

## CHAPTER SIXTEEN

### COMMITTEES OF THE UNIVERSITY REFERENCED IN THIS *HANDBOOK*

The committees given in this chapter represent the major committees of the University in which members of the Ordinary Faculty play significant roles.

The committees listed in this chapter are referenced in this *Handbook*. It is part of the contractual status of the Ordinary Faculty (see Chapter 6, Section A) that the extent of faculty participation on these committees shall not be diminished, in either relative nor absolute terms, nor shall changes in the purposes of the several committees of Chapter Sixteen be made without the advice and consent of the Senate. Changes in the duties of the various committees will not be made without the advice and comment of the Senate.

The relevant University official may alter the non-faculty personnel on any given committee without recourse to procedures specified in Chapter 14 of this *Handbook*.

If a University official appoints an additional non-faculty person to a committee, the University Senate has the prerogative to appoint an additional faculty representative if it chooses. A University official is defined as anyone identified by non-faculty title on any committee described in this chapter, e.g., “director”, “Vice President”, etc.

The appointive officer for each committee shall be responsible for notifying the *Faculty Handbook* Revision Committee of any changes made in non-faculty personnel so that the *Handbook* can be accurately updated.

Most meetings of the University committees are open to anyone with an interest in the activities of the committee. The date, time, place agenda of meetings and committees shall be posted and/or published reasonably in advance of such meetings but no less than three days prior thereto. Posting and/or publication of this notice shall be made in accordance with policy adopted by the University Senate. An individual interested in the operation of any committee is encouraged to contact the chairperson of the committee for more complete details.

Whenever an individual is listed by title, that person holds the position *ex officio*. It is presumed that all members of a committee have voting and proxy assigning privileges, unless these are specifically prohibited.

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## **AFFIRMATIVE ACTION COMMITTEE**

**Chairperson:** Ordinary Faculty member appointed by the Provost and Vice President for Academic Affairs

**Secretary:** A member selected by the Committee

### **Voting Members:**

1. Chairperson of the Committee
2. Human Resources Director
3. Seven members of the Ordinary Faculty appointed by the President (One for City College, College of Business, College of Music, Law School, Library and two from the College of Arts and Sciences).
4. One member of the University support staff appointed by the President
5. Three members of the University administration appointed by the President

### **Terms:**

Appointments are made for 3 year terms, staggered initially.

### **Purpose:**

This committee shall be advisory to the President on all matters relating to Affirmative Action.

### **Duties:**

1. It shall review on a regular basis the progress made within the University in the recruitment, appointment, promotion, and other employment considerations of minorities and women with respect to Affirmative Action goals and time tables.
2. It shall present to the President annually a fully detailed analysis of the current employment profile, and shall recommend to the President any remedies it deems necessary in order to keep alive the ideals of Affirmative Action in employment.
3. It shall recommend to the President modifications of the Affirmative Action Plan when it determines such modifications are desirable.
4. It shall meet monthly during the academic year.
5. It shall report to the President.

## **CIVIL RIGHTS GRIEVANCE COMMITTEE**

Chairperson: A member of the Ordinary Faculty appointed by the President

Secretary: A member selected by the Committee

### **Voting Members:**

1. Chairperson of the Committee
2. Six members of the Ordinary Faculty, one from each College including the Library, appointed by the President, with the advice of the Provost and Vice President for Academic Affairs and the Executive Council of the University Senate
3. Two alternate members appointed by the President

### **Terms:**

All members and the alternates serve indefinite terms

### **Purpose:**

This Committee shall have the responsibility of hearing cases involving matters concerning civil rights legislation. The jurisdiction of this Committee shall be limited to grievances relating to possible deprivation of federally guaranteed civil rights.

### **Duties:**

1. It shall serve as a separate and independent body to adjudicate civil rights complaints on referral by the University Conciliation Committee.
2. It shall communicate its findings of facts and recommendations to the President of the University in letter form within a reasonable time after the hearing, with copies to all involved parties.
3. The President may either accept or reject the recommendations of the committee and his decision will be communicated in writing to the Committee Chairperson, with copies to all involved parties. In the event the President rejects the recommendations of the Committee, he should state in his decision the reasons for the rejection.
4. It shall meet at the call of the Chairperson.
5. It shall report to the President.

## **DEANS' COUNCIL**

Chairperson: Provost and Vice President for Academic Affairs

Secretary: As appointed by Chairperson

### **Voting Members:**

1. Chairperson of the Council
2. The Deans of the undergraduate colleges
3. Dean of the School of Law
4. Dean of University Ministry
5. Director of Student Services, Office of Student Records
6. Dean of Admissions and Enrollment Management
7. Dean of Libraries
8. Assistant/Associate Vice President for Student Affairs
9. Chairperson of the University Senate
10. Dean of Summer Sessions

### **Non-voting Members:**

1. Student Government Association representative
2. Executive Director of Information Technology

### **Terms:**

1. Student Government Association rep may be the Student Government Association President or appointed by the Student Government Association to serve an annual term. All remaining members serve *ex officio*.

### **Purpose:**

This committee reviews the academic policies and practices of the University.

### **Duties:**

1. This Committee shall share with the administrative officers of the University responsibility for implementing the academic policies and practices of the University.
2. It shall establish the academic calendar for each year.
3. It shall serve as a review board on matters concerning registration; student holidays; degree requirements; regulations concerning academic conduct, academic standards, admission and grading policies, and other appropriate matters.
4. It shall normally meet monthly during the academic year.

5. It shall report to the President through the Provost and Vice President for Academic Affairs.

## **STANDING COUNCIL FOR ACADEMIC PLANNING**

Chairperson: Provost and Vice President for Academic Affairs

Secretary: Appointed by Chairperson

### **Voting Members:**

1. Chairperson of the Council
2. Faculty member elected by University Senate
3. Faculty members from the College of Arts and Sciences (4 faculty members are elected representatively by the divisional faculty of the college: one Natural Sciences; two Arts and Humanities; and, one Behavioral/Social Sciences)
4. Faculty member from the College of Business Administration
5. Faculty member from the College of Music
6. Faculty member from the School of Law
7. Faculty member from City College
8. Faculty member from the University Library
9. Student member from the College of Arts and Sciences
10. Student member from another college (on a rotating basis)

### **Non-voting Members:**

1. Student Affairs Representative
2. Director of Institutional Research or delegate

### **Terms:**

1. Faculty members serve four-year staggered terms that are renewable
2. Faculty members from the College of Arts and Sciences are elected representatively by the divisional faculty of the College to serve a four-year term. Faculty members from the other Colleges are elected in the following manner:
  - a. Three nominees are elected by the members of the faculty of the College.
  - b. The Dean shall select one of the three nominees following consultation with the membership of the Council.
3. The faculty member from the University Senate is elected by that body.
4. Student members serve one-year terms; the Arts and Sciences student member may serve a second term, if possible, at the request of the Council.

5. Student members are nominated by their Deans, and are subject to approval by the Provost and Vice President for Academic Affairs.

**Purpose:**

This Council is responsible for academic planning for the University.

**Duties:**

1. It shall require, on a rotating basis, a Five-Year Plan from every academic department in the University, setting forth plans, goals, and objectives.
2. It shall assign areas of institutional research required for academic planning.
3. It shall assign *ad hoc* committees where needed for academic planning.
4. It shall coordinate its efforts with those of all other University groups engaged in academic planning (see for example UBC, Duty 2).
5. It shall gather information and make reports and recommendations to the President and the Board of Trustees regarding degrees and programs.
6. It shall review proposals for program inaugurations and discontinuances and evaluate such proposals on the basis of criteria proposed by SCAP and agreed to by the University Senate and the President regarding these proposals.
7. Student members shall not vote on program discontinuances or on matters of financial exigency.
8. It shall meet on a fortnightly basis during the academic year and at the call of the Chairperson.
9. It shall report to the Provost and Vice President for Academic Affairs.

## **UNIVERSITY BUDGET COMMITTEE**

**Chairperson: Appointed by the President**

### **Voting Members:**

1. Chairperson of the Committee
2. Provost and Vice President for Academic Affairs
3. Vice President for Student Affairs
4. Vice President for Institutional Advancement
5. Vice President for Business and Finance
6. Dean of the College of Arts and Sciences
7. Dean of City College
8. Dean of the School of Law
9. Dean of the College of Music
10. Dean of the College of Business Administration
11. Dean of University Ministry
12. Dean of Libraries
13. Four members of the Ordinary Faculty elected by the Senate for two-year staggered terms
14. A student representative appointed by the Student Government Association for a one-year term
15. Director of Institutional Research representing the Standing Council for Academic Planning

### **Purpose:**

This committee has the responsibility to prepare the annual Budget and to recommend the budget to the President.

### **Duties:**

1. It shall make recommendations to the Vice President for Business and Finance and/or to the President regarding financial policy.
2. It shall maintain close liaison with SCAP, since it is the Budget Committee's responsibility to allocate resources in line with priorities enunciated by SCAP, and it is SCAP's responsibility to plan realistically for the future within the limitations placed by the Budget Committee. SCAP outlines priorities; the Budget Committee outlines the budget in line with Board-approved priorities.
3. It shall meet on a regular basis, during the fall semester and weekly as target dates approach.
4. It shall report to the President.



## **UNIVERSITY CONCILIATION COMMITTEE**

**Chairperson:** A member selected by the Committee

**Secretary:** A member selected by the Committee

### **Voting Members:**

1. Members of the Ordinary Faculty, one from each College of the University, and one from the University Library.
2. Members of the Ordinary Faculty, one from each College, and one from the University Library, shall be alternates.
3. Members of Rank and Tenure Committees of the University or of any College and all administrative officers of the University are ineligible for simultaneous membership on the Committee.
4. An alternate shall be selected to serve when a member is unavailable, or has been successfully challenged for cause, or is excused, or recuses himself or herself.

### **Terms:**

1. The members and alternates shall be elected for three-year terms by a majority of those members of the Ordinary Faculty from each College who cast a vote.
2. A faculty member(s) and the administrators concerned in a matter before the Committee may challenge any member for cause; a decision for recusal to be made by other members of the Committee.
3. Any member of the Committee may be excused from serving in a particular instance if contact with the persons or the issue involved would make impartiality difficult.

### **Purpose:**

This Committee shall make informal attempts to effect adjustment of grievance of any faculty member.

1. This Committee shall conduct informal inquiry, in an attempt to effect an adjustment in cases of dismissal for cause (see Chapter 9, Section C-2-b) of a faculty member with tenure or with a special or probationary appointment before the end of the specified term.
2. It shall review, upon written request of a faculty member, recommendation or decision against renewal of probationary appointment allegedly based on inadequate consideration in terms of relevant standards of the University. (See Chapter 4, Section G.)
3. It shall investigate and make informal inquiry into an allegation in writing by a faculty member on probationary or other non-tenured appointment that a decision not to reappoint him or her was based

significantly on considerations violative of (a) academic freedom or of (b) policies on making reappointments without discrimination with respect to race, color, religion, sex, handicap, age or national origin. (See Chapter 1, Section E and Chapter 8, Section C.)

4. It shall review, upon written request of a faculty member or someone representing the faculty member, a decision to terminate an appointment with tenure, or a probationary or special appointment, before the end of the specified term for medical reasons. (See Chapter 9, Sections A-8 and D.)
5. It shall review, if the faculty member so requests, evidence for suspension for medical reasons. (See Chapter 9, Sections B and D.)
6. It shall render a judgment to appropriate University administrators concerning suspension of a faculty member because of alleged harm in the absence of a suspension. (See Chapter 9, Section B.)
7. It shall receive petitions for redress from any faculty member alleging cause for grievance in any matter. The Committee shall have the right to decide whether or not the facts merit a detailed investigation, but must investigate if a faculty member alleges violation of academic freedom or of policies against discrimination with respect to race, color, sex, handicap, age, or national origin. (See Chapter 1, Section E and Chapter 8, Sections C and D.)
8. It shall meet at the call of the Chairperson.
9. It shall report to the President of the University and to the University Senate.

## UNIVERSITY COMMITTEE ON GRANTS AND LEAVES

**Chairperson:** A member selected by the Committee

**Secretary:** Elected by the Committee

### **Voting Members:**

1. Eight members of the Ordinary Faculty at large, one from each College, including the Library and three from A&S representing Arts/Humanities, Behavioral/Social Sciences, and Natural Sciences, appointed by the Provost and Vice President for Academic Affairs upon the recommendations of the Deans with concurrence of Director of Grants and Research.
2. Director of Grants & Research

### **Terms:**

All members serve three (3) year terms.

### **Purpose:**

This Committee shall be responsible for promoting interest in professional and scholarly activities and offering assistance to faculty members engaged in such activities.

### **Duties:**

1. It shall administer the University's annual budget for the support of scholarly activities. It shall establish procedures through which faculty members may apply for support of scholarly activities.
2. It shall serve as a review committee to examine the requests for sabbatical and academic leaves that have been approved by the respective colleges and have been endorsed by the respective Deans.
3. It shall serve as a recommendation Committee. It recommends to the Provost and Vice President for Academic Affairs those proposals that it deems qualified for financial support from the University.
4. It shall provide information to faculty members concerning support of research, publication, and other types of scholarly activities.
5. It shall meet at the call of the Chairperson.
6. It shall report to the Provost and Vice President for Academic Affairs.

## **UNIVERSITY *FACULTY HANDBOOK* REVISION COMMITTEE**

**Chairperson:** A member selected by the Committee

**Secretary:** A member selected by the Committee

### **Voting Members:**

1. Three members of the Ordinary Faculty elected by the members of the University Senate.
2. Three members of the University administration appointed by the President.

### **Terms:**

Three-year staggered terms.

### **Purpose:**

This Committee shall be responsible for negotiating such changes to the *Faculty Handbook* as are proposed to it under the provisions of Chapter 14.

### **Duties:**

1. It shall determine whether the proposed changes lie within the purview of negotiation by the Committee.
2. It shall promptly distribute its findings and conclusions to the University Board of Trustees, the President, and the University Senate.
3. It shall assure that all of the provisions and limitations as set forth in Chapter 14 are duly met.
4. It shall meet at the call of the Chairperson.
5. The first meeting of the academic year shall be called by the Provost and Vice President for Academic Affairs no later than October 1 of each year.
6. It shall report to the President of the University and the University Senate.

## UNIVERSITY PLANNING TEAM

**Chairperson:** University President

**Secretary:** Executive Assistant to the President

### **Voting Members:**

The following are members of the University Planning Team:

- The President of the University
- The Provost and Vice President for Academic Affairs
- The Vice President for Business and Finance
- The Vice President for Student Affairs
- The Vice President for Institutional Advancement
- The Associate Provost for Academic Affairs
- The Director of the Office of Institutional Research
- The Dean of the College of Arts and Sciences
- The Dean of the College of Business Administration
- The Dean of the College of Music
- The Dean of City College
- The Dean of the School of Law
- The Dean of Campus Ministry
- The Dean of Libraries
- The Dean of Admissions and Enrollment Management
- The Chairperson of the University Senate
- The President of the Student Government Association
- Up to four members appointed annually by the President from the Board of Trustees, and/or the administrative staff
- Ten elected members of the ordinary faculty (one from City College, the College of Business Administration, the College of Music, the School of Law, the University Library, and three from the College of Arts and Sciences [one from each division]), and two by the Senate).
- An elected member of the administrative staff by the Administrative Staff Senate

### **Terms:**

The elected members are chosen for three-year terms, staggered initially.

### **Purpose:**

The University Planning Team is established by the President, approved by the Board of Trustees, and incorporated into the *Faculty Handbook*, as the primary planning unit at the university level. It is responsible to the President for university planning and for recommending the annual objectives of the University. In addition, it ensures that effective planning takes place at all levels of the University. Like all other campus committees, the University Planning Team is advisory in nature.

### **Duties and Procedures:**

1. It reviews annually the progress made in achieving the “Loyola University New Orleans Statement of Educational Purpose,” the “University Strategic Goal,” and the “Ongoing and Annual Institutional Objectives.”
2. It follows the University Planning Team calendar, meeting at least monthly during the academic year and at the call of the chairperson.
3. It gathers information and assessment data regarding the institutional effectiveness of the University.
4. It makes reports and presents recommendations to the President and the Board of Trustees regarding all matters of strategic, operational, and annual planning at the University. It informs the faculty and the University Senate of its recommendations.
5. It may establish *ad hoc* committees where needed for university planning.
6. At its meetings the presiding chairperson follows the ordinary rules of parliamentary procedure. The presiding chairperson, appointed by the President, rotates among the membership. The agenda includes an open period in which any member may introduce items of concern to the whole University Planning Team.
7. The meetings of the University Planning Team are open to all members of the faculty and administrative staff.
8. A steering committee (consisting of the President, the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, the Associate Provost for Academic Affairs, and four elected faculty members of the University Planning Team who are appointed by the President) sets the agenda for the University Planning Team meetings. The meetings of the steering committee are open to all members of the University Planning Team.
9. The steering committee has the responsibility for doing the necessary staff work for the University Planning Team.
10. Changes in this protocol may be made at any time by the President in accord with the norms of the *Faculty Handbook* (Confer Chapter 14 and Page 16-1).

## UNIVERSITY RANK AND TENURE COMMITTEE

**Chairperson:** A member selected by the Committee

**Secretary:** A member selected by the Committee

### **Voting Members:**

1. Five tenured members of the Ordinary Faculty of the College of Arts and Sciences.
2. One tenured member of the Ordinary Faculty of the College of Business Administration.
3. One tenured member of the Ordinary Faculty of the College of Music.
4. One tenured member of the Ordinary Faculty of the School of Law.
5. One tenured member of the Ordinary Faculty of City College.
6. One tenured member of the Ordinary Faculty of the University Library.

### **Terms:**

1. Members shall serve three-year staggered terms, renewable once.
2. In the spring semester of each year, the Elections Committee of each College, following its normal procedures, will conduct a secret ballot among the faculty of each college to determine its representative(s). In case of a tie vote, a run-off election must be held.

### **Purpose:**

This Committee serves as an appeals body primarily in cases of denial of rank and/or tenure.

### **Duties:**

1. This Committee is essentially an appeals body, primarily in cases of denial of promotion and/or tenure.
2. A faculty member may appeal a decision concerning promotion or tenure to the URTC. The recommendation of the Committee on the appeal will be made in writing to the President. (These procedures are given in greater detail in other sections of this *Handbook*.)
3. A faculty member may appeal a termination notice that is based on medical reasons, program discontinuance or financial exigency. (These procedures are given in greater detail in other sections of this *Handbook*.)
4. It shall hear cases referred to it by the University Conciliation Committee. (See Chapter 4, Section G.)
5. The Committee shall meet at the call of the Chairperson.
6. It shall report to the President.