This Faculty Handbook was recommended by the University Faculty Senate and approved by the Board of Trustees of Loyola University New Orleans.
TABLE OF CONTENTS

INTRODUCTION

A. History of the University 1-1
B. Goals Statement 1-2
C. Statement of Educational Purpose 1-9
D. Loyola Character and Commitment Statement 1-10
E. Policy on Affirmative Action/Equal Opportunity Employment 1-12
F. Discrimination and Harassment Policy 1-14

UNIVERSITY ADMINISTRATIVE STRUCTURE

A. The Loyola University New Orleans Corporation 2-1
B. Board of Trustees 2-1
C. President 2-2
D. Provost & Senior Vice President of Academic Affairs 2-3
E. Vice Presidents 2-3

UNIVERSITY ACADEMIC STRUCTURE

A. Academic Units 3-1
B. Deans 3-1
C. College Administrative Structure 3-2

THE ORDINARY FACULTY

A. Norms for Appointment and Advancement 4-1
B. Application of the Norms for Advancement in Rank 4-5
C. Exceptions to the Norms for Advancement in Rank 4-5
D. Procedures for New Appointments to the Ordinary Faculty 4-6
E. Procedures for Promotion in Rank 4-6
F. Effective Date of Promotion 4-8
G. Annual Review of Non-tenured Faculty 4-8
H. Procedures for Review of Non-Renewal of Probationary Appointments 4-8

TENURE

A. Norms for Granting Tenure 5-1
B. Procedure for Deciding Tenure 5-2
CONTRACTUAL STATUS OF ORDINARY FACULTY

A. General Policy 6-1
B. Contractual Status of Tenured Faculty 6-1
C. Contractual Status of Non-tenured Faculty 6-2
D. Full-time Employment 6-2
E. Sabbatical Leave Policy 6-3
F. Academic Leave 6-6
G. Leave of Absence Without Pay 6-6
H. Bilateral Contractual Responsibilities 6-6
I. Emeritus Status 6-7

PROFESSIONAL RESPONSIBILITIES OF ORDINARY FACULTY

A. Support of Institutional Goals 7-1
B. Protection of Rights 7-1
C. Specific Professional Responsibilities 7-1
D. Faculty Teaching Assignments 7-3
E. Faculty Teaching Load 7-3
F. Responsibilities of Faculty Status 7-4

PROFESSIONAL RIGHTS OF THE FACULTY

A. Individual Rights of Faculty Members 8-1
B. Collective Rights of the Faculty 8-1
C. Academic Freedom 8-3
D. Grievance Procedure 8-4

TERMINATION OF FACULTY APPOINTMENT

A. Specific Causes for Termination 9-1
B. Suspension from Exercise of Faculty Status 9-2
C. Procedures for Contract Termination for Cause 9-5
D. Procedures for Termination for Medical Reasons 9-8
E. Procedure for Termination Because of Discontinuances 9-8
F. Procedures for Termination Because of Financial Exigency 9-10

THE SUMMER SESSION

A. Obligations 10-1
B. Eligibility 10-1
C. Priority 10-1
D. Responsibility 10-1
LOYOLA UNIVERSITY NEW ORLEANS LIBRARIES

I. The University Library 11-1
II. The Law Library 11-5

LAW CLINIC FACULTY

A. Norms for Appointment and Advancement 11A-1
B. Norms for Appointment to the Rank of Clinic Professor 11A-2
C. Arrangements for All Full-Time Clinic Faculty Who are Appointed Under the Provisions of This Chapter 11A-4
D. Annual Review of Clinic Faculty Members Serving Under One-year Contracts 11A-5

FRINGE BENEFITS FOR FACULTY

A. Insurance and Retirement 12-1
B. Other benefits 12-2

THE LOYOLA UNIVERSITY NEW ORLEANS SENATE

A. Constitution 13-1
B. By-Laws 13-5

PROVISION FOR FACULTY HANDBOOK REVISION

A. University Faculty Handbook Revision Committee 14-1
B. Sources of Proposed Revisions 14-1
C. Procedure for Negotiated Handbook Revisions 14-2
E. Procedures for Revision to Policies that Apply to Faculty That are Not Part of the Faculty Handbook 14-3

THE NON-TENURE TRACK FACULTY

A. Members of the Non-Tenure Track Faculty 15-1
B. Non-Tenured Track Faculty Ranks 15-4
C. Contractual Status of Non-Tenured Faculty 15-5
### COMMITTEES OF THE UNIVERSITY REFERENCED IN THIS HANDBOOK

- Committee on Diversity, Equity and Inclusion 16-2
- Deans’ Council 16-4
- Faculty Discrimination and Harassment Grievance Committee 16-5
- Graduate Council 16-6
- Standing Committee on the Loyola Core 16-8
- Standing Council for Academic Planning (SCAP) 16-10
- Strategic Planning Team 16-12
- University Budget Committee 16-14
- University Committee on Internal Grants 16-15
- University Conciliation Committee 16-17
- University Faculty Handbook Revision Committee 16-19
- University Rank and Tenure Committee 16-20

### OTHER MAJOR COMMITTEES OF THE UNIVERSITY

- Associate Deans’ Council 17-2
- Biever Guest Lectures Committee 17-3
- Enrollment Management Committee 17-4
- Facilities Planning Committee 17-5
- Internationalization Review and Advisory Committee 17-7
- Standing Committee on Online Education 17-8
- Standing Committee on Student Rights, Freedoms and Responsibilities 17-10
- Student Affairs Policy Advisory Committee 17-11
- University Campus Sustainability Committee 17-12
- University Courses and Curriculum Committee 17-13
- University Honors Advisory Board 17-14
- University Library Committee 17-15

### INDEX

### APPENDICES

A. Loyola University New Orleans Charter and By-Laws
B. Intellectual Property Rights Policy