

## CHAPTER FOURTEEN

### PROVISION FOR FACULTY HANDBOOK REVISION

The authority for final approval of *Faculty Handbook* revisions is vested in the Loyola University New Orleans Board of Trustees. However, the Ordinary Faculty enjoys the collective right of participation in deliberations concerning revision of the negotiable portions of this *Handbook* (Chapter 8, Section B-2 -h). This participation is implemented by Ordinary Faculty membership on the University *Faculty Handbook* Revision Committee, and by University Senate consideration of proposed *Handbook* revisions prior to final consideration by the Board. Moreover, each Ordinary Faculty member may introduce suggested changes to the *Handbook* according to the procedures set forth in Section B below.

#### **A. *The University Faculty Handbook Revision Committee***

A standing committee of the University, the University *Faculty Handbook* Revision Committee serves as the negotiating body for all negotiable *Faculty Handbook* revisions. Recommendations reached by this Committee shall be subject to consideration by the University Senate.

The University *Faculty Handbook* Revision Committee also serves as liaison between the Ordinary Faculty and the Board of Trustees and administrative officials for all proposed revisions to this *Handbook*, whether negotiable or non-negotiable.

#### **B. *Sources of Proposed Revisions***

A member of the Ordinary Faculty may submit a proposed change to this *Handbook* by forwarding the proposal in writing to the University *Faculty Handbook* Revision Committee, including the reasons such change is desirable. In the event a proposal submitted by a member of the Ordinary Faculty is not approved by the Committee, the faculty member concerned shall have the right to appear before the University Senate and request that the Senate forward the proposal to the Committee for additional consideration.

The following also may propose changes in the *Faculty Handbook* by submitting their recommendations to the University *Faculty Handbook* Revision Committee:

1. The Loyola University New Orleans Board of Trustees
2. The President of Loyola University
3. The Deans' Council

4. The University Senate
5. The College Assemblies

**C. *Procedure for Negotiated Handbook Revisions***

The University *Faculty Handbook* Revision Committee shall meet as soon as practicable after receipt of a proposed revision. The Committee shall give careful and thorough consideration to each proposal submitted, and shall, when appropriate, gather outside materials or hear witnesses before deciding an issue.

If the University *Faculty Handbook* Revision Committee recommends a revision, it shall be forwarded to the University Senate for consideration. The Senate shall have the right to express its view regarding all proposed revisions before final acceptance or rejection by the Board of Trustees, provided the Senate gives timely consideration to proposed revisions. In those instances where early consideration by the Board is anticipated, the Senate shall be notified of a deadline, if any, for Board consideration of a proposal, to allow the Senate adequate opportunity for consideration of the proposal.

If there are, within the Committee, divergent views on a proposed revision which cannot be resolved by negotiation, each group shall have the right to draft proposals independently and to present these proposals to the Board of Trustees, provided each group first presents its proposal in final form to the opposing group in sufficient time to allow consideration of each proposal by each group. In such cases, the Senate shall have the right to present its position on each recommendation to the Board before final Board consideration is given to the proposals, and the group opposing the Senate view shall have the right to present a position to the Senate membership, verbally or in writing, before the final vote on the Senate position is taken.

**D. *Procedure for Non-negotiated Handbook Revision***

Certain segments of this *Faculty Handbook* (listed at the end of this section) may be amended without preliminary negotiations within the University *Faculty Handbook* Revision Committee. In the event a non-negotiated change is proposed by the University Board of Trustees or administrative officials or the Deans' Council, the University Senate shall have the right to receive timely notification, through the Committee, of the proposed revision in the form in which it is to be considered by the Board, and to present written and/or verbal views of Senate membership to the Board before the final decision is made.

Chapter 13 of this *Faculty Handbook* is amended by the University Senate as provided in its Constitution and By-laws. However, the Senate shall provide a written copy of proposed changes to Chapter 13 in their final form to the Administration through the Committee, and appropriate University officials may present their viewpoints to the Senate before the proposed revision is approved by the Senate and forwarded to the Board of Trustees for final consideration.

Changes to the following *Faculty Handbook* segments are the prerogative of the Board of Trustees:

**1. Chapter 1, Sections B and D.**

The Goals Statement and the Character and Commitment Statement are amended by the Board of Trustees. However, this shall not preclude changes to these statements being suggested by members of the Ordinary Faculty, or the expressing of opinions by these members of changes proposed by the Board;

**2. Chapter 1, Section E.**

The Policy on Affirmative Action/Equal Employment Opportunity is amended by the Board of Trustees;

**3. Chapter 2.**

The University administrative structure is amended by the Board of Trustees, the President or one of the Vice Presidents as authorized by the Board;

**4. Chapter 3.**

Sections A and B of the University academic structure are amended by the Board of Trustees, President or Provost and Vice President for Academic Affairs as authorized by the Board. Section C is normally amended by negotiations within the College wherein a change is proposed, and between that College and the Provost and Vice President for Academic Affairs once changes have been agreed upon within the College concerned, with final approval by the Board;

**5. Chapter 12.**

The Ordinary Faculty normally participates in revision of fringe benefits through a committee of the University Senate negotiating with appropriate administrative officials of the University. Changes in fringe benefits proposed by Ordinary Faculty members are forwarded by the appropriate Senate representative to the University Senate committee conducting these negotiations. Proposed changes in fringe benefits shall not be considered to be expressive of the will of the faculty unless such changes are approved by the University Senate before final consideration by the Board of Trustees;

**6. Appendix A.**

The Charter and By-laws of Loyola University New Orleans are amended by the Loyola University New Orleans Corporation membership.

Approved by the Faculty Handbook Revision Committee  
Reviewed by General Counsel  
Approved by the University Senate 8-27-15  
Presented to the Board of Trustees 10-9-15 (Board requested modification)  
Board amendment endorsed by the University Senate 1-21-16

**E. Procedure for revision to policies that apply to faculty that are not part of the Faculty Handbook**

Various policies apply to faculty but do not form part of the Faculty Handbook. Many of these are contained in the Human Resources Policies and Procedures Manual. These and similar policies should be considered as adjuncts or appendices to the Faculty Handbook, and they may not contradict any provision of the Faculty Handbook except to the extent required by law.

Such proposed policies (and policy revisions) must be reviewed and endorsed by the University Faculty Handbook Revision Committee and the University Senate.