and Tenure	April

All other committees requiring elections.

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 two 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: two tenured and two non-tenured members.

## **VI. E. COLLEGE RANK AND TENURE COMMITTEE (CRTC)**

### **MEMBERSHIP**

The committee shall consist of nine tenured faculty members, three from each division of the college. All full-time tenured faculty members are eligible to be elected except those holding administrative posts including chairpersons and persons serving on the URTC. Only one member from any department may serve on the committee at any one time.

The term of office shall be three years. No member can succeed herself/himself on the committee. One third of the committee - one from each division - is to be replaced every year.

### **SELECTION OF THE MEMBERS**

The college shall be divided for election purposes into three divisions: *humanities/arts* - Classics, Drama/Speech, English, History, Modern Foreign Languages & Literatures, Philosophy, Religious Studies, and Visual Arts; *natural sciences* - Biology, Chemistry, Mathematics & Computer Science, and Physics; *social/behavioral sciences* - Communications, Education, Political Science, Psychology, and Sociology.

Each April elections shall be held to replace one third of the committee's members from each division. The primary election ballot shall list names of all eligible faculty

members. Each voter is to vote in his/her division. If a candidate receives a majority of the votes cast in his/her division that candidate is elected. If no candidate receives a majority of the votes in a division, the top two vote getters go into a runoff. The term of office shall be from August 1 of the elective year to July 31 of the end of term year.

## **MEETINGS**

The committee will begin its review on or before November 1 of each year.

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.

Members of CRTC whose cases are under consideration will step down and the runner-up will serve as an alternate for that case. Letters of reference about committee member applicants shall not be seen by those members.

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. 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 Vice President for Academic Affairs.

## **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.

## **PROMOTIONS**

Decisions to promote to associate professor and professor are made after the committee has completed its review and made its recommendation.

Each year the 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.

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. These materials shall be submitted to the College Rank and Tenure Committee on or before November 1. 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.

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. ~~However,~~

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 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, 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. Salaries are determined by negotiations between the faculty member and the Dean. In the college, the department chairpersons conduct these negotiations on behalf of the members of his/her department, although individual faculty are free to appeal directly to the Dean. Many factors such as individual merit, the state of the market and the particular needs of the college enter into consideration at these negotiations.

Why is this under CRTC?

## **TENURE**

Each year the 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. It is the faculty member's responsibility to submit all such materials to the committee on or before November 1. 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.

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. 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.

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 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 Vice President for Academic Affairs if there might be unfavorable consequences of such a written statement.

## **VI. F. 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.

## **VI. G. A&S COUNCIL ON GRADUATE STUDIES**

1. The A&S Council on Graduate Studies shall be a sub-committee of the A&S Council of Chairpersons.
2. The Chairperson shall be the Dean of the College of Arts and 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

## VI. H. 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 nontenured. 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.

## **VI. I. UNIVERSITY HONORS ADVISORY BOARD**

### ***CHAIRPERSON***

Director of the university honors program

### ***VOTING MEMBERS***

1. Chairperson of the Honors Advisory Board.
2. Three members of the ordinary faculty from the College of Arts and Sciences, one each representing the areas of the social/behavioral sciences, the arts/humanities, and the natural sciences.
3. One member of the ordinary faculty from each of the other undergraduate colleges.

### ***TERMS***

1. The faculty members are appointed by their respective Deans, subject to the approval of the Vice President for Academic Affairs.
2. The faculty members serve three year staggered terms.

## SCOPE

1. This board shall make recommendations on policy for the university honors program and act in an advisory capacity to the director of the program.
2. It shall review criteria for the honors program, the policy statement contained in the *Bulletin*, and a "Guide to Honors Studies at Loyola."
3. It shall consider petitions from students who wish to enter the honors program at other than the initial point and who have been recommended by the honors program director.
4. It shall review and consider the placing of university honors students on probation and their removal from the program for failing to meet the academic and/or other requirements of the program.
5. It shall meet at the call of the chairperson but, in any event, no less than once a semester.
6. It shall be responsible to the honors program director who reports to the Dean of the College of Arts and Sciences.

## V. J. 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 of Arts and Sciences 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.

1. **ELECTION:** A Salary Oversight and Review Committee (SORC) for the College shall be elected by the faculty. It shall consist of seven members of the Ordinary faculty, three from Arts and Humanities, two each from Behavioral and Social Sciences and from 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. Except for departmental chairs who have already been elected to the committee at the time of the adoption of this protocol, 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 dollar-amount recommendations for increases for all full-time faculty within the department;

c) 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) 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 and deliver to the library 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.

**VI. K. PRE-HEALTH PROFESSIONS ADVISORY BOARD**

Chairperson: Elected from among members, at the end of the Spring semester, for a two-year term.

- Secretary: Elected from among members for a two-year term.
- Voting Members:
1. One member of the faculty elected from each of the followings academic departments: Chemistry, Physics, and Psychology; two members elected from Biological Sciences.
  2. Two at-large members appointed by the Dean upon recommendation from this Board.
  3. One professional staff member from the Counseling and Career Development Center.
- Terms: Members shall serve staggered three-year terms.
- Reporting: This Board reports to the Dean of the College of Arts and Sciences.
- Purpose: The purpose of the Pre-Health Professions Advisory Board is to assist and advise Loyola students who wish to pursue careers in medicine, dentistry, veterinary medicine, and other health science professions.
- Scope:
1. Advise the Dean of the College of Arts and Sciences regarding pre-health professions studies.
  2. Provide academic advising to students who are interested in attending health professions schools.
  3. Guide and assist Loyola students in the process of application to health professions programs.
  4. Prepare Board recommendations for any qualified student, without regard to academic major or college.
  5. Help coordinate the efforts of those academic departments most immediately involved in pre-medical and health professions career preparation.
  6. Collect, organize, and disseminate data regarding the career preparation and success of Loyola pre-health professions students.
  7. Review copy for the Loyola Bulletin and other publications regarding pre-health professions education.
  8. Disseminate information to the university community regarding pre-health professions education.
  9. Disseminate information (by means of workshops, a Pre-Medical Handbook, and other media) to students interested in or majoring in a pre-health professions curriculum.
  10. Assist students who seek to organize pre-health professions organizations or activities.
  11. Maintain regular contact with health professions schools, especially those in the Louisiana area, in order to have up-to-date information regarding admissions criteria and the views these schools have of undergraduate education.

12. Maintain on-going contact with pre-health professions programs at other area institutions.

Approved by Pre-Health Professions Advisory Board, 4 March, 1993.

## **VII. A. FACULTY GUIDE TO THE COMMON CURRICULUM**

### ***LOYOLA'S COMMON CURRICULUM***

The common curriculum program is Loyola's commitment to the liberal education of all its students. The program's goals are two-fold: 1) to offer a contemporary humanistic liberal arts education that is respectful of the Judaeo-Christian tradition and its values; 2) to instill in that education a desire to promote a just social order as characteristic of the Jesuit mission.

Particulars of the program are guided by the traits which characterize the mature, full-functioning humanist: clear thinking, aesthetic appreciation, and wise choosing. The objectives of the program are to provide each student with basic skills and capacities to communicate effectively, to clarify value issues, to solve problems, to function effectively in social institutions and to use the arts creatively and the sciences intelligently.

To achieve these objectives, the curriculum must provide an education in the traditional areas of humanities; natural, behavioral/social sciences; and the fine arts regardless of the student's major field of concentration. The curriculum must convey a fundamental grasp of religious thought and philosophical discourse which frees from ignorance and mindless conviction and commitment to unexamined values. Reflecting its Jesuit heritage and contemporary ties, the curriculum is also committed to a serious examination of those conscious and unconscious assumptions of contemporary American civilization that tend to perpetuate social inequities and institutional injustices.

Both Loyola and the common curriculum are committed to the belief that Christianity presents a world view which has meaning in any age. With the person as its central focus, the common curriculum accepts as a legitimate task the job of preparing students to know themselves, their world, their potential, and their creator. In sum, Loyola and its common curriculum wish to help each person become more aware of the problems society faces and of his/her ability to help correct these problems.

### ***CRITERIA FOR THE COMMON CURRICULUM***

1. The common curriculum should be fundamental in nature.

The common curriculum should be fundamental in nature, providing a broad base for the students' education. As fundamental, the common curriculum should ground the particular concentration of majors, specializations, professional programs or technical training, and should foster a growth process

which frees students from enslavement to an uncritical and unexamined life and from uncritically accepted assumptions and values. Thus, the common curriculum should prevent students from moving into their majors in such a way as to become strictly specialized and narrow.

2. The common curriculum should be broad and general.

The common curriculum should contain in its structure a sufficient theoretical, historical and thematic breadth. Thus, courses in the common curriculum should be of general human concern and interest, and focus on basic human values.

3. The common curriculum should be interdisciplinary in nature.

The common curriculum should be interdisciplinary in order to bring to the fore a more basic level of reflection than most disciplines achieve. Such a reflection reaches the foundational level below specific and derived disciplines, and aids in making explicit the breadth required in the common curriculum.

4. The common curriculum should use significant texts, figures, or themes.

The common curriculum educates by means of classical or significant texts, figures, or themes, thus explicating our tradition in terms of its present significance and values and in terms of its heritage from the past. Such liberal education should free students from naivete and ignorance vis-a-vis experience and the cultural traditions, past and present.

5. The common curriculum should foster maturity in constructive expression.

The common curriculum should develop both written and oral language skills.

6. The common curriculum should be a rigorous program of high academic quality requiring discipline on the part of the student.

Thus, the common curriculum should aim at the rigorous formation and growth of the whole person to be educated in the Jesuit tradition.

### ***DESIGNATION OF COURSES AS "COMMON CURRICULUM"***

*The common curriculum aims to satisfy the following student needs:*

Every student needs to be introduced to the cultural legacies of his/her civilization, its art, literature, and music. Such introductory studies provide occasion for enjoyment in the present, a source for enrichment of future experiences, and understanding for a comparative study of other cultures and civilizations.

Every student should become aware of how society functions; the great historical, economic and social forces shaping its future; the possibility of alternatives; the

problems and decisions the student and his/her fellow citizens must face. This historical perspective is essential for both student and society.

Every effort should be made to help the student to reason clearly and to evaluate the many conflicting statements in a complex world.

Every student should have some understanding of the physical world and some familiarity with science and the scientific method. Such knowledge in our complex society is necessary for intelligent decision making.

Every student must learn how to uncover the inescapable presence of values in every existing or proposed policy, how to relate those values to their causes and consequences and their costs in terms of other values, and how to distinguish between arbitrary and reasonable value judgments.

Every student needs to be able to communicate thoroughly and effectively in both writing and speaking. The common curriculum should enable the student to comprehend different types of discourse and to express in a literate way his/her own position.

## VII. B. FACULTY EVALUATIONS

Salary negotiations include evaluations and rankings along at least three dimensions--teaching, professional activities (research, publication, etc.), and community 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 nontenured 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 nontenured 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 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 community service. The chairperson should review this information, evaluate it according to the department protocol, and make recommendations to the dean for merit raises.

## VII. C. 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 Arts and 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 detailing his/her activity in teaching, research, and community service for the coming year and send it to his/her chairperson prior to the establishing of class schedules for the year in which the reduction would occur.
2. The chairperson will forward copies of the completed faculty time distribution forms for his/her department along with the department's course schedule.
3. Both the chairperson and the Dean should consider the faculty member's work load as reflected on the completed time distribution form when they make teaching assignments. Final decisions on teaching assignments will be made by the chairperson or the dean as specified by the *University Faculty Handbook*.
4. In order for this to be an orderly and timely process, the Dean should inform the faculty member within two weeks after receiving the request. Similarly, if the faculty member chooses to appeal, the appeal should be filed with the Conciliation Committee within two weeks of the faculty member's notification of load reduction denial.

### *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.

Approved by College Assembly 05-05-80

## VII. D. UNIVERSITY HONORS PROGRAM POLICY AND REQUIREMENTS

### *STATEMENT OF GOVERNANCE*

The university honors program shall be established within the College of Arts and Sciences. It is administered by a director of honors and an Honors Advisory Board. The director is appointed by the Dean of the College of Arts and Sciences in consultation with the AVP from among nominees submitted by the Honors Advisory Board. The director shall ordinarily be a tenured member of the university faculty, well-versed in classroom procedure. The director reports to the Dean of Arts and Sciences. The appointment is for three years, renewable after review.

Responsibilities of the director include: selecting students to participate in the program; arranging honors courses each semester; planning enrichment activities; reviewing student performance to ensure compliance with honors standards; providing guidance for students toward honors goals (e.g., post graduate studies and awards); preparing the annual budget; making recommendations on student requests for academic exception or substitutions; moderating honors student organizational activities, and moderating Honors Advisory Board meetings.

The director shall administer the program with the same authority as a department chairperson and shall represent the university honors program on the Arts and Sciences Council of Chairpersons. The director's teaching load is thought to be roughly comparable to that of a department chairperson's and subject to the same appeals for reduction.

The Honors Advisory Board shall consist of representatives from the colleges of Arts and Sciences (one each from behavioral/social sciences, arts/humanities, and natural sciences), Business Administration, City College, and Music, as well as the director of honors. College representatives shall be appointed by the deans of their respective colleges. The board shall convene at least two times each semester to determine the content of the study areas (in consultation with relevant departments and teachers), to review the progress of honors students, to recommend policies for the program, to establish an honors calendar with appropriate deadlines, to review annually the recommendations made by the director on student requests for academic exception or substitutions, and to bring to the program the knowledge and wisdom of their area of study. Substantive changes in the honors program's administration and governance policies are proposed by the Honors Advisory Board; are then considered by the College of Arts and Sciences Council of Chairpersons, and are sent with a recommendation to the Arts and Sciences College Assembly.

The degree of student representation on the Honors Advisory Board shall be determined by a simple majority of the existing Board members.

## **STATEMENT OF POLICY**

The university honors program intends to develop in students a respect for truth, the critical intelligence to seek it, and the skills to express their learning. The program provides students with an integrated approach to the liberal arts and a selective, continuous, and cumulative content. It is designed to fulfill all university common curriculum requirements. Furthermore, since academic excellence stands in the service of the full development of students as moral agents, the honors curriculum must be concerned with values. It has as its goals wisdom, rather than technical proficiency, and the fostering of a just social order. These aims reflect the traditional Jesuit concern for philosophical thinking, faith, and action in the service of justice. Honors faculty and students will seek to shape the wisdom of the learned tradition to the needs of a new day.

For university honors students, the university honors program will begin honors study in their first semester at Loyola. Honors study will normally occupy six hours each semester of undergraduate enrollment. University honors students are required to participate in the full honors program, although student requests for academic exceptions or substitutions will be reviewed individually by the Honors Advisory Board through the director of honors.

The university honors curriculum consists of two parts: a common university honors core of 36 credit hours and an additional collegiate component of at least 12 credit hours. The university core is as follows:

12 credit hours	honors philosophy
9 credit hours	honors religious studies
6 credit hours	honors literature
6 credit hours	honors history
3 credit hours	honors fine arts

The Colleges of Arts and Sciences, Business Administration, City College and Music will design at least 12 additional credit hours of honors study appropriate to respective collegiate goals. The Honors Advisory Board recommends these minimum College supplements take the form of two six-hour senior-level honors courses, the first on issues and values in science and technology and the second on social and political issues and values.

## **UNIVERSITY HONORS PROGRAM REQUIREMENTS**

1. All University Honors students must maintain fulltime matriculating status and a 3.3 semesterly and cumulative grade point average to remain in the honors program.

Students who do not maintain a 3.3 GPA will be placed on probation within the program. Their case will automatically be reviewed by the Honors Advisory Board. Any explanation of circumstances the student wishes to present will be considered by the Honors Advisory Board at this time. The Honors Advisory Board will then determine the length of the probationary period and the conditions for full reinstatement to the honors program. Students may not graduate as honors students unless they have been fully reinstated.

2. Students, including transfers, who wish to enter the honors program at other than the initial period, may be proposed after completing no more than the equivalent of three college semesters if they meet the following criteria:
  - a. Minimum combined ACT score of 28 or SAT equivalent.
  - b. A 3.3 cumulative and semesterly grade point average for each fulltime university semester.
  - c. Recommendation by a faculty member.

The director, in consultation with the Honors Advisory Board, will make the decisions on who may enter the program.

Approved by College Assembly, Arts and Sciences 04-21-80

## VII. E. SEARCH PROCEDURES FOR NEW DEAN

1. In the event of a vacancy occurring in the office of the Dean, the college will elect and recommend a slate of candidates to the Vice President for Academic Affairs who will select the Search Committee composed of seven faculty, two students and one administrator. Each department will send the name of one nominee to the Dean's Office, for a total slate of seventeen faculty. A ballot will be mailed to the faculty; three separate ballots, one for each division. Only ordinary faculty can vote. The divisions will select a total of thirteen faculty; five from Humanities/Arts and four each from the other two divisions. The Elections Committee will present the thirteen names to the Vice President for Academic Affairs, requesting that the final committee of seven members be selected from the slate of thirteen. The Elections Committee will also ask for a fair distribution of three members from Humanities/Arts, and two each from the other divisions. DSAC will recommend three students representatives to the Vice President for Academic Affairs, who will select two to serve on the Dean's Search Committee. This process will be consonant with faculty representation selection. The student recommendations need not be limited to DSAC representatives but could be any A & S students.

2. As soon as the committee can assemble, the vice-president will issue its mandate. At this organizational meeting a chairperson will be nominated by the committee and elected in a secret ballot. Also at this meeting, a time table will be agreed upon.

3. Letters requesting nominations will be sent to every Jesuit provincial and every Jesuit president and rector of the Jesuit universities in the USA. Nominations will also be requested from the university administration and from the faculty, staff and student body of the College. An announcement to this effect should also be placed in the *Chronicle of Higher Education* and other appropriate national journals and bulletins. Among the qualifications listed for the position should be all of the following:

An earned doctorate or its equivalent in an academic field; administrative experience in an academic institution at level of Dean, Assistant Dean, chairperson, or program director; background of academic teaching and research; basic commitment to the values and vision of Loyola University as an educational institution operating in a context of religious commitments.

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. Candidates rejected by the committee will also be notified by mail as soon as possible. Candidates in whom the committee, after an initial screening, are still interested, will be so informed and specific requests for additional information, will be made as necessary.

5. The committee will begin to hold its meetings just as soon as the number of applications warrants it. Ideally the committee will meet weekly. Nominees will be contacted as quickly as possible to determine whether they are interested in applying formally for the position.

6. During the weekly meetings of the committee there will be an ongoing review of the applications and a screening process to come up with a manageable list of candidates. A positive vote of five or more members will be needed to keep a candidate's name on the list of those who are to be given serious consideration.

7. After the deadline for receiving applications has passed, a study will be made of the names designated "for serious consideration." A simple majority of votes will suffice for an applicant to qualify as a semi-finalist. It is advisable that the number of semi-finalists be reduced to no more than fifteen (15) and no less than twelve (12).

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. It is advisable on this occasion to narrow the number of candidate to no less than six (6) finalists. Conference telephone calls might be helpful in this determination.

9. Each of the finalists should be contacted by phone and/or 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
- Vice president for Academic Affairs
- All other Vice Presidents
- Deans
- Chairpersons of the College
- Faculty of the College
- Candidates' respective departments
- Representatives of DSAC
- Dean's Office staff
- Search Committee

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

10. After the Dean's Search Committee's selection of the top 12-15 candidates, the candidates' vitas and accompanying materials will be sent to the appropriate departments for review with the prior permission of the candidates. After a departmental review is completed, the department should send its recommendation to the search committee along with a letter addressed to the CRTTC to be used in the event the candidate makes the final cut and is among the finalists. Once the finalists are determined, the CRTTC will be convened and all necessary documentation (including departmental recommendations) will be supplied by the search committee to the CRTTC. Results of the CRTTC will then be sent back to the search committee who in making their final decision/recommendation will forward a rank ordered list of no more than three finalists along with appropriate documents regarding their tenure to the Academic Vice President and the President.

11. The deliberations by the committee about the candidates are to be kept secret. The publication of the committee's recommendations is to be left to the discretion of the vice president who will inform the finalists as to the outcome of the search and his or her ultimate decision.

## **VII. F. 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 (attached) 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. (Currently this amount is \$25.00.) 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:

*Mileage*

determined by IRS currently allowed rates; presently the rate is 28 cents per mile.

<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:

Faculty Priorities Full-time Half-time Administrator

(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%

Faculty Priorities Full-time Half-time Administrator

(C) Working officer of the organization	100%		100%
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\*(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.

Travel reimbursement for trips outside the North American continent will be for amounts to be set up by the College Budget Committee. *Per diem* while in attendance at the meeting is covered by these guidelines.

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 (attached) 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. (Currently, this amount is \$25.00.) 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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ARTS AND SCIENCES  
TRAVEL REQUEST FORM

ACTION TAKEN:

NAME \_\_\_\_\_

DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

STATUS: \_\_\_ Full-time Faculty

\_\_\_ Half-time Faculty

\_\_\_ Part-time Faculty

\_\_\_ Administrator

COMPLETE NAME OF EVENT  
\_\_\_\_\_

INCLUSIVE DATES OF TRAVEL:

From \_\_\_\_\_ to \_\_\_\_\_, 19 \_\_\_\_\_  
(month/date) (month/date) (year)

LOCATION \_\_\_\_\_  
(city) (state/country)

ESTIMATED COSTS:

via \_\_\_\_\_ \$\_\_\_\_\_ Transportation  
or

\$\_\_\_\_\_ Mileage @ \$.21 per mile

\$\_\_\_\_\_ Per diem-- \_\_\_\_\_ days @ \$60.00 per day  
(maximum three days)

PRIORITY OF REQUEST

\_\_\_ (A) Scholarly paper or exhibit

\_\_\_ (B) Chair of panel or discussant of paper

\_\_\_ (C) Working officer: \_\_\_\_\_  
(organization)

\_\_\_\_\_  
(your title)

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**VII. G. 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 submit to the Dean the following:

1. A letter requesting the leave, sabbatical or grant request stating the purpose of the leave, sabbatical, or grant request.
2. A letter from the chairperson of his/her department approving the leave and stating what provisions are to be made for teaching the course load normally taught by him/her. If the chairperson of a department is requesting the leave, the letter of recommendation should come from all tenured faculty in the department.
3. After the Dean endorses the leave, sabbatical, or academic grant request, the documents will be released only to the faculty member. He/she then has the responsibility of submitting the applications to the committee.