

## **CHAPTER THREE**

### **UNIVERSITY ACADEMIC STRUCTURE**

#### **A. *Academic Units***

The principal academic units of the University are its Colleges. A College is an administrative unit of the University consisting of the Dean, the faculty and the students registered therein. The following Colleges are now established:

- College of Humanities and Natural Sciences
- College of Business
- College of Music and Fine Arts
- College of Social Sciences
- College of Law
- University Library

Hereafter, the word College will be used in reference to the Colleges.

#### **B. *Deans***

The principal administrator of a College is a Dean. 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 of the College is appointed by the Provost and Vice President for Academic Affairs after consultation with the faculty of the College. The approval of the President is needed for all decanal appointments. Each College shall have by-laws or procedures for identifying and nominating qualified persons for this office; the Provost and Vice President for Academic Affairs shall follow these procedures. Specifically, the Dean shall make recommendations and have responsibility for all matters of faculty status for faculty in his College, shall make faculty teaching assignments,<sup>1</sup> shall make determinations concerning the academic status of students, shall prepare the budget for the College and shall represent the College in consultations with administrators of the University.

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<sup>1</sup> The definition of the term “teaching assignments” is given at Chapter VII, Section D of this handbook.

Within the framework of University policies and procedures the Dean has a primary responsibility, 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. The Dean of the College may be assisted in the duties of his office by Associate and Assistant Deans of colleges, appointed by the Dean, with the approval of the Provost and Vice President for Academic Affairs; they perform such duties and exercise such authority as may be delegated to them by the Dean.

### ***C. College Administrative Structure***

The specific organization and regulation for each College faculty and each department are determined by the by-laws of the respective College or Department as approved by the Provost and Vice President for Academic Affairs.

#### **1. Humanities and Natural Sciences**

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 departmental chairperson. The departmental chairperson, in cooperation with the members of his or her department, shall serve as leader and director in all affairs pertaining to the effective work of the department. The chairperson's first responsibility is to the students enrolled in the courses offered by the department. He/she should take care that instruction is adequate, grading is fair and standards are maintained. The chairperson shall supervise the academic counseling of the major students. The chairperson should also strive to protect the rights and welfare of the faculty members in the department. The department chairperson has the delegated responsibility for department budgeting, the scheduling of courses, teaching and research assignments, the implementation of curriculum requirements and innovations, library holdings, and the general integration of departmental programs at the University level. The chairperson has a special obligation to build a department strong in teaching and scholarship.

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

All departments are required to have at least two formal departmental meetings in each semester, the minutes of which should be transmitted to the Dean of the College and to the Provost and Vice President for Academic Affairs. All departments should involve the major students in the deliberations of the department. The College also oversees additional Centers, Institutes, Laboratories and academic programs that may not be housed in departments.

## **2. Business**

The College of Business' leadership consists of two Deans and two Area Chairpersons as well as administrators appointed with the consent of the Provost. General duties for each of the existing positions are briefly described in the following.

### **Dean of the College**

According to the *Loyola University New Orleans Faculty Handbook*, the principal administrator of the College of Business is the Dean. 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 is appointed by the Provost and Vice President for Academic Affairs after consultation with the faculty of the College. The approval of the President is needed for all decanal appointments. Each College shall have by-laws or procedures for identifying and nominating qualified persons for this office; the Provost and Vice President for Academic Affairs shall follow these procedures. Specifically, the Dean shall make recommendations and have responsibility for all matters of faculty status for faculty in his College, shall make faculty teaching assignments, shall make determinations concerning the academic status of students, shall prepare the budget for the College and shall represent the College in consultations with the University.

### **Associate Dean(s) of the College**

The Dean of the College of Business is assisted in the duties of the office by the Associate Dean(s) of the College, appointed by the Dean, with the approval of the Provost and Vice President for Academic Affairs; the Associate Dean(s) perform such duties and exercise such authority as may be delegated to them by the Dean. Typically, the Associate Dean(s) will oversee and coordinate issues pertaining to the conduct of Undergraduate & Graduate Programs. Associate Dean(s) will work closely with other administrative offices such as Records & Registration to ensure appropriate policies and procedures are being followed as they pertain to course scheduling, curriculum changes/modifications, room allocation, etc. Associate Dean(s) will also serve as point of contact for student / family issues particularly as they pertain to retention, student conduct, student programs / organizations and the like. Will also serve on the Associate Deans Council and communicate with the faculty on matters of critical importance addressed or raised in that forum.

## **Administrative Area Chairpersons**

The Area Chairpersons in each administrative area of the College of Business ordinarily combine administrative duties with classroom teaching. In addition to these responsibilities during the regular academic semesters, Area Chairpersons shall be required to perform administrative duties for the summer sessions; teaching during summer session(s) shall be a matter of separate contract.

Area Chairperson positions may include a reduction in teaching load, a stipend paid during the term in office as determined by the dean or both a stipend and course reduction as determined by the Dean. Faculty serving as Area Chairpersons shall not have tenure as administrators, but retain eligibility for or continue in tenure as a separate right.

Area Chairpersons advise the Dean in diverse matters such as faculty rank and tenure, faculty teaching and research assignments, salary merit increases for faculty, recruitment of new faculty, faculty evaluations, curriculum development, student advisement and academic actions, preparation of academic schedules, etc. Additionally, Area Chairpersons may be required to coordinate preparation of annual reports and special reports such as those required for accreditation or as required by the University administration. Area Chairpersons shall also serve on College and University committees as shall be necessary for the furtherance of academic objectives, and represent the College Faculty and Dean at various functions and special events.

It shall be incumbent upon Area Chairpersons to promote effective cooperation among students, Faculty and Dean of the College of Business, as well as among individuals and groups external to Loyola University New Orleans. Each Area Chairperson shall assist those students who concentrate in his or her academic area of administrative responsibility in the many phases of University Academic life. The Chairpersons shall work with the Dean and Associate Dean(s) to protect the rights and welfare of faculty members in their respective designated administrative areas, and to further the reputation and image of Loyola University New Orleans and the College of Business in the community at large. The Area Chairpersons shall be the first line of recourse in grade disputes and other matters of faculty concerns.

## **Other Leadership Positions**

### **MBA Director**

MBA Director is an exempt staff/administrative position. The director is responsible for overseeing the daily and strategic operation of the M.B.A. program. The MBA Director works in concert with a Faculty Program Director on tasks including, but not limited to advising, course scheduling, admissions, student records, communication, marketing, outreach, curriculum development and other projects as assigned by the Dean/Leadership Team. More specifically, the MBA Director manages graduate program web site; performs on-going analysis of competitor marketing initiatives; completes statistical analyses of program data; files surveys on program for industry journals, publications, and Web sites.

The director also oversees the daily clerical work of undergraduate student assistant or graduate assistant and works in conjunction with the MBA Advisor to assign and monitor all graduate assistantship assignments each semester. The MBA Director will also serve on University Graduate Council and may, as needed, represent the MBA program at conferences, professional gatherings and the Jesuit Business Network. Generally, the MBA Director is the initial point of contact in resolving student issues of an academic, ethical, personal nature.

### **Assessment Coordinator**

The Assessment Coordinator will develop and maintain the College's assessment efforts in support of continuous improvement and in support of the College's AACSB Accreditation reaffirmation and accreditation maintenance, the accounting area's initial AACSB accreditation and accreditation maintenance, and will maintain the college web site.

### **Executive Director of Special Projects**

Is a specialty position appointed by the Dean with the consent of the Provost. The person occupying this position may be an ordinary or extra-ordinary faculty member who is tenured or tenure eligible. Conversely, this may be an exempt staff / administrative position. The Executive Director of Special Projects is responsible for coordinating and overseeing matters concerning AACSB accreditation; participating in fund-raising initiatives; consulting with the Dean / faculty / faculty committees on matters of college governance / operations; participating in graduate / undergraduate recruiting and retention efforts; assisting the Dean / Faculty in curriculum and professional development initiatives; serving as the Dean's representative at University / Professional / Community meetings and functions; and, undertaking other special projects as assigned by the Dean. It is expected that the organizational structure of the College will be simultaneously fluid and stable. Hence, the Dean will have primary responsibility for creating a governance structure that is vision/mission appropriate; aligned with the strategic plan(s) of the University; and facilitates the maintenance of accreditation. Hence, the Dean with the approval of the Provost reserves the right to add, delete or modify the administrative leadership positions described above.

## **3. Music and Fine Arts**

The College of Music and Fine Arts is comprised of several divisions in music, and two departments (Visual Arts, Theatre/Dance). Chairs in the Department of Theatre and Dance and Visual Arts are governed by protocols established in their respective departments, including election procedures, duties, and evaluation. All department chair appointments shall be approved by the Dean and the Provost. The rest of the College will be divided into the following four divisions: music performance studies, music education and therapy, academic studies, and music industry studies. Those divisions are further divided by subject matter, methodology, or instrument into the following areas:

Art History, Jazz Studies, Keyboard, Music Education, Music History and Literature, Music Industry Studies, Music Theory and Composition, Music Therapy, String, Voice/Chorus, Theatre History, and Wind and Percussion. If a faculty member teaches in more than one subject matter area, the faculty member will be considered a member of each applicable area and/or division.

Music Division faculty members will elect a division coordinator according to the following criteria:

*Eligibility:* Ordinary faculty member with at least 3 years at Loyola University and rank of associate/ full professor, teaching at least .50 FTE in the area. In extenuating circumstances, an ordinary faculty member of lesser rank may serve as division coordinator.

*Term of office:* Two academic years with no limit on number of terms.

*Responsibilities:* Division coordinator positions combine administrative duties with classroom teaching. Division coordinator positions do not include a reduction in teaching load or a stipend paid during the term in office, but service as a division coordinator may be a factor in rank and tenure decisions and merit pay recommendations. Division coordinators may be delegated responsibility to advise the Dean in matters such as faculty rank and tenure recommendations, faculty teaching and research assignments, recruitment of new faculty, curriculum development, student advisement and academic actions, preparation of academic schedules, etc. Additionally, division coordinators may be required to coordinate preparation of program reviews, annual reports, and special reports such as those required for accreditation or as required by the University administration.

The divisions will normally be the main initiating points for items, which, after committee deliberations, are sent to the Faculty Advisory Council for consideration.

The Dean shall appoint a coordinator for each music area according to the following criteria:

*Eligibility:* Ordinary faculty member with rank of assistant professor and above, teaching at least .50 FTE in the area. In extenuating circumstances, an extraordinary faculty member may serve as area coordinator.

*Term of office:* Five academic years with no limit on number of terms.

*Responsibilities:* Area coordinators will provide coordination and supervision of the area and its faculty members in such matters as: faculty loads and teaching assignments, budget requests, course offerings and content, scheduling area meetings, screening of new faculty candidates, assisting new faculty in adjusting to teaching and/or performance responsibilities, and any other concerns pertinent to the functioning of the area. They may also advise and assist the division coordinator and Dean as needed. Area coordinator positions do not include a

reduction in teaching load or a stipend paid during the term in office, but service as an area coordinator may be a factor in rank and tenure decisions and merit pay recommendations.

The areas will normally be the main initiating points for items, which, after committee deliberations, are sent to the division for consideration.

#### **4. College of Social Sciences**

The College of Social Sciences offers a diverse group of programs such as Mass Communication, Nursing, and Pastoral Studies, and disciplines such as Counseling, Criminal Justice, Liberal Studies, Political Science, and Sociology.

In addition, the College of Social Sciences is home to several centers and institutes that serve as important resources as Loyola teaches students to think critically and act justly: Center for Environmental Communication, Jesuit Social Research Institute, Shawn M. Donnelley Center for Nonprofit Communication, and the Twomey Center for Peace Through Justice.

#### **5. College of Law**

Loyola University New Orleans College of Law was established in 1914. In the Jesuit tradition of academic rigor, pursuit of justice, and service to others, the College of Law has as its mission to educate future members of the Bar to be skilled advocates and sensitive counselors-at-law committed to ethical norms in pursuit of dignity for all.

The College of Law offers both civil law and common law curriculums, full time day and part-time evening programs, as well as five joint degree programs. Critical and analytical thinking, ethics and professionalism, and a commitment to serve the community of the 21st century are fostered and encouraged. The College of Law faculty is a community of scholars committed to academic excellence in teaching and scholarship, as well as service for others.

#### **6. University Library**

##### **BOBET LIBRARY, MARQUETTE HALL – 1913**

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Construction of Marquette Hall was completed in 1912, and the Bobet Library on the 2nd floor was dedicated the following year. At the time of the construction of the Bobet Library, Albert Biever, S.J. (founder of Loyola) was president, and James J. O'Brien, S.J. became head librarian. An article published in *The Daily Picayune* on 13 July, 1913 entitled, "Old Treasures of Loyola's New Library" stated: "Loyola in her new development is young and formative, but behind its growth is strength and in its development there is purpose...A tour of the university is delightful, but one would better not start from the library. It is a room to induce bibliomania – and the world might go by."

## **MAIN LIBRARY – 1950**

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Construction of the new library building commenced in 1947, and was situated between Bobet and Marquette Halls. Archbishop Joseph Francis Rummel delivered the dedicatory blessing upon completion of the building on Palm Sunday, 1950. The proceedings were aired by WWL-Radio. Students helped to move the books from Bobet Library to the new Main Library. A quote by poet Paul L. Callens, S.J inscribed over the Main Library entrance reads, “The monuments which learned men have built for us throughout the ages you will find accumulated in these books.”

## **J. EDGAR AND LOUISE S. MONROE LIBRARY – 1999**

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Groundbreaking ceremonies commenced in November 1996 for the new J. Edgar and Louise S. Monroe Library by co-chairs of the capital campaign, Adelaide Wisdom Benjamin and Michael J. Rapier. Other university and community dignitaries assisted in the ceremony. Construction began that month, and continued through completion of the building in October 1998. Library faculty and staff worked with Covan movers to transport the collection from the Main Library to the Monroe Library. The new J. Edgar and Louise S. Monroe Library opened its doors for patrons on January 11, 1999

The J. Edgar and Louise S. Monroe Library builds collections that endure from generation to generation, gathering the wisdom of humankind and documenting new ideas and discoveries. Side by side with these lasting resources, the library provides the latest in information and instructional technology. Students and faculty can reach back across time via traditional collections, and beyond the physical boundaries of the campus via the Internet, in their communal quest for knowledge. The Monroe Library has been recognized several times for its outstanding service.