

CHAPTER THREE

UNIVERSITY ACADEMIC STRUCTURE

A. *Academic Units*

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

- College of Arts and Sciences
- College of Business Administration
- College of Music
- City College
- School of Law

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

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,¹ 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.

¹ 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. Arts and Sciences

The College of Arts and 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.

2. Business Administration

The College of Business Administration is organized into administrative areas, each of which may include one or more of the functioning areas of accounting, economics, finance, management, marketing, international business, etc. Each designated administrative area shall have an "Area Chairperson," who is assigned responsibility for the smooth functioning of the academic division(s) included in the administrative area. Such rights, responsibilities and limitations as the College faculty and Dean may deem appropriate shall apply to Area Chairperson positions, so long as they are consonant with the goals of Loyola University New Orleans. Appointment to and continuance in office of Area Chairperson shall be based upon mutual acceptability by College faculty and Dean.

Area Chairperson positions ordinarily combine administrative duties with classroom teaching. In addition to administrative and teaching responsibilities during the regular academic semesters, Area Chairpersons shall be required to perform administrative duties for one of the two annual summer sessions; teaching during summer session(s) shall be a matter of separate contract. Area Chairpersons are granted a reduction in teaching load and a stipend paid during the term in office. Faculty serving as Area Chairpersons shall not have tenure as Chairpersons, but they retain eligibility for or continue in tenure as Ordinary Faculty as a separate right.

Area Chairpersons may be delegated responsibility to 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 Administration, 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 Assistant/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 and the College of Business Administration in the community at large.

3. Music

4. City College

5. School of Law