

HANDBOOK OF THE COLLEGE OF ARTS AND SCIENCES

This Handbook was approved for a year at the August 18, 2016 College Assembly of the College of Arts and Sciences (CAS) of Loyola University New Orleans. The Handbook will be amended as needed throughout the 2016-2017 academic year and re-approved at the second CAS Assembly of the 2017-2018 academic year.

This Handbook was approved at the September 21, 2017 College Assembly of the College of Arts and Sciences of Loyola University New Orleans.

Table of Contents

[MISSION, VISION AND VALUES STATEMENTS](#)

[PREAMBLE](#)

[THE CONSTITUTION OF THE COLLEGE ASSEMBLY](#)

[STRUCTURE OF THE COLLEGE](#)

[COMMITTEES OF THE COLLEGE OF ARTS AND SCIENCES](#)

[Elections Protocol](#)

[College Curriculum Committee \(CCC\)](#)

[College Elections Committee \(CEC\)](#)

[College Planning Team \(CPT\)](#)

[College Rank and Tenure Committee \(CRTC\)](#)

[Dean's Advisory Council \(DAC\)](#)

[Dean's Student Advisory Council \(DSAC\)](#)

[Faculty Excellence Awards Committee \(FEAC\)](#)

[Pre-Health Professions Committee \(PHPC\)](#)

[CAS PROCEDURES](#)

[Faculty Evaluations](#)

[Redistribution of Faculty Time](#)

[Search Procedures for New Dean](#)

[Travel Policy](#)

[Sabbatical, Leave and Grant Procedures](#)

[CAS Faculty Handbook Revisions](#)

MISSION, VISION AND VALUES STATEMENTS

COLLEGE OF ARTS AND SCIENCES

Creativity. Inquiry. Leadership.

MISSION STATEMENT

The College of Arts and Sciences provides all students with a foundation in knowledge through teaching and scholarship within and across the liberal arts and sciences. The College educates students to lead meaningful lives with and for others; to appreciate and contribute to global cultures; to think critically and make decisions for the common good; and to have a commitment to the Jesuit tradition of a life of justice, service, and intellectual engagement.

VISION STATEMENT

By 2020 we will stand out among the best liberal arts colleges for integrating scholarship, teaching, and transformative educational experiences.

VALUES

- Diversity
- Excellence in teaching and scholarship
- Intellectual rigor
- Critical reflection
- Finding God in all things

PREAMBLE

The College Handbook of Loyola University New Orleans 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 College Assembly, Faculty committees, their membership, and their charge. It provides rules of operation and indicates the mechanism for Faculty participation in committees within the college.

Relationship to the University Faculty Handbook

Nothing in the College Handbook or protocols shall be construed to contravene the Loyola University Faculty Handbook

THE CONSTITUTION OF THE COLLEGE ASSEMBLY

Article I – Name

This organization shall be known as the College of Arts and Sciences, hereafter referred to as the College.

Article II -- Establishment and Purpose of the College Assembly

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

Article III – Membership

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 excluded from the meeting when the Assembly moves into executive session.

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

Article IV -- Functions of the Assembly

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.
2. Plan, organize, implement, and evaluate the educational programs.

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.
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, procedures, and matters (where appropriate) affecting the budget or resources.
7. Specification of duties associated with Faculty status.
8. Educational budgeting (for library, Faculty, supplies, etc.).
9. Existing or prospective physical resources (purchases, construction, renovation of buildings, etc.).
10. Priorities in the operating budget.
11. Policies with respect to long-range planning.

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

Article V -- Officers of the Assembly

1. The officers of the Assembly shall be the president, the secretary, and the parliamentarian.
2. The Dean of the college is, *ex officio*, president of the Assembly
3. The duties and authority of the president shall be the following:
 - a. To appoint the secretary of the Assembly.

- b. To appoint the parliamentarian of the Assembly, subject to the approval of the Assembly.
 - c. To call and preside at meetings of the Assembly.
 - d. To schedule meetings for the third Thursday of each month, 12:30 to 2 pm. A meeting may be canceled by the Dean if there is no motion on the floor and no other business. The Dean may call special meetings as needed. A meeting may also be scheduled when one-third of the chairpersons or one-third of the total membership requests such a meeting by signed petition.
 - e. To prepare the agenda with the assistance of the [Dean's Advisory Council](#).
 - f. To distribute, with the assistance of the secretary, the minutes of the meetings and the agenda of forthcoming meetings, together with pertinent information on the matters scheduled for action.
 - g. To recognize non-members attending the Assembly who wish to speak at the president's discretion.
 - h. To review minutes of the meetings and preserve all records of the organization.
 - i. To appoint Assembly members to *ad hoc* committees when such committees have been recommended and established by a majority vote of the Assembly members.
 - j. To serve as a resource person for the *ad hoc* committees in an *ex-officio* capacity.
 - k. To prepare an Annual Report on the state of the College to be posted in the official online archive of the College.
 - l. To execute Faculty-approved recommendations through appropriate channels and report to the Faculty the disposition of such recommendations.
4. The president shall, in her or his absence, designate a member of the Assembly to serve as acting president.
5. 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. 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.

Article VI -- Procedure for Meetings of the Assembly

Regular Meetings

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.

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 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

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.

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 to overrule the parliamentarian's recommendation, that recommendation is accepted.

3. Majority

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

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

4. Agenda

- a. The president, in consultation with the [Dean's Advisory Council](#), shall determine the agenda for the Assembly.
- b. The order of items on the agenda may be changed by a plurality of votes cast by those in attendance.

5. Action

- a. Items of new business, whether appearing on the distributed agenda or brought before the Assembly at any given meeting, and when appropriate, will be subject to a vote at the next meeting of the Assembly.
- b. Items of new business may be voted upon at the meeting of their introduction provided that:
 - I. 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
 - II. A motion to suspend the rules is made, seconded, and approved by a majority of the Assembly members in attendance.

ARTICLE VII -- Voting at Assembly Meetings

1. In order to vote at Assembly meetings, members must be either present or submit notification in writing to the secretary designating who in that member's voting unit may cast his or her vote by proxy. Proxies are allowed only for Faculty absent on University business. The proxy must be submitted in writing one working day in advance of the meeting.
2. No more than three proxies can be carried by an individual in attendance.
3. Voting can be by voice or electronically (i.e. Clickers). 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 of business, or a roll call by department. Ten (10) or more members of the Assembly may also request a roll call vote by department.

ARTICLE VIII -- Approval, Amendment, Interpretation

1. This College Handbook shall be valid and operative from the time of its approval by the Provost and Vice President for Academic Affairs.

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 and Vice President for Academic Affairs.
3. The authority to interpret the Articles and rules is vested in the president of the Assembly.

STRUCTURE OF THE COLLEGE

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.

The College is organized into academic units consisting of administrators, Faculty, staff, and students. Faculty who 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 Unit Leader's duties and responsibilities are described in the protocols of the respective unit.

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 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. Each unit will follow the search procedures in its own protocol.

Unit leaders are evaluated annually by the Dean.

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 units of the College of Arts and Sciences are organized by Divisions as follows:

1. Humanities - Departments of Classical Studies, English, History, Languages & Cultures, Philosophy, and Religious Studies.
2. Natural Sciences - Departments of Biological Sciences, Chemistry and Biochemistry, Mathematics and Computer Science, Physics, and Psychological Sciences.
3. Social Sciences - Departments of Criminology and Justice, Political Science, and Sociology, and School of Mass Communication

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 (SPT, SCAP, *etc.*) shall be routed through the Dean's Office. All proposals affecting the College shall be transmitted to the Dean's Office.

Offices, Centers and Institutes

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 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 set of needs. These centers extend their work through the entire University and allow multidisciplinary groups to come together to respond to challenges and opportunities that transcend ordinary administrative structures.

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 through 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.

Office, center and institute leaders are evaluated annually by the Dean.

Interdisciplinary programs

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.

Office of the Dean

The Office of the Dean is the leadership and support center for 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 for allocating college resources consistent with strategic plan of the College and the needs of the units.

A. Dean

Job Description

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 accommodate the overall 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 rank and status for Faculty in the College; delegates Faculty teaching assignments to the Unit Leaders 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, wellbeing 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 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 the Family Educational Rights and Privacy Act (FERPA) and all other applicable laws and regulations; and maintaining necessary records to monitor student 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.

Specific Duties and Responsibilities

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.

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.
3. Serves *ex officio* as a non-voting member of all standing committees of the college; has the option to call *ad hoc* committees on particular questions.
4. Oversees recruitment, selection, promotion and retention of Faculty based on criteria established through consultation and cooperation with the Faculty and administration; oversees Faculty teaching loads; oversees rank and tenure; ensures that a high level of instruction is achieved and maintained.
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, and promotes innovative programs of instruction and study.
6. 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.
7. Provides formal communication 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.
8. 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.

9. 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 positions in cooperation with Human Resources.

10. Fosters interdisciplinary programs with other colleges and/or units, educational institutions, government agencies, or private industry;

11. Represents the college in professional associations, accrediting agencies, government bodies, foundations, and the business community; sponsors Faculty participation with various local professional organizations.

12. 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.

13. Assists in general university activities as they pertain to interests external to the college proper (i.e., alumni relations, fundraising, parent relations).

14. The Dean may be assisted in the duties of his/her office by Associate and/or Assistant Dean(s).

Periodic Evaluation of the Dean

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. Assistant/Associate Dean(s)

After seeking nominations from the Faculty, the Dean of the College appoints the Assistant/Associate Dean (AD), with the approval of the Provost and Vice President for Academic Affairs.

Specific Duties and Responsibilities

1. Oversees the academic progress of the students in the College.
2. Carries out academic actions, including dean's list, probation, exclusions, readmission, special evaluations, and similar matters.
3. Oversees the implementation of all facets of the College degree programs: Loyola Core, major, minor, adjunct, languages, and electives.

4. Reviews and attempts to resolve students' academic problems, including clarification of requirements, waivers, substitutions, exceptions, and complaints.
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 CAS programs).
7. Oversees granting external credit (i.e., AP, CLEP, etc.) and non-traditional credit programs for the College. Oversees the granting of credit by exam and similar issues.
8. Supervises and designs contract degrees and unique major programs.
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.
11. Directs the general studies program.
12. Conducts Faculty programs on advising and implementation of degree programs and conducts an orientation for new Faculty.
13. Prepares the College portion of the University Bulletin.
14. Serves as administrator for grade appeal and academic dishonesty cases for the college.
15. Maintains his/her expertise as a classroom teacher by being as actively involved in this function as duties permit.
16. Serves on the Associate Dean's Council, the [Dean's Advisory Council](#), the [College Curriculum Committee](#), and the [College Planning Team](#); and chairs the [Dean's Student Advisory Council](#).
17. 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.

18. Is 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.

Periodic Evaluation of the Assistant/Associate Dean

The Assistant/Associate Dean is reviewed annually by the Dean and every three years by the Faculty.

FACULTY

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 and the world.

The Faculty conduct teaching, research, service, community engagement, and creative and scholarly activities that 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.

STAFF

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 <http://finance.loyno.edu/human-resources/policies-procedures-benefits-manual>.

COMMITTEES OF THE COLLEGE OF ARTS AND SCIENCES

Elections Protocol

Article I. Electorate eligibility is determined by the following:

1. If the election takes place in the assembly, then the established voting rules for the assembly will apply (see [Constitution of the College Assembly, Article III](#) of CAS handbook).
2. If more than five candidates are on a ballot in the assembly, then the election will be conducted via electronic voting.
3. For elections conducted exclusively by electronic voting, the electorate is determined by whom the committee represents. (Committee representation is shown in the table below.)

Representation Table

| Committee | Election Method | Who votes |
|---|------------------------|---|
| College Elections Committee | College Assembly | Constitution of the College Assembly, Article III |
| College Planning Team | College Assembly | Constitution of the College Assembly, Article III |
| Standing Council on Academic Planning | Electronic Voting | Ordinary |
| College Rank & Tenure Committee | Electronic Voting | Ordinary |
| Facilities Planning Group/ University Space Allocation | College Assembly | Constitution of the College Assembly, Article III |
| University Conciliation Committee | College Assembly | Constitution of the College Assembly, Article III |
| University Rank & Tenure Committee | Electronic Voting | Ordinary |
| Faculty Excellence Committee | College Assembly | Constitution of the College Assembly, Article III |
| Strategic Planning Team | College Assembly | Constitution of the College Assembly, Article III |

Article II. For each election, a call for nominees will be made in the assembly or sent to all full-time ordinary and extraordinary faculty.

Article III. The electorate will cast one vote for each open seat.

Article IV. Winners will be awarded by plurality. The person awarded the highest number of votes will win the first open seat; the person awarded the second highest number of votes will win the second seat, etc.

Article V. If two or more people receive the same number of votes for an open seat, then a runoff election will be held.

Article VI. Dissemination of results

1. Results of assembly elections will be displayed immediately after the election.
2. Results of Electronic Voting elections will be sent via email.

Notes: These Articles were approved at the September 15th, 2016 College Assembly of the College of Arts and Sciences.

College Curriculum Committee (CCC)

PURPOSE

The College Curriculum Committee's purpose is to review and recommend approval of new course and program proposals, changes in requirements for degree programs, and other major curriculum revisions. These recommendations are forwarded to the Dean. After the Dean's approval, the recommendations are then forwarded to the University Courses and Curriculum Committee for review and approval.

MEMBERSHIP

1. The Committee is composed of seven faculty representatives plus the Assistant/Associate Dean as a non-voting consultant.
2. Faculty representatives are nominated and elected by the [Dean's Advisory Council](#) (DAC). Each of the three 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 CCC are to be from the same department. No more than three members may be non-tenured. Each 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 is elected from the membership of the Committee to serve for one year. The chairperson, with the support of the Assistant/Associate Dean, will convene the Committee, organize and conduct meetings, and communicate with the academic community as necessary.
4. The Assistant/Associate Dean, as a consultant, will present requests for committee deliberation and provide support functions. She/he is responsible for the agenda and the minutes, and for preparing any documentation that the Committee may request for decision-making purposes.

STANDING RESPONSIBILITIES

1. Review and approve proposed new courses and programs from any unit of the college except the Honors Program and the Loyola Core. 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 the College's degree programs.
3. Review and approve other major curriculum revisions.
4. Review and approve certificate programs.
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;

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

OPERATING PROCEDURES

1. The College Curriculum Committee is a standing committee of the DAC. It is an advisory committee and is accountable to the Dean.
2. 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. Any unit may request to be heard by the full committee. Committee deliberations are closed with only the elected faculty representatives of the Committee and the Assistant/Associate Dean participating. Voting is restricted to the elected faculty members of the College Curriculum Committee. Members of the Committee shall abstain from voting on proposals from their home unit.
3. The committee will use an intranet page for discussion and approval of courses and programs:
 - a. Courses and programs will be submitted online to the Committee via intranet. The originating faculty will use a special form for this purpose.
 - b. The Associate Dean or the Chair of the Committee will notify the other Committee members when a course or program is available for discussion. They also notify the deadline for comments and for casting a vote.
 - c. Under normal circumstances, Committee members will have two weeks to vote from the date the course or program proposal is posted on the intranet.
 - d. The Chair of the Committee and the Associate Dean will be responsible for counting the votes and, if approved, send the proposal to the dean. They are also responsible to communicate any changes, questions or clarifications to the originating faculty.
4. If the Committee cannot get to a final decision using the procedure indicated in article 3. the Chair of the Committee will call a meeting. Any member of the Committee or originating faculty can also request a meeting to the Chair.
5. A quorum for a meeting will be four members with at least one member from each division; a simple majority of those present will be necessary to approve motions. Proxy voting will not be accepted.
6. The Committee will attempt to conduct its business using as informal a procedure as practical. If a meeting is needed, the agenda and all documents related to the proposals on the agenda shall be posted on the College Curriculum Committee Intranet site three business days prior to the meeting. Minutes are to be recorded at all meetings and posted on the Intranet within thirty days. The Intranet site should include all documentation including the entire proposal. 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.

7. Appeals of rejection decisions of the Committee are to be taken to the DAC and then to the Dean.

Notes: Amended at the September 21, 2017 CAS College Assembly.

College Elections Committee (CEC)

PURPOSE

The College Elections Committee has the responsibility for coordinating and conducting all elections in the College. It shall report election results to the Dean, the College, and where appropriate, the Provost's office.

MEMBERSHIP

All ordinary faculty are eligible to serve on the Committee. The Committee is composed of three members, one elected from each Division of the College.

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

OPERATING PROCEDURES

1. The Committee determines what elections are needed in the spring semester so that committees are functioning the following academic year. Elections are normally held in the spring when terms run out.
2. Elections can proceed electronically (e.g., SurveyMonkey) or during a College Assembly using a personal response system (e.g., Clickers).
3. The Elections Committee will solicit nominations from faculty eligible to serve on each committee. Nominators must ensure their recommended faculty are willing to serve in a given committee prior to making a nomination. For elections taking place during College Assembly, nominations will be taken from the floor prior to a vote. For elections taking place online, a list of nominees will be advertised, with last minute nominations possible before a vote.
4. Committee members elected through the College Election Committee who will experience planned absences of no more than a year shall appoint their own replacements for those committee seats, unless the committee has an established procedure for replacement in its protocol. These replacements shall be subject to approval by the College Planning Team.
5. If a committee does not have a protocol, the Elections Committee will not conduct the election.

College Planning Team (CPT)

PURPOSE

The purpose of the College Planning Team is to devise, implement, and refine overall planning and evaluation processes for the College. 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 toward achieving the goals and objectives of Loyola's Strategic Plan, including the education of the whole person with respect to a life of justice, service, and intellectual engagement.

MEMBERSHIP

Four ordinary faculty members serve on this committee. One faculty representative (and one alternate) are elected from each division of the College (the Humanities, the Natural Sciences and the Social Sciences). One faculty member (and an alternate) is elected from the [Dean's Advisory Council](#). Elections are held in the spring and completed by April, with no two members from the same unit.

The terms for these faculty representatives are three years (staggered following the first election so that there will be continuity). The terms are renewable.

In addition, 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 and a faculty member elected by the Committee will serve as co-chairs.

GOALS FOR THE COMMITTEE

- Develop objectives and outcomes relevant to the College
- Align unit strategic plans and resources with college strategic plan
- Assess the impact of the resource allocation on the strategic plan
- Suggest college priorities to the Dean
- Work with the Dean to:
 - Strengthen the College's influence on the University's planning processes
 - Strengthen the College's influence on the University's policy-making processes
 - Consult with members of University committees
 - Consult with members of College of Arts and Sciences committees
 - Work with the Dean to monitor implementation of action plans

- Review outcome assessments completed by various programs and conduct outcome assessments of the Committee's own activities
- Work with the Dean and the Dean's Advisory Council to set the agenda for the College Assembly

OPERATING PROCEDURES

- The Committee meets at least monthly during the academic year and at the call of the chairs. The chairs are responsible for setting the agenda of meetings, ensuring that minutes are taken and approved, following ordinary rules of parliamentary procedure during meetings, and communicating activities of the Committee to the College Assembly.
- Meetings are open to all Faculty, staff, and students of the College. The Committee may invite other members of the University community and non-Loyola persons for consultation on business of the Committee.
- The Committee meets to monitor the College Strategic Plan and ensures that resources are aligned with the Plan.
- The Committee 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.
- Since planning is an ongoing process, the CPT calls for the formation of an *Ad Hoc* Strategic Planning Committee every five years composed of representatives from the three divisions of 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 CPT then develops an inclusive process of implementing the plan.
- The CPT makes reports and presents recommendations to the College Assembly, as well as to the DAC and Provost as needed.
- The CPT may propose changes in this protocol at any time in accordance with the College Handbook revision procedures.

Notes: Amended at the April 27, 2017 CAS College Assembly.

College Rank and Tenure Committee (CRTC)

The function of the College 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;
- b. Recommend to the Dean appropriate rank and tenure of senior hires to the Faculty.

PURPOSE

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's 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 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.

MEMBERSHIP

The Committee shall consist of nine tenured faculty members, three elected from each division of the College. Alternates from each division will also be elected. All full-time tenured faculty members are eligible to be elected, except those holding upper administrative posts (Unit Leaders can serve in the CRTC) and persons serving on the University Rank and Tenure Committee (URTC) or the University Conciliation Committee (UCC). Only one member from any unit may serve on the Committee at a given time. Members shall serve staggered three-year terms. Faculty members will recuse themselves when the CRTC considers and discusses their promotion application.

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.

A quorum consists of seven members present at the meeting. Proxies are not allowed. A majority vote of the members present is required for approval or disapproval of a motion or a proposal. The chairperson is a voting member of the Committee.

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 on or before January 1. Reasons for recommending rejection will be stated but the vote tally will not be given. Simultaneously with these letters, a summary of all results, including the vote tally 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 and Vice President for Academic Affairs.

PROMOTIONS

See the University Faculty Handbook, Section 4E, regarding overall procedures for promotion in rank.

Also see the CRTC Protocol for procedures and list of materials needed for promotion application.

No later than May 1 of the academic year prior to the tenure/promotion process, the Dean 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 a proper consideration of his or her qualifications.

Promotion and/or tenure applications 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 definition of "external," please see the CRTC protocol. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant.

Recommendation letters regarding candidates for promotion or tenure are to be sent directly to the Unit Leader. Letters received via another route shall be so identified.

An alternate solicitor/recipient of such letters shall be designated by the unit in the case that the Unit Leader petitions for promotion or tenure.

External reviews will be included in the candidate's file.

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 no later than November 1.

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

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

Please see the CRTC Protocol for procedures and list of materials needed for promotion application.

TENURE

See the University Faculty Handbook, Chapter 5, regarding overall procedures for tenure.

Also see the CRTC Protocol for procedures and list of materials needed for tenure application.

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.

Tenure applications 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 definition of "external," please see the CRTC protocol. In the interests of impartiality, reviewers should be required to identify any relationship they may have with the applicant.

External reviews will be included in the candidate's file.

Recommendation letters regarding candidates for tenure are to be sent directly to the Unit Leader. Letters received via another route shall be so identified.

An alternate solicitor/recipient of such letters shall be designated by the unit in the case that the Unit Leader petitions for tenure.

Please see the CRTC Protocol for procedures and list of materials needed for tenure application.

Notes: Amended at the April 27, 2017 CAS College Assembly.

Dean's Advisory Council (DAC)

PURPOSE

The purpose of the Dean's Advisory Council (DAC) is to advise the Dean in all matters pertaining to the well being of the College.

The Dean shall seek input from the DAC on substantive issues on a regular basis. The DAC should, when appropriate, provide the Dean with needed, unsolicited advice.

All members of the DAC may submit any item they wish to be placed on the agenda of the Council.

The Dean, in consultation with the DAC, 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 DAC at least four working days prior to the meeting.

MEMBERSHIP

The voting membership of the DAC consists of the Dean and all Departments chairs and School director (the Unit Leaders).

Assistant/Associate Deans are non-voting and ex-officio members.

The Dean chairs the DAC and appoints a recording secretary to record minutes of all meetings.

The Unit Leaders are appointed by the Dean in association with faculty recommendations from the unit and with the approval of the Provost and Vice President for Academic Affairs.

OPERATING PROCEDURES

1. The DAC may make a recommendation on any item; or
2. The DAC, after consulting with the members of their units, may make a recommendation on any item; or
3. The DAC may submit the item to the College Assembly for recommendation, discussion, and/or approval.
4. The DAC shall meet at least once a month during the regular academic year.

5. All changes in the College Faculty Handbook, however they originate, will be placed as motions to the College Assembly by the decision of the DAC in consultation with the [College Planning Team](#) subject to approval by 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 work with members of the Office of the Dean in all academic and personnel matters involving their respective faculty and staff. Unit Leaders have responsibility for all budgetary, personnel, and academic transactions for their 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.

Unit Leaders are responsible for keeping the Office of the Dean apprised of matters regarding faculty, staff, students, and the academic units in general.

Dean's Student Advisory Council (DSAC)

PURPOSE

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

MEMBERSHIP

Each unit shall elect one student member and an alternate at the beginning of the academic year. The term for each shall be one academic year, renewable. The Assistant/Associate Dean of the college shall serve on the committee as chairperson. The students shall elect a student member as speaker. The duties of the speaker are as follows:

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

The students shall also elect a speaker *pro tempore* to perform the above functions when the speaker is not available. Both the speaker and the speaker *pro tem* will serve for one academic year.

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

MEETINGS

The council shall meet at least twice a semester during the regular academic year.

AGENDA

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

Faculty Excellence Awards Committee (FEAC)

COMMITTEE STRUCTURE AND MEMBERSHIP

1. The FEAC shall be divided into sub-committees: (1) The Teaching and Advising Selection Committee and (2) the Research and Service Selection Committee.

2. Members of the Teaching and Advising Committee shall consist of:

2 Faculty members from each division = 6 total faculty. (Humanities, Natural Sciences, Social Sciences)

2 Student representatives from [DSAC](#)

1 Faculty member – Previous year's winner for the Teaching Award*

1 Faculty member – Previous year's winner for the Advising Award*

*The Teaching Award winner votes only for the Teaching Award, and the Advising Award winner votes only for the Advising Award.

3. Members of the Research and Service Selection Committee shall consist of:

Same 6 faculty members from the above sub-committee representing the three divisions of the College

1 Faculty member -- Previous year's winner for the Research Award**

1 Faculty member – Previous year's winner for the Service Award**

**The Research Award winner votes only for the Research Award, and the Service Award winner votes only for the Service Award.

The full-time ordinary faculty of the College of Arts and Sciences are eligible to be nominated to stand for election to serve on the Faculty Excellence Awards Selection Committees. Elections for Committee openings should be held in the middle of the fall semester each year.

No department shall have more than one elected member serving on this Committee at the same time.

No committee member shall be eligible for election for consecutive terms.

DSAC student representatives shall serve at the discretion of the Dean of Arts and Sciences.

Each elected faculty member shall serve a staggered three-year term. The previous year's awards recipients shall serve a one-year term

MEETINGS

1. At the first meeting of the committee a chair shall be elected.
2. Committee members may vote on nominees from their own department, if they so choose.
3. All members of the committee may recuse themselves from a discussion or vote of a nominee.
4. The chair shall be responsible for:
 - a. Running meetings to select awardees
 - b. Notifying the Dean of the winners three weeks prior to the Honors Convocation
 - c. Notifying the winners of the awards two weeks prior to the Honors Convocation
5. Winners of the awards shall be decided by secret ballot of the committee members with the chair reading the votes and a committee member tabulating the votes. No proxies shall be used.
6. The following items shall remain confidential indefinitely: names of nominees, number of nominees, all supporting materials for nominees, committee discussions, committee voting.
7. The winners shall be made public to the College at the Honors Convocation.
8. The winners shall be notified two weeks prior to the Honors Convocation by letter from the chair of the FEAC. This deadline shall be included in any advertisements so that the other nominees will understand that they have not won the award.

NOMINATION PROCEDURES

1. The Dean's Office shall open nominations for the four awards each year in January.
2. The Dean's Office shall make arrangements for the first meeting of the committee approximately a week after nominations close.
3. Faculty members on the Committee shall not be eligible for awards.
4. No individual member of the Committee may nominate faculty for awards.
5. Committee members may not write supporting letters for nominees.
6. All full-time faculty are eligible to be nominated for any award they have not previously received.
7. Self-nomination is encouraged.
8. The deadline for submission of nominations shall be the last Friday in March. In the event that this day falls on Spring Break week, the deadline will be the following Friday after Spring Break.
9. The deadline for receipt of all supporting materials shall be the last Friday in March. In the event that this day falls on Spring Break week, the deadline will be the following Friday after Spring Break.
10. All advertisements shall include all deadlines, the nominees' responsibilities, and the supporting materials required to be submitted.
11. No supporting materials received after the receipt date will be considered. The Dean's Office will organize the supporting materials so that the Committee can review the materials.

Pre-Health Professions Committee (PHPC)

PURPOSE

The Loyola University PHPC 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 any letters of recommendation required by the health professional school as well as a letter from the PHPC.

MEMBERSHIP

The committee shall consist of eight faculty members. Seven members of the committee will come from the following departments: 2 from Biological Sciences, 1 each from Chemistry, Physics, Psychology, and Sociology and 1 from either Chemistry, Physics, or Psychology. The candidates will be proposed by the Chairs of those units and selected by the Chair of the PHPC in consultation with the Dean of the College of Arts and Sciences. One at-large member will be from a non-science unit and will be selected by the Chair of the PHPC in consultation with the Dean of the College of Arts and Sciences.

The Dean of the College of Arts and Sciences, the Pre-Health Advisor in the Student Success Center, and the Vice President for Mission and Ministry are *ex officio* members of the committee.

The Chair of the PHPC may invite a representative of the Career and Counseling Services as a non-voting guest to PHPC meetings.

All full-time, tenure-track/tenured faculty are eligible to serve. Representatives of the departments will be elected by their respective departments, not by the [College Elections Committee](#). The term of office shall be three years, and committee members may serve consecutive terms.

The term of the Chair of the PHPC will be three years, and the Chair may serve consecutive terms if so elected. The election of the chair will be by a vote of the members of the committee in the spring of the chair's third year of service. Terms of service for all faculty members, including the chair, commence at the start of the academic year.

MEETINGS

Meetings of the PHPC are held once per semester and as needed. All meetings are called by the Chair of the PHPC.

RESPONSIBILITIES OF THE PHPC

The PHPC sponsors a University-wide meeting early in the fall semester of each academic year for all Loyola pre-health professions students to meet with the Dean of the College of Arts and Sciences and the members of the PHPC. At that meeting, the students are directed to the Health Professions Blackboard site. Various information can be found there, including information 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. Seminar speaker announcements, application materials, and support materials for test taking and interview skills are also available. Students interested in a health career are encouraged to enroll in the Blackboard site.

In the fall of every academic year, the PHPC provides students who wish to apply to Health Professions Schools with application materials to request and obtain evaluations/recommendations from faculty members. Completed evaluations are to be submitted to the chair of the PHPC by March 15. The chair of the PHPC is responsible for assigning applicants to committee members for interviewing for the composite letter. The PHPC Chair distributes the faculty evaluations to the members of the PHPC who prepare a letter of evaluation for each student applicant, returning the completed, composite letter to the Chair of the PHPC by the end of the spring semester. The chair then is responsible for editing the letters and submitting them to the institutions requested by the student applicants.

The PHPC 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.

CAS PROCEDURES

Faculty Evaluations

FULL-TIME FACULTY EVALUATIONS

ANNUAL EVALUATION OF FULL TIME FACULTY

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.

Faculty evaluations are based on the Unit Protocol, the College Faculty Handbook, and the University Faculty Handbook. After reviewing their evaluation with the Unit Leader, the faculty member signs the evaluation acknowledging receipt and has the opportunity to append a comment or response to the Unit Leader's evaluation.

Unit Leaders are evaluated according to each unit's protocol.

Ordinary faculty evaluations will include evaluations and rankings (0-4) in three areas--teaching, scholarly activities (research, publications, community engaged scholarship, etc.), and service (to university, community, and profession). 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 Unit 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.

Extraordinary faculty will be evaluated including rankings (0-4) 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.

Unit Leaders submit the evaluations to the Dean with vitae updates and optional self-evaluations, together with the faculty member's response (if applicable), for the Dean's approval in January. Consult the College Administrative Calendar for exact date.

PART-TIME FACULTY EVALUATIONS

Each spring Unit Leaders will review teaching evaluations of each member of the part-time faculty in their unit. Unit Leaders will use the results of the evaluations to make recommendations to the Dean on re-hiring decisions for part-time faculty.

Notes: Amended at the February 16, 2017 CAS College Assembly.

MERIT RAISES

Unit Leaders evaluate and rank full time faculty as described above, and make recommendations to the Dean, who makes merit pay raises recommendations to the Provost.

RETENTION, PROMOTION AND TENURE EVALUATIONS

The criteria for retention, promotion and tenure are based on the Unit Protocol. These criteria must be consistent with the University Faculty Handbook. Therefore, clear statements of departmental expectations in general, but also by rank (assistant, associate professor, professor) should be stipulated in Unit Protocols. Separate annual reviews must be done prior to the Dean's recommendation on contract renewal for ordinary faculty on probationary appointments. The Unit Leader and the evaluated faculty member should both sign the reviews. The evaluated faculty member may file an objection 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 Unit Leader and the evaluated faculty member. An objection may be filed at this time also. The total package then goes to the Provost and 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.

Redistribution of Faculty Time

As a result of the diverse contributions of the faculty to the mission of the University, the University Faculty Handbook states criteria and conditions under which faculty receive a teaching load reduction. In the College of Arts and Sciences the following procedures are to be followed:

1. Ordinarily any faculty member wishing a teaching load reduction below what the Faculty Handbook specifies for the coming year will fill out a faculty time distribution form (Vita Update 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. The Unit Leader reviews 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.
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 and the Provost ordinarily at least one semester before the release will take place. The request must include a plan to cover courses.
3. Both the Unit Leader and the Dean should consider the faculty member's workload as reflected on the completed time distribution form (Vita Update) 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.
4. The Dean should inform the faculty member in a timely manner if the request is denied. If the faculty member chooses to appeal, the appeal should be filed with the University Conciliation Committee within two weeks of the faculty member's notification of load reduction denial.

CRITERIA

The Faculty 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 inspires 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 may 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.

Search Procedures for New Dean

1. When there is need to fill 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 and 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 student.
2. As soon as the committee can assemble, the Provost and Vice President for Academic Affairs will issue its mandate. At this meeting, a timetable will be agreed upon.
3. The presidents and rectors of every Jesuit university in the USA should be contacted to request nominations for the position. Nominations will also be requested from the university administration and from the faculty, staff and student body of the College. An announcement to this effect should also be placed in the Chronicle of Higher Education and other appropriate national journals and bulletins. Among the qualifications listed for the position should be all of the following: An earned doctorate or its equivalent in an academic field represented in the College; tenure; administrative experience in an academic institution at level of Dean, Assistant/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.
4. Each application and nomination will be acknowledged by return mail/e-mail. Candidates rejected by the committee will also be notified by mail/e-mail as soon as possible. Candidates in whom the committee, after an initial screening, is still interested, will be so informed and specific requests for additional information will be made as necessary.
5. The committee will begin to hold its meetings just as soon as the number of applications warrants. Ideally the committee will meet weekly. All meetings are confidential. Nominees will be contacted as quickly as possible to determine whether they are interested in applying formally for the position.
6. During the weekly meetings of the committee there will be an ongoing review of the applications and a screening process to come up with a manageable list of candidates. A positive vote of five or more members will be needed to keep a candidate's name on the list of those who are to be given serious consideration.

7. After the deadline for receiving applications has passed, a study will be made of the names designated "for serious consideration." A simple majority of votes will suffice for an applicant to qualify as a semi-finalist. After the Dean's Search Committee's selection of the semi-finalists, the candidates' vitas and accompanying materials will be sent to the appropriate 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 from 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 to the Provost and Academic Vice President and the President.

8. At the next meeting, after a review of each candidate's qualifications in relation to the specific needs of the College, the finalists should be established. Each of the finalists should 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 teaching philosophy in light of the previous documents, especially the Loyola Goals and Character & Commitment Statements. While on campus each of the finalists shall have an opportunity to be interviewed by the following officers and groups:

- President of the University
 - Provost and Vice president for Academic Affairs
 - All other Vice Presidents
 - Deans
 - Unit Leaders of the College
 - Faculty of the College
 - Candidates' respective academic unit
 - Representatives of DSAC
 - Dean's Office staff
 - Search Committee
- Finalists' itineraries should include a meeting with the Jesuit Community.

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

10. The deliberations by the committee about the candidates are to be kept secret. The publication of the committee's recommendations is to be left to the discretion of the Provost and Vice President for Academic Affairs who will inform the finalists as to the outcome of the search.

Travel Policy

The principal purpose of faculty travel is the promotion of faculty research. The Dean will work with the [College Planning Team](#) and the [Dean's Advisory Council](#) as needed to update College travel priorities for the next academic year in the spring semester. Every academic year, no later than August 15th, the Dean of the College will make public an updated Travel Policy for the College.

PROCEDURES

The Travel Policy and a Travel Request form will be posted in the College Intranet. Faculty should fill out the Travel Request form and turn it to the Dean, who will approve requests based on faculty eligibility, College travel priorities, and fund availability. The faculty member will be notified as soon as possible of the decision regarding the request.

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.

QUALIFYING EXPENSES

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

ADVANCES

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

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

EXPENSE STATEMENT

An expense statement (available in the Financial Affairs webpage and the College Intranet) must be submitted to substantiate all travel expenditures. The statement must be submitted to the Dean's Office no later than five working days after the event for which funds were committed. 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 it 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.

Sabbatical, Leave and Grant Procedures

Any faculty member in the college who is requesting an academic leave of absence, sabbatical, or an academic grant request should follow the procedures stipulated in the Faculty Handbook. For academic grant requests, faculty should follow the procedures disseminated by the University Committee on Internal Grants. Sabbatical and leaves are discussed in Chapter 6 of the Faculty Handbook. Instructions for applying for sabbatical/academic leave are provided here:

<http://academicaffairs.loyno.edu/sabbatical-and-academic-leave-application-instructions>

The Dean reviews applications, may request additional 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.

For additional requirements of a sabbatical leave, see the University Faculty Handbook, 6.4.

CAS Faculty Handbook Revisions

The Dean, in consultation with the College Assembly, can convene an *Ad Hoc* Handbook Review Committee as needed. Recommendations from the *Ad Hoc* Handbook Review Committee go to the [Dean's Advisory Council](#) (DAC) for review/revision. DAC then submits proposed changes as agenda items to the College Assembly. All changes will be tracked and reported to the College Assembly.

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.

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:

- Any member of the ordinary or extraordinary faculty may submit a proposed change to this Handbook by forwarding the proposal in writing to the DAC, including the reasons such change is desirable. The DAC reviews/revises the proposal and then submits proposed changes as agenda items to the College Assembly.
- 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.