

**Humanities and Natural Sciences College Assembly**  
**March 20, 2014**  
**12:30 p.m. – 1:40 p.m.**  
**Bobet 332**

**MINUTES**

*Assembly approved April 24, 2014*

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**I. Call to Order**

The assembly was called to order at 12:35 p.m. by Dean Calzada in Bobet Hall 332.

Attended: Allison, Altschul, Beard, Bednarz, Berendzen, Biguenet, Blundell, Brazier, Brice, Brungardt, Butler, Chauvin, Corbin, Doll, Dorn, Eggers, Eklund, Ewell, Fernandez, Gerlich, Goodine, Gossiaux, Hauber, Henne, Howard, Kahn, Khan, Kornovich, Leland, Li, Moore, Mui, Nichols, Quesada, Rodriguez, Rogers, Rosenbecker, Rupakheti, Salmon, Saxton, Shanata, Tucci, Underwood, Waguespack, Walkenhorst, Welsh, Willems, Yakich and Zucker.

**II. Invocation**

The invocation was given by Dean Calzada.

**III. Approval of Minutes**

The minutes of February 20, 2014 were approved as written with three abstentions.

**IV. Announcements**

Maria announced Excellence in Teaching and Research awards nominations are due at 4:30 pm on Thursday 4/3/14. She stressed the importance of HNS nominations and follow through. Staff Excellence award nominations are due 4/3/14 at 12 noon.

Maria announced Crystal Forte of the web team will be sending out rewrite requests of web pages to Chairs and AAs in order to make upgrades, in large part to accommodate access by mobiles and tablets.

Connie Rodriguez announced the Senate will meet this afternoon. Jay Calamia and Fr. Wildes will be present to discuss a motion made by

several faculty members requesting Fr. Wildes increase his engagement with faculty regarding university decisions.

Maria announced that presentations given at the March Board Meeting by the Lawlor group and Scannel and Kurz have been posted on the HNS intranet under “Other CHN Documents.” Projections of no significant increase in student enrollment for the next several years were reported at the meeting.

Joelle Underwood announced a meeting to renew Loyola’s AAUP chapter will take place in Friday 3/28/14 in Monroe Hall, Room 127.

Connie Rodriguez announced Tulane’s Dr. Kenneth W. Harl will lecture on “Pursuing Mithridates VI Eupator: The Campaigns of L. Licinius Lucullus” on Monday 3/24/14 at 8:00 pm in the Whitney Bank Presentation Room.

## **V. Old Business**

### **1. Report on 10.6% reductions across-the-board**

Maria responded to the request for a report on how the 10.6% were achieved at HNS and if the cuts were equitable across the institution. From one point of view the cuts were “equitable” as they were across-the-board reductions. She reported eight faculty and one staff out of the 45 combined Loyola staff and faculty VSP (Voluntary Severance Package) retirements were from HNS. VSP Retirements may have made up a larger part of the 10.6% cuts in other colleges than in ours. HNS has the largest salary budget of any college. She was forced to reconcile the fact that HNS is overstaffed for the decreased student numbers with the need to make further budget cuts. She added that of the nine HNS retirees, some will be replaced, with justification. Of the approximately \$970,000 that HNS had to cut, about 36% came from VSP savings. The remaining cuts came from not renewing 11 extraordinary faculty positions (four will receive final contracts next year), and eliminating one staff position. In addition, two staff positions were restructured, some faculty stipends were eliminated, and some operating budgets were reduced. Mark Gossiaux asked if she knew what the amounts of next year’s cuts would be. She said

there would be a \$4.1M debt service deficit and a \$2.3M deficit from no raise in tuition, in addition to undetermined deficits from Law School enrollment shortfalls. Bill Walkenhorst added that numbers are moving targets but the deficit next year will be more than \$4M. Maria added a drawdown from the endowment is being considered. Bill said they're looking at six to eight different approaches. Maria agreed to find out the exact amount of Loyola's endowment. Karen Rosenbecker reported on an article she read about small schools deciding endowments in excess of \$100M were an unnecessary trade-off to reductions elsewhere. Connie said the Board would be amenable to a good presentation of such an alternative plan. She will send the link to the article.

## **2. SORC Report**

Maria made a power point presentation (Attachment 1) of the SORC review which contained several proposals and motions. A discussion followed on the weight value assigned to faculty performance categories of teaching, research and service, specifically a proposal to lower the weight assigned to service. Sara Butler said when she takes on a service commitment she has less time for research. If she declines the request and another colleague agrees to do the service, it would be unfair for her to benefit at the expense of another colleague's willingness to serve. Ashley Howard proposed a fourth option: equal weight assignments to all three categories. The motion was seconded and carried. A vote on proposed weight distributions will be taken at the next Assembly. John Biguenet said the vita update forms seem out of date and suggested a short faculty self-evaluation be included in the SORC review. Maria said they were concerned with an already burdensome amount of material to review. Self-evaluations may be collected, but are best incorporated into the Chair's letter. The motions in the PowerPoint will be considered at the next assembly.

## **3. Motion to Express Gratitude**

The faculty of the College of Humanities and Natural Sciences expresses its gratitude to the faculty and staff who have departed the university through the recent Voluntary Severance Plan and the

Reduction in Force. We thank them for their many years of hard work, service, and other incalculable contributions to our college and the greater Loyola University New Orleans community.

Suggestions on how to express gratitude included an announcement in the *Maroon*. Joelle Underwood said there was a privacy issue to be considered in publishing specific names. Maria suggested that she would write individual notes to HNS retirees and publish a general expression of gratitude in the *Maroon*. The motion carried. Fr. Rogers added a Mass and an event is planned for April.

#### **4. Travel Guidelines**

Maria reintroduced changes needed to update the travel guidelines as presented at last month's meeting (see Attachment 2). Motion carried.

#### **VI. Motion to Adjourn.**

A motion was made and seconded.

#### **Attachments (2)**

Attachment 1



# SORC Report

*College Assembly, March  
20, 2014*

# Fall 2013 Motions

The College Assembly passed three motions at its November meeting:

- 1. The SORC review process will happen whenever the salary raise pool is at least 2% or every three years, whichever comes first. SORC reviews will be cumulative, including all years without a review. The Assembly will consider this again in a year.*



# Fall 2013 Motions

2. *The Assembly directs SORC to review its processes and present a motion with proposed revisions to the Assembly no later than March 2014.*
  
3. *On years with salary raise pools less than 2%, ordinary faculty raises will be a mixed model, 50% fixed and 50% percentage based.*

# SORC Recommendations

- 1. Vita Update (VU) forms (revised to account for the appropriate review window) and chair evaluations will be uploaded to a SORC Blackboard site by departments. (Procedural, no vote needed)*
- 1. On years requiring a SORC review with a raise pool of less than 2%, raises will be determined using motion 3 (50% percentage and 50% fixed amount), without considering merit. The SORC review can then take place over the semester, without the pressure of needing to finish it in time for contracts. (Point of clarification)*



# SORC Recommendations

3. *A mathematical explanation for the “mixed model, 50% fixed and 50% percentage based” is needed. Raises are computed using the following*

$$r_j = \frac{p/2}{n} + \frac{s_j}{\sum_{i=1}^n s_i} p/2,$$

*where  $r_j$  is the raise of the  $j^{\text{th}}$  faculty member,  $p$  is the salary pool to distribute among all ordinary faculty,  $n$  is the number of ordinary faculty and the sum is the sum of all ordinary faculty salaries.*

*(Point of clarification)*

# SORC Recommendations

4. *If a faculty member wants to appeal his/her Dean/SORC evaluation, he or she must provide a self-evaluation based on departmental criteria and SORC protocol. (Procedural, no vote needed)*
  
4. *When salary raise pools are available, 10% of the salary pool to a maximum of \$15k, will be set-aside for the dean to address truly exceptional merit. Cases will be proposed by the dean and confirmed by SORC.*  
*(Motion 1)*

# SORC Recommendations

6. *We currently use maximum weighted average system for Teaching-Research-Service: (50%, 30%, 20%), (30%, 50%, 20%) and (35%, 30%, 35%). This compresses and “equalizes” scores.*

	Teaching	Research	Service		50-30-20	30-50-20	35-30-35	MAX
Faculty 1	4	3	2		3.3	3.1	3	3.3
Faculty 2	2	3	4		2.7	2.9	3	3

*Motion 2: The Assembly moves to do away with the maximum weighted average system and in place use a fixed weighting system for determining SORC scores.*

# Proposed fixed weights

*The fixed ratios to be used by SORC to determine the faculty member's overall merit score will be either*

- 1. Teaching 40%, Research 35%, Service 25%,*
- 2. Teaching 45%, Research 35%, Service 20%, or*
- 3. Teaching 40%, Research 40%, Service 20%*
- 4. Equal weights*

*Vote on all four, then run-off of top two.*

# SORC Recommendations

7. *Evaluation of faculty on sabbatical or leave will be done on the remaining available years within the review window. (Procedural, no vote needed)*
8. *For performance that carry a score of 4 over multiple years (i.e. DUX and Books), we will award the 4's according to a "window score" encompassing the previous 3 years. (Procedural, no vote needed)*

*There are two options: (Vote between the two options)*

1. *Averaged over the previous 3 years*
2. *The person receives a "4" in the first evaluation window regardless of other window years' merit. The second window score will be averaged.*

# Examples of two options for dealing with scores that count for 3 years

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## Simple Average

	2012	2013	2014	2015	2016	2017
<b>Research</b>	2 Presentations	Book	2 Presentations	2 Presentations	2 Presentations	
<b>Evaluation years</b>			X			X
<b>SCORE</b>	2	4	4	4	2	2
<b>Average of previous 3 years</b>			3.3			2.7

## 4 for first evaluation year, then average thereafter

	2012	2013	2014	2015	2016	2017
<b>Research</b>	2 Presentations	Book	2 Presentations	2 Presentations	2 Presentations	
<b>Evaluation years</b>			X			X
<b>SCORE</b>	2	4	4	4	2	2
<b>4, then Ave. of 3 previous years</b>			4			2.7

# Proposal

- *During a SORC review year, for achievements that merit a multi-year score, SORC will use the average of the past 3 years to determine the merit score. (Motion 3)*
- *For information only:*
  - *Faculty publishing a book receive a research score of “4” for 3 years*
  - *DUX Academicus awardees receive a score of “4” in all categories for 3 years*

# Process:

*1. Vote on motions 1 and 2.*

*1. If the assembly passes motion 2, vote on the proposed weighting options. This will be a “two-round” vote. The second vote will be between the top two weighting options.*

*1. Vote on motion 3.*



## Attachment 2

# Handbook of the College of Humanities and Natural Sciences

## Travel Guidelines

The principal purpose of faculty travel is the promotion of faculty research and the  
Travel Policy shall be designed to ensure this purpose. Every academic year, no later  
than August 15th, the Dean of the College of Humanities and Natural Sciences will  
make public an updated Travel Policy for the College...

Moved (insertion) [ 1 ]

### PROCEDURES

The Travel Policy and a Travel Request form will be posted in the College Intranet  
Faculty should fill out the Travel Request form and turn it to the Dean, who will  
approve requests based on faculty eligibility, College priorities, and fund availability.  
The Dean will work with the College Planning Team and the Council of Chairs to  
update College travel priorities for the next academic year each spring & semester  
The faculty member will be notified as soon as possible of the decision regarding the  
request

Moved up [ 1 ]: The principal purpose of  
faculty travel is the promotion of faculty  
research and the Travel Policy shall be  
designed to ensure this purpose.

Financial Affairs publishes policies and guidelines regarding per diems, car mileage,  
unallowable travel expenses, appropriate procedures for cash advances and travel  
expense reporting, and other travel related information. It is the responsibility of  
the faculty member to review these policies, guidelines and procedures and to  
comply with them.

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### QUALIFYING EXPENSES

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

### ADVANCES

Advance funds (cash advances) may be requested for qualified travel. University  
policy for cash advances is published in the Financial Affairs webpage, including  
timing for submission of proper documentation (expense statement) after the travel  
has taken place. Faculty are responsible for understanding and implementing the  
Financial Affairs policy as failure to do so may result in the cash advance being  
included in the recipient's W-2 form and reported as income to the IRS.

Unused funds are to be returned to the College with the expense statement

### EXPENSE STATEMENT

An expense statement (available in the Financial Affairs webpage and the College Intranet) 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. It is essential that paid, original receipts be attached for items above a certain amount, which is determined by Financial Affairs. Financial Affairs has strict policies on how receipts are submitted. Department administrative assistants are responsible for helping faculty expedite their travel expense reports. If the submitted travel expense form does not meet the Financial Affairs published guidelines, it will be returned for correction. Receipts must be received within a certain time frame (published by Financial Affairs) in order for reimbursements to be processed and to avoid the inclusion of the reimbursed amount (or cash advance) in the recipient's W-2 form and reporting to the IRS as income. It is possible to submit more than one travel expense statement for the same trip, e.g. if the plane ticket was purchased well in advance of the trip, an expense statement may have to be submitted for the this expense before the actual trip in order to avoid W-2 reporting. Questions regarding the completion of the travel expense statement should be directed to the Dean's Office.

Maria Calzada 12/2/13 2:18 PM

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