LOYOLA UNIVERSITY FACULTY HANDBOOK

FACULTY HANDBOOK

LOYOLA UNIVERSITY
New Orleans, La. 70118

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I. The University

A. HISTORY:

Loyola University is a Catholic university founded and administered by the Jesuits, members of a religious order of the Catholic Church founded by St. Ignatius Loyola and approved by Pope Paul III under the name of the Society of Jesus.

The Jesuits arrived in New Orleans in 1847 for the purpose of establishing a college of liberal arts and sciences. A college preparatory academy and the College of the Immaculate Conception were established on February 1, 1849, at the corner of Baronne and Common Streets.

In 1904 an academy and College were opened on St. Charles Avenue opposite Audubon Park, and the two associated institutions were known as Loyola College. In 1911 the College of the Immaculate Conception was united with Loyola College on the present Loyola campus. At the same time, the Loyola Academy and the Academy of the Immaculate Conception were united at the Baronne Street location, to become the present Jesuit High School.

At the request of His Excellency, Most Reverend James J. Blenk, Archbishop of New Orleans, Loyola College was expanded to become Loyola University in the fall of 1911. Loyola University was duly incorporated by the General Assembly of Louisiana and empowered to grant all university degrees in 1912.

B. JESUIT HIGHER EDUCATION:

The fundamental objectives of the Jesuit system of education are embodied in a collection of pedagogical principles and practices known as the *Ratio Studiorum*. The ideal of Loyola University is the harmonious development of intellectual, moral and physical powers of its students with the special emphasis upon the cultivation of the intellectual virtues of wisdom, knowledge, and understanding; and the moral virtues of prudence, justice, fortitude and temperance; and the theological virtues of faith, hope, and charity. It is under the influence of this sublime goal that the University depends upon its faculty for that intellectual stimulation, moral guidance, and exemplary Christian living to encourage every student to aspire to the attainment of the full development of his powers. Through this development the University strives to produce men and

women of sound judgment, keen mental acumen, and strong character.

This reasoning underlies the organization of the programs of all the professional schools in the University. Since the Jesuit system is opposed to the pedagogical errors of narrow specilization, uncorrelated curricula, and unduly accelerated courses of study, it demands that literature and science be studied in the light of an all-embracing philosophy which integrates knowledge and unifies action. Equally convinced that theology is not an appendage to education but a vital part of the training of the student for wholesome and happy living, Loyola University provides an education to develop the supernatural man who thinks, judges, and acts, constantly and consistently, according to right reason, illuminated by the supernatural light of the example and teaching of Christ.

C. SPECIFIC AIMS OF THE UNIVERSITY ARE:

1. The conservation of knowledge and ideals and values.
2. The interpretation and transmission of knowledge and ideals and values.
3. The extension of the frontiers of knowledge through investigation and research.
4. The preparation for professions, not by a mere *ad hoc* training in technique, but rather by an intelligent and thorough training in the principles underlying the professions.
5. Loyola University seeks to stimulate and promote intellectual achievement not merely in the field of the humanities, philosophy and theology—the Jesuit university's traditional sphere—but in every department of knowledge.
6. Loyola University will show proper consideration for the physical and mental health of its students. For this it will include a sound program of physical education in its curricular and co-curricular offerings.
7. As a Catholic university, Loyola University has a Catholic standard of values. Consequently, it places human and spiritual values above the purely material; at the summit of the hierarchy of values are the supernatural truths known through Divine Revelation.
8. Loyola University exists in order that Catholic thinkers and men of science, supported by a truly Catholic environment, informed in their attitude by the spirit of Christ and His Church, may be enabled by a truly unbiased, liberated, and enlightened intelligence to penetrate adequately to reality and achieve by organized cooperative effort that *universitas* which is so urgently needed in the contemporary world. Loyola University demands the conscious production of an atmosphere vitalized by Christ; it must in its structure and in the common life of its teachers and students be thoroughly Catholic.
9. Loyola University's unity of thought emanates from its totality of outlook. God and the supernatural are at the basis of Jesuit education. The principle of integration in Loyola University is Catholic faith and practice.

D. ACADEMIC STRUCTURE:

Loyola University is composed of the following schools and colleges:

The College of Arts and Sciences
The School of Dentistry
The School of Law
The College of Pharmacy
The College of Music
The College of Business Administration

1. Schools and Colleges:

The school or college is an administrative unit of the University comprising the academic Dean and his staff, the departmental chairmen, the faculty of the school or college, and students registered in degree programs under the administration of the school or college.

2. Departments:

The department is an administrative unit of a school or college coordinating the work of the instructional staff in terms of a common purpose and under the direction of the departmental chairman.

3. Divisions:

The division is an administrative unit co-ordinating the work of a number of departments in terms of a correlated and common objective.

Undergraduate Division

The University maintains one Undergraduate Division, viz., The Evening Division, which is under the direct administration

of the Dean of the College of Arts and Sciences and the immediate supervision of a Director.

Graduate Divisions

The University maintains three Graduate Divisions, viz., Biological Sciences, Business Administration, and Education. These divisions are under the direction of a Graduate Council.

The Graduate Council

The Graduate Council of the University is an executive council established to direct the administration of the Graduate Divisions. It consists of seven members and elects it chairman from the members of the Council. Recommendations of the Council are channeled to the Board of Directors through the President or Vice-President of the University. The Graduate Council shall perform the following functions:

1. Establish standards of admission to the Graduate Divisions and supervise the maintenance of these standards as specified.
2. Co-ordinate the processing of admissions regarding qualifying examinations, entrance fees, tuition, and other details relating to the eligibility of candidates for admission to the various Divisions.
3. Supervise the publication of the Graduate Division Bulletin.
4. Supervise the various curricula of the Graduate Divisions.
5. Specify the requirements for graduation in all the Divisions.
6. Examine requests for additional programs in the Graduate Divisions of the University and make the appropriate recommendations.
7. Maintain communications with the chairmen of the Divisions for the implementation and improvement of the curricular offerings in the various Divisions.

II. The Administration

A. THE BOARD OF DIRECTORS:

The Board of Directors is a corporate body consisting of five to seven members, the President of the University, the Vice-President or Dean of Faculties, the Treasurer, the Secretary of the University, and one member of the Jesuit faculty. The legal title to the University property and legal jurisdiction in the administration of all University matters is invested in the Board of Directors.

B. THE PRESIDENT:

The President is the chief executive and administrative officer of the University. The President is ex-officio Chairman of the Board of Directors.

The President has the ultimate responsibility for the academic and financial administration of the University. He exercises final authority over all the affairs of the University. He shall maintain close liaison with the Dean and Administrative Officers of the various schools and colleges. It shall be the duty of the President:

1. To call meetings of the Board of Directors and to preside as the Chairman of these meetings.
2. In the name of the Board of Directors to employ, promote, and dismiss members of the administrative and instructional staff.
3. In the name of the Board of Directors to confer degrees awarded by the University whether in course or honorary.
4. To keep the Board of Directors informed of the academic and financial status and needs of the University through periodic meetings.
5. To function as the chief public relations official of the University.
6. To approve the budget of all schools and colleges of the University.

C. THE VICE-PRESIDENT AND THE DEAN OF FACULTIES:

The Vice-President and Dean of Faculties of the University is the chief co-ordinator of policies and procedures involving the various schools and colleges of the University and is directly responsible to the President. He shall supervise the academic

administration of the University and perform those functions which the President may either permanently or temporarily delegate to him.

D. THE TREASURER:

The Treasurer is directly responsible to the President for the financial administration of the University. The duties of the Finance Officer shall be as follows:

1. He shall have custody of all the University funds and securities.
2. He shall manage the invested funds of the University under the direction of the Board of Directors after obtaining the advice of competent investment counselors.
3. He shall have supervision of accounts and shall provide for the annual audits.
4. He shall collect through the University Finance Office all tuitions and fees for resident and non-resident students, as well as income from activities, pledges, and other sources.
5. He shall pay charges properly made to the University and keep proper vouchers for all payments and proper accounts of all transactions.
6. He shall prepare and distribute the University payroll.
7. He shall keep up-to-date inventories of the University properties and equipment.
8. He shall keep records of all contracts and authorize and supervise the manner of their fulfillment.
9. He shall maintain insurance on the University properties and records thereof.
10. He shall collect and assemble the material for the tentative budget, prepare such budget, and submit it with recommendations to the President for presentation to the Board of Directors.
11. He shall supervise all purchases, approve requisitions within the limits of the budget and check delivery of purchases.
12. He shall be responsible for the general stores of equipment and supplies, their care and protection.

E. DIRECTOR OF PUBLIC RELATIONS:

The Director of Public Relations is directly responsible to

the President in the performance of his duties. His duties shall be:

1. To establish a plan of public information and interpretation of the goals, ideals and progress of the institution to the various publics.
2. To determine standards for the evaluation of public relations needs and methods.
3. To serve as an agent for requests made of University personnel to fill speaking engagements.
4. To provide assistance to all schools, colleges, departments and staff members of the University in preparing material to be used for public information purposes.
5. To establish routine for reporting of newsworthy activities by all units and members of the University staff and student body.
6. To develop plans for the University staff to exercise the function of public relations through community contacts, addresses to professional groups, publication of articles, etc.
7. To serve as a clearing house for all University information to be directed to and from the public.

III. Academic Officers

A. DEANS:

1. The Academic Dean is the chief executive officer of a college or school responsible for the academic administration of that college or school.
2. The Dean is appointed by the President of the University.
3. The Dean is ex-officio member of all standing committees of the college or school.
4. The Dean shall appoint all members of the standing and *ad hoc* committees he shall deem advisable to designate.
5. He is ex-officio member of the Council of Deans, a Council of all the Academic Deans of the Schools and Colleges which convenes periodically with the President for consultation concerning University problems.
6. The Dean will serve as Director of the Summer Session.
7. The Dean shall consult with the instructional staff concerning major issues affecting the educational programs, objectives and procedures of the college or school.
8. The Dean shall plan with the faculty, call, and preside at faculty meetings.
9. The Dean shall render reports concerning the college or school to the President annually and to such accrediting agencies, federal, regional, state, and municipal bodies as are entitled to receive them.
10. The Dean shall render a semi-annual report to the President on Faculty personnel, the teaching loads and allied academic activities of all instructors.
11. The Dean exercises the following duties:
    a. recommendation to the President of the selection, promotion, retention and dismissal of the instructional staff.
    b. supervision of instruction and the instructional staff.
    c. study and evaluation of the quality of instruction.
    d. initiation of programs of instructional improvement.
    e. creation of service conditions most conducive to the improvement of faculty instruction and faculty growth.
    f. harmonizing conflicting demands, standards, and overlapping of functions arising in the administration of academic departments.

    g. supervision of the teaching schedule and teaching assignments.
    h. co-ordination and control of the budget of all departments and divisions after consultation with departmental and divisional chairmen.
    i. institution of periodic studies of curriculum in relation to the objectives of the college or school.
    j. initiation of programs for the improvement of curriculum in areas of general and advanced education with provision for ability levels of different groups.
    k. stimulation of departmental and divisional studies of curriculum.
    l. preparation, planning and co-ordination of catalogs.
    m. co-ordination of departmental offerings with a view to preventing over-lapping in departmental curricula.
    n. study and determination of admission policies and their relationship to academic achievement of students in course.
    o. approval of student programs, schedules, class assignments and student load.
    p. supervision of educational counseling and academic advisement of students.
    q. assignment of academic advisers among the instructional staff.
    r. responsibility for graduation program and fulfillment of graduation requirements.
    s. institution of periodic research on methods, accuracy and efficiency of grading system, admission policies, student loads, student academic life, alumni success.
    t. authorization of student changes in degree programs, student schedules and permission for students to follow courses at other institutions.
    u. preparation of examination schedules and assignment of proctors for examinations.
    v. interviewing, testing and counseling of incoming students.
    w. stimulation of basic research in all departments.

B. ASSISTANT DEAN:

When the demands of a school or college are such as to require the services of an assistant to the Academic Dean, an Assistant Dean may be appointed. The duties of the Assistant Dean are those delegated to him by the Academic Dean.

Ordinarily, they are the following:

1. Prepare examination schedules and assignment of proctors for examinations.
2. Supervise maintenance of classrooms.
3. Check students on their academic progress and report to Dean scholastic deficiencies incurred by them.
4. Notify students of probation status if they incur scholastic deficiencies.
5. In the absence of the Dean, he will serve on the Committee on Admission and Classification and supervise the work of the Dean's office.

C. DIRECTOR OF ADMISSIONS:

The Director of Admissions is an executive officer of the University in charge of admissions to the Colleges of Arts and Sciences, Business Administration, Music, and The Evening Division.

The Director of Admissions makes all contacts with applicants to the graduate divisions of the University, collects all documents required, submits this material to be processed by the persons in charge of the graduate divisions, and transmits the decisions to the applicants.

In exercising the above functions, the Director of Admissions performs the following duties:

1. Answers all inquiries for catalogs, bulletins, applications for admission, and general information pertaining to the admission of students to the University.
2. Supplies all general and special information to applicants for admission and conducts all necessary correspondence with such applicants.
3. Receives applications for admission, evaluates and classifies them.
4. Consults with and advises the respective Deans concerning the eligibility of the applicants for admission.
5. Notifies applicants of all decisions of the Committee on Admission and Classification.
6. Receives fees and deposits required, transmits them to the Finance Office, and sends notification of payment to the Dean of Students.

7. Records and maintains records of all admitted students and all pertinent admission data until the applicant is admitted to the University.
8. Transfers all admission data necessary for the student's permanent record to the Office of the Registrar upon the completion of the application for admission.
9. Makes profile of each freshman class and conducts studies to determine the qualifications of the applicants, relative values of CEEB scores, high school grades and class standing as measures for admission standards.
10. Maintains and studies relationships between high schools and the University.
11. Interprets admission standards of the University to the principals, counselors, and students of high schools and the general public.
12. Prepares and publishes information indicating the qualities demanded by the University of applicants for admission.

D. REGISTRAR:

The Registrar is the executive officer of the University in charge of student registration and of all student academic records. The Registrar shall exercise the following functions:

1. Maintain cumulative records of all collegiate work towards degrees and be prepared to advise administrators and faculty concerning these academic records.
2. Receive, record, and report all grades of students.
3. Prepare and issue transcripts of records of students, and certification of fulfillment of state requirements in teaching.
4. Examine the records of all students periodically, prepare details for the respective Deans, and advise administrators concerning the fulfillment of degree requirements.
5. Maintain informational files and catalogs as research material which may be furnished the respective Deans concerning credit and evaluation problems.
6. Prepare, distribute and receive all grade cards of instructors and inform administrators and students of standing at the end of the scholastic sessions.

7. Arrange and manage all registration procedure.
8. Prepare reports and statistical data on current facts and trends in educational administration and assist administrators in weighing and modifying procedures, and in evaluating the work of the institution.
9. Serve as a member ex-officio of the Committee on Admission and Classification.
10. Assume responsibility for the ordering of all diplomas and for the distribution of the same at graduation or by the mailing of diplomas to those graduating *in absentia*.
11. Represent the University at national and regional meetings of the American Association of Collegiate Registrars.

E. THE LIBRARIAN:

The Librarian is responsible to the Dean of Faculties for the administration of the University Library and at the direction of the Dean of Faculties he shall furnish all services as are deemed necessary or desirable for the successful functioning of the academic program of the University. He shall submit to the President an annual budget for the Library and supervise its administration. He shall prepare an annual report for the Dean of Faculties on the condition and functioning of the University Library.

F. DEPARTMENTAL CHAIRMEN:

The Chairmen of Departments of the University are appointed by the President and are directly responsible to their respective Deans for the administration of their departments. The departmental chairman shall perform the following functions:

1. Recommend the selection, promotion, retention and dismissal of members of their staff.
2. Call and preside at departmental meetings at least twice each semester, and prepare or direct the preparation of minutes of all formal meetings to be filed with the Dean and Dean of Faculties.
3. Assume responsibility for and direct the co-ordination of the department in the registration procedures of the University.
4. In consultation with the staff of the department, plan the courses of the department, their cycles, their content, their syllabi, and regulate the prerequisites, the general examinations of the department and qualitative standards of the department.
5. Recommend the approval of text books to the Dean of the college or school, regulate the use of texts in various sections of one subject, and direct the co-ordination of his department in keeping the University Bookstore informed of authorized texts.
6. Plan departmental schedules in accord with the request of the Deans of colleges and schools which the department serves, and assign staff members to conduct the courses offered.
7. Prepare the bulletin and catalog material in accord with the regulations of the University.
8. Supervise the instruction and the personnel of the department sufficiently to be aware of the content and instructional procedures and to be able to guide and direct the improvement of the department's service to the educational programs in which it participates.
9. Use every means to encourage, stimulate, and direct the improvement of the facilities, the teaching and the scholarly research of members of the department.
10. Maintain contact with the learned societies in their fields, and make appropriate recommendations to the Dean to assure proper representation among the membership at conventions of the most important societies.
11. Prepare the annual departmental budget in April of each year under the direction of the Dean of the college or school to which the department is attached, and be responsible for maintaining the approved budget allocations.
12. Submit to the Dean of the college or school an annual report covering the work on the part of both faculty and students and outlining future needs.
13. Be responsible for the maintenance of apparatus and equipment belonging to his department, and shall arrange and store the apparatus, equipment and supplies in secure, orderly and accessible fashion.
14. Prepare and maintain an up-to-date inventory of all the apparatus and equipment of his department. He shall be jointly responsible with the Dean and the individual

instructor for the progress and welfare of all students enrolled in his department.

15. In consultation with members of the department, he shall determine the eligibility of students who desire to initiate and/or continue their major field of concentration in the department.
16. Direct studies of the department for formulating its specific objective in relation to the general objectives of the college.
17. Direct studies of the department to determine the qualities which should be acquired by the students as a result of work in the department.

G. UNIVERSITY FACULTY COMMITTEES:

Committee on Admission and Classification

This committee advises the Director of Admissions in formulating standards, procedures and policies relating to the admission of students to the University. The membership of the committee consists of the Director of Admissions, the Assistant Director of Admissions, the Deans of the Undergraduate Colleges, the Director of the Evening Division and the Registrar of the University.

Committee on Athletics

The function of this committee is to supervise the athletic program of the University and to review its effectiveness and its adherence to the standards of the National Collegiate Athletic Association. Recommendations are made to the President and the Board of Directors. Its members are appointed by the President.

Committee on Curriculum

This committee periodically examines the various curricula with the view to making appropriate recommendations for its improvement, effectiveness and adaptability to the best standards of educational excellence. The Dean is ex-officio chairman of this committee. It is composed of the chairman of the various departments of the University.

Committee on Discipline

This committee advises the Dean of Students concerning the maintenance of high student morale, student conduct, and the propriety of student activities within the university structure. The Dean of Students is ex-officio chairman of the committee. Its members are appointed by the President.

Committee on High School Relations

The general objectives of this committee are to propose and conduct programs to increase articulation and good relations between Loyola and the high schools of the city, state and nation; to propose methods of communicating Loyola's advantages and admissions policies to the high school principals and counselors; and to seek ways, within and without the University, to attract superior students to Loyola. Its members are appointed by the President.

Committee on Library

This committee is appointed to assist the University Librarian in maintaining the highest possible standards in providing books and periodicals needed by the various schools and colleges of the University. Its members are appointed by the President.

Committee on Pre-Medical Studies

This committee is appointed to make recommendations of applicants to the schools of medicine. It is the only official committee authorized to screen and recommend candidates for medical school. Its members are appointed by the President.

Committee on Publications

The functions of this committee are to supervise, review and make recommendations concerning all publications receiving the official sanction of the University. Its members are appointed by the President.

Committee on Rank and Tenure

The members of this committee are appointed by the President. Its exercises and functions are detailed on page 27.

Committee on Research Grants

This committee assists the members of the faculty in their application for founded research grants. It makes

recommendations concerning the approval of the application grants to the President. Its members are appointed by the president.

Committee on Scholarships

This committee awards with the approval of the President all academic and athletic scholarships. The Dean of students is ex-officio chairman of this committee. Its members are appointed by the President.

Committee on Testing

This committee assists the various departments of the University in the proper evaluation of students' aptitudes and abilities and makes appropriate recommendations. Its members are appointed by the President.

IV. Student Personnel Officers

A. THE DEAN OF STUDENTS:

The Dean of Students of the University shall be the chief student personnel officer of the institution. His prime responsibility is the supervision of all undergraduate student activities that do not directly pertain to the academic life of the student.

He is responsible for student discipline in the University.

The Dean of Students shall exercise the following functions:

1. Supervise all social activities of the student body and and the housing and health of all students.
2. Have as his special charge the development of high student morale and an exemplary school spirit.
3. Provide for the moral and social life of the students and attempt to foster close personal relationship with the students, especially with the leaders of student opinion.
4. Administer the social calendar of the University and give permission to various student organizations for functions to be held under University auspices.
5. Supervise and administer the programs of scholarships and student loans.
6. Administer the program of student employment.
7. Serve as chairman of the faculty Committee on Student Discipline.
8. Exercise the general supervision over all organized student activities with the exception of athletic and religious activities.

B. DEAN OF WOMEN:

The Dean of Women derives her authority from the Dean of Students and shall be the chief personnel officer responsible for the activities of women students.

She shall assist the Dean of Students in the supervision of student activities, social functions and other similar activities.

She shall supervise all social activities of women students, and the housing of out-of-town women students.

She shall assist the Dean of Students in fostering the moral and social life of the women students and shall attempt to develop close personal relationships with the women students, especially among the women student leaders.

C. UNIVERSITY CHAPLAIN:

The Chaplain of the University shall be the chief director of the religious affairs of the institution, and therefore his chief responsibility is the spiritual welfare of the student body. The Chaplain and his assistants are to be available within the posted office hours to consult with students concerning their religious and personal problems.

D. STUDENT CHAPLAINS:

It is the duty of Student Chaplains to provide vocational, occupational, and religious guidance to those students who may desire to consult with them.

The Student Chaplains are expected to improve the quality of their guidance through a study of the qualifications, aptitudes, character and personality of the individuals who may confer with them.

The Chaplain shall serve as a special adviser to all students of the school or college in all areas of student life except those which pertain to the academic jurisdiction of the Dean of the school or college.

The Chaplain shall function under the direction of the administration of the University and in cooperation with the Dean of Students.

E. MODERATORS OF STUDENT ACTIVITIES:

Moderators of Student Activities serve as liaison officers between the Dean of Students and student organizations.

The Moderators of Student Activities are responsible to the Dean of Students for the proper functioning of the organization of which they are moderators in accordance with University regulations and standards.

V. The Status of Faculty Members in the University

A. THE TEACHING FUNCTIONS:

The sublime dignity of the teaching profession, devoted primarily to the development of the highest powers of man, invests a university with its essential value and worth. The prestige of a university rests principally upon the character of its teaching staff and is governed by the growth of its teaching faculty. It is essential, therefore, that the teaching staff be ever conscious of its great importance in the attainment of the educational ideals of the University. In the performance of his functions as a teacher it is expected that every member of the teaching staff clearly understand the objectives of the course he is teaching, its relationship to the entire curriculum, and the special need of the students involved. It is also expected that every member of the teaching staff devote sufficient preparation to the classes committed to his charge, constantly strive to improve his mastery and presentation of the matter to be given in class, and hold himself ready for consultation by students outside of class hours at times designated for private interviews. Members of the teaching staff can be of great service to those administering the program of the University if they are ready and willing to report student reactions, favorable and unfavorable, concerning academic administration and faculty instruction with a view to constant improvement of the University's academic services.

B. FULL TIME FACULTY:

All full-time teachers in the University should understand that by full time is meant their entire work week, which should be estimated on a basis of the same work week that applies to the majority of businesses and professions, namely, from 30 to 40 hours devoted to duties connected with their teaching at Loyola. If work of a nature other than that specifically called for in the teacher's contract is contemplated, this work must be approved in writing by the President of the University, the Dean, and the Chairman of the Instructor's Department. Such work will not be approved unless it is of academic nature, such as research connected with the teacher's specialty, or consultation services likewise connected with the activity of the Department. Teachers who are unable to remain on campus for this required full-time are to be considered as part-time teachers. It is to be

expected of all teachers that their office hours be made available to the public, at least by posting same on their office doors.

C. TEACHING LOAD:

There is no exact rule for computing "full-time teaching load," the standard 12 hours class rule being rather flexible or relative. Fifteen semester hours are the maximum full-time teaching load. Due consideration must be given to the experience and knowledge of the teacher, the number of *different* courses simultaneously handled, the number of *sections* of the same course an individual teaches, the size of the class, the difficulty of the subject matter, etc. A full-time teacher will devote his full working time to his task; his interest and devotion to his subject and his students will suggest that he spend his time in preparations in order to give a fresh, modern, and capable presentation of his subject. As time allows and as his proficiency increases he will devote more time and study to the reading and the writing of serious notes and articles connected with his subjects. Until the time of his retirement a teacher is expected to thus become more learned and valuable to the University and his profession.

All teachers are most strongly urged to initiate some program of basic research in fields of their own competence. If said basic research meets with the approval of the Departmental Chairman, the Dean, and the President of the University, the Administration will make all possible efforts to provide such teachers with the time that is considered requisite for such work. Members of the teaching staff engaged in research are to arrange for any reduction in their teaching load in conference with the Dean.

In those instances in which grants or funds are provided by outside agencies to help defray salaries and equipment costs of research, such funds for salaries shall revert to the University account on the pro rata basis, e.g., if a professor proposes to devote one-fourth of his time to this research, and if terms of the grant are such as to defray the expenses of this one-fourth time, such funds apply directly to the University account, in order to compensate for loss of time from the Professor's full-time teaching load; it being understood, of course, that the teacher always has the right to request the Administration for a re-negotiation of terms of salary.

In making reports to officials of the University concerning

teaching loads, the teacher should understand that the calculation of the total work-load includes all the academic activities and functions he performs during the week. Such functions may well include research, direction of various student or school activities, inventories, participation in University Committee duties, radio and television conferences and civic and professional activities approved by the University.

D. RANK:

The instructional staff of the University is composed for the most part of teachers holding the following rank, in ascending order of dignity and salary:

1. Instructor
2. Assistant Professor
3. Associate Professor
4. Professor

There is to be no fixed number of the staff in any one department within any one rank, but as a general rule, in no department should the total of Professors and Associate Professors exceed the total of Instructors and Assistant Professors. Rank will depend on academic degree, experience and service to the University.

The ordinary requirements for the various ranks are as follows:

INSTRUCTOR:

An Instructor is an officer to whom is assigned independent teaching or the conduct of laboratory work or classes under the direction and supervision of the departmental chairman. Instructors are appointed for one year and may be reappointed. The Master's degree is demanded as a prerequisite for the rank of Instructor.

ASSISTANT PROFESSOR:

An Instructor who for at least three years has creditably performed his teaching duties, possesses the doctorate degree and has contributed to the advancement of knowledge by research and publications, may be promoted to the rank of Assistant Professor.

ASSOCIATE PROFESSOR:

An Assistant Professor who for at least four years has creditably performed his teaching duties and has contributed to the

advancement of knowledge by research and publications, may be promoted to the rank of Associate Professor. Advancement in rank, unless otherwise stated, is made for an indefinite period.

PROFESSOR:

An Associate Professor who has shown himself to be an outstanding teacher, and who, through his published writing, has made noteworthy contributions to the advancement of knowledge, may be promoted to the rank of Professor.

Officers of Instruction coming from other universities having an equivalent system of promotions may be appointed to the same rank formerly held in that institution or to the next higher rank in accordance with the regulations governing promotions set forth above.

LECTURER:

A Lecturer is an officer whose connection with the University is temporary or whose service is discontinuous. He is appointed by the President on the recommendation of the respective deans and departmental chairmen.

E. ADVANCEMENT IN RANK:

Advancement in faculty rank is to be granted by the President upon recommendation of the Dean duly advised by the Committee on Faculty Rank and Tenure. Application for advancement in rank by the staff members should be made before February 1 of the preceding year, in order to permit adequate investigation of the fulfillment of requirements, and publication of new rank. The Committee on Rank and Tenure may also consider a case for advancement in rank on its own initiative or upon the initiation of the President, the Dean, or the Chairman of the faculty member's department. Eligibility for advancement in rank is to be determined by the following factors:

1. Knowledge of his area of instruction
2. Keeping up-to-date in area of knowledge
3. Proximate preparation for lectures
4. Effectiveness of instruction
5. Covering required subject matter
6. Ability to get students to study
7. Willingness to confer with students outside of class
8. Maintaining discipline in class
9. Students' respect for his teaching ability

(void Section F as printed on page 27 and insert the following)

F. TENURE

Because of the particular nature of the requirements for advancement in rank (for example, published research) academic tenure is not dependent exclusively upon advancement in rank. Faculty members with the rank of Instructor or higher are considered to have acquired permanent tenure if they are retained in uninterrupted service for more than seven years. Full-time service in other institutions, with the rank of Instructor or higher, may be included in this seven year period, under the conditions stated in the following paragraph.

Those faculty members who transferred to Loyola and who either had tenure at the institution from which they transferred, or had completed part or all of their seven year probationary period before coming to Loyola, are held to additional requirements for tenure, even though these requirements should extend the probationary period beyond the normal seven years. These additional requirements are as follows:

1) For those whose initial rank at Loyola was Associate Professor or Professor, a minimum of two years of service is required before granting of tenure.

2) For those whose initial rank at Loyola was Instructor or Assistant Professor, a minimum of four years of service is required before granting of tenure.

Faculty members may be granted tenure before seven years upon recommendation by the Committee on Rank and Tenure to the Dean and President. The Committe may consider a request for granting tenure, not upon direct application by the faculty member, but upon the initiative of the Dean or President, upon recommendation by the Chairman of the faculty member's department.

10. Faculty esteem for him
11. Cooperation with administration of school or college in academic procedures, administrative practices, policies, etc.
12. Cooperation in extra-curricular activities of the school or college
13. Quality of public relations
14. Grading of students' work
15. Published research
16. Productive scholarship

F. TENURE:

Because of the particular nature of the requirements for advancement in rank (for example, published research) academic tenure is not dependent exclusively upon advancement in rank. Instructors as well as those in higher rank are considered to have acquired permanent tenure if they are retained in uninterrupted service for more than seven years.

Those faculty members who began at Loyola with a rank higher than Instructor are granted tenure according to the following schedule:

1. Those who begin with rank of Assistant Professor are granted tenure if they are retained in uninterrupted service longer than four years.
2. Those who begin with rank of Associate Professor or higher are granted tenure if they are retained in uninterrupted service longer than two years.

Faculty members may be granted tenure before seven years upon recommendation by the Rank and Tenure Committee to the Dean and the President. The Committee can take up a case for granting tenure, not upon direct application by the faculty member, but upon the initiative of the Dean or President, upon recommendation by the Chairman of the faculty member's department.

G. COMMITTEE ON RANK AND TENURE:

It is the function of the University Committee on Rank and Tenure to evaluate the qualifications of a faculty member for promotion in rank or the granting of tenure and to make recommendations to the Dean. The Committee, in considering cases of advancement in rank, ordinarily follows the time requirements and requirements for scholarly productivity outlined under headings D and E. However, the Committee may make exceptions to

time requirements for the ranks of Instructor and Assistant Professor, for exceptional competence as a teacher or exceptional scholarly achievement. The Committee may also evaluate teaching or research experience prior to employment at Loyola in deciding whether an applicant fulfills the time requirements for a particular rank. Also, for promotion to ranks below that of Professor, the Committee may recommend promotion on evidence of exceptional performance as a teacher in lieu of published writings, or on evidence of exceptional achievements in research alone.

H. LEAVE OF ABSENCE:

From time to time, the Dean may allow faculty members a leave of absence, provided said member make a request for same at least six months ahead of time, and it shall be within the discretion of the Chairman to assign the responsibility of obtaining a replacement for said member. This leave of absence shall not interfere with the teacher's tenure, nor shall it interfere with said member's retirement.

I. DISMISSAL:

Faculty members, whatever their rank or tenure, may be subject to dismissal, under terms provided for in their contracts. Such action on the part of the Board shall not be arbitrary, and excepting in the most grave instances, shall follow only after the faculty member has been given at least two written warnings by the President of the University or the Dean.

(void Section I as printed on page 28 and insert the following)

I. DISMISSAL

The services of those who have tenure are terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies. Serious failure to observe the requirements of Article (3) of the standard Loyola faculty contract is included among the number of adequate causes for termination of the appointment of a faculty member with tenure. Termination for cause of a faculty member with tenure or of a probationary member before the end of his contract should be considered by both the Board of Directors and the Faculty Committee on Rank and Tenure, the latter acting in an advisory capacity. The President may appoint a special faculty committee to a case instead of the Rank and Tenure Committee if he deems it advisable. Exceptions to this rule may be necessary in cases of gross immorality or treason, when the facts are admitted. In all cases where the facts are in dispute, the accused faculty member should be informed in writing before the hearing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment on his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers and other scholars either from Loyola or from other institutions.

Notice should be given at least a year prior to the termination of a probationary faculty member with more than two years service. For those with less than two years service, four months notice is required.

VI. Faculty Welfare

A. UNIVERSITY POLICY GOVERNING PATENTS:

The University has a contract with Research Corporation concerning patents which is advantageous both to the individual faculty member and to the University. Under the terms of this contract, Research Corporation will administer all patents on inventions made by faculty members in the course of their faculty work from investigation of feasibility through obtaining of the patent, licensing and collection of royalties. Income from the patent is then split three ways. The inventor receives 15% of the gross income. Then the University and Research Corporation divide equally the net income which remains after the inventor's share and the expenses of administration of the patent have been deducted. This contract is the same or very similar to contracts with Research Corporation by most large universities. The contract also covers inventions made in the course of work on government grants insofar as rights are concerned which remain to the inventor and the University after the government's rights are satisfied.

Faculty members who make discoveries they believe might be patentable are urged to talk the matter over with the University Coordinator of Patent Policy, who is the University's liaison with Research Corporation. In the interest of smooth communication, correspondence with Research Corporation is ordinarily through him. Research Corporation will investigate the feasibility of the discovery and proceed with the legal work necessary to obtain a patent.

B. SOCIAL SECURITY:

Members of the Faculty, Staff, and Maintenance Department are covered for old age benefits under the provisions of the amended Social Security Act of 1950. The amount of benefits that an employee will receive at age 65, or at any time thereafter, depends on the amount of taxable earnings that he has received from the University since December 31, 1950, and up to the first day of the year in which he retires.

Further information on Social Security may be obtained from the Treasurer's Office.

C. GROUP INSURANCE:

All full-time employees of Loyola University, except those in the Maintenance Department, must join the Group Life Insurance plan beginning with the first day of September immediately following their completion of six months of employment at

the University. Maintenance Department employees may join if they wish. Employees are entitled to an amount of insurance determined by their basic rate of earnings as indicated in the schedule below. Basic rate of earnings means employees' current rate of earnings, exclusive of all payments for overtime work or other forms of additional earnings.

SUMMARY OF INSURANCE PLAN

FOR EMPLOYEES

Basic Rate of Annual Earnings	Life Insurance	Accidental Death and Dismemberment	Monthly Contribution
Less than $1501	$ 1,000	$ 1,000	Free
$1501 but less than $2501	2,000	2,000	.60
$2501 but less than $3501	3,000	3,000	1.20
$3501 but less than $4501	4,000	4,000	1.80
$4501 but less than $5501	5,000	5,000	2.40
$5501 but less than $6501	6,000	6,000	3.00
$6501 but less than $7501	7,000	7,000	3.60
$7501 but less than $8501	8,000	8,000	4.20
$8501 but less than $9501	9,000	9,000	4.80
$9501 and over	10,000	10,000	5.40
FOR DEPENDENTS			
Spouse	1,000		.89
Children	Up to $1,000 depending on age of child or children		

Upon retirement the employee's Life Insurance is reduced 50% to a minimum of $1,000. The Accidental Death and Dismemberment is terminated at retirement. The amount of Life Insurance discontinued because of retirement can be converted without a physical examination. The dependent Life Insurance will be continued on dependents of retired employees.

Further information concerning Group Life Insurance may be obtained from the Treasurer's Office.

D. HOSPITALIZATION:

Loyola University has a Blue Cross Hospital, Surgical and Medical Plan. This hospitalization is not compulsory, but all employees of the University are invited to join. New employees of the University can either join the plan within the first 60 days of their employment or wait until the anniversary date of the group, which is February 1. The payroll department deducts the cost of the premiums from the employees four times per year, namely, February 28, May 31, September 15, and November 30. Further information concerning the Plan may be obtained from the Treasurer's Office.

E. CREDIT UNION:

The Loyola University Federal Credit Union was organized October 24, 1949, for the benefit of all Loyola employees who wanted an opportunity to save or borrow money at a low rate of interest when ready cash was needed. It was organized by and

for the employees themselves and only through their support could it be a success.

The field of membership is limited to those having the following common bond of association, occupation, or residence: employees of Loyola University; WWL-TV and WWL-AM; employees of this Credit Union, members of their immediate families; and organizations of such persons, whether employed full-time or part-time.

F. RETIREMENT PLAN:

Loyola University's Retirement Plan is in the form of a trust agreement between the University and the National Bank of Commerce (the Trustee) for the exclusive benefit of the participants in the plan. The following employees of the University are eligible to participate:

1. Lay full-time faculty members.
2. Members of the staff of the University with faculty rank.
3. Personnel employed by the University with full-time contracts who, as of October 1, 1959, or on any succeeding October 1, have completed one year of continuous service with the University.

Application for participation in the plan must be made in writing on or before October 15th following the date on which the employee becomes eligible, or following any anniversary date thereof.

Further information on the Retirement Plan may be obtained from the Treasurer's Office.

G. SCHOLARSHIP BENEFITS:

Dependents of teachers who are above the rank of Instructor are automatically granted a remission of tuition payment but must pay a base sum to cover University expenses. Therefore, at present, dependents of lay teachers above the rank of Instructor pay $100 per year.

Dependents of staff members or maintenance employees who have been in the continuous employment of the University for five or more years are given the same consideration.

For the dependents who take part-time courses a remission of 75% of the total tuition and fees is granted and they are expected to pay 25% of the total.

Faculty members, with the permission of their respective Deans, may take courses in the University free of charge.

H. INVITATIONS TO SOCIAL EVENTS:

Invitations to social events given by the University for the faculty are issued by the Dean of Faculties. For the annual President's reception of the faculty, invitations are extended also to their wives and/or husbands.

I. TICKETS TO ATHLETIC EVENTS:

1. All members of the Board of Directors and of the Committee on Athletics receive two complimentary season books to all home games. All Deans receive one complimentary book.
2. All full-time faculty members will receive one complimentary season book for all athletic events at Loyola. However, they will be required to obtain this book at the Athletic Office and pay a service charge covering taxes and printing. This sum is usually nominal, perhaps fifty cents. Other season tickets may be obtained by the faculty at half price, five dollars per season book.
3. Family Ticket Plan — If a faculty member purchases two season books, he then receives free tickets for all of his children for all the home games.

J. STUDENT RETREATS:

The Jesuit Fathers have always wanted to share their spiritual formation with their students and others who fall under their care. This is best done by means of the Spiritual Exercises of St. Ignatius. At Loyola, therefore, the tradition has been to give these exercises annually as a part of the college training. For this purpose, for many years, while the enrollment was smaller, the University Church was set aside for three days. A program of Mass, Confession, Communion, Meditation and other devotions filled these days from 9:00 A.M. to 4:00 P.M.

As the enrollment increased the policy on student retreats underwent successive changes. At the present time all undergraduate students are required to make a retreat, either closed or on campus, in their freshman year and one more retreat, which is to be closed, in their remaining undergraduate years. The University Chaplain can give further information about suitable places to make a closed retreat.

K. FACULTY RETREATS:

The Faculty are urged to make an annual retreat, and may contact either the Manresa League of Retreats, or the Chaplain of the University.

VII. Public Relations of the Faculty

A. ACADEMIC FREEDOM:

1. Loyola University is a Catholic institution of higher learning. As such, the University accepts and practices the teaching of the Catholic Church.
2. Since the subject matter of Divine Revelation deals primarily with the Divine Nature and man's relation to God, this area is treated *ex professo* in the Department of Theology which is recognized as the integrating force of the University.
3. Although Divine Revelation does not concern itself primarily with the subject matter disciplines of arts and sciences, these disciplines may not be at variance with Divine Revelation since all proceed from the one Author and Source of Truth.
4. The reality of things exists independently of the human intellect. Truth is the conformity of mind to the object that is perceived. This conformity is of such a nature that the mind does not produce truth but perceives it. Evidence is the ultimate criterion of truth and the final motive of certitude.
5. Freedom to investigate the truth and freedom to teach the truth, within the limits of reason described above, is most proper to the academic life of the University.
6. This freedom to investigate and to teach the truth involves the high obligation to study impartially the actual reality of things, weigh the evidence most carefully, and to conclude rigorously and logically on the basis of the evidence alone. This likewise involves the obligation of teaching as certain what *is* certain, as hypothetical or probable what *is* actually hypothetical or probable and as false, what *is* false.

B. FACULTY-STUDENT RELATIONS:

Loyola is justifiably proud of its tradition of friendliness and cooperation between students and faculty, and it is to be hoped that no matter how large the University grows that this tradition will be continually maintained. Faculty members are constantly at the service of students to advise them in their academic and frequently in their personal problems. The conscientious faculty member will attempt to discover the student's principal talents, and urge and advise the student to develop

these talents within the intellectual and economic capacity of the student. Faculty members are frequently in a position to discover that a student sincerely needs certain financial assistance, and should impart this information in confidence to the school Administration, for it is hoped that it can never be said that a worthy student was unable to continue his education at Loyola because of insufficient finances. *On the other hand, the use of paid student assistants should be kept at a minimum, and the practice of encouraging students to render voluntary assistance in various functions should be strongly encouraged.* Such voluntary contributions not only give the student excellent and valuable experience, but also develop within him characteristics of generosity, loyalty, and devotion of more than ordinary degree.

Faculty members will prudently try to observe that students do not carelessly leave classrooms, laboratories, corridors and grounds in a disordered condition, and likewise, should not carelessly leave lamps and electric fans running when it is known that no class follows immediately.

C. COMMUNITY RELATIONS:

The dignity and esteem that is normally held for university professors dictates that in the relations of the faculty within the community, the individual should try to develop, as much as possible, a spirit of cooperation. For this purpose, faculty members should be generous in their response to requests for their aid and service in civic enterprises, such as speeches and addresses, participation in discussion panels, membership in committees, youth guidance, and active participation in the social group.

D. CONVENTIONS AND MEETINGS OF LEARNED SOCIETIES:

Chairmen of Departments are expected to encourage their personnel to attend such conventions and meetings of learned societies as fit in with their program, and within the specific allotment of their respective budgets. Only in cases where the faculty member is on the program of a learned society should a portion of the travel and convention expenses be charged to the department budget. In general, it is hoped that the University will send many contributions of an original nature to these national or local meetings.

E. UNIVERSITY FACULTY MEETINGS:

The Academic Dean should periodically assemble the University Faculty of his school or college for consultation, instruction, and discussion of current problems, policies, and plans. At these meetings, the Dean will preside and his secretary will take the minutes. The minutes should be mimeographed and sent to each faculty member. Occasionally, a member should be appointed to address the meeting on some topic that will improve the standard of the teaching staff. Faculty members who have attended conventions, should give a report at the meeting, if such a report would prove of general interest.

F. UNIVERSITY CHAPTER OF AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS:

The American Association of University Professors, the national professional organization of college teaching personnel, is represented on the Loyola campus by a Loyola chapter. The Association promotes the welfare of the profession in such areas as tenure, salary, and academic freedom; the local chapter interests itself in these matters on the campus level and participates in state, regional and national efforts along these and similar lines. Membership in the chapter is contingent upon membership in the Association; there is an additional token charge for chapter dues. All members of the Loyola faculty, teaching at least half a normal load, are invited to join the Association and the chapter.

G. INSTITUTE OF INDUSTRIAL RELATIONS:

The Institute was established in October, 1947. Its membership is open to all men and women, irrespective of previous educational attainments, who are anxious to increase their knowledge of and their ability to deal with the problems that are considered to be basic to our modern crises. It concerns itself primarily with inculcating the principles and practices proposed by the Papal Social Encyclicals. The Institute Faculty is composed of men respected and esteemed in their respective fields for their knowledge, experience, and devotion to the cause of justice and charity in social and economic relations.

VIII. University Services

A. LOYOLA UNIVERSITY LIBRARY:

Loyola University Library has some 200,000 cataloged and uncataloged volumes. The capacity of the Library is 320,000 volumes. The Library regularly receives by gift and subscription over 1,500 periodicals in the fields of general science, dentistry, pharmacy, religion, education and general literature. Most of the bound volumes of journals begin with Volume 1. The Library is a member of a number of academic and learned societies, and receives all publications of these societies as soon as they are issued. There are twenty-two study carrels available for faculty use. The carrels are located in the first and second stack levels. Interlibrary loan service is available for journals and books not in the Library collection. The reference librarian will make every effort to aid faculty members to obtain interlibrary loans from the Library of Congress, various government agencies, as well as from libraries in Louisiana and elsewhere. The Library can secure microfilms and photostats of items not available for loan from other institutions.

In 1944 the Loyola University Library was designated by the United States Superintendent of Documents as a partial United States government depository. The Library receives through this source, numerous scientific journals as well as monographs and publications of the various governmental agencies. In 1951, the Secretary of State of Louisiana designated the Loyola Library as depository of Louisiana State documents.

Reserve sections are maintained on the first and second floor to enable faculty members to provide collateral and specialized reading material to supplement class instruction. The librarian and the staff invite faculty members to make use of this service. Reserve book lists should be forwarded to the Library as soon as possible so that the staff may be able to assemble the items desired for reserve. It is desirable too, that reserve books be given a designated loan period. Items may be removed and added to reserve sections at any time. The staff will make every effort to obtain items needed for reserve which are not at present in the Library collection.

Requests for the purchase of books and journals are to be made directly to the Dean or to the Chairman of the faculty member's department. Most departments have designated library book chairmen who forward requests for new items to the librarian. The librarian and staff will aid chairmen and faculty members to obtain information regarding price and place of

publication of books and journals. The Library maintains an extensive search service for out-of-print books. The librarian requests faculty members to notify him of their special interests and needs so that he may forward to them announcements of new publications in their fields as well as to mail them second-hand book catalogs received by the Library. Faculty members may consult new acquisitions received by the Library in the departmental book shelves in the work room on the second floor.

The general library budget is used to purchase encyclopedias, year books, dictionaries and periodicals of a general reference nature.

B. PUBLICATIONS:

Wolf:

The Loyola Wolf first appeared on the campus in 1924. It is published annually as the summary of all collegiate activities of the academic year.

Maroon:

The Maroon is the University's weekly newspaper published and edited by a student staff under the direction of the faculty of the Journalism Department.

C. ATHLETIC POLICY:

1. The athletic policy is determined by the President and Board of Directors upon recommendations from the Faculty Committee on Athletics.
2. *Athletic Director.* The Athletic Director is appointed by the President and is responsible to the President and/or the Dean of Faculties. He is the chief executive of the athletic department and has the ultimate responsibility in the athletic department for the making up of and carrying out of budgets, the making of game schedules, the selection of players, and the proper performance of duties by the coaches. Also, the athletic director is responsible to the university administration for the carrying out of correct procedures in athletic practice according to the norms laid down by the National Collegiate Athletic Association and the university policy in regard to athletics as established by the Faculty Committee on Athletics and approved by the President and Board of Directors.
3. *Assistant Athletic Director.* The assistant athletic director is responsible for such duties as are assigned to him by the athletic director. In the absence of the athletic di-

rector he will supervise the work of the athletic department.

4. *Coaches.* Coaches are responsible to the athletic director for the proper making up and carrying out of the budgets, in their respective sports, for the selection and coaching of players, and for such phases of the welfare of players, the making of schedules, the purchasing and maintenance of equipment as may be assigned to them by the athletic director.

D. TELEVISION STATION WWL-TV AND RADIO STATION WWL-AM:

WWL-TV and WWL-AM are owned and operated by Loyola University. The use of these stations for educational purposes is encouraged by the administration of the school and the managers of the stations. According to agreement in their contract, the faculty is often requested to participate in, or produce entirely, radio or television programs of one type or another. The usual procedure is to have those interested submit a description of the program to the Public Relations Department.

E. UNIVERSITY BOOK STORE:

The Loyola University Book Store is owned and operated by the University.

The primary purpose of the Book Store is to have on hand for sale to the students, all textbooks used by the University, and enough of these textbooks to supply student demands, but this can only be done if the faculty members will submit to the Book Store through the heads of their departments their book orders reasonably in advance of the opening of classes. Faculty members are welcomed into the book department of the Book Store, so that they may check in advance, the number of left-over texts before ordering, as it is a University policy, that a new text cannot be ordered unless the shelves are cleared of texts previously used for the same course. Orders for a change of texts must be authorized by the Dean.

F. FIELD HOUSE:

The Loyola University Field House was built primarily for the use of Loyola's student and athletic programs.

The Field House accommodates 6500, and was built at a cost of approximately three-fourths of a million dollars.

G. DUPLICATION SERVICE AND PRESS:

The University maintains an office for the use of Instructors needing duplicating service in connection with their University activities. Regulations pertaining to this service may be obtained from the secretary in charge, due priority being given to the typing of examinations, which should be given in adequate time so that this office will not be overburdened at the time of general examinations. Personal correspondence and typing are not to be done by the secretary in the Duplicating Office.

II. POST OFFICE:

The Loyola University Post Office is Government-owned, but operated by the University as a contract station.

Loyola's Post Office handles all types of mail, packages, and money orders. Faculty notices and other types of information concerning the University are distributed through the faculty and departmental mail boxes in the Post Office.

I. MAINTENANCE DEPARTMENT:

At Loyola the responsibilities of the Maintenance Department include operational services and may be summarized as follows:

Minor alterations and repair of buildings, roofing, painting, masonry, walls, foundations, flooring, partitions, doors, windows, plaster, structural iron work, screens, shades, venetian blinds, plumbing, heating, air conditioning, lighting, furniture and fixtures, grounds, utilities, janitorial services, plant protection, parking control, key control, and general trucking.

Provisions and installation of additional fixtures and equipment is not included even though maintenance of such fixtures and such equipment are the responsibility of the Maintenance Department.

A report of the need to the office of the Maintenance Department is all that is required in regard to any of the above items.

The installation and servicing of special equipment and utilities to such equipment are not maintenance items.

Except in emergencies when the Maintenance Department services are required in connection with non-maintenance work, a Job Request form in triplicate should be executed and signed by the head of the requesting department. Upon receipt of this Job Request the cost of the work required will be estimated by Maintenance for the consideration of the Finance Department. When the request has been approved two copies of the form will be returned to the requesting department.

Door Key control is obtained by a key request form which must be approved by the head of the department involved.

General trucking is provided during regular hours only in connection with university activities.

J. PARKING:

Automobiles to be operated on the campus by the faculty and staff of the University must be registered. Deans of Schools and Heads of Departments will be furnished their allotted number of registration cards for issuance to their faculty members thus determining priority within their own school or department. The completed cards should then be returned to the Parking Control Clerk who will issue a decal which must be affixed to the lower right hand corner of the rear window.

More than one automobile may be registered by a person who may use more than one automobile. There will be no charge for registration and decals for the faculty and the staff.

Special visitor daily parking permits will be furnished to Deans of Schools and Heads of Departments.

Faculty and staff members may park registered automobiles in any area designated for Faculty Parking except in spaces especially reserved for Deans, Holy Name Parish, Altar Society, Post Office, etc.

Violation notices will be issued by Campus Police. Violation notices will instruct the owner of an automobile improperly parked to appear at the Parking Control Office. If within seventy-two hours he or she has not appeared, a follow up notice will be sent through inter-departmental mail. This notice will advise violators that non-appearance within forty-eight hours will result in the matter being forwarded to the Parking Control Committee for appropriate action.

Faculty and staff personnel are requested to cooperate with the foregoing regulations. They are particularly admonished that it is imperative that they park in such a manner as to make maximum use of the limited parking space available and to leave all exits open.

When the violator believes the campus policeman is in error in issuing a ticket, he may file a written appeal for an adjustment which should state clearly and concisely the facts upon which the violator bases his appeal and should be addressed to the Parking Control Committee.

K. DENTAL CLINIC:

The Dental Clinic of Loyola University is maintained pri-

marily for the instruction of the students who are working toward the degree of Doctor of Dental Surgery. However, the Clinic renders an excellent service to the community as the students perform all types of dental operations under the direct supervision of their instructors who are graduate dentists.

The Record and Receiving Office of the Clinic is open from 9-12 A.M. and from 1-5 P.M., Monday through Friday. Information regarding the procedure to be followed in registering for dental work may be obtained from this office between the hours mentioned above.

L. DEPARTMENT OF HEALTH:

1. The staff of this department consists of the following:
   Chairman
   University Physician
   Staff Medical Technologists
   One Junior Medical Technology student to serve as Secretary and Assistant.
2. Time
   a. Daily office hours of University Physician:
      11:30 A.M. - 1:30 P.M., Monday through Friday
   b. First Aid or Emergency Services when needed throughout the day.
3. Type of Service
   Visits to the office of University Physician are limited to students, faculty and staff. Type of service for individuals limited to emergencies, consultations, and acute conditions, such as colds, etc.
4. Number of visits
   Two office visits for any one condition or situation is the normal limit, exclusive of members of the Jesuit Community. If further medical care is necessary for one specific ailment, or condition, the patient involved will be transferred at their own expense to their own private physician.
5. Injections
   Two consecutive injections prescribed by the University Physician will be the normal limit. If additional injections are needed the same situation as Number 4 above will prevail.
6. It is strongly recommended that the University Physician's office not be burdened by individuals seeking medical information through various tests for their own personal knowledge. Because of the ethics of medicine

this sort of situation should be handled by their own personal physician.

7. Physical Examinations
   The office of the University Physician will be responsible for filing and cataloging all physical examination forms of students completed by personal or family physicians prior to their first matriculation at Loyola.
8. The office of University Physician will serve in the study and preparation of examinations for the ROTC unit on the campus.
9. Charges

   Due to limitations in budget expenditures the Department of Health in conjunction with the Department of Medical Technology have found it necessary to make slight charges to cover expenses in performing tests whenever they are ordered by the University Physician, other Physicians, or the Chairman of the Department of Health. Tests will be performed by the Department of Medical Technology only upon the authorization of either the University Physician, or the Chairman of the Department of Health.

Complete blood count (C.B.C.)	$ 1.00
Clot retraction	1.00
Sedimentation rate and hematocrit	1.00
Bleeding and coagulation time	1.00
Urinalysis	1.00
Electrocardiogram (ECG)	1.50
Basal metabolism (BMR)	1.50
Smear (bacteriological)	1.00
Shots (individual)	1.00

   Monies accumulated by the performance of tests will revert to the Operations Budget Account.

For patients holding prescriptions or x-ray orders written on the official prescription forms of the Loyola University Department of Health discounts may be had from certain Pharmacies and X-Ray laboratories. Names of these organizations may be obtained upon request.

M. PUBLICITY:

The following are procedures for securing press, radio, TV or photographic coverage of any news concerning Loyola University.

The Public Relations Department prepares releases and arranges for coverage of university activities, events and programs. The Department is available for advice and service regarding the setting up of press conferences for distinguished visitors, preparation of feature stories, etc.

Advance notice received by the Public Relations Department plays a great part in the effective planning of publicity as to the release date, amount of coverage, pictures, radio, television, etc. *Generally speaking, the greater the advance notice, the better job of publicity can be effected.*

The Public Relations Department maintains a variety of mailing lists relating to local and out-of-town newspapers, wire services, radio and television stations, house magazines, professional and trade publications, high school counselors, community leaders, etc.

Loyola news warranting local, regional or national coverage will be channeled by the Department to the proper sources. There are many instances where news of local interest can be featurized and used by national media. The PR Department urges you to send in news items regardless of the news value you place upon them. The Department will evaluate and act upon them.

1. Photographic Coverage
   Requests for photographs for press or other use should be submitted to the Department of Public Relations as far in advance of news release date as practicable. The university photographer *must not* be contacted directly for photos.
2. Radio Coverage
   Requests for radio time must be made to the Public Relations office. Loyola has the following types of programs at present: educational, discussion, music and drama.

   Radio Spot Announcements
   Requests for radio spots covering any Loyola activity must be made to the Public Relations Office at least one week in advance, preferably two.
3. Television
   Requests for TV time for special programs, guest appearances or film coverage of a Loyola activity should be made to the Public Relations Office as far in advance as practicable.
4. General Campus Publications
   Maroon — The Loyola Maroon, weekly student publication, is *not* under the jurisdiction of the Public Relations Department. Faculty and staff members wishing to

arrange publicity or coverage by the Maroon should contact the Maroon *directly*.

Men of the South — Requests for articles in or coverage by the Men of the South, official Loyola alumni publication, should be made to the Public Relations Department. Copy deadline is the 1st of October, November, January, February, April, May and June. Publication date is the 20th of these months.

The Loyola Report — A quarterly printed newsletter sent to business, industry and community leaders, this publication emphasizes the academic side of the University. News of faculty activities are especially featured. News should be sent to the Public Relations Department which produces and distributes the publication.

N. UNIVERSITY DIRECTORY:

The Loyola University Directory is published annually by the Alpha Pi Omicron service fraternity as a service to the faculty and students of the University. Attempt is made to include the names, addresses, and phone numbers of every member of the faculty and student body in this valuable booklet.

IX. The Faculty and Student Administration

A. INSTRUCTION:

All full-time teachers shall fully realize that their major and most important function within the University is to impart adequate instruction to the students committed to their charge. Sufficient preparation should be made for lectures and laboratories, such as to insure the full attention and interest of their students. The level of instruction should be such as to challenge the talents of the best students, and at the same time, not be over the heads of the average students. This can be done if extra assignments are given to the better students, and extra grades being accorded for such work. It is most strongly recommended that syllabi of courses be drawn up by the individual departments, so as to insure proper coverage of the matter. A sufficient number of tests or quizzes and assignments should be given throughout the course, such as to insure that both the Instructor and the individual student shall, at all times, know of the approximate progress of such students in his course.

B. STUDENT ADVISERS:

At the beginning of the year, the Academic Dean appoints a staff of Student Advisers from the University Faculty. Each student is assigned to one of these advisers. The duties of the Student Advisers are listed below:

1. Keep an accurate record of the students work on a form provided by the Dean.
2. Advise the students at the beginning of the semester and once during the semester usually after the mid-semester reports have been issued.
3. Post hours for consultation on his office door.
4. Check sequence of particular courses as outlined in catalog and do not permit a student to advance unless he has fulfilled prerequisites.
5. Recommend those changes in course and schedule which will contribute to the academic benefit of the student.
6. Send recommendations for changes in degree program to the Dean's Office in writing.
7. Send recommendation for a change of student's schedule to the Office of the Dean in writing.
8. Suggest special tutoring for those who need it.

The Dean's Office appoints Student Advisers for every full-time registered student in the University. In the event of a transfer or declaration of choice of major, which might necessi-

tate change of Adviser, the Dean's Office requests the previous Adviser to transfer records of such students to the newly appointed Adviser. Students are expected to declare their major by the end of their sophomore year. Advisers shall inform the Dean's Office of any such failure of declaration.

C. ADMISSION TO CLASSES:

Professors will admit to class only those students listed on the class roll supplied by the Registrar. Before the first class period, professors may obtain these class rolls from the Office of the Registrar. Subsequent admissions will be sent to the professor on an admission form signed by the Registrar and/or Dean.

D. STUDENT ATTENDANCE AT CLASSES:

The University is insistent on regular and punctual attendance. Each tardiness, defined as a student's failure to be present when his name is called at the beginning of each class or laboratory, will be counted as a third of an absence.

The student coming late is responsible for seeing that the instructor changes the absence noted at the beginning of the class to a tardiness.

Any student incurring more than six absences in a course which carries three or more semester hours will be dropped from the course automatically. In courses of less than three semester hours the maximum number of absences will be double the number of semester hours, e.g. in a two semester hour course, four absences will be the maximum allowed; in a one semester hour course, two absences will be the maximum.

Double cuts should be registered before and after the major holidays only, viz., Thanksgiving, Christmas, Mardi Gras, and Easter. Double cuts should be registered only on the last University class day before the beginning of the holidays and the first University class day after the holidays. For example, if the holidays begin on Friday, the last class day being Thursday, a student would not incur double cuts on Wednesday, even if his last classes before the holidays were on Wednesday. Similarly, if University classes are resumed on Thursday, when a student would have no classes scheduled, and he skips scheduled classes on Friday, double cuts would not be incurred on Friday.

Students who have exceeded the maximum number of absences will have a right to petition the Committee on Attendance for reinstatement.

Students petitioning reinstatement should do so within

twenty-four hours after they receive notification that they have been dropped from a course. The petition must be submitted by letter to the Dean of Students and must include the reason for each absence, giving dates, etc. While the petition is being reviewed by the Committee on Attendance the student will be permitted to attend class. The decision of the Committee on Attendance will be final. Extended absences due to sickness must be verified by a doctor's certificate.

Students entering class more than five minutes after the starting bell will be recorded absent.

Absences for any excuse whatever do not exempt a student from quizzes, tests, examinations, or other written work required during the period of absence. The responsibility for making up such work rests wholly upon the student. A failing grade for the omitted work will be charged against the student if he does not fulfill his obligations within the time limit determined by his professors.

E. ABSENCE OF PROFESSORS FROM CLASS:

All classes should meet for the full period to which they are assigned. No professor should dismiss his class before the end of the period except on rare occasions with the permission of the Dean if it is possible to obtain such beforehand.

A professor unable to meet his class or who expects to be late for a class, should notify the Dean's office so that the students may be notified. When the Dean's office cannot be directly contacted, a message should be given to the operator of the University switchboard with a request that the message be relayed to the Dean's office at the earliest possible moment.

If a professor is late in reporting for class, the students are not expected to wait more than ten minutes after the assigned starting time.

F. STUDENT CONVOCATIONS:

From time to time, students are informed to convene for various functions, and are excused from classes conflicting with these Convocations. The Dean's office will attempt to make sure that said Convocations are given at different times and different days, so that no one class shall lose more than one meeting because of such Convocations.

G. SCHEDULE CHANGES:

In the event that it is advisable to make a change of registration or change of schedule, the Student Adviser is to direct

the interested student to submit to the Adviser the request for such change and indicate the reasons for his request. This request is to be approved by the Student Adviser and by the Department Chairman, who will forward same to the Dean's office for final consideration.

II. EXAMINATIONS:

The following regulations pertain to all students taking final examinations, mid-semester examinations, daily quizzes or writing term papers.

1. Any student found guilty of taking or attempting to take an examination or quiz from any room or office in the University for the purpose of selling or giving it to other students or for his own private use will be expelled from the University immediately. This same rule and penalty will be enforced in the case of students who are found guilty of buying, attempting to buy or seeking information from examination papers which have been stolen.
2. No student is allowed to bring to an examination any textbooks, note books, or any other printed or written matter. He is allowed to have only the necessary number of examination Blue Books in which there must not be any writing whatever, at the beginning of the examination.
3. Examinations must be written in the official BLUE BOOKS of the University or on mimeographed pages given by the proctor.
4. When the proctor begins to distribute the questions for the examination, no student is permitted to speak to anybody, and no student is permitted to leave his place, even to go to the desk of the proctor.
5. During the entire period of an examination, no student is permitted to speak or signal in any way to another student, to pass or attempt to pass anything to another student, to look in the direction of another student's examination paper, or to look at any paper other than that of his own Blue Book.
6. Every student must make sure that his examination papers are so arranged that no other student can read what is written on them. Should two students' papers be found to be so similar that it is evident that one of the students copied from the paper of the other, *both* students will be charged with a failure in the examination.

7. When a student has completed his examination, he is to place his Blue Book on the proctor's desk and leave the room without communicating in any way with another student.
8. Whenever a student gives a quotation in a term paper, he must use quotation marks to indicate the entire quotation, and he must give a footnote reference to the book or article from which he took the quotation.
9. In quizzes, whether oral or written, the above rules are to be observed wherever they are applicable.

A student violating any of these regulations or found guilty of any form of dishonesty in class work will be penalized as follows:

1. If the violation occurs in a mid-semester examination, he will be given a failing grade in the course involved and will be required to withdraw from all other courses scheduled in that semester. He may re-enter the University at the beginning of the next semester. In case of a second violation, the student will be *DISHONORABLY DISMISSED from the University.*
2. If the violation occurs in a final examination, the student will be given a failing grade in the course involved, but will be allowed and required to complete all other examinations. He will receive full credit for the semester, but will be suspended from the University for the next semester (not Summer School). In case of a second violation, the student will be *DISHONORABLY DISMISSED from the University.*
3. If the violation occurs in a quiz or term paper, the student will be given a failing grade in the course but may continue his work in other subjects. A second violation will be punished by *suspension* for a semester, a third by *DISHONORABLE DISMISSAL.*

Proctors should give to the Dean a written report of such violations as soon as possible.

I. PROCTORS:

The Proctor for an examination is appointed by the Dean's office and should get examinations, other than his own, from the office of the Dean before the examination period and return the completed examinations to the Dean's office at the end of the examination period.

The Proctor's duties during the examination period are indicated in the regulations governing examinations.

J. CLASS RECORDS:

Each teacher shall keep records of grades and attendance of students committed to his charge.

K. PROCEDURE IN SUBMITTING GRADES:

The Instructors should call for their grade cards from the Registrar's office at mid-semester and at the completion of the semester, and enter on such forms the grades of their students. Particular effort should be made that these grade cards are returned by the deadline that is posted on the individual Bulletins announcing times of examinations.

L. GRADES AND REPORTS:

A report of the semester grades made by a student in his scheduled subjects is sent to the student at the middle and end of each semester. Other reports will be sent by the Dean whenever he judges it advisable to do so.

Grades are reported as follows: "A," excellent; "B," very good; "C," good; "D," merely passing; "F," failed; "W," withdrawal from subject course with permission; "WF," withdrawal with failing grade *or* failure because of excessive absences; "WP," withdrawal with passing grade.

Teachers are expected to inform their classes of the method they follow in computing grades for the course. A suggested scheme might be as follows:

Pre-examination work in first half of semester	20%
Mid-semester Examination	20%
Pre-examination work in second half of semester	20%
Final Examination	40%

Official grades are expressed in letters, not numbers. The numerical values of the letters used are as follows: A—93 to 100; B—85 to 92; C—77 to 84; D—70-76; F—0 to 69.

M. QUALITY POINT RATINGS:

A candidate for a degree must present not only the required character and quantity of work, but he must attain a certain standard of excellence in his work, especially in his major and minor areas of concentration. Hence, the candidate for a bachelor's degree must earn, in addition to the minimum of 128 semester hours of credit, an average grade of "C" or better. Moreover, a student must make a "C" average in each area of his field of concentration and a "C" average in upper division courses contained in each area.

No student will be permitted to graduate unless he has established a quality point average of 2.0 in his work towards the desired degree.

N.B. *The quality point average is determined by dividing the total of quality points earned by the total hours attempted.*

Quality points are earned in the following manner: For the grade of "A" in a subject course, the student is credited with four times as many quality points as semester hours allowed for that course; for the grade of "B," three times as many quality points as semester hours; for the grade of "C," twice as many quality points as semester hours; for the grade of "D," the same number of quality points as semester hours; for the grade of "F," no quality points are merited.

With the special permission of the Dean, a student may repeat a course already successfully completed with a grade of "C" or "D" in order to better the quality of his work. No third attempt will be allowed. Courses in which a grade of "B" has been earned may not be repeated. In computing the student's general average and quality point average in the major field, all attempts will be counted. In computing the quality point average in the minor fields, only the higher grade will be counted in the case of courses which have been repeated.

N. GRADUATION HONORS:

Graduation honors are computed according to the quality point system. A student's graduation average is determined by dividing the total number of quality points earned by the total number of semester hours attempted by the student during his entire course. Semester hours carried include all hours attempted, excluding authorized withdrawals, but including all attempts at a course which has been repeated in order to raise the total of quality points.

A student who has made an average of 3.5 graduates *cum laude;* one who has made an average of 3.7 *magna cum laude;* one who has made an average of 3.9 *summa cum laude.* Record of these honors is inscribed on the diplomas and noted in the list of graduates published for the Commencement Exercises.

O. SCHOLASTIC PROBATION AND DISMISSAL:

1. In order that students maintain the required academic standing and continue in course, the following minimum standards must be met:
   a) a quality point average of 1.7 for the first semester
   b) a quality point average of 2.0 after the second semester and every subsequent semester.

Students failing to meet these specified requirements will be placed on probation for one semester. If a student is unable to raise his quality point average to the required minimum after one semester of probation, he will be subject to dismissal from the College.

Only rarely and for very grave reasons will the probation of a student be extended beyond one semester.

2. Students who have not established a 2.0 general average and a 2.0 average in their major and minor fields of concentration at the end of their sophomore year must remedy their deficiencies before beginning their upper division major or minor work.
3. Students on scholastic probation will schedule no more than 16 and no less than 12 semester hours.

P. REPETITION OF COURSES:

A student who has failed a course will be allowed to repeat that course when it is next offered. No more than two repetitions of the same course will be allowed to any student.

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