

HNS	CSS	CAS Proposed
	<b>Preamble</b> The By-Laws of Loyola University College of Social Sciences are established by the approval of the faculty of the College. They define the purpose and functions of the faculty, faculty committees, their membership, and their charge. They provide rules of operation for the faculty and indicate the mechanism for faculty participation in committees within the college.	<b>Preamble</b> The College Handbook of Loyola University College of Arts and Sciences is established by the approval of the faculty of the College. This handbook defines the purpose and functions of the faculty, faculty committees, their membership, and their charge. It provides rules of operation and indicates the mechanism for faculty participation in committees within the college.
	<b>Relationship to the University Faculty Handbook</b> Nothing in the protocol shall be construed to contravene the Loyola University Faculty Handbook	<b>Relationship to the University Faculty Handbook</b> Nothing in the College Handbook or protocols shall be construed to contravene the Loyola University Faculty Handbook
	<b>Article I -- Name</b>	<b>Article I -- Name</b>
	This organization shall be known as the College of Social Sciences Faculty hereafter referred to as the Faculty	This organization shall be known as the College of Arts and Sciences hereafter referred to as the College.
<b>Article I -- Establishment and Purpose of the Assembly</b>	<b>Article II -- Purpose</b>	<b>Article II -- Establishment and Purpose of the College Assembly</b>
To ensure responsible and effective participation on the part of the faculty and students in the governance of the College of Humanities and Natural Sciences, a College Assembly is hereby established to have such membership, functions and operational procedures as described in the following articles. This Assembly will discuss and vote upon proposals presented to it, and make recommendations as appropriate.	The purpose of the By-Laws of the Faculty is to facilitate involvement of members in the governance of the College. Through shared authority and interdependent responsibility for decision-making, activities are directed toward achieving the goals of the College. The Faculty convenes as a body known as the Faculty of the College. The Faculty of the College is the principal body through which members influence the policies and operation of the College. The purpose of the Faculty of the College is to plan, implement, and evaluate the educational programs of the College including: curricula; policies and procedures related to admissions, progression and retention of students; and activities and issues related to student affairs. Function.	To ensure responsible and effective participation on the part of the faculty and students 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.
<b>Article II -- Membership</b>	<b>Article III -- Membership</b>	<b>Article III -- Membership</b>
The membership of the Assembly shall be composed of the Dean, the Assistant/Associate Dean, and all members of the faculty. Full-time faculty members have one (1) vote and half-time faculty members (defined as part-time faculty teaching at least six contact hours but less than full-time in a given semester) have one-half (1/2) vote. Each department in the College shall have one student representative, chosen by the department according to their respective protocol. Student representatives have one (1) vote.	Active membership is comprised of all full-time Ordinary and Extraordinary Faculty of the College of Social Sciences. 2. Part-time Faculty are associate members and may attend all Faculty meetings. 3. A representative from the Dean's Student Advisory Council is welcome to attend a Faculty meeting at any time. Student representatives do not have voting privileges, and may be excused from the meeting when the Faculty discusses items of a sensitive nature.	The membership of the Assembly shall be composed of the Dean, the Assistant/Associate Dean(s), and all members of the faculty. Full-time faculty members have one (1) vote and half-time faculty members (defined as part-time faculty teaching at least six contact hours but less than full-time in a given semester) have one-half (1/2) vote. A representative from the Dean's Student Advisory Council is welcome to attend a Faculty meeting at any time. Student representatives do not have voting privileges, and may be excused from the meeting when the Faculty discusses items of a sensitive nature.
	Voting. Each active member has one vote. Associate members are not permitted to vote. Except as otherwise provided in these by-laws, a decision by the majority of voting members, after a quorum is established, is considered to be the action of the Faculty. (FROM ARTICLE VII) (Included in row 9)	

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.		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.
<b>Article III -- Functions of the Assembly</b>	<b>Article II -- Functions</b>	<b>Article IV -- Functions of the Assembly</b>
The College Assembly shall consider policies for the College of Humanities and Natural Sciences. The College Assembly can make recommendations to the appropriate administrators, offices, committees, or other governing bodies in all matters affecting the educational excellence of the college, including	The functions and responsibilities of the Faculty of the College include, but are not limited to, the following:	The College Assembly shall consider policies for the College of Arts and Sciences. The College Assembly can make recommendations to the appropriate administrators, offices, committees, or other governing bodies in all matters affecting the educational excellence of the college, including
	1. Formulate the mission, goals and objectives of the College.	1. Formulate the mission, goals and objectives of the College.
	2. Plan, organize, implement, and evaluate the educational programs.	2. Plan, organize, implement, and evaluate the educational programs.
7. Norms for appointment, rank, promotion, and tenure of faculty	3. Determine norms for promotion and tenure that are consistent with the University Faculty Handbook, the mission of the College and the goals and objectives of specific academic departments.	3. Determine norms for appointment, rank, promotion, and tenure that are consistent with the University Faculty Handbook, the mission of the College and the goals and objectives of specific academic departments.
	4. Support professional and scholarly activities and interdisciplinary dialogue of faculty and students.	4. Support professional and scholarly activities and interdisciplinary dialogue of faculty and students.
1. Academic requirements for admission 2. Retention and graduation of students 3. Curricula 4. Methods of instruction 5. Student evaluation of instruction 6. Examinations	5. Formulate and implement policies and procedures for: a. Admission, selection, retention and graduation of students; b. Planning, review, and revision of College curricula; and c. Evaluation of all aspects of the educational programs, including formal procedures for student evaluation of courses taught through the College and utilization of data generated from student course evaluations.	5. Formulate and implement policies and procedures for: a. Admission, selection, retention and graduation of students; b. Planning, review, and revision of College curricula; and c. Evaluation of all aspects of the educational programs, including formal procedures for student evaluation of courses taught through the College and utilization of data generated from student course evaluations.
	6. Receive reports and recommendations from standing committees and make decisions concerning academic policies and procedures.	6. Receive reports and recommendations from standing committees and make decisions concerning academic policies and procedures.
8. Specification of duties associated with faculty status		7. Specification of duties associated with faculty status
9. Educational budgeting (for library, faculty, supplies, etc.)		8. Educational budgeting (for library, faculty, supplies, etc.)
10. Existing or prospective physical resources (purchases, construction, renovation of buildings, etc.)		9. Existing or prospective physical resources (purchases, construction, renovation of buildings, etc.)
11. Priorities in the operating budget		10. Priorities in the operating budget
12. Policies with respect to long-range planning.		11. Policies with respect to long-range planning.
College committees shall make annual reports to the Assembly.	7. Receive from each standing committee an annual report which summarizes committee activities during the academic year.	12. Request and receive from each standing committee reports as appropriate.
College representatives to university committees should keep the Dean and the Assembly abreast of matters (where appropriate) affecting the budget, faculty or resources.		College representatives to university committees should keep the Dean and the Assembly abreast of matters (where appropriate) affecting the budget, faculty or resources.
Proposals, motions, and resolutions ratified by the College Assembly in these areas shall be forwarded to the appropriate authorities by the president of the Assembly, unless otherwise specified by the Assembly.		Proposals, motions, and resolutions ratified by the College Assembly in these areas shall be forwarded to the appropriate authorities by the president of the Assembly, unless otherwise specified by the Assembly.
<b>Article IV. Officers of the Assembly</b>	<b>ARTICLE IV. OFFICERS</b>	<b>Article V. Officers of the Assembly</b>
	Dean.	

1. The officers of the Assembly shall be the president, the secretary, and the parliamentarian.	1. The Dean serves as Chair of the Faculty of the College, the <b>Council of Directors and Chairs (CDC) and the Strategic Planning Committee. (N.B. This is implemented below in the CDC and CPT sections)</b>	1. The officers of the Assembly shall be the president, the secretary, and the parliamentarian.
2. The Dean of the college is, <i>ex officio</i> , president of the Assembly		2. The Dean of the college is, <i>ex officio</i> , president of the Assembly
3. The duties and authority of the president shall be the following:	3. The duties of the Chair are to:	3. The duties and authority of the president shall be the following:
a. To appoint the secretary of the Assembly.		<b>a. To appoint the secretary of the Assembly.</b>
b. To appoint the parliamentarian of the Assembly, subject to the approval of the Assembly.		<b>b. To appoint the parliamentarian of the Assembly, subject to the approval of the Assembly.</b>
c. To preside at meetings of the Assembly;	a. Call and preside over each meeting of Faculty of the College.	c. To call and preside at meetings of the Assembly;
d. To schedule meetings for the third Thursday of each month in the window (12:30 to 2:00 pm). A meeting may be canceled by the Dean if there is no motion on the floor and no other business.		<b>d. To schedule meetings for the third Thursday of each month in the window (12:30 to 2:00 pm). A meeting may be canceled by the Dean if there is no motion on the floor and no other business.</b>
	b. Call special meetings as needed.	
A meeting may also be scheduled when one-third of the chairpersons request such a meeting by signed petition; or whenever one-third of the total membership requests a meeting by signed petition;	<b>Special Meetings.</b> Special meetings of the Faculty may be called by the Chair, or at the request of one-fourth of the active membership. Special meetings may be called for discussion and to obtain action of the Faculty on specified agenda items. (FROM ARTICLE VI BELOW)	<b>The Dean may call special meetings as needed. A meeting may also be scheduled when one-third of the chairpersons request such a meeting by signed petition; or whenever one-third of the total membership requests a meeting by signed petition;</b>
e. To prepare the agenda with the assistance of the Council of Chairpersons;	c. Prepare an agenda for all meetings and circulate it to members <b>four (4) working days</b> prior to the meeting. (See row 53 on red highlighted item)	e. To prepare the agenda with the assistance of the Council of Directors and Chairs;
f. To distribute, with the assistance of the secretary, the minutes of the meetings and the agenda of forthcoming meetings, together with pertinent information on the matters scheduled for action;		<b>f. To distribute, with the assistance of the secretary, the minutes of the meetings and the agenda of forthcoming meetings, together with pertinent information on the matters scheduled for action;</b>
g. To recognize non-members attending the Assembly who wish to speak at the president's discretion.		<b>g. To recognize non-members attending the Assembly who wish to speak at the president's discretion.</b>
	d. Review minutes of the meetings and preserve all records of the organization.	<b>h. To review minutes of the meetings and preserve all records of the organization.</b>
h. To appoint Assembly members to <i>ad hoc</i> committees when such committees have been recommended and established by a majority vote of the Assembly members.	e. Appoint special or ad hoc committees as necessary.	i. To appoint Assembly members to <i>ad hoc</i> committees when such committees have been recommended and established by a majority vote of the Assembly members.
	f. Serve as a resource person for the ad hoc committees in an ex-officio capacity.	j. To serve as a resource person for the ad hoc committees in an ex-officio capacity.
	g. Prepare an Annual Report on the state of the College to be presented to the Faculty at the <b>first meeting</b> of the following academic year.	<b>k. To prepare an Annual Report on the state of the College to be posted in the official online archive of the College.</b>
	h. Execute Faculty-approved recommendations through appropriate channels and report to the Faculty the disposition of such recommendations.	l. To execute Faculty-approved recommendations through appropriate channels and report to the Faculty the disposition of such recommendations.

	i. Hold elections for membership to the standing committees at the first Faculty meeting of the academic year. When desirable, elections for the next year may be held at the last Faculty meeting of the academic year. (N. B. For efficiency elections will be done electronically by the Election Committee)	
5. In the absence of the president, he or she shall designate an acting president who is a member of the Assembly.	2. In the event of his/her absence, the Dean shall appoint an acting Chair.  The Dean may appoint a Secretary for the Faculty of the College from the staff of the College. The duties of the Secretary are to: (N.B. Secretary appointed above in line 34)	5. In the absence of the president, he or she shall designate an acting president who is a member of the Assembly.
6. 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.	a. Record who is present and absent; b. Record, review, and post to the College Intranet the minutes of all meetings; c. Four (4) days prior to each meeting, circulate and/or post to the college Intranet the minutes of the previous meeting and agenda for the next meeting.	6. The duties of the secretary shall be to record the minutes of the meetings of the Assembly (including a listing of members present) and to assist the president in the distribution of the agenda and of the minutes, at least two (2) days prior to each meeting.
The minutes shall be made available to the members in print or electronic formats before the next meeting and be subject to approval at that meeting.	Minutes and agenda shall be distributed to all Faculty members. The Faculty shall approve the minutes at the scheduled meeting. The secretary for the Faculty will include copies of the minutes in the official online archive and a hard copy minute book, which is maintained in the College of Social Sciences office.	Minutes and agenda shall be distributed to all Faculty members in electronic format and be subject to approval by the Assembly. The secretary will include copies of the minutes in the official online archive of the College.
<b>Article V -- Procedure for Meetings of the Assembly</b>	<b>ARTICLE VI. MEETINGS</b>	<b>Article VI -- Procedure for Meetings of the Assembly</b>
	<b>Regular Meetings.</b> Regular meetings of the Faculty shall be held no fewer than three times each semester during the academic year. The agenda of the meeting must specify items for report, discussion, and action. Reports and informational items should not ordinarily be the sole agenda. Meetings shall not ordinarily exceed one and one-half hours in duration.	<b>Regular Meetings.</b> Regular meetings of the Faculty shall be held no fewer than three times each semester during the academic year. The agenda of the meeting must specify items for report, discussion, and action. Reports and informational items should not ordinarily be the sole agenda. Meetings shall not ordinarily exceed one and one-half hours in duration.
	<b>Special Meetings.</b> Special meetings of the Faculty may be called by the Chair, or at the request of one-fourth of the active membership. Special meetings may be called for discussion and to obtain action of the Faculty on specified agenda items. (INCLUDED IN LINE 38)	
1. Quorum	Quorum.	1. Quorum
A quorum required and sufficient for voting shall be constituted by 40% of the ordinary faculty of the College, inclusive of the president.	A quorum is required for a vote of the Faculty. Therefore, no binding vote may be taken on any issue without a quorum. Fifty percent plus one of the active membership shall constitute a quorum. At the first Faculty meeting of each academic year, the Chair of the Faculty shall determine what number constitutes a quorum. Written proxy votes are counted toward a quorum. No more than three proxies can be carried by an individual in attendance. (N.B. number of allowed proxies is in line 76)	A quorum required and sufficient for voting shall be constituted by 40% of the ordinary faculty of the College, inclusive of the president and excluding proxies. At the first Faculty meeting of each academic year, the Dean shall determine what number constitutes a quorum. A quorum count will be conducted only if a member of the assembly requests the count.
2. Rules of Order		2. Rules of Order

<p>a. Robert's Rules of Order are adopted as normative in matters of order and parliamentary procedure at the meetings of the Assembly, except as follows: When there shall be present for a meeting of the Assembly a number equal to at least one-third of the full-time faculty members of the College but less than a quorum as described in para. 1 above, the Assembly may, by majority vote of those present, resolve itself into a Committee. The Committee so established may do the following but no more: discuss and debate the items of the agenda; offer proposals to be voted upon by mail or electronic ballot by the entire membership of the Assembly; establish committees to study matters of concern to the Assembly, any such committee being charged with reporting to the entire membership of the Assembly.</p>	<p>Robert's Rules of Order are adopted as normative in matters of order and parliamentary procedure at the meetings of the Faculty, except as follows: When there shall be present for a meeting of the Faculty 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 paragraph 5.3 above, the Faculty 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 Faculty; and establish committees to study matters of concern to the Faculty, any such committee being charged with reporting to the entire membership of the Faculty.</p>	<p>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, 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 electronic ballot by the entire membership of the Assembly; establish committees to study matters of concern to the Assembly, any such committee being charged with reporting to the entire membership of the Assembly.</p>
<p>b. At the beginning of each academic year the parliamentarian will recommend that the Assembly follow a particular edition of Robert's Rules of Order. The edition must be in print or generally available. Absent a majority vote of members present and voting to overrule the parliamentarian's recommendation, <u>that recommendation is accepted.</u></p>	<p>Each year the parliamentarian, selected by the Dean, will recommend that the Faculty 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.</p>	<p>b. At the beginning of each academic year the parliamentarian will recommend that the Assembly follow a particular edition of Robert's Rules of Order. The edition must be in print or generally available. Absent a majority vote of members present and voting to overrule the parliamentarian's recommendation, that recommendation is accepted.</p>
<p>3. Majority</p>		<p>3. Majority</p>
<p>a. Except as otherwise stated in the Constitution, by-laws, or other statutes of the college, and except as required by standard rules of parliamentary procedure, a resolution or motion is passed by a majority of votes in a meeting at which a quorum is present.</p>	<p>Voting. Each active member has one vote. Associate members are not permitted to vote. Except as otherwise provided in these by-laws, a decision by the majority of voting members, after a quorum is established, is considered to be the action of the Faculty. (ALSO INCLUDED IN LINE 10)</p>	<p>a. Except as otherwise stated in the Constitution, <b>College Handbook</b>, or other statutes of the college, and except as required by standard rules of parliamentary procedure, a resolution or motion is passed by a majority of votes in a meeting at which a quorum is present.</p>
<p>b. In the election of persons, a plurality of the votes cast shall be sufficient unless a majority is expressly required by particular statute.</p>		<p><b>b. In the election of persons, a plurality of the votes cast shall be sufficient unless a majority is expressly required by particular statute.</b></p>
<p>4. Agenda</p>		<p><b>4. Agenda</b></p>
<p>a. The president, in consultation with the Council of Chairpersons and the <b>College Planning Team</b>, shall determine the agenda for the Assembly.</p>		<p><b>a. The president, in consultation with the Council of Chairs and Director, shall determine the agenda for the Assembly.</b></p>
<p>b. The order of items on the agenda may be changed by a plurality of votes cast by those in attendance.</p>		<p><b>b. The order of items on the agenda may be changed by a plurality of votes cast by those in attendance.</b></p>
<p>5. Action</p>		<p><b>5. Action</b></p>
<p>a. Items of new business, whether appearing on the distributed agenda or brought before the Assembly at any given meeting, normally will be subject to a vote at the next meeting of the Assembly.</p>		<p><b>a. Items of new business, whether appearing on the distributed agenda or brought before the Assembly at any given meeting, normally will be subject to a vote at the next meeting of the Assembly.</b></p>
<p>b. Items of new business may be voted upon at the meeting of their introduction provided that:</p>		<p><b>b. Items of new business may be voted upon at the meeting of their introduction provided that:</b></p>
<p>1. All relevant documents relating to that agenda item have been distributed to the Assembly members at least five working days prior to the meeting, and</p>		<p><b>1. All relevant documents relating to that agenda item have been distributed to the Assembly members at least five working days prior to the meeting, and</b></p>

2. A motion to suspend the rules is made, seconded, and approved by a majority of the Assembly members in attendance.		2. A motion to suspend the rules is made, seconded, and approved by a majority of the Assembly members in attendance.
<b>ARTICLE VI -- Voting at Assembly Meetings</b>		<b>ARTICLE VII -- Voting at Assembly Meetings</b>
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.	Written proxy votes are counted toward a quorum. (ALSO IN LINE 54)	1. In order to vote at Assembly meetings, members must be either present or submit notification in writing to the secretary designating who in that member's voting unit may cast his or her proxy. Proxies are allowed only for members teaching a regularly scheduled class that conflicts with the meeting time of the Assembly and for faculty absent on University business. The proxy must be submitted one working day in advance of the meeting.
2. No member of the Assembly may have more than <b>one proxy</b> .	No more than three proxies can be carried by an individual in attendance. (ALSO IN LINE 54)	2. No more than three proxies can be carried by an individual in attendance.
3. When in doubt of the outcome of a voice vote, the president of the Assembly can request a count of hands for, against, and abstaining the item or business or a roll call by department; ten (10) or more members of the Assembly may also request a roll call vote by department.		3. Voting can be by voice or electronically (i.e. Clickers), in the subsequent College Assembly. When in doubt of the outcome of a voice vote, the president of the Assembly can request a count of hands for, against, and abstaining the item or business or a roll call by department; ten (10) or more members of the Assembly may also request a roll call vote by department.
<b>ARTICLE VII</b>		<b>ARTICLE VIII</b>
<b>Adoption, Amendment, Interpretation</b>	<b>ARTICLE IX. SUSPENSION AND REVISIONS OF BY-LAWS</b>	<b>Adoption, Amendment, Interpretation</b>
	Suspension of By-Laws. These By-Laws may be suspended by the Faculty of the College by a three fourths majority vote of those present after a quorum has been established. (N.B. Included in line 73 with simple majority vote)	
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.		1. This College Handbook shall be valid and operative from the time of its approval and adoption by the Vice President for Academic Affairs of Loyola University New Orleans.
2. Amendment of these articles shall be effected by a two-thirds majority of the votes cast at a meeting in accordance with the provision of Article V.3, and shall be valid and effective upon ratification by the Provost / Vice President for Academic Affairs.	Revision of By-Laws. The By-Laws will be automatically opened for revision in January of each calendar year. These By-Laws may be revised by a three-fourths majority vote of the Faculty present after a quorum has been established. Voting transpires after the proposed revision(s) when the rationale has (have) been circulated for a minimum of two (2) weeks. The voting must take place before or at the last College faculty meeting of the Spring semester.	2. Amendment of these articles shall be effected by a two-thirds majority of the votes cast at a College Assembly, after a quorum has been established, and shall be valid and effective upon ratification by the Provost / Vice President for Academic Affairs.
3. The authority to interpret the Articles and By-Laws is vested in the president of the Assembly.		3. The authority to interpret the Articles and rules 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. (N.B. Is this redundant?)		NOT NEEDED?
<b>Structure of the College</b>	<b>Structure of the College</b>	<b>Structure of the College</b>

The specific organization and regulation for each college faculty and each department are determined by the by-laws or protocols of the respective college or department as approved by the Provost / Vice President for Academic Affairs.		The specific organization and regulation for each college faculty and each department/school/program are determined by the college handbooks and protocols of the respective college or department/school/program as approved by the Provost and Vice President for Academic Affairs.
	<b>Governance</b>	
	<b>Governing Body</b>	
	All full-time faculty of the College constitute the governing body for the College, and as such operates according to the provisions of the College Handbook and the latest revision of the University Faculty Handbook. (N.B. Redundant? College Assembly is defined in rows 8-84)	
<b>Humanities &amp; Natural Sciences</b>		
<b>Structure of the College</b>		
The College of Humanities and Natural Sciences is organized into departments, which are academic units of the college consisting of all those faculty members who are engaged in instructional, administrative or research work in a given subject under a department chairperson. The department chairperson, in cooperation with the members of his or her department, shall serve as leader and director in all affairs pertaining to the effective work of the department.	The College is organized into academic units consisting of administrators, faculty, staff, and students. Faculty are engaged in teaching, service and/or research work in a given subject report to a Unit Leader. The Unit Leader, in cooperation with the members of the unit, shall serve as leader and director in all affairs pertaining to the effective work of the unit.	The College is organized into academic units consisting of administrators, faculty, staff, and students. Faculty are engaged in teaching, service and/or research work in a given subject report to a Unit Leader (i.e. Department Chair/School Director). The Unit Leader, in cooperation with the members of the unit, shall serve as leader and director in all affairs pertaining to the effective work of the unit.
The chairperson's duties and responsibilities are described in the departmental protocols of the respective departments.		The Unit Leader's duties and responsibilities are described in the protocols of the respective unit.
The department chairperson is appointed by the Dean with the approval of the Provost / Vice President for Academic Affairs, following a department election or a consultation with department faculty as described in the departmental protocol of each department.	The Unit Leader is appointed by the Dean with the approval of the Provost and Vice President for Academic Affairs following the selection procedures as set forth at the university.	The Unit Leader is appointed by the Dean with the approval of the Provost and Vice President for Academic Affairs following the selection procedures as set forth at the university as described in unit protocols.
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.	Ordinarily, Directors negotiate their base salary at the time of hire and do not receive a stipend unless they are appointed internally from existing faculty. (N.B. From Chapter 10 of CSS Handbook)	A stipend is attached to the office of Department Chair. Ordinarily, Directors negotiate their base salary at the time of hire and do not receive a stipend unless they are appointed internally from existing faculty. All Unit Leaders will ordinarily be tenured members of the faculty. Search procedures to be followed by each unit will be those listed in the unit protocol.
	The Unit Leader shall be evaluated annually by the Dean as both a unit leader as well as a member of the faculty. (N.B. From Chapter 10 of CSS Handbook)	Unit Leaders are evaluated annually by the Dean.
	Chairs serve at the pleasure of the Dean and the Provost, and may be removed from the position at any time by the Provost, upon the recommendation of the Dean. (N.B. From Chapter 10 of CSS Handbook)	
	Directors serve at the pleasure of the Dean and the Provost, and may be removed from the position at any time by the Provost, upon the recommendation of the Dean. (N.B. From Chapter 10 of CSS Handbook)	Unit Leaders serve at the pleasure of the Dean and the Provost, and may be removed from the position at any time by the Provost, upon the recommendation of the Dean.

For purposes of divisional representation, the departments of the College of Humanities and Natural Sciences are divided as follows:	For purposes of divisional representation, the units of the College are divided as follows:	For purposes of divisional representation, the units of the College of Arts and Sciences are divided into Divisions as follows:
1. Humanities - English, History, Languages & Cultures, Philosophy, and Religious Studies.	Department of Counseling	1. Humanities - Departments of <b>Classical Studies</b> , English, History, Languages & Cultures, Philosophy, and Religious Studies.
2. Natural Sciences - Biological Sciences, Chemistry, Mathematics, Physics and Psychology.	Department of Criminal Justice	2. Natural Sciences - Departments of Biological Sciences, Chemistry and Biochemistry, Mathematics, Physics, and Psychological Sciences.
	Department of Political Science	<b>3. Social Sciences - Departments of Criminology and Justice, Political Science, and Sociology, and School of Mass Communication</b>
	Department of Sociology	
	Loyola Institute for Ministry	
	School of Mass Communication	
	School of Nursing	
All departments are required to have at least two formal department meetings in each semester, the minutes of which should be transmitted to the Dean. All departments should have a statement in their departmental protocol describing the involvement, if any, of major students in the deliberations of the department.		All academic units are required to have at least two formal meetings in each semester, the minutes of which shall be posted in the official online archive of the unit. All units should have a statement in their protocol describing the involvement, if any, of major students in the deliberations of the unit.
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.		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.
	<b>Centers and Institutes</b> Centers and institutes are valued and encouraged at the University. They create a venue for faculty and students to come together to solve a common goal. They are an expression of our Jesuit values, encouraging excellence with consideration for the good of humanity. Together with our other centers of academic outreach, they create points of interaction, within the University and between the University and the community, to share our values and talents with society.	<b>Offices, Centers and Institutes</b> Offices, Centers and institutes are valued and encouraged at the University. They create a venue for faculty and students to come together to solve a common goal. They are an expression of our Jesuit values, encouraging excellence with consideration for the good of humanity. Together with our other centers of academic outreach, they create points of interaction, within the University and between the University and the community, to share our values and talents with society.
	Each center is developed to fill a particular need. These centers extend campus infrastructure to the entire University allowing multidisciplinary groups to come together on campus and respond to great challenges and opportunities.	Each center is developed to fill a particular need. These centers extend campus infrastructure to the entire University allowing multidisciplinary groups to come together on campus and respond to great challenges and opportunities.
	Large project centers or institutes, generally funded by an outside agency, are organized around a specific objective and have a natural lifespan. The exception is the Loyola Institute for Ministry, which is an academic unit offering graduate degrees and a variety of certificate programs.	Large project centers or institutes, generally funded by an outside agency, are organized around a specific objective and have a natural lifespan.

	Centers and institutes vary in size and are formed from faculty initiatives; they are frequently funded by the College and/or academic area schools/departments. All are subject to evaluation policies and procedures as required by the University. See Appendix A for the College of Social Sciences Organizational Chart.	Centers and institutes vary in size and are formed from faculty initiatives; they are frequently funded by the College and/or academic area schools/departments. All are subject to evaluation policies and procedures as required by the University. See Appendix A for the College of Arts and Sciences Organizational Chart.
	Center and Institute Leaders Evaluation Center and institute leaders will be evaluated annually following the criteria set forth for Academic Unit Leaders in Chapter 10 of this handbook.	Office, center and institute leaders are evaluated annually by the Dean
		<b>Interdisciplinary programs</b>
		The Faculty is encouraged to develop interdisciplinary majors and minors that expand the boundaries of disciplinary knowledge and understanding. These programs shall have advisory faculty committees and a program director. They shall receive support from the Dean and Assistant/Associate Dean of the College.
	<b>Office of the Dean</b>	<b>Office of the Dean</b>
	The Office of the Dean is the leadership and support center to all units within the College. The Office of the Dean oversees policies and procedures for the College, and serves as the routing office for all administrative approval. The Dean is responsible to allocate college resources consistent with strategic plan of the college and the needs of the units.	The Office of the Dean is the leadership and support center to all units within the College. The Office of the Dean oversees policies and procedures for the College, and serves as the routing office for all administrative approval. The Dean is responsible to allocate college resources consistent with strategic plan of the college and the needs of the units.
<b>A. DEAN</b>		
<b>JOB DESCRIPTION</b>		<b>A. DEAN</b>
<i>Basic Function:</i>		<b>JOB DESCRIPTION</b>
The Dean of the college serves as its chief academic and administrative officer and is directly responsible to the Provost / Vice President for Academic Affairs. The Dean has specific responsibility for planning and development of college curriculum, policies and procedures to meet the current and long-range needs of the faculty and student body and to fit into the total objectives of the university. He or she is responsible for the interpretation and implementation of the academic regulations of the college.	The Dean serves as the College Chief Academic and Administrative Officer and is directly responsible to the Provost and Vice President for Academic Affairs. The Dean has specific responsibility for planning and development of college curriculum, policies, and procedures to meet the current and long-range needs of the faculty and student body and to fit into the total objectives of the university. He or she is responsible for the interpretation and implementation of the academic regulations of the college.	The Dean serves as the College Chief Academic and Administrative Officer and is directly responsible to the Provost and Vice President for Academic Affairs. The Dean has specific responsibility for planning and development of college curriculum, policies, and procedures to meet the current and long-range needs of the faculty and student body and to fit into the total objectives of the university. He or she is responsible for the interpretation and implementation of the academic regulations of the college.

	The Dean exerts leadership in the pursuit of the objectives of the College and collaborates, where appropriate, with the faculty of the College and with student representatives. The Dean makes recommendations and has responsibility for all matters of faculty status for faculty in the College; delegates faculty teaching assignments to the Chairs/Directors of academic units; makes determinations concerning the academic status of students; prepares the budget for the College based on resource needs of each unit, and advocates for the College in consultation with administrators of the University	The Dean exerts leadership in the pursuit of the objectives of the College and collaborates, where appropriate, with the faculty of the College and with student representatives. The Dean makes recommendations and has responsibility for all matters of faculty status for faculty in the College; delegates faculty teaching assignments to the Chairs/Directors of academic units; makes determinations concerning the academic status of students; prepares the budget for the College based on resource needs of each unit, and advocates for the College in consultation with administrators of the University
	Within the framework of University policies and procedures, the Dean has a primary responsibility for supporting the University's mission, philosophy, institutional history, and Jesuit values, and for the administration, well-being and development of the College, its faculty, courses of study and diverse activity. The Dean is responsible for the interpretation and implementation of the academic regulations of the College.	Within the framework of University policies and procedures, the Dean has a primary responsibility for supporting the University's mission, philosophy, institutional history, and Jesuit values, and for the administration, well-being and development of the College, its faculty, courses of study and diverse activity. The Dean is responsible for the interpretation and implementation of the academic regulations of the College.
	Assisting the Dean in this endeavor are the Associate Dean, Academic Counselor and administrative support staff who perform such duties and exercise such authority as may be delegated to them by the Dean. In general, they are responsible for maintaining the College's annual budget as approved; supporting marketing initiatives for undergraduate and graduate; and supporting the College's mission and goals. Their administrative and support functions also include conveying information on a timely basis regarding academic requirements, policies, and procedures while ensuring compliance with Family Rights and Privacy Act and all other applicable laws and regulations; and maintaining necessary records to monitor students progress toward educational goals.	Assisting the Dean in this endeavor are the Assistant/Associate Dean(s), Academic Counselor(s) and administrative support staff who perform such duties and exercise such authority as may be delegated to them by the Dean. In general, they are responsible for maintaining the College's annual budget as approved; supporting marketing initiatives for undergraduate and graduate programs; and supporting the College's mission and goals. Their administrative and support functions also include conveying information on a timely basis regarding academic requirements, policies, and procedures while ensuring compliance with Family Rights and Privacy Act and all other applicable laws and regulations; and maintaining necessary records to monitor students progress toward educational goals.
	APPOINTMENT The Provost and Vice President for Academic Affairs in conjunction with the President appoint the Dean of the College after consultation with the faculty. The approval of the President is needed for all decanal appointments. The length of term of the Dean is negotiated in the hiring agreement with the Provost and Vice President for Academic Affairs.	APPOINTMENT The Provost and Vice President for Academic Affairs in conjunction with the President appoint the Dean of the College after consultation with the faculty. The approval of the President is needed for all decanal appointments. The length of term of the Dean is negotiated in the hiring agreement with the Provost and Vice President for Academic Affairs.
<i>Specific Duties and Responsibilities:</i>	<b>SPECIFIC DUTIES AND RESPONSIBILITIES:</b> In consultation with Unit Leadership, the Dean 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;	<i>Specific Duties and Responsibilities:</i> 1. In consultation with Unit Leadership, 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.
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.		

<p>2. Provides leadership and promotes competence within the faculty of the college; creates conditions conducive to the improvement of instruction and scholarly research; develops and utilizes a communications system to assure intra-college information exchange; harmonizes conflicting demands, standards and overlapping of functions arising in the administration of academic departments or divisions.</p>	<p>provides leadership and promotes competence within the faculty of the college; creates conditions conducive to the improvement of instruction and scholarly research; develops and utilizes a communications system to assure intra-college information exchange; harmonizes conflicting demands, standards and overlapping functions arising in the administration of academic units.</p>	<p>2. Provides leadership and promotes competence within the faculty of the college; creates conditions conducive to the improvement of instruction and scholarly research; develops and utilizes a communications system to assure intra-college information exchange; harmonizes conflicting demands, standards and overlapping of functions arising in the administration of academic units or divisions.</p>
<p>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.</p>	<p>The Dean also 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;</p>	<p>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.</p>
<p>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.</p>	<p>oversees recruitment, selection, promotion and retention of faculty based on criteria established through consultation and cooperation with the faculty and administration; oversees faculty teaching loads, oversees rank and tenure, and ensures that a high level of instruction is achieved and maintained.</p>	<p>4. Oversees recruitment, selection, promotion and retention of faculty based on criteria established through consultation and cooperation with the faculty and administration; oversees faculty teaching loads; oversees rank and tenure; ensures that a high level of instruction is achieved and maintained.</p>
<p>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.</p>	<p>The Dean has strategic oversight of each academic unit and fosters innovations in consultation with the curriculum committees and academic units 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 programmatic reviews in accordance with the plan prepared by the Standing Council for Academic Planning; encourages 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</p>	<p>5. Coordinates programs and courses offered, has strategic oversight of each academic unit and fosters innovations to policy and regulation in consultation with the curriculum committees and academic units 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 programmatic reviews in accordance with 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.</p>
<p>6. Updates that portion of the University Bulletin pertaining to the college. (N.B. Associate Dean does this)</p>		
<p>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.</p>	<p>The Dean oversees 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.</p>	<p>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.</p>
<p>8. Acts as liaison and sponsor for student organizations in the college and/or delegates such responsibilities to qualified faculty members. (N.B. This does not currently happen)</p>		
<p>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.</p>	<p>The Dean 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 and retention efforts and improved registration processes.</p>	<p>8. 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.</p>

10. Prepares and administers the budget for the college including faculty salaries, staff salaries, and all instructional and operational expenses; coordinates and oversees operational budgets of academic departments and divisions; negotiates salary adjustments in collaboration with SORC, and makes recommendations about salaries to the Provost / Vice President for Academic Affairs.	The Dean oversees the preparation and administration for the budget for the College including faculty salaries, staff salaries, and all instructional and operational expenses; with input from each Unit Leader, the dean approves and oversees operational budgets of academic units; negotiates salary adjustments and makes recommendations about salaries to the Provost and Vice President for Academic Affairs.	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 units; with input from each Unit Leader, the dean approves and oversees operational budgets of academic units; negotiates salary adjustments and makes recommendations about salaries to the Provost and 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.	The Dean ensures the operational success of the College, including oversight of the scheduling of classes. The Dean also supervises college office staff and general office functions.	11. Ensures the operational success of the college, including oversight of the scheduling of classes, supervision of staff and general office functions; interviews and selects individuals for staff position in cooperation with Human Resources.
12. Coordinates cooperative programs which the college enters into with other colleges and/or departments, educational institutions, government agencies, or private industry.	The Dean fosters interdisciplinary programs with other colleges and/or units, educational institutions, government agencies, or private industry;	12. Fosters interdisciplinary programs with other colleges and/or units, 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.	represents the college in professional associations, accrediting agencies, government bodies, foundations, and the business community; sponsors faculty participation with professional organizations;	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.	engages in fund raising functions external to the university and identifies potential sources of revenue for the university through contacts with government, foundations, the business community and alumni groups;	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).	assists in general University activities as they pertain to interests external to the College proper (i.e., alumni relations, fund raising, parent relations).	15. Assists in general university activities as they pertain to interests external to the college proper (i.e., alumni relations, fund raising, parent relations).
16. The Dean may be assisted in the duties of his/her office by Associate and/or Assistant Dean(s).	The Dean may be assisted in the duties of the office by the Associate Dean.	16. The Dean may be assisted in the duties of his/her office by Associate and/or Assistant Dean(s).
<b>Periodic Evaluation of the Dean:</b>	<b>EVALUATION</b>	<b>Periodic Evaluation of the Dean:</b>
The Dean is reviewed by the Provost and Vice President for Academic Affairs at the end of the first year of service and every three years after that, with input by a survey of the full-time faculty.	The Provost and Vice President for Academic Affairs shall evaluate the Dean at the end of the first year of service and every three years thereafter.	The Dean is reviewed by the Provost and Vice President for Academic Affairs at the end of the first year of service and every three years after that, with input by a survey of the full-time faculty.
<b>B. ASSISTANT/ASSOCIATE DEAN</b>	<b>Associate Dean</b>	<b>B. ASSISTANT/ASSOCIATE DEAN(S)</b>
The Asst./Assoc. Dean is appointed by the Dean of the college with the approval of the Provost / Vice President for Academic Affairs.	The Assistant/Associate Dean is appointed by the Dean of the College with the approval of the Provost and Vice President for Academic Affairs.	The Assistant/Associate Dean (AD) is appointed by the Dean of the College with the approval of the Provost and Vice President for Academic Affairs.
<b>JOB DESCRIPTION</b>	<b>SPECIFIC DUTIES AND RESPONSIBILITIES</b>	<b>SPECIFIC DUTIES AND RESPONSIBILITIES</b>
1. Oversees the academic progress of the students in the College of Humanities and Natural Sciences.	The Associate Dean (AD) has operational oversight over the academic progress of the students in the College of Social Sciences.	1. Oversees the academic progress of the students in the College.
2. Carries out academic actions: Dean's list, probation, exclusions, readmission, special evaluations, etc.	The AD carries out academic action such as Dean's list, probation, exclusions, readmission, special evaluations, etc.	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.	The AD oversees the implementation of all facets of the College's degree programs including common curriculum, major, minor, foreign language and electives.	3. Oversees the implementation of all facets of the college degree programs: common curriculum, major, minor, adjunct, foreign language, and electives.

4. Reviews and attempts to resolve students' academic problems, including clarification of requirements, waivers, substitutions, exceptions, complaints, etc.	The AD reviews and attempts to resolve students' academic problems, including clarification of requirements, waivers, substitutions, exceptions, complaints, and so forth.	4. Reviews and attempts to resolve students' academic problems, including clarification of requirements, waivers, substitutions, exceptions, complaints, etc.
5. Supervises graduation audits and certifications.	Additionally, the AD supervises the responsibilities of the College's Academic Counselor such as graduation audits and certifications;	5. Supervises the responsibilities of the College's Academic Counselor(s) such as graduation audits and certifications.
6. Supervises transfer evaluations on the college level (i.e., "translation" of credits into specific A&S programs).	transfer evaluations on the college level (i.e., "translation" of credits into specific CSS programs);	6. Supervises transfer evaluations on the college level (i.e., "translation" of credits into specific CAS 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.	monitors the process of awarding external credit (i.e., AP, CLEP, etc.) and non-traditional programs for credit; monitors the granting of internal credit based on placement exams, credit by exam, etc.	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.		<b>8. Supervises and designs contract degrees and unique major programs.</b>
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.	supervises the academic advising system for the college and oversees the maintenance of student records needed to support the work of academic advisors.	9. Supervises and coordinates the academic advising system for the college and oversees the maintenance of student records needed to support the work of academic advisors.
10. Supervises and coordinates all student academic advising/orientation programs for the college.		<b>10. Supervises and coordinates all student academic advising/orientation programs for the college.</b>
11. Directs general studies program.		<b>11. Directs the general studies program.</b>
12. Provides study abroad information for interested students. Acts as liaison with Loyola of Rome program. (N.B. This does not currently happen)		
13. Conducts faculty programs on advising and implementation of degree programs and conducts an orientation for new faculty.		<b>13. Conducts faculty programs on advising and implementation of degree programs and conducts an orientation for new faculty.</b>
14. Prepares college portion of the University Bulletin.	AD's other responsibilities also include, preparing the College portion of the University Bulletin;	14. Prepares College portion of the University Bulletin.
15. Serves as administrator for grade appeal and academic dishonesty cases for the college.	15. Serves as administrator for grade appeal and academic dishonesty cases for the College;	15. Serves as administrator for grade appeal and academic dishonesty cases for the college. (N.B. This may change)
16. Maintains his/her expertise as a classroom teacher by being as actively involved in this function as duties permit.		16. Maintains his/her expertise as a classroom teacher by being as actively involved in this function as duties permit.
17. Serves on the Associate Dean's Council, the Council of Chairpersons, the College Curriculum Committee, the Common Curriculum Committee, the University Curriculum Committee, the Admissions Standards and Policies Committee, the College Planning Team, and chairs the Dean's Student Advisory Council. (N.B. Associate Dean no longer part of red highlighted committees)	17. Serves on the Associate Dean's Council, is ex-officio on the Council of Directors and Chairs, the Courses and Curriculum Committee, the Common Curriculum Committee, the University Curriculum Committee, the Admissions Standards and Policies Committee, the Strategic Planning Committee. The Dean chairs the Dean's Student Advisory Council. (N.B. Associate Dean no longer part of red highlighted committees)	17. Serves on the Associate Dean's Council, the Council of Directors and Chairs, the College Curriculum Committee, the Admissions Standards and Policies Committee, the College Planning Team, and chairs the Dean's Student Advisory Council.
18. Performs additional duties requested by the Dean and acts for the Dean in any matters requiring a decision when the dean is unavailable for such action.		<b>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.</b>
	The Associate Dean is also responsible for leading and monitoring the approval of all CSS Courses and Curriculum (both undergraduate and graduate) proposals through university processes in a timely manner.	<b>The AD is also responsible for leading and monitoring the approval of all CAS Courses and Curriculum (both undergraduate and graduate) proposals through university processes in a timely manner.</b>
<b>Periodic Evaluation of the Assistant/Associate Dean:</b>	<b>Evaluation</b>	<b>Periodic Evaluation of the Assistant/Associate Dean:</b>

The Assistant/Associate Dean is reviewed annually by the Dean and every three years by the full faculty.	The Associate Dean reports directly to the Dean who is responsible for the evaluation of the AD's performance. As part of this evaluation process the Dean incorporates feedback from key stakeholders in the review process.	The Assistant/Associate Dean is reviewed annually by the Dean and every three years by the full faculty.
	<b>FACULTY</b>	<b>FACULTY</b>
	The purpose of faculty is to expand the knowledge of students, peers, and scholars, to lead to the discovery of new knowledge and insights, and to meet the changing needs of the local community, the state, and the nation.	The purpose of faculty is to expand the knowledge of students, peers, and scholars, to lead to the discovery of new knowledge and insights, and to meet the changing needs of the local community, the state, and the nation.
	University faculty conducts teaching, research, community services and scholarly activities that ordinarily occur within academic units as well as centers and institutes which may involve interdisciplinary efforts. These activities usually have stated purposes and may be created for specific time periods as the result of contracts, grants, or specific allocation of institutional resources.	University faculty conducts teaching, research, community service and scholarly activities that ordinarily occur within academic units as well as centers and institutes which may involve interdisciplinary efforts. These activities usually have stated purposes and may be created for specific time periods as the result of contracts, grants, or specific allocation of institutional resources.
	The results of faculty activities include a vast array of scholarly, creative, and professional products.	The results of faculty activities include a vast array of scholarly, creative, and professional products.
	<b>STAFF</b>	<b>STAFF</b>
	Staff contributes to the success of the College, to the growth of its students, faculty, academic units, and to the promotion of a positive and supportive work environment.	Staff contributes to the success of the College, to the growth of its students, faculty, academic units, and to the promotion of a positive and supportive work environment.
	In general, policies and procedures governing staff employment, responsibilities, conduct, performance and salary administration are enumerated in the Human Resources Manual found at: <a href="http://finance.loyno.edu/human-resources/policies-procedures-benefits-manual">http://finance.loyno.edu/human-resources/policies-procedures-benefits-manual</a> .	In general, policies and procedures governing staff employment, responsibilities, conduct, performance and salary administration are enumerated in the Human Resources Manual found at: <a href="http://finance.loyno.edu/human-resources/policies-procedures-benefits-manual">http://finance.loyno.edu/human-resources/policies-procedures-benefits-manual</a> .
	Staff performance evaluations are conducted annually according to HR guidelines. In general, performance evaluations will discuss job performance and job expectations within the current year.	<b>NOT NEEDED</b>
	Merit increases are dependent on authorization and funding by the by the University's Board of Trustees ("Board"). Upon approval, the Board will provide to the Office of the Provost and Vice President for Academic Affairs the allotment for the upcoming fiscal year. The Office of the Provost and Vice President for Academic Affairs will communicate to the Dean the merit pool for his/her college.	<b>NOT NEEDED</b>
	The Dean, in conjunction with his/her designee, will develop a metric for allocating increases within the merit pool approved by the Board and the guidelines established by the Office of the Provost and Vice President for Academic Affairs.	<b>NOT NEEDED</b>

	In general, merit increases will be awarded based on the performance evaluation. The size of the merit increase will be determined by available funds, productivity, efficiency, and exceptional quality of work performed above and beyond the standard performance of duties that can be documented. Please note that staff members on probation or that receive a less than satisfactory performance evaluation will not be eligible for a merit increase.	<b>NOT NEEDED</b>
	<b>Students</b> Policies with respect to students are published in the undergraduate student bulletin ( <a href="http://bulletin.loyno.edu/">http://bulletin.loyno.edu/</a> ), and the graduate student bulletin ( <a href="http://2011bulletin.loyno.edu/graduate">http://2011bulletin.loyno.edu/graduate</a> ).	<b>NOT NEEDED</b>
	Faculty responsibility in educating students at Loyola is clearly defined in the University Faculty Handbook (Chapter 7, §C, p. 7-2) and in this document under professional responsibilities.	<b>NOT NEEDED</b>
	The Dean's Office follows the FERPA guidelines in providing access to student records. For more information, please go to the University's website and enter: <a href="http://academicaffairs.loyno.edu/records/ferpa-guidelines-faculty-and-staff">http://academicaffairs.loyno.edu/records/ferpa-guidelines-faculty-and-staff</a> .	<b>NOT NEEDED</b>
	Personnel Files Loyola University New Orleans maintains an official personnel file on each employee. These files are located in the Human Resources Department. The personnel file includes such information as the employee's job application, resume, payroll elections, documentation of performance appraisals and salary increases, and other employment records. The Provost and Vice President for Academic Affairs maintains an official personnel file on each faculty member (HR Policy 2-8).	<b>NOT NEEDED</b>
<b>Council of Chairpersons</b>	<b>Council of Directors and Chairs</b>	<b>Council of Directors and Chairs</b>
<b>Purpose</b>		<b>Purpose</b>
	The function of the Council of Directors and Chairs (CDC) is to advise the Dean in all matters pertaining to the well being of the College.	The purpose of the Council of Directors and Chairs (CDC) is to advise the Dean in all matters pertaining to the well being of the College.
The Dean should solicit and receive the advice of the Council on substantive issues on a regular basis.	The Dean shall seek input from the CDC on substantive issues on a regular basis.	The Dean shall seek input from the CDC on substantive issues on a regular basis.
The Council members should be able to provide the Dean with unsolicited advice.		<b>The CDC should be able to provide the Dean with unsolicited advice.</b>
Any member of the Council may submit any item he/she wishes to be placed on the agenda of the Council.		<b>Any member of the CDC may submit any item he/she wishes to be placed on the agenda of the Council.</b>
The Dean, in consultation with the Council, shall determine the agenda for the College Assembly.	Normally, the Dean will consult with the CDC regarding items that will appear on the agenda for the College Assembly.	The Dean, in consultation with the CDC, 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.	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 CDC members at least four working days prior to the meeting.	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 CDC at least <b>four working days</b> prior to the meeting.

<b>Membership</b>		<b>Membership</b>
The voting membership of the Council consists of the Dean and all chairpersons. Assistant/Associate Deans are non-voting and ex-officio members.	The membership of the CDC consists of all academic Unit Leaders.	The voting membership of the CDC consists of the Dean and all Departments and Schools chairs/directors (hereinafter referred to as Unit Leaders). Assistant/Associate Deans are non-voting and ex-officio members.
	The Dean chairs the CDC and appoints a recording secretary to record minutes of all meetings.	The Dean chairs the CDC and appoints a recording secretary to record minutes of all meetings.
	The Chairs and Directors, hereinafter referred to as unit leaders, are appointed by the Dean in association with faculty recommendations and with the approval of the Provost and Vice President for Academic Affairs.	The Unit Leaders are appointed by the Dean in association with faculty recommendations and with the approval of the Provost and Vice President for Academic Affairs.
<b>The Council will operate as follows:</b>		<b>The CDC will operate as follows:</b>
1. The Council may make a recommendation on any item; or	The CDC may initiate the discussion of an item or make a recommendation on any item and may present to the full faculty for discussion and/or approval.	1. The CDC 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		2. The CDC, after consulting with the members of their units, 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.		3. The CDC may submit the item to the College Assembly for final recommendation, discussion, and/or approval.
4. The Council shall meet at least once a month during the regular academic year.	The CDC shall meet at least once a month during the regular academic year.	4. The CDC shall meet at least once a month during the regular academic year.
4. All changes in the College Faculty Handbook, however they originate, will be placed as motions to the College Assembly by the decision of the Council of Chairpersons in consultation with the College Planning Team subject to a discharge petition with a 51% simple majority of those voting and present of the College Assembly, save in the case of amendments of these articles, which require a two-thirds vote. (N.B. For consistency in other parts propose remove CPT from here)		4. All changes in the College Faculty Handbook, however they originate, will be placed as motions to the College Assembly by the decision of the CDC subject to approval with a simple majority of those voting and present of the College Assembly.
	Unit Leaders have the responsibility for both the strategic direction and daily maintenance of operations within their academic units, and, in accord with University and College protocols, are responsible for all academic and personnel matters.	Unit Leaders have the responsibility for both the strategic direction and daily maintenance of operations within their academic units, and, in accord with University and College protocols, are responsible for all academic and personnel matters.
	The Unit Leaders work with members of the Office of the Dean in all academic and personnel matters involving their respective faculty and staff. The Chairs and Directors have responsibility of all budgetary, personnel, and academic transactions for the academic unit pending the approval of the Dean and in some instances, approval of the Provost and Vice President for Academic Affairs. They also are responsible for proper planning and negotiation for necessary resources and in some cases fundraising in coordination with the Office of Institutional Advancement.	The Unit Leaders work with members of the Office of the Dean in all academic and personnel matters involving their respective faculty and staff. The Chairs and Directors have responsibility of all budgetary, personnel, and academic transactions for the academic unit pending the approval of the Dean and in some instances, approval of the Provost and Vice President for Academic Affairs. They also are responsible for proper planning and negotiation for necessary resources and in some cases fundraising in coordination with the Office of Institutional Advancement.

	Chairs and Directors are responsible for keeping the Office of the Dean apprised of all matters of the faculty, staff, students, and the academic units in general.	Chairs and Directors are responsible for keeping the Office of the Dean apprised of all matters of the faculty, staff, students, and the academic units in general.
<b>COLLEGE PLANNING TEAM</b>	<b>STRATEGIC PLANNING COMMITTEE (CSPC)</b>	<b>COLLEGE PLANNING TEAM</b>
	<b>FUNCTION</b>	<b>FUNCTION</b>
	The function of the Strategic Planning Committee is to devise, implement, and refine the overall planning and evaluation process and plan for the College, including program review to determine the degree to which the College is meeting its academic goals; and to receive and review annual reports from academic programs that address attainment of stated student outcomes. (N.B. Section in red is not currently happening and is probably too onerous for the CPT)	The function of the College Planning Team (CPT) is to devise, implement, and refine the overall planning and evaluation process for the College.
<b>MISSION STATEMENT</b>	<b>Purpose Statement</b>	<b>Purpose Statement</b>
The College Planning Team works closely with Humanities & Natural Sciences faculty and university planning and budget committees to develop, implement, and evaluate the efficacy of initiatives to lead Loyola towards its goal of becoming a nationally recognized leading Catholic comprehensive university. (N.B. "leading Catholic comprehensive university was language from a previous university strategic plan)	The Strategic Planning Committee works closely with College faculty and University planning and budget committees to develop, implement, and evaluate the efficacy of initiatives to lead Loyola towards its goal of becoming a nationally recognized leading Catholic comprehensive university. (N.B. "leading Catholic comprehensive university was language from a previous university strategic plan)	The CPT works closely with College faculty and University planning and budget committees to develop, implement, and evaluate the efficacy of initiatives to lead Loyola towards achieving the goals and objectives of Loyola's Strategic Plan.
The committee proposes initiatives that reflect Loyola's commitment to the Jesuit tradition of educating the whole person with respect to faith, scholarship, learning, service, and justice as defined by the college mission statement.	The Committee proposes initiatives for the College of Social Sciences that reflect Loyola's commitment to the Jesuit tradition of educating the whole person with respect to faith, scholarship, learning, service, and justice as defined by the College mission statement.	The CPT proposes initiatives for the College that reflect Loyola's commitment to the Jesuit tradition of educating the whole person with respect to faith, scholarship, learning, service, and justice as defined by the College mission statement.
<b>Membership</b>	<b>MEMBERSHIP</b>	<b>MEMBERSHIP</b>
Five ordinary faculty members serve on this committee. Two faculty representatives are elected from Humanities, two from the Natural Sciences, and one elected from the Council of Chairpersons. Elections are held in the Spring and completed by April, with no two members from the same department. The runner-up in each of these categories serves as the automatic alternate, who meets with the College Planning Team when the elected representative is unavailable.	The Dean, Unit Leaders, a selected faculty member from each unit, a selected staff member, and a selected undergraduate CSS student, and a selected graduate CSS student serve on this committee.	Seven ordinary faculty members serve on this committee. Two faculty representatives are elected from Humanities, two from the Natural Sciences, two from the Social Sciences, and one elected from the Council of Directors and Chairs. Elections are held in the Spring and completed by April, with no two members from the same unit. The runner-up in each of these categories serves as the automatic alternate, who meets with the CPT when the elected representative is unavailable.
The terms for these five representatives are three years (staggered following the first election so that there will be continuity) and renewable.	The terms for faculty and staff representatives are three years and for students are one year; they are all renewable.	The terms for these seven representatives are three years (staggered following the first election so that there will be continuity). The terms are renewable.
The Dean will appoint one representative each from SCAP and SPT. The Dean will also appoint an alternate from each of these committees. The terms for these two representatives are one year, renewable. These appointed members serve until their replacement is appointed.		The Dean will appoint one representative each from SCAP and SPT. The Dean will also appoint an alternate from each of these committees. The terms for these two representatives are one year, renewable. These appointed members serve until their replacement is appointed.
The Dean is a voting member of the committee.		The Dean is a voting member of the committee.
	The Dean serves as Chair.	The Dean serves as Chair.

<b>STANDING RESPONSIBILITIES</b>		
<b>Goals and Charges for the Committee</b>	<b>GOALS AND CHARGES FOR THE COMMITTEE</b>	
	Develop a three-year strategic plan and monitor its execution assessment. (N.B. currently strategic plans last five years. Also strategic plans should be developed with wide college participation)	
• Develop objectives and outcomes relevant to the College		• Develop objectives and outcomes relevant to the College
	Align unit strategic plans and resources with college strategic plan.	• Align unit strategic plans and resources with college strategic plan.
	Assess the impact of the resource allocation on the strategic plan.	• Assess the impact of the resource allocation on the strategic plan.
• Suggest college priorities to the Dean		• Suggest college priorities to the Dean
• Work with the Dean to:		• Work with the Dean to:
• Strengthen the College's influence on the University's planning processes		• Strengthen the College's influence on the University's planning processes
• Strengthen the College's influence on the University's policy-making processes		• Strengthen the College's influence on the University's policy-making processes
• Consult with members of select University committees		• Consult with members of select University committees
• Consult with members of select College of Humanities and Natural Sciences committees		• Consult with members of select College of Arts and Sciences committees
• Work with the Dean to monitor implementation of action plans		• Work with the Dean to monitor implementation of action plans
• Review outcome assessments completed by various programs and conduct outcome assessments of the committee's activities		• Review outcome assessments completed by various programs and conduct outcome assessments of the committee's activities
• Work with the Dean and the Council of Chairpersons to set the agenda for the College Assembly		• Work with the Dean and the CDC to set the agenda for the College Assembly
<b>OPERATING PROCEDURES</b>		<b>OPERATING PROCEDURES</b>
• The Committee holds a meeting in the spring following elections and selects a chair to serve a one-year, renewable term. (N.B. The suggestion is that the Dean serve as chair of the CPT)		
• The Committee meets at least monthly during the academic year and at the call of the chairperson. The chairperson is responsible for setting the agenda of meetings, ensuring that minutes are taken and approved, following ordinary rules of parliamentary procedure during meetings, and communicating activities of the committee to the College Assembly.	The chair is responsible for setting the agenda of meetings, ensuring that minutes are taken and approved, and posted to the Intranet within the month, following ordinary rules of parliamentary procedure during meetings and communicating activities of the committee to the College Assembly.	• The Committee meets at least monthly during the academic year and at the call of the chair. The chair is responsible for setting the agenda of meetings, ensuring that minutes are taken and approved, following ordinary rules of parliamentary procedure during meetings, and communicating activities of the committee to the College Assembly.
• Meetings are open to all faculty, staff, and students of the College. The Committee may invite other members of the university community and non-Loyola persons for consultation on business of the committee.	Meetings are open to all faculty, staff, and students of the College. The Committee may invite other members of the university community and non-Loyola persons for consultation on business of the committee.	• Meetings are open to all faculty, staff, and students of the College. The Committee may invite other members of the university community and non-Loyola persons for consultation on business of the committee.

<ul style="list-style-type: none"> <li>The Committee continuously reviews progress the College makes in <b>leading Loyola towards its goal of becoming a leading Catholic comprehensive university as defined by College of Humanities and Natural Sciences Strategic Plan and other official planning documents. (N.B. "leading Catholic comprehensive university was language from a previous university strategic plan)</b></li> <li>The Committee continuously reviews, updates, and initiates goals and objectives of the College of Humanities and Natural Sciences Strategic Plan by working closely with: a) faculty b) students c) members of other college and university planning and budgeting committees.</li> </ul>	<p>The committee subsequently meets to monitor and ensures that resources are aligned with the plan. <b>The Committee continuously reviews progress the College makes in leading Loyola towards its goal of becoming a leading Catholic and Jesuit comprehensive university. (N.B. "leading Catholic comprehensive university was language from a previous university strategic plan)</b></p>	<p>The committee meets to monitor the College Strategic Plan and ensures that resources are aligned with the Plan.</p>
<ul style="list-style-type: none"> <li>Since planning is an ongoing process, the standing College Planning Team calls for the formation of an Ad Hoc Strategic Planning Committee every five years composed of representatives from throughout the College.</li> </ul>	<p>The Committee develops an inclusive process of implementing the plan. The plan then goes before the College Assembly for approval. That approved plan is then forwarded to the Provost and Vice President for Academic Affairs.</p>	<ul style="list-style-type: none"> <li>The Committee continuously reviews, updates, and initiates goals and objectives of the College by working closely with: a) faculty b) students c) members of other college and university planning and budgeting committees.</li> </ul>
<ul style="list-style-type: none"> <li>The Committee makes reports and presents recommendations to the College Assembly, and Council of Chairpersons and Provost at least once each a semester.</li> <li>The Committee may propose changes in this protocol at any time in accordance with the College Handbook.</li> </ul>		<ul style="list-style-type: none"> <li>Since planning is an ongoing process, the standing CPT calls for the formation of an Ad Hoc Strategic Planning Committee every five years composed of representatives from throughout the College. The Ad Hoc committee develops a Strategic Plan that then goes before the College Assembly for approval. That approved plan is then forwarded to the Provost and Vice President for Academic Affairs. The CPTe then develops an inclusive process of implementing the plan.</li> </ul>
		<ul style="list-style-type: none"> <li>The CPT makes reports and presents recommendations to the College Assembly, and CDC and Provost as needed.</li> </ul>
		<ul style="list-style-type: none"> <li>The CPT may propose changes in this protocol at any time in accordance with the College Handbook revision procedures.</li> </ul>
	<p>The Committee meets at least monthly during the academic year and at the call of the chair. (in line 232)</p>	
	<p>The Committee continuously reviews progress the College makes in leading Loyola towards its goal of becoming a leading Catholic and Jesuit comprehensive university. (In line 234)</p>	
<p><b>College Curriculum Committee</b></p>	<p><b>COURSES AND CURRICULUM COMMITTEE (CCC)</b></p>	<p><b>College Curriculum Committee</b></p>
	<p><b>The function of the Courses and Curriculum Committee is to review all modifications and changes in the curriculum recommended by members of the Faculty and, after deliberation, return with recommendations to the Faculty as a whole for action. (N.B. process is described in line 257)</b></p>	
<p>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.</p>	<p><b>Purpose Statement</b>  Recognizing the interactive nature of education and curricular design, the purpose of the Courses and Curriculum Committee is to review and recommend approval of new course proposals, changes in requirements for degree programs, and other major curriculum revisions. These recommendations to the dean are then forwarded for review by the University Courses and Curriculum Committee.</p>	<p><b>Purpose</b>  Recognizing the interactive nature of education and curricular design, the purpose of the Courses and Curriculum Committee is to review and recommend approval of new course proposals, changes in requirements for degree programs, and other major curriculum revisions. <b>These recommendations are forwarded to the Dean. After Dean approval the recommendations are then forwarded for review by the University Courses and Curriculum Committee.</b></p>
<p><b>The Committee</b></p>		<p><b>The Committee</b></p>

1. The committee is composed of seven faculty representatives plus the Assistant/Associate Dean as a consultant. 2. Faculty representatives are elected from nominations made by the Council of Chairpersons. Each of the two internal voting divisions of the college (humanities, natural sciences) has three representatives. A seventh member is to be elected at-large. No two members of the committee are to be from the same department. No more than three members may be non-tenured. In the event summer meetings are necessary and a quorum cannot be achieved, alternates from the runners-up will attend in place of absent members. Any given committee member's term of office is three years, with elections staggered so that all divisions have at least one continuing member.		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 Directors and Chairs. Each of the three internal voting divisions of the college (humanities, natural sciences, and social 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 non-tenured. In the event summer meetings are necessary and a quorum cannot be achieved, alternates from the runners-up will attend in place of absent members. Any given committee member's term of office is three years, with elections staggered so that all divisions have at least one continuing member.
3. The chairperson, elected from the official membership of the committee to serve for one year, will convene the committee, organize and conduct meetings, and communicate with the academic community as necessary.	The committee is composed of a faculty representative from each academic unit within the College plus the Associate Dean as ex officio. Faculty representatives are elected by individual units from nominations made by the Council of Directors and Chairs. No two members of the committee are to be from the same department. No more than three members may be non-tenured. In the event 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.	The Associate Dean, ex officio member, will present requests for committee deliberation and provide support functions.	4. The Assistant/Associate Dean, ex officio member, will present requests for committee deliberation and provide support functions.
<b>Standing Responsibilities</b>	<b>GOALS AND CHARGES FOR THE COMMITTEE</b>	<b>Standing Responsibilities</b>
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.	Review and approve proposed new courses from any department or unit of the college except the honors program and the common curriculum. Courses and programs requiring external funding are to be submitted to and approved by the committee before being submitted to the granting agency	1. Review and approve proposed new courses from any department or unit of the college except the honors program and the common curriculum. 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.	Review and approve proposed changes in requirements for degree programs from any department or unit of the college.	2. Review and approve proposed changes in requirements for degree programs from any department or unit of the college.
3. Review and approve other major curriculum revisions at the undergraduate level.	Review and approve other major curriculum revisions.	3. Review and approve other major curriculum revisions.
	Review and approve credit and noncredit certificate programs.	4. Review and approve credit and noncredit certificate programs.
4. Upon request of the Dean, the committee will constitute itself as a board of inquiry. In which case, the committee will	Upon request of the Dean, the committee will constitute itself as a board of inquiry. In which case, the committee will:	5. 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;	Receive and evaluate complaints pertaining to the impact of either proposed new courses or changes in degree requirements;	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;	Serve as an impartial arbiter in those matters brought to the attention of the committee in its capacity as a board of inquiry; and	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.	Render recommendations to the Dean on those procedural and policy matters within the purview of the committee's mandate	c. Render recommendations to the Dean on those procedural and policy matters within the purview of the committee's mandate.
<b>Operating Procedures</b>	<b>OPERATING PROCEDURES</b>	<b>Operating Procedures</b>

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.	The Courses and Curriculum Committee is accountable to the Dean.	1. The College Curriculum Committee is a standing committee of the CDC and it is accountable to the CDC 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.	A quorum for the committee will be four members; 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.	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.	The committee will consider only complete 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 resubmit the proposals with revisions. Committee deliberations are closed with only the elected faculty representative and the Associate Dean participating. Formal voting is restricted to the elected faculty members of the Courses and Curriculum Committee. Approved proposals are then forwarded to the Dean for appropriate action.	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 unit 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 Courses and 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.	The committee will attempt to conduct its business as informally as practical. When acting as a board of formal inquiry, the elements of due process committee will be maintained as necessary to provide for a timely and fair deliberation.	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.
	The agenda and all documents related to the proposals on the agenda shall be posted on the CSS Courses and Curriculum Intranet site five business days prior to the meeting. Minutes are to be recorded at all meetings and posted on the CSS Intranet within thirty days. The Intranet site should include all documentation including the signed routing sheet and the entire proposal. The Chair of the CCC committee then forwards the routing sheet and approved proposal to the Associate Dean who is subsequently responsible for securing the dean's signature. The Associate Dean is also responsible for monitoring the status of the university approval processes through the conclusion of the proposal. The Associate Dean is responsible for the reporting to the Unit Leader the status of the proposal within the university system.	(URIEL--What do you suggest?)
5. Appeals of the decisions of the committee are to be taken to the Council of Chairpersons and then to the Dean.		5. Appeals of the decisions of the committee are to be taken to the CDC and then to the Dean.
<b>College Elections Committee</b>		<b>College Elections Committee</b>
<b>Purpose</b>		<b>Purpose</b>
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 has the responsibility for coordinating and conducting all elections in the College. It shall report election results to the Dean and all nominees.

The Elections Committee should refer to each committee's protocol to determine eligibility to serve on the committee. If the committee does not have a protocol, the Elections Committee will not conduct the election.		The Elections Committee shall 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 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.		In all other cases the committee shall contact all nominees and obtain their consent before their names are placed on the ballot.
<b>Membership</b>		<b>Membership</b>
Terms will be for three years. The terms shall be staggered so as to ensure continuity. Members may seek reelection.		Terms will be for three years. The terms shall be staggered so as to ensure continuity. Members may seek reelection.
All full-time faculty are eligible to serve on the committee. The committee shall solicit nominations from the faculty to ensure broad based membership. The committee is composed of four members.		All ordinary 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.
<b>College Rank and Tenure Committee</b>	<b>COLLEGE RANK AND TENURE COMMITTEE (CRTC)</b>	<b>COLLEGE RANK AND TENURE COMMITTEE (CRTC)</b>
	The function of the Rank and Tenure Committee (consistent with the framework outlined in the Loyola University Faculty Handbook, Chapters 4 & 5) is to:	The function of the Rank and Tenure Committee (consistent with the framework outlined in the Loyola University Faculty Handbook, Chapters 4 & 5) is to:
	a. Recommend to the Dean action regarding all rank and tenure applications;	a. Recommend to the Dean action regarding all rank and tenure applications;
	b. Recommend to the Dean appropriate rank and tenure of senior hires to the Faculty.	b. Recommend to the Dean appropriate rank and tenure of senior hires to the Faculty.
<b>Purpose</b>	<b>Purpose Statement</b>	<b>Purpose</b>
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 faculty has the primary right of determination in the matters of faculty status. This area includes 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 faculty has the primary right of determination in the matters of faculty status. This area includes 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.	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.	The criteria by which the committee is to judge are set out in the University Faculty Handbook. Specific interpretations as contained in unit protocols should be considered by the CRTC in making these judgments. The function of the CRTC is to apply these criteria in each individual case.
<b>Membership</b>	<b>Membership</b>	<b>Membership</b>
The committee shall consist of one tenured faculty members from each department of the college. All full-time tenured faculty members are eligible to be elected from their respective departments, except those holding administrative posts including chairpersons and persons serving on the URTC. Members shall serve staggered three-year terms.	The committee shall consist of one tenured faculty member from each unit of the College. All fulltime tenured faculty members are eligible to be elected from their respective departments, except those holding administrative posts, including academic Unit Leaders and persons serving on the University Rank and Tenure Committee (URTC). Members shall serve staggered three-year terms.	The committee shall consist of nine tenured faculty members, three from each divisions of the College. All fulltime tenured faculty members are eligible to be elected, except those holding administrative posts, including academic Unit Leaders and persons serving on the University Rank and Tenure Committee (URTC). Only one member from any unit may serve in the committee at a given time. Members shall serve staggered three-year terms.

Meetings	Meetings	Meetings
The committee will begin its review on or before November 1 of each year. At the initial meeting of the committee in any given year, a chairperson will be elected by the members; a chairperson may serve successive terms of one year if duly elected for a second term.	The committee will begin its review on or before November 1 of each year. At the initial meeting of the committee in any given year, a chair will be elected by the members; a chair may serve successive terms if duly elected. <b>If the only tenured member is the unit leader that person will serve on the committee.</b>	The committee will begin its review on or before November 1 of each year. At the initial meeting of the committee in any given year, a chairperson will be elected by the members; a chairperson may serve successive terms of one year if duly elected for a second term.
A quorum consists of six members present, proxies not being allowed. A majority vote of the members present is required for approval or disapproval of a motion or a proposal. <b>The chairperson shall vote in all matters brought before the committee.</b>	A quorum consists of six members present at the meeting, proxies not being allowed. A majority vote of the members present is required for approval or disapproval of a motion or a proposal.	A quorum consists of six members present at the meeting, proxies not being allowed. A majority vote of the members present is required for approval or disapproval of a motion or a proposal. <b>The chairperson shall vote in all matters brought before the committee.</b>
Members are required to recuse themselves from discussion and voting on applicants from their own department. The CRTC may call upon the chairperson of the department of any applicant to address questions raised by the Committee on an application.	The CRTC may call upon the unit leader of any applicant to address questions raised by the Committee on an application. In the event that the person up for promotion serves on CRTC, s/he should be replaced with someone else from the unit.	Members are required to recuse themselves from discussion and voting on applicants from their own unit. The CRTC may call upon the Unit Leader of any applicant to address questions raised by the Committee on an application.
All votes on matters of rank and tenure will be by secret ballot. Members are bound to keep their voting record secret. Personal letters of acceptance or rejection will be sent to all applicants by the chairperson of the CRTC. Reasons for recommending rejection will be stated but the vote will not be given. Simultaneously with these letters, a summary of all results, including the vote and reasons for acceptance or rejection, will be sent to the Dean.	All votes on matters of rank and tenure will be by secret ballot. Members are bound to keep their voting record secret. Personal letters of acceptance or rejection will be sent to all applicants by the chair of the CRTC. Reasons for recommending rejection will be stated but the vote will not be given. Simultaneously with these letters, a summary of all results, including the vote and reasons for acceptance or rejection, will be sent to the Dean.	All votes on matters of rank and tenure will be by secret ballot. Members are bound to keep their voting record secret. Personal letters of acceptance or rejection will be sent to all applicants by the chairperson of the CRTC. Reasons for recommending rejection will be stated but the vote will not be given. Simultaneously with these letters, a summary of all results, including the vote and reasons for acceptance or rejection, will be sent to the Dean.
Significant results of CRTC meetings (but not the minutes) will be sent to the Dean. Following action by the committee, complete dossiers will be forwarded to the Dean and Provost / Vice President for Academic Affairs.	Significant results of CRTC meetings (but not the minutes) will be sent to the Dean. Following action by the committee, complete dossiers will be forwarded to the Dean and Provost and Vice President for Academic Affairs.	Significant results of CRTC meetings (but not the minutes) will be sent to the Dean. Following action by the committee, complete dossiers will be forwarded to the Dean and Provost and Vice President for Academic Affairs.
<b>Promotions</b>	<b>Promotions</b>	<b>Promotions</b>
	See the University Faculty Handbook, Section 4E, regarding overall procedures for promotion in rank. The procedures below are specific to the CSS.	See the University Faculty Handbook, Section 4E, regarding overall procedures for promotion in rank.
		<b>Also see the CRTC Protocol for procedures and list of materials needed for promotion application.</b>
Each year the Provost / Vice President for Academic Affairs notifies the Dean of those faculty members who are first eligible for consideration for promotion. Ordinarily, assistant professors are expected to have at least three years of service and associate professors five years of service in rank at this university or one of equal standing to be considered first eligible. Academic and sabbatical leave periods at Loyola University shall be accepted as <b>qualified service for promotion. (N.B. In Faculty Handbook)</b>		
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. <b>(N.B. In Faculty Handbook)</b>		<b>Not needed</b>
		<b>Not needed</b>

<p>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.</p>	<p>The Dean no later than May 1 will give the faculty member 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.</p>	<p>The Dean no later than <b>May 1</b> will give the faculty member 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.</p>
<p>Faculty applying for promotion and/or tenure are to provide three letters from external reviewers concerning the quality and reception of their scholarship. The candidate and the department will provide lists of potential reviewers to the departmental chair. The chair will solicit letters on behalf of the candidate. For the purposes of the CRTC, “external” will be defined as experts in the applicant’s field of study outside of Loyola. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant.</p>	<p>The Unit Leader notifies its faculty that a member is seeking tenure and/or promotion and requests names of external reviewers at the appropriate rank. The person seeking tenure and/or promotion may also identify potential external reviewers. The candidate’s reviewers would be identified if they become an external reviewer. The Unit Leader will solicit a minimum of three letters with at least one letter coming from the candidate’s list. For the purposes of the CRTC, “external” will be defined as experts in the applicant’s field of study outside of Loyola. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant.</p>	<p>Promotion and/or tenure packets are to include at least three letters from external reviewers concerning the quality and reception of the candidate's scholarship. Following the CRTC Protocol, the candidate and the unit will provide lists of potential reviewers to the Unit Leader. The Unit Leader will solicit letters on behalf of the candidate. For the purposes of the CRTC, “external” will be defined as experts in the applicant’s field of study outside of Loyola. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant.</p>
<p>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.</p>		<p>Recommendation letters regarding candidates for raise in rank or tenure are to be sent directly to the Unit Leader. Letters received via another route shall be so identified.</p>
<p>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.</p>	<p>If the Unit Leader is seeking tenure and/or promotion, the Unit Leader will designate a leader of another unit within the CSS to solicit external reviews.</p>	<p>An alternate solicitor/recipient of such letters shall be designated by the unit in the case that the Unit Leader petitions for raise in rank or tenure.</p>
	<p>The candidate in consultation with the Unit Leader will develop all scholarly/creative activities, teaching, and service documentation to submit to the Unit Leader who then sends with an attached letter including unit and university criteria and protocol.</p>	<p>Following CRTC Protocol and Provost requirements, the candidate in consultation with the Unit Leader will develop a all scholarly/creative activities, teaching, and service documentation to submit to the Unit Leader.</p>
	<p>External reviews will be included in the candidate’s file.</p>	<p>External reviews will be included in the candidate’s file.</p>
<p>The tenured members of the department will review these same credentials in light of the criteria laid out in their own protocol and submit their recommendation to the College Rank and Tenure Committee. It is the responsibility of the department chairperson to submit the department’s recommendation to the chairperson of CRTC on or before November 1. It is the faculty member’s responsibility to submit all other materials to the committee on or before November 1.</p>	<p>The tenured members of the department will review the candidate’s documentation in light of the criteria laid out in their own protocol and submit their recommendation to the College Rank and Tenure Committee. It is the responsibility of the Unit Leader to submit the department’s recommendation to the chair of CRTC on or before November 1. After the unit’s vote, it is the faculty member’s responsibility to submit all other materials to the CRTC committee no later than November 1.</p>	<p>The tenured members of the academic unit will review the candidate’s documentation in light of the criteria laid out in their own protocol and submit their recommendation to the College Rank and Tenure Committee. It is the responsibility of the Unit Leader to submit the unit’s recommendation to the chair of CRTC on or before November 1. After the unit’s vote, it is the faculty member’s responsibility to submit all other materials to the CRTC committee no later than November 1.</p>
<p>All material submitted to the committee and all deliberations of the committee shall be kept confidential.</p>	<p>All material submitted to the committee and all deliberations of the committee shall be kept confidential.</p>	<p>All material submitted to the committee and all deliberations of the committee shall be kept confidential.</p>

<p>The committee shall have the discretion to solicit other information that it deems pertinent to adequate consideration of the case under review. Following thorough review of all information, discussion, and a vote taken regarding promotion, the committee will send to the Dean, on or before January 1, a recommendation on each of those who have been considered. The Dean appends his or her recommendations and sends both to the Vice President for Academic Affairs. If all three, namely, the College Rank and Tenure Committee, the Dean, and the Vice President for Academic Affairs, agree, the case is settled. Should one or more of the parties vote not to award promotion, the promotion is denied, but the faculty member may appeal the decision to the University Rank and Tenure Committee. This latter committee forwards its recommendation to the president, who adjudicates the matter. Unless the president has compelling reasons, he will follow the recommendation of the University Rank and Tenure Committee; in the event he does not, he will give the University Rank and Tenure Committee and the faculty member his reasons in writing. (N.B. In</p>		
<p>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.</p>		<p>Not needed as it is in the Faculty Handbook 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.</p>
<p><b>Tenure</b></p>	<p><b>Tenure</b></p>	<p><b>Tenure</b></p>
	<p>See the University Faculty Handbook, Chapter 5, regarding overall procedures for tenure. The procedures below are specific to the CSS.</p>	<p>See the University Faculty Handbook, Chapter 5, regarding overall procedures for tenure.</p>
		<p>Also see the CRTC Protocol for procedures and list of materials needed for tenure application.</p>
<p>Each year the Provost / Vice President for Academic Affairs shall notify the Dean of those faculty members who are to be considered for tenure decisions. The Dean shall give the faculty members timely notice concerning the beginning of the tenure evaluation process. This notification shall be sufficiently in advance to afford the faculty member an opportunity to submit materials relevant to adequate consideration of his/her qualifications. (N.B. In Faculty Handbook)</p>		<p>Not needed. An updated version is in the Faculty Handbook.</p>
<p>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. (N.B. in Faculty Handbook)</p>		<p>Not needed as it is in the Faculty Handbook</p>
<p>It is the responsibility of the department chairperson to submit the department's recommendation to the chairperson of CRTC on or before November 1. It is the faculty member's responsibility to submit all other materials to the committee on or before November 1.</p>		<p>It is the responsibility of the Unit Leader to submit the unit's recommendation to the chairperson of CRTC on or before November 1. It is the faculty member's responsibility to submit all other materials to the committee on or before November 1.</p>

<p>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. (N.B. This may have been part of a previous version of the Faculty Handbook) 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.</p>		
	<p>The Unit Leader notifies its faculty that a member is seeking tenure and/or promotion and requests names of external reviewers at the appropriate rank. The person seeking tenure and/or promotion may also identify potential external reviewers. The candidate's reviewers would be identified if they become an external reviewer. The Unit Leader will solicit a minimum of three letters with at least one letter coming from the candidate's list. For the purposes of the CRTC, "external" will be defined as experts in the applicant's field of study outside of Loyola. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant.</p>	<p>Not needed as in the Faculty Handbook (except the red part).</p> <p>Promotion and/or tenure packets are to include at least three letters from external reviewers concerning the quality and reception of the candidate's scholarship. Following the CRTC Protocol, the candidate and the unit will provide lists of potential reviewers to the Unit Leader. The Unit Leader will solicit letters on behalf of the candidate. For the purposes of the CRTC, "external" will be defined as experts in the applicant's field of study outside of Loyola. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant.</p>
	<p>External reviews will be included in the candidate's file.</p>	<p>External reviews will be included in the candidate's file.</p>
		<p>Recommendation letters regarding candidates for raise in rank or tenure are to be sent directly to the Unit Leader. Letters received via another route shall be so identified.</p>
	<p>If the Unit Leader is seeking tenure and/or promotion, the Unit Leader will designate a leader of another unit within the CSS to solicit external reviews.</p>	<p>An alternate solicitor/recipient of such letters shall be designated by the unit in the case that the Unit Leader petitions for raise in rank or tenure.</p>
		<p>Following CRTC Protocol and Provost requirements, the candidate in consultation with the Unit Leader will develop a all scholarly/creative activities, teaching, and service documentation to submit to the Unit Leader.</p>

<p>The primary evaluation of an applicant for tenure is made by the CRTC. This committee will restrict its considerations to the qualifications of the applicant, while duly noting the recommendation of the tenured members of the applicant's department. This committee's recommendation is given the greatest weight in the final decision. The committee shall meet to discuss and vote on each case. The participation of members from the applicant's department shall be the same as described for matters of promotion. Votes on tenure decisions shall be taken by secret ballot at a meeting at which discussion of the candidate is held. For a faculty member to attain a positive recommendation for tenure a majority of the committee must vote in favor of awarding tenure. Failure to secure such a favorable recommendation does not prejudice a reconsideration of the case at the discretion of the committee or at the request of the applicant.</p>		<p>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 unit. This committee's recommendation is given the greatest weight in the final decision. The committee shall meet to discuss and vote on each case. The participation of members from the applicant's unit shall be the same as described for matters of promotion. Votes on tenure decisions shall be taken by secret ballot at a meeting at which discussion of the candidate is held. For a faculty member to attain a positive recommendation for tenure a majority of the committee must vote in favor of awarding tenure. Failure to secure such a favorable recommendation does not prejudice a reconsideration of the case at the discretion of the committee or at the request of the applicant.</p>
<p>All materials submitted to the committee and all deliberations of the committee shall be kept confidential.</p>		<p>All materials submitted to the committee and all deliberations of the committee shall be kept confidential.</p>
<p>A faculty member who has been denied tenure may request a conference with the Provost / Vice President for Academic Affairs to be advised of reasons which have contributed to an adverse decision. A faculty member may also request a written statement of these reasons; he/ she will be advised by the Provost / Vice President for Academic Affairs if there might be unfavorable consequences of such a written statement. (N.B. This in not in the Faculty Handbook--it was probably part of an earlier version of the Faculty Handbook)</p>		
<p><b>Emeritus Status</b></p>	<p><b>Emeritus Status</b></p>	<p><b>Emeritus Status</b></p>
	<p>See the University Faculty Handbook, Chapter 6, section J, Emeritus Status</p>	<p>See the University Faculty Handbook, Chapter 6, section J, Emeritus Status.</p>
		<p>Also see the CRTC Protocol for procedures and list of materials needed for Emeritus Status application.</p>
<p>A chairperson of the department in which the faculty member has held an appointment, will nominate eligible faculty members for emeritus status to the CRTC and Dean. In the absence of a nomination from the chairperson an individual may self-nominate himself or herself. The CRTC shall follow the same procedures as with a promotion or tenure review, evaluating the application for emeritus according to the criteria delineated in the Faculty Handbook, and forward to the Dean a recommendation regarding the granting of emeritus status prior to April 1. (N.B. Handbook contains updated language )</p>		<p>Not needed as updated language is in the Handbook.</p>
<p><b>Dean's Student Advisory Council (DSAC)</b></p>		<p><b>Dean's Student Advisory Council (DSAC)</b></p>
<p><b>MEMBERSHIP</b></p>		<p><b>MEMBERSHIP</b></p>

<p>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:</p>		<p>Each unit 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:</p>
<p>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.</p>		<p>1. To speak for DSAC as a representative before the College Assembly, the CDC and before any other college or university body, as the need arises.</p>
<p>2. To preside over any formal or informal functions of DSAC.</p>		<p>2. To preside over any formal or informal functions of DSAC.</p>
<p>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.</p>		<p>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.</p>
<p>There will be no elected secretary. Students serving on DSAC will record the minutes on a rotating basis.</p>		<p>There will be no elected secretary. Students serving on DSAC will record the minutes on a rotating basis.</p>
<p><b>MEETINGS</b></p>		<p><b>MEETINGS</b></p>
<p>The council shall meet at least once a month during the regular academic year.</p>		<p>The council shall meet at least once a month during the regular academic year.</p>
<p><b>AGENDA</b></p>		<p><b>AGENDA</b></p>
<p>The agenda shall be determined by the chairperson, the speaker, and the speaker pro tem.</p>		<p>The agenda shall be determined by the chairperson, the speaker, and the speaker pro tem.</p>
<p><b>PURPOSE</b></p>		<p><b>PURPOSE</b></p>
<p>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.</p>		<p>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.</p>
<p><b>PROCEDURES</b></p>		<p><b>PROCEDURES</b></p>
<p><i>Robert's Rules of Order</i> will prevail under ordinary circumstances.</p>		<p><i>Robert's Rules of Order</i> will prevail under ordinary circumstances.</p>
<p><b>College Council on Graduate Studies</b></p>		<p>The Graduate Council is now a Faculty Handbook Committee</p>
<p><b>Conciliation Committee</b></p>		<p><b>Conciliation Committee</b></p>
<p><b>Purpose</b></p>		<p><b>Purpose</b></p>
<p>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).</p>		<p>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/unit leader.</p>

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 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.		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.		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.
<b>Membership</b> The committee shall consist of five (5) members elected from the full-time faculty. No more than two (2) may be non-tenured. No two members of the committee are to be from the same department. No one serving on the college committee can also serve on the University Conciliation Committee at the same time. The terms are for three years and are renewable.		<b>Membership</b> The committee shall consist of five (5) members elected from the full-time faculty. No more than two (2) may be non-tenured. No two members of the committee are to be from the same department. No one serving on the college committee can also serve on the University Conciliation Committee at the same time. The terms are for three years and are renewable.
<b>Salary Oversight and Review Committee</b>		N.B. SORC process was tabled at the HNS Assembly of October 23, 2014.
<b>Pre-Health Professions (PHP) Committee</b>		<b>Pre-Health Professions (PHP) Committee</b>
<b>Purpose</b> The Loyola University PHP committee provides all Loyola University New Orleans students with information regarding (a) requirements to be met to enter health professions schools and (b) application procedures, including letters of recommendation if required by the health professional school, including a letter from the PHP committee.		<b>Purpose</b> The Loyola University PHP committee provides all Loyola University New Orleans students with information regarding (a) requirements to be met to enter health professions schools and (b) application procedures, including letters of recommendation if required by the health professional school, including a letter from the PHP committee.
<b>Membership and Selection of Members</b>		<b>Membership and Selection of Members</b>

<p>The committee shall consist of seven faculty members. Six members of the committee will come from the departments in the College that have pre-health curricula (2 from Biological Sciences, 1 each from Chemistry, Physics and Psychology, and 1 from either Chemistry, Physics or Psychology with candidates proposed by the Chairs of those departments and selected by the Chair of the PHP committee in consultation with the Dean of the College of Humanities and Natural Sciences), and 1 member will be from a non-science department, serving as an at-large member, to be selected by the Chair of the PHP committee in consultation with the Dean of the College of Humanities and Natural Sciences. The Dean of the College of Humanities and Natural Sciences is an ex officio member of the committee. The Chair of the PHP committee may invite a representative of the Career and Counseling Services as a non-voting guest to PHP committee</p>		<p>The committee shall consist of seven faculty members. Six members of the committee will come from the departments in the College that have pre-health curricula (2 from Biological Sciences, 1 each from Chemistry, Physics and Psychology, and 1 from either Chemistry, Physics or Psychology with candidates proposed by the Chairs of those departments and selected by the Chair of the PHP committee in consultation with the dean), and 1 member will be from a non-science department, serving as an at-large member, to be selected by the Chair of the PHP committee in consultation with the dean. The Dean of the College of Arts and Sciences is an ex officio member of the committee. The Chair of the PHP committee may invite a representative of the Career and Counseling Services as a non-voting guest to PHP committee meetings.</p>
<p>All full-time, tenure-track/tenured faculty are eligible to serve. Representatives of the departments will be elected by their respective departments, not by the College Elections Committee. The term of office shall be three years, and committee members may serve consecutive terms. There is no term limit.</p>		<p>All full-time, tenure-track/tenured faculty are eligible to serve. Representatives of the departments will be elected by their respective departments, not by the College Elections Committee. The term of office shall be three years, and committee members may serve consecutive terms. There is no term limit.</p>
<p>The term of the chair of the PHP committee will be three years, and chairs may serve consecutive terms of so elected. The election of the chair will be by a vote of the members of the committee in the spring of the chair's third year of service. Terms of service for all faculty members, including the chair, commence at the start of the academic year.</p>		<p>The term of the chair of the PHP committee will be three years, and chairs may serve consecutive terms of so elected. The election of the chair will be by a vote of the members of the committee in the spring of the chair's third year of service. Terms of service for all faculty members, including the chair, commence at the start of the academic year.</p>
<p><b>Meetings</b></p>		<p><b>Meetings</b></p>
<p>Meetings of the PHP committee are held once per semester and as needed. All meetings are called by the Chair of the PHP committee.</p>		<p>Meetings of the PHP committee are held once per semester and as needed. All meetings are called by the Chair of the PHP committee.</p>
<p><b>Responsibilities of the PHP Committee</b></p>		<p><b>Responsibilities of the PHP Committee</b></p>
<p>the fall semester of each academic year for all Loyola Pre-Health Students to meet with the Dean of the College of Humanities and Natural Sciences and the members of the PHP committee. At that meeting, the students are given a Student Handbook, prepared by the PHP committee, describing the nature of individual health professions, their salaries, and professional society contact information for, but not limited to, careers in Medicine, Dentistry, Optometry, Osteopathy, Nursing, Pharmacy, Physical Therapy, Public Health Careers, Chiropractic, Veterinary Medicine, and Allied Health Careers.</p>		<p>The PHP committee sponsors a University-wide meeting early in the fall semester of each academic year for all Loyola Pre-Health Students to meet with the Dean of the College of Arts and Sciences and the members of the PHP committee. At that meeting, the students are given a Student Handbook, prepared by the PHP committee, describing the nature of individual health professions, their salaries, and professional society contact information for, but not limited to, careers in Medicine, Dentistry, Optometry, Osteopathy, Nursing, Pharmacy, Physical Therapy, Public Health Careers, Chiropractic, Veterinary Medicine, and Allied Health Careers.</p>

<p>students who wish to apply to Health Professions Schools with an application packet to be used to request and obtain evaluations/ recommendations from faculty members on behalf of the students. Completed evaluations are to be submitted to the chair of the PHP committee by February 1. The chair of the PHP committee is responsible for interviewing the applicants. The PHP committee Chair distributes these evaluations to the faculty members of the PHP committee who prepare a letter of evaluation for each student applicant, returning the completed, composite letter to the Chair of the PHP committee by the end of the spring semester. The chair then is responsible for editing the letters and submitting them to the institutions requested by the student applicants.</p>		<p>In the fall of every academic year, the PHP committee provides students who wish to apply to Health Professions Schools with an application packet to be used to request and obtain evaluations/ recommendations from faculty members on behalf of the students. Completed evaluations are to be submitted to the chair of the PHP committee by February 1. The chair of the PHP committee is responsible for interviewing the applicants. The PHP committee Chair distributes these evaluations to the faculty members of the PHP committee who prepare a letter of evaluation for each student applicant, returning the completed, composite letter to the Chair of the PHP committee by the end of the spring semester. The chair then is responsible for editing the letters and submitting them to the institutions requested by the student applicants.</p>
<p>The PHP committee is responsible for tracking, to the extent possible, the number of applications and the outcomes of those applications of the students for whom letters were submitted.</p>		<p>The PHP committee is responsible for tracking, to the extent possible, the number of applications and the outcomes of those applications of the students for whom letters were submitted.</p>
<p><b>Faculty Evaluations</b></p>		<p><b>Faculty Evaluations</b></p>
<p><b>Ordinary Faculty Evaluations</b></p>		<p><b>Ordinary Faculty Evaluations</b></p>
<p><u>Merit Evaluations</u></p>	<p><b>FACULTY ANNUAL EVALUATION AND MERIT RAISES</b></p>	<p><b>FACULTY ANNUAL EVALUATION AND MERIT RAISES</b></p>
<p>The departmental protocol, the protocol of SORC, and the University Faculty Handbook are the only documents on which annual review of ordinary faculty should be based. The chairperson should request from all faculty members in the department a list of their activities during the past twelve months in the areas of teaching, professional activities and service.</p>	<p>Faculty evaluations will take place over a calendar year. Vitae updates and optional self-evaluation letters from faculty members are due to Unit Leaders the Friday before January on campus classes start. Once the Unit Leader completes the evaluation of the faculty member, he or she meets with them to review the evaluation. The faculty member signs the evaluation acknowledging receipt and has the opportunity to append a comment or response to the Unit Leader's evaluation.</p>	<p>Faculty evaluations will take place over a calendar year. Vitae updates and optional self-evaluation letters from faculty members are due to Unit Leaders on or before December 1 each year. The unit protocol, the College Protocol, and the University Faculty Handbook are the only documents on which annual review of faculty should be based. Once the Unit Leader completes the evaluation of the faculty member (based on these documents), he or she meets with them to review the evaluation. The faculty member signs the evaluation acknowledging receipt and has the opportunity to append a comment or response to the Unit Leader's evaluation.</p>
<p>Salary negotiations include evaluations and rankings along at least three dimensions--teaching, professional activities (research, publication, etc.), and service. All ordinary 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</p>	<p>Unit Leaders submit the evaluations to the Dean with vitae updates and an optional self-evaluation, together with the faculty members' response, for the Dean's approval.</p>	<p>Unit Leaders submit the evaluations to the Dean with vitae updates and an optional self-evaluation, together with the faculty members' response (if applicable), for the Dean's approval by February 1st.</p>
	<p><b>For Ordinary Faculty:</b> Performance areas to be assessed are teaching, scholarship, and service (to university, community, and profession).</p>	<p><b>For Ordinary Faculty:</b> Salary negotiations include evaluations and rankings (0-4) along three dimensions--teaching, professional activities (research, publication, community engaged scholarship, etc.), and service (to university, community, and profession). All ordinary 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 unit on what constitutes a good professional and/or academic in that unit. The protocol is the only official statement by the unit on what level of performance is expected by each member of whatever rank or situation he/she holds.</p>

	<p>Faculty are responsible for teaching, scholarship and service as indicated in the University Faculty Handbook. Individual faculty in negotiation with Unit Leaders and based upon annual goals, as appropriate, will set forth the weight dedicated to the performance areas of teaching, scholarship and service for the following year. This conversation will be guided by any unit policies for the relative weights dedicated to the various performance areas. Weights must total 100 and, for ordinary faculty, must exceed zero in each of the performance areas. Nothing in this document should be understood as superseding the requirements as set forth by the university's promotion and tenure policies (See University Faculty Handbook, Chapter 4). A form containing the results of this conversation shall be signed by the Unit Leader and faculty member. The faculty member may append to this form commentary on its contents. (N.B. Redundant?)</p>	
<p>Guidelines for the review of full-time extraordinary, non-tenure track faculty and adjunct faculty can be found on the College intranet.</p>	<p><b>For Extraordinary Faculty:</b> Extraordinary faculty will be evaluated in those areas (teaching, scholarship and/or service) designated in their contracts, which are agreed to by Unit Leader, Dean and Provost.</p>	<p><b>For Extraordinary Faculty:</b> Extraordinary faculty will be evaluated in those areas (teaching, scholarship and/or service) designated in their contracts, which are agreed to by the Unit Leader, the Dean and the Provost. Guidelines for the review of full-time extraordinary, non-tenure track faculty and adjunct faculty can be found on the College intranet.</p>
		<b>MERIT RAISES</b>
<p>The chairperson should review this information, evaluate it according to the department protocol, and make recommendations to the dean, who makes decisions in consultation with SORC, for merit raises. See Procedures for Ordinary Faculty Salary Determination and SORC Guidelines on the College intranet.</p>	<p>The Dean in coordination with the Council of Directors and Chairs will standardize merit pay increases based on evaluation results. The Dean will post the standardized merit pay percentages on the college Intranet before faculty contracts are issued.</p>	<p>Unit Leaders evaluate rank faculty as described above, and make recommendations to the dean, who makes merit pay raises decisions.</p>
	<p>A three-member committee (with alternate as needed) elected from different units in the college by the faculty of the college will convene to review appeals of evaluations if necessary. Appeals must be resolved complete with recommendations submitted to the Dean before the Dean makes final recommendations on merit pay raises to the Provost.</p>	<p>(N.B. An Ad-Hoc Committee can be elected in the fall of 2016 to propose a procedure to replace SORC/Three-member Committee)</p>
<b>Retention, Promotion and Tenure Evaluations</b>		<b>Retention, Promotion and Tenure Evaluations</b>

<p>The criteria for retention, promotion and tenure are based on the department protocol. Therefore, clear statements of departmental expectations in general, but also by rank (assistant, associate professor, professor) should be stipulated. A separate annual review must be done prior to the Dean's recommendation on contract renewal for ordinary faculty on probationary appointments. This review should be signed by the chair and the faculty member. 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, adds elements of his/her own knowledge, experience, etc., writes his/her own evaluation and copies that evaluation to the departmental chair and the faculty member. An exception may be filed at this time also. The total package then goes to the Provost/Vice President for Academic Affairs who will follow the procedures in the University Faculty Handbook. Additional details on the evaluation of ordinary faculty for retention, promotion and tenure can be found on the College intranet. See Guides, Protocols and Materials Needed for</p>		<p>The criteria for retention, promotion and tenure are based on the department protocol. Therefore, clear statements of departmental expectations in general, but also by rank (assistant, associate professor, professor) should be stipulated. A separate annual review must be done prior to the Dean's recommendation on contract renewal for ordinary faculty on probationary appointments. This review should be signed by the chair and the faculty member. 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, adds elements of his/her own knowledge, experience, etc., writes his/her own evaluation and copies that evaluation to the departmental chair and the faculty member. An exception may be filed at this time also. The total package then goes to the Provost/Vice President for Academic Affairs who will follow the procedures in the University Faculty Handbook. Additional details on the evaluation of ordinary faculty for retention, promotion and tenure can be found on the College intranet. See Guides, Protocols and Materials Needed for Retention, Promotion and Tenure.</p>
<p><b>Redistribution of Faculty Time</b></p>		<p><b>Redistribution of Faculty Time</b></p>
<p><b>Procedures</b></p>	<p><b>COURSE REDUCTION PROCEDURE</b></p>	<p><b>Procedures</b></p>
<p>As a result of the diverse contributions of the faculty to the mission of the University, the University Faculty Handbook states criteria and conditions under which faculty receive a teaching load reduction. In the College of Humanities and Natural Sciences the following procedures are to be followed:</p>	<p>Faculty should follow the procedures below when requesting a course reduction:</p>	<p>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:</p>
<p>1. Ordinarily any faculty member wishing a teaching load reduction for the coming year will fill out a faculty time distribution form (Updated Vitae Form available on College intranet) detailing his/her activity and planned activities in teaching, research, and service for the current and next year and send it to his/her chairperson prior to the establishing of class schedules for the year in which the reduction would occur. The chairperson will forward copies of the completed faculty time distribution forms for his/her department to the Dean for approval.</p>	<p>Faculty members wishing a course reduction for the coming year will fill out the Teaching Load Reduction Request Form and forward to the Unit Leader 60 days in advance of establishing class schedules for the semester in which the reduction would occur.</p>	<p>1. Ordinarily any faculty member wishing a teaching load reduction below what the Faculty Handbook specifies for the coming year will fill out a faculty time distribution form (Updated Vitae Form available on College intranet) detailing his/her activity and planned activities in teaching, research, and service for the current and next year and send it to his/her Unit Leader prior to the establishing of class schedules for the year in which the reduction would occur.</p>
	<p>The Unit Leader will review the request and either informs the faculty member of the denial within two weeks of receipt or approves and forwards the request with the proposed course schedule to the Dean for review and disposition.</p>	<p>The Unit Leader will review the request and either informs the faculty member of the denial within two weeks of receipt or approves and forwards the request to the Dean for review and disposition.</p>
<p>2. Any non-contractual course release below 9 contact hours for ordinary faculty and 12 contact hours for extraordinary faculty per semester must be forwarded by the chair and approved by the Dean ordinarily at least one semester before the release will take place. The request must include a plan to cover courses.</p>		<p>2. Any non-contractual course release below 9 contact hours for ordinary faculty and 12 contact hours for extraordinary faculty per semester must be forwarded by the Unit Leader and approved by the Dean ordinarily at least one semester before the release will take place. The request must include a plan to cover courses.</p>

<p>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.</p>		<p>3. Both the Unit Leader 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 Unit Leader or the dean as specified by the University Faculty Handbook.</p>
<p>4. The Dean should inform the faculty member in a timely manner if the request is denied. Similarly, if the faculty member chooses to appeal, the appeal should be filed with the Conciliation Committee within two weeks of the faculty member's notification of load reduction denial.</p>		<p>4. The Dean should inform the faculty member in a timely manner if the request is denied. Similarly, if the faculty member chooses to appeal, the appeal should be filed with the Conciliation Committee within two weeks of the faculty member's notification of load reduction denial.</p>
<p><b>Criteria</b></p>		<p><b>Criteria</b></p>
<p>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</p>		<p>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. Unit Leaders, 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.</p>
<p><b>Search Procedures for New Dean</b></p>		<p><b>Search Procedures for New Dean</b></p>
<p>1. In the event of a vacancy occurring in the office of the Dean, a Search Committee will be formed. The Committee will be composed of one full-time faculty member from each department in the College, a student from the College, one staff member from the College, and a dean from another College in the University, who will be the ex officio, non-voting chair of the Committee. DSAC will recommend three students representatives to the Provost / Vice President for Academic Affairs, who will select one to serve on the Dean's Search Committee. The student recommendations need not be limited to DSAC representatives but could be any Humanities &amp; Natural Sciences students</p>		<p>1. In the event of a vacancy occurring in the office of the Dean, a Search Committee will be formed. The Committee will be composed of three ordinary faculty members from each division in the College, a student from the College, one staff member from the College, and a dean from another College in the University, who will be the ex officio, non-voting chair of the Committee. DSAC will recommend three students representatives to the Provost / Vice President for Academic Affairs, who will select one to serve on the Dean's Search Committee. The student recommendations need not be limited to DSAC representatives but could be any Arts and Sciences students.</p>

<p>2. As soon as the committee can assemble, the Provost / Vice President for Academic Affairs will issue its mandate. At this meeting, a time table will be agreed upon.</p>		<p>2. As soon as the committee can assemble, the Provost / Vice President for Academic Affairs will issue its mandate. At this meeting, a time table will be agreed upon.</p>
<p>3. The presidents and rectors of every Jesuit university in the USA should be contacted to request nominations for the position. Nominations will also be requested from the university administration and from the faculty, staff and student body of the College. An announcement to this effect should also be placed in the Chronicle of Higher Education and other appropriate national journals and bulletins. Among the qualifications listed for the position should be all of the following: An earned doctorate or its equivalent in an academic field represented in the College; tenure; administrative experience in an academic institution at level of Dean, Assistant Dean, chairperson, or program director; background of academic teaching and research that is commensurate to that of a Full Professor in the College; commitment to the values and vision of Loyola University as an educational institution operating in a context of Jesuit and Catholic mission. A deadline for accepting applications will be clearly stated in the announcement. It may also be stated that the search</p>		<p>3. The presidents and rectors of every Jesuit university in the USA should be contacted to request nominations for the position. Nominations will also be requested from the university administration and from the faculty, staff and student body of the College. An announcement to this effect should also be placed in the Chronicle of Higher Education and other appropriate national journals and bulletins. Among the qualifications listed for the position should be all of the following: An earned doctorate or its equivalent in an academic field represented in the College; tenure; administrative experience in an academic institution at level of Dean, Assistant/Associate Dean, chairperson, or program director; background of academic teaching and research that is commensurate to that of a Full Professor in the College; commitment to the values and vision of Loyola University as an educational institution operating in a context of Jesuit and Catholic mission. A deadline for accepting applications will be clearly stated in the announcement. It may also be stated that the search will continue until the position is filled.</p>
<p>4. Each application and nomination will be acknowledged by return mail/e-mail. Candidates rejected by the committee will also be notified by mail/e-mail as soon as possible. Candidates in whom the committee, after an initial screening, is still interested, will be so informed and specific requests for additional information, will be made as necessary.</p>		<p>4. Each application and nomination will be acknowledged by return mail/e-mail. Candidates rejected by the committee will also be notified by mail/e-mail as soon as possible. Candidates in whom the committee, after an initial screening, is still interested, will be so informed and specific requests for additional information, will be made as necessary.</p>
<p>5. The committee will begin to hold its meetings just as soon as the number of applications warrants it. Ideally the committee will meet weekly. All meetings are confidential. Nominees will be contacted as quickly as possible to determine whether they are interested in applying formally for the position.</p>		<p>5. The committee will begin to hold its meetings just as soon as the number of applications warrants it. Ideally the committee will meet weekly. All meetings are confidential. Nominees will be contacted as quickly as possible to determine whether they are interested in applying formally for the position.</p>
<p>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.</p>		<p>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.</p>

<p>7. After the deadline for receiving applications has passed, a study will be made of the names designated "for serious consideration." A simple majority of votes will suffice for an applicant to qualify as a semi-finalist. After the Dean's Search Committee's selection of the semi-finalists, the candidates' vitas and accompanying materials will be sent to the appropriate departments for review with the prior permission of the candidates. After a departmental review is completed, the department should send its recommendation to the search committee chair along with a letter addressed to the CRTC to be used in the event the candidate makes the final cut and is among the finalists. Once the finalists are selected by the search committee, the CRTC will be convened and all necessary documentation (including departmental recommendations) will be supplied by the search committee to the CRTC. Results of the CRTC will then be sent back to the search committee who in making its final decision/recommendation will forward a rank ordered list of the finalists along with appropriate documents regarding their tenure to the Provost /Academic Vice</p>		<p>7. After the deadline for receiving applications has passed, a study will be made of the names designated "for serious consideration." A simple majority of votes will suffice for an applicant to qualify as a semi-finalist. After the Dean's Search Committee's selection of the semi-finalists, the candidates' vitas and accompanying materials will be sent to the appropriate academic units for review with the prior permission of the candidates. After a unit review is completed, the unit should send its recommendation to the search committee chair along with a letter addressed to the CRTC to be used in the event the candidate makes the final cut and is among the finalists. Once the finalists are selected by the search committee, the CRTC will be convened and all necessary documentation (including academic unit recommendations) will be supplied by the search committee to the CRTC. Results of the CRTC will then be sent back to the search committee who in making its final decision/recommendation will forward a rank ordered list of the finalists along with appropriate documents regarding their tenure to the Provost /Academic Vice President and the President.</p>
<p>qualifications in relation to the specific needs of the College, the number of finalists should be established. Each of the finalists should be contacted by phone and/or mail/e-mail and be invited to Loyola for an on-campus interview. These finalists should be sent a copy of the following documents: the University Faculty Handbook, the College Handbook, and the University Bulletin. Finalists should submit a written statement of their educational philosophy in light of the previous documents, especially the Loyola Goals and Character &amp; Commitment Statements. While on campus each of the finalists shall have an opportunity to be interviewed by the following officers and groups:</p>		<p>8. At the next meeting, after a review of each candidate's qualifications in relation to the specific needs of the College, the number of finalists should be established. Each of the finalists should be contacted by phone and/or mail/e-mail and be invited to Loyola for an on-campus interview. These finalists should be sent a copy of the following documents: the University Faculty Handbook, the College Handbook, and the University Bulletin. Finalists should submit a written statement of their educational philosophy in light of the previous documents, especially the Loyola Goals and Character &amp; Commitment Statements. While on campus each of the finalists shall have an opportunity to be interviewed by the following officers and groups:</p>
<p>President of the University</p>		<p>President of the University</p>
<p>Provost / Vice president for Academic Affairs</p>		<p>Provost and Vice president for Academic Affairs</p>
<p>All other Vice Presidents</p>		<p>All other Vice Presidents</p>
<p>Deans</p>		<p>Deans</p>
<p>Chairpersons of the College</p>		<p>Unit Leaders of the College</p>
<p>Faculty of the College</p>		<p>Faculty of the College</p>
<p>Candidates' respective departments</p>		<p>Candidates' respective academic unit</p>
<p>Representatives of DSAC</p>		<p>Representatives of DSAC</p>
<p>Dean's Office staff</p>		<p>Dean's Office staff</p>
<p>Search Committee</p>		<p>Search Committee</p>
<p>Finalists' itineraries should include a meeting with the Jesuit Community.</p>		<p>Finalists' itineraries should include a meeting with the Jesuit Community.</p>
<p>9. The committee should obtain the feedback of candidates by the Deans, chairpersons, faculty, Jesuit Community, students, and Dean's Office Staff.</p>		<p>9. The committee should obtain the feedback of candidates by the Deans, chairpersons, faculty, Jesuit Community, students, and Dean's Office Staff.</p>

<p>10. The deliberations by the committee about the candidates are to be kept secret. The publication of the committee's recommendations is to be left to the discretion of the Provost / Vice President for Academic Affairs who will inform the finalists as to the outcome of the search and his or her ultimate decision.</p>		<p>10. The deliberations by the committee about the candidates are to be kept secret. The publication of the committee's recommendations is to be left to the discretion of the Provost and Vice President for Academic Affairs who will inform the finalists as to the outcome of the search and his or her ultimate decision.</p>
<p><b>Travel Guidelines</b></p>		<p><b>Travel Guidelines</b></p>
<p>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 15<sup>th</sup>, the Dean of the College of Humanities and Natural Sciences will make public an updated Travel Policy for the College.</p>		<p>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 15<sup>th</sup>, the Dean of the College will make public an updated Travel Policy for the College.</p>
<p><b>PROCEDURES</b></p>		<p><b>PROCEDURES</b></p>
<p>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.</p>		<p>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 Directors and 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.</p>
<p>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.</p>		<p>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.</p>
<p><b>QUALIFYING EXPENSES</b></p>		<p><b>QUALIFYING EXPENSES</b></p>
<p>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.</p>		<p>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.</p>
<p><b>ADVANCES</b></p>		<p><b>ADVANCES</b></p>
<p>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.</p>		<p>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.</p>
<p>Unused funds are to be returned to the College with the expense statement.</p>		<p>Unused funds are to be returned to the College with the expense statement.</p>

<p><b>EXPENSE STATEMENT</b></p> <p>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.</p>		<p><b>EXPENSE STATEMENT</b></p> <p>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. Academic units 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.</p>
<p><b>Sabbatical and Leave Procedures</b></p> <p>Any faculty member in the college who is requesting an academic leave of absence, sabbatical, or an academic grant request should follow the procedures stipulated in the Faculty Handbook. For academic grant requests, faculty should follow the procedures disseminated by the University Committee on Internal Grants. Sabbatical and leaves are discussed in Chapter 6 of the Faculty Handbook. For sabbatical/academic leaves faculty should submit to the Dean the following:</p>		<p><b>Sabbatical, Leave and Grant Procedures</b></p> <p>Any faculty member in the college who is requesting an academic leave of absence, sabbatical, or an academic grant request should follow the procedures stipulated in the Faculty Handbook. For academic grant requests, faculty should follow the procedures disseminated by the University Committee on Internal Grants. Sabbatical and leaves are discussed in Chapter 6 of the Faculty Handbook. For sabbatical/academic leaves faculty should submit to the Dean the following:</p>
<p>1. A letter requesting the leave or sabbatical stating the purpose of the leave, or sabbatical.</p>		<p>1. A letter requesting the leave or sabbatical stating the purpose of the leave, or sabbatical.</p>
<p>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.</p>		<p>2. A letter from the Unit Leader of his/her unit approving the leave and stating what provisions are to be made for teaching the course load normally taught by him/her. If the Unit Leader is requesting the leave, the letter of recommendation should come from all tenured faculty in the unit.</p>

<p>3. A sabbatical/leave application including information about previous leaves and a description of the project/projects to be completed during the leave with expected outcomes. The application can be found in the College Intranet.</p>		<p>3. A sabbatical/leave application including information about previous leaves and a description of the project/projects to be completed during the leave with expected outcomes. The application can be found in the College Intranet.</p>
<p>The Dean reviews applications, may request information and makes a written recommendation to the Provost and Vice President for Academic Affairs indicating support for, or opposition to, the request for sabbatical/academic leave and whether a replacement will be needed. These documents shall be forwarded by the Dean to the Provost within thirty calendar days after the deadline for accepting applications. The Dean's decision will be forwarded to the chair and the faculty member. In the event of a negative decision, the faculty member may appeal to the provost.</p>		<p>The Dean reviews applications, may request information and makes a written recommendation to the Provost and Vice President for Academic Affairs indicating support for, or opposition to, the request for sabbatical/academic leave and whether a replacement will be needed. These documents shall be forwarded by the Dean to the Provost within thirty calendar days after the deadline for accepting applications. The Dean's decision will be forwarded to the Unit Leader and the faculty member. In the event of a negative decision, the faculty member may appeal to the provost.</p>
<p>For additional requirements of a sabbatical leave, see the University Faculty Handbook, 6.4.</p>		<p>For additional requirements of a sabbatical leave, see the University Faculty Handbook, 6.4.</p>
	<p><b>PROVISION FOR CSS FACULTY REVISIONS</b></p>	<p><b>PROVISIONS FOR FACULTY HANDBOOK REVISIONS</b></p>
<p><b>Handbook Review Committee</b></p>		
<p>The Dean, in consultation with the College Assembly, can convene and Ad Hoc Handbook Review Committee as needed. Recommendations from the Ad Hoc Handbook Review Committee go to the <b>College Planning Team</b> and then Council of Chairs for submission as agenda items to the College Assembly. All changes will be tracked and reported to the faculty assembly. <b>[NB. Including CPT in this process introduces an unnecessary step]</b></p>	<p>The College Handbook Revision Committee (CHRC) membership included five members elected by the faculty assembly, with at least one representative each from an undergraduate and graduate program, no more than one from any academic unit, and one additional member from the centers and institutes.</p>	<p>The Dean, in consultation with the College Assembly, can convene and Ad Hoc Handbook Review Committee as needed. Recommendations from the Ad Hoc Handbook Review Committee go to the Council of Directors and Chairs for review/revision. The CDC then submits proposed changes as agenda items to the College Assembly. All changes will be tracked and reported to the faculty assembly.</p>
	<p>The authority for final approval of the CSS Faculty Handbook revisions is vested in the CSS Faculty.</p>	<p>The authority for approval of CAS Faculty Handbook revisions is vested in the CAS Faculty. The Provost and Vice President for Academic Affairs ratifies all CAS faculty approved changes to the CAS Faculty Handbook.</p>
	<p>Moreover, each Faculty member may introduce suggested changes to the CSS Faculty Handbook according to the procedures set forth below:</p>	<p>In the absence of an Ad Hoc Handbook Review committee, any Faculty member may introduce suggested changes to the CAS Faculty Handbook according to the procedures set forth below:</p>
	<p>A member of the Ordinary and Extraordinary Faculty may submit a proposed change to this Handbook by forwarding the proposal in writing to the College Handbook Revision Committee (CHRC), including the reasons such change is desirable.</p>	<p>Any member of the Ordinary or Extraordinary Faculty may submit a proposed change to this Handbook by forwarding the proposal in writing to the CDC, including the reasons such change is desirable. The CDC reviews/revises the proposal and then submits proposed changes as agenda items to the College Assembly. All changes will be tracked and reported to the faculty assembly.</p>
	<p>The faculty member will present the proposed change at the next College faculty general assembly for their consideration and disposition. A vote will be taken and the results recorded in the meeting minutes.</p>	<p>The faculty member will present the proposed change at the next College Assembly for their consideration and disposition. A vote will be taken following usual procedures and the results recorded in the meeting minutes.</p>