

CHAPTER SIXTEEN

COMMITTEES OF THE UNIVERSITY REFERENCED IN THIS *HANDBOOK*

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

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

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

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

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

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

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

A committee member who has a conflict of interest in a subject matter under the jurisdiction of a committee shall recuse himself/herself or may be recused by the Committee Chair from voting, and voting shall be by secret ballot.

Faculty and staff members serving on college or university committees, especially those tied directly to Academic Affairs, are expected to represent the views of their constituents in discussion and voting, and submit brief written reports on relevant committee business and initiatives directly to their respective college Dean, Chairs, and Directors at least once each semester.

COMMITTEE ON DIVERSITY, EQUITY, AND INCLUSION

Chair: Ordinary Faculty member elected by the Committee

Secretary: A member selected by the Committee

Voting Members:

- Chairperson of the Committee (included in faculty count below)
- The Director of the Women's Resource Center (*ex officio*)
- One member of the ordinary faculty from each of the Colleges with ordinary faculty and the University Library ordinary faculty to be elected by the Senate.
- Office of Student Affairs Representative
- SGA Representative (Director of Diversity)

Non-Voting Members:

- Director of Multicultural Affairs Office (*ex officio*)
- Human Resources Director or Representative
- Provost's Office Representative (*ex officio*)
- Student Affairs Representative
- Mission and Identity Representative
- SGA Representative
- Enrollment Management Representative

Terms:

1. Appointments are made for 3-year terms, staggered initially, and appointees may serve consecutive terms.

Purpose:

This committee shall advise the President on all matters relating to diversity, equity, and inclusion.

Duties:

1. It shall review on a regular basis the progress made within the University in the recruitment, appointment, promotion, and other employment considerations of members of marginalized groups with respect to diversity, equity, and inclusion goals and time tables.
2. It shall present to the President annually a fully detailed analysis of the current student and employment profiles, and shall recommend to the President any remedies it deems necessary in order to keep alive the ideals of diversity, equity, and inclusion at the University.
3. It shall recommend to the President modifications of the diversity, equity, and inclusion strategic plan when it determines such modifications are desirable.

4. It shall support diversity in the curriculum by encouraging faculty members to include diversity topics in their courses, and by offering tangible support to faculty to encourage the creation of courses which promote diversity, equity, and inclusion.
5. It shall monitor and promote academic and co-curricular programs and activities which feature diversity, equity, and inclusion themes.
6. It shall meet three times per semester (Fall and Spring).
7. It shall report to the President.

DEANS' COUNCIL

Chairperson: Deans rotate as Chairperson

Voting Members:

1. The Deans of the six colleges and the Dean of the University Library

Terms: All members of the Council serve *ex officio*

Scope:

1. This Committee shall serve primarily as a forum for the exchange of information among the Deans of the Colleges and the Dean of the University Library.
2. It shall seek to devise potential solutions to common problems and to provide policy input to appropriate University committees and administrators.
3. It shall meet at least once a month with the Provost and Senior Vice President for Academic Affairs.
4. It will meet at least once a month with the Provost and Senior Vice President for Academic Affairs.
5. It shall meet on a regular basis and at the call of the Chairperson. Any member of the Council may ask the Chairperson to convene a meeting.
6. It shall report to the Provost and Senior Vice President for Academic Affairs and the Provost Council.

FACULTY DISCRIMINATION AND HARASSMENT GRIEVANCE COMMITTEE

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

Secretary: A member selected by the Committee

Voting Members:

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

Terms: All members and the alternates serve a term of three years, staggered initially, with the possibility of renewal in three-year intervals.

Purpose:

This Committee shall have the responsibility of hearing cases involving matters concerning discrimination, bias and harassment complaints.

Duties:

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

GRADUATE COUNCIL

Chair: Vice Provost for Institutional Research, Accreditation, and Academic Engagement

Vice Chair: A member selected by the Committee

Voting Members:

1. Vice Provost
2. Unit directors/Chairs with graduate programs or faculty designees selected by their respective unit leader.

Non-voting Members:

1. One decanal representative from each college with graduate programs will serve as an ex officio member.
2. Director of Graduate Admissions

Terms:

Terms for unit directors and faculty designees are at the discretion of their unit leaders or deans.

Purpose:

To support graduate education to ensure the quality and integrity of Loyola University's graduate programs.

Mission and Vision Statement for Graduate Education:

Grounded in Ignatian values, the mission of graduate education at Loyola University New Orleans is to develop dynamic leaders who think critically and globally and act with professional competence and integrity to enrich their communities.

Duties:

1. Review graduate degree programs (including credit-bearing certificate courses/programs).
2. Recommend and provide oversight of general academic and administrative policies (including admission, progression and degree-certification policies) that govern all graduate programs and ensure that they are promulgated in appropriate university publications.
3. Advocate for support of graduate education.
4. Enhance communication and coordination for graduate programs and share best practices.
5. Gather information and make reports and recommendations to the Provost Council regarding graduate education.
6. Develop, implement, and review a strategic agenda and action strategies on an ongoing basis.

7. Sponsor annual open houses and graduate poster research symposia.
8. Serve as selection committee for the Ignatian Graduate Award, which is presented each spring at the Baccalaureate Mass.
9. Benchmark best practices of graduate programs at peer and aspirational schools to continuously improve the graduate education at Loyola.
10. The Graduate Council reports to the Provost and Senior Vice President for Academic Affairs.
11. The Graduate Council will meet once per month during the academic year, or as directed by the chair.

STANDING COMMITTEE ON THE LOYOLA CORE

Chairperson: A member selected by the committee

Secretary: Appointed by the Provost and Senior Vice President for Academic Affairs

Voting Members:

1. Two Ordinary Faculty members from the Humanities divisional faculty of the College of Arts and Sciences
2. Two Ordinary Faculty members from the Natural Sciences divisional faculty of the College of Arts and Sciences
3. Two Ordinary Faculty members from the Social Sciences divisional faculty of the College of Arts and Sciences
4. One Ordinary Faculty member from departments and programs representing the non-traditional/evening programs from the College of Arts and Sciences or the College of Nursing and Health
5. One Ordinary Faculty member from the College of Music and Media
6. One Ordinary Faculty member from the College of Business
7. One Ordinary Faculty member from the University Library
8. One faculty member from the Loyola Jesuit Community

Non-voting Members:

1. One representative from the Deans' Council
2. One Student Government Association representative

Terms:

1. Faculty member terms are for three years, staggered and renewable, as determined by each college's protocols/elections.
2. Student Government Association representative may be the Student Government Association President or appointed by the Student Government Association to serve an annual term (may be renewed).
3. Term of Deans' Council representative will be determined by the Deans' Council.

Quorum:

The presence of six voting members constitutes a quorum for matters requiring committee approval or other official voting. In the absence of quorum, the membership present may still deliberate and discuss matters on the agenda for the official record. In cases where a quorum is met, motions require a simple majority of votes cast to be in favor of the motion.

Purpose:

This committee reviews Loyola Core course proposals and provides oversight of the Loyola Core. This committee is also responsible for conducting a formal, ongoing, and routine review and evaluation of the Loyola Core.

Duties:

1. It shall serve as the review body for approval of all Loyola Core course proposals; course approvals shall require a two-thirds vote by the committee for approval.
2. It shall provide oversight of the Loyola Core program.
3. It shall evaluate the effectiveness of the Loyola Core, as well as the effectiveness, composition, and processes of the Standing Committee on the Loyola Core, beginning three years after implementation and every five years thereafter, and report to the Provost, the Deans' Council, the University Courses and Curriculum Committee, the Standing Council for Academic Planning, and the College faculty assemblies.
4. It shall serve as the review board for reconciliation of conflicting requirements with degree programs across all colleges and majors, including professional and continuing studies (non-traditional/evening) programs. Reconciliation of conflicting requirements must be approved by the University Courses and Curriculum Committee.
5. It shall ensure that the Loyola Core embodies the Ignatian vision of education and values.
6. It shall revise, as necessary, criteria that govern Loyola Core course approval, course evaluation, course development, and course implementation. Revisions to criteria must be approved by the University Courses and Curriculum Committee.

STANDING COUNCIL FOR ACADEMIC PLANNING

Chairperson: Provost and Senior Vice President for Academic Affairs

Secretary: Appointed by Chairperson

Voting Members:

1. Chairperson of the Council
2. One ordinary faculty member elected by the University Senate
3. Four ordinary faculty members from the College of Arts and Sciences, one elected from each division (Humanities, Natural Sciences, and Social Sciences), and one at-large, with no more than one representative from any department or school
4. One ordinary faculty member from the College of Business determined by criteria internal to the college
5. One ordinary faculty member from the College of Music and Media determined by criteria internal to the college
6. One ordinary faculty member from the College of Law determined by criteria internal to the college
7. One ordinary faculty member from the College of Nursing and Health determined by criteria internal to the college
8. One ordinary faculty member from the University Library
9. One decanal representative, with a decanal alternate selected by the Council of Deans

Non-voting Members:

1. Vice Provost for Institutional Research, Accreditation, and Academic Engagement or delegate
2. Two student members from different colleges with two student alternates.

Terms:

1. Faculty members serve four-year staggered terms that are renewable.
2. The Decanal representative and alternate will serve two-year staggered terms that are renewable.
3. Student members serve one-year terms; the student members may serve a second term, if possible, at the request of the Council.
4. Student members are nominated by their Deans, and are subject to approval by the Provost and Senior Vice President for Academic Affairs.

Purpose: This Council is responsible for academic planning for the University.

Duties:

1. It shall require, on a rotating basis, a Five-Year Plan from every academic department in the University, setting forth plans, goals, and objectives.
2. It shall assign areas of institutional research required for academic planning.

3. It shall assign *ad hoc* committees where needed for academic planning.
4. It shall coordinate its efforts with those of all other University groups engaged in academic planning (see for example UBC, Duty 2).
5. It shall gather information and make reports and recommendations to the President and the Board of Trustees regarding degrees and programs.
6. It shall review proposals for program inaugurations and discontinuances and evaluate such proposals on the basis of criteria voted on favorably by the University Senate and the President. SCAP will advise, in writing, the Board of Trustees, the President, and the University Senate concerning the proposed inauguration or discontinuance. Economic constraints, educational and professional needs and community expectations are necessary considerations in all recommendations.
7. It shall meet on a fortnightly basis during the academic year and at the call of the Chairperson.
8. It shall review its membership every three years to determine if all constituents are represented.
9. It shall report to the Provost and Senior Vice President for Academic Affairs.

STRATEGIC PLANNING TEAM

Chairperson: Provost and Senior Vice President for Academic Affairs

Voting Members:

The following are members of the Strategic Planning Team:

1. Provost and Senior Vice President for Academic Affairs
2. Decanal Representative selected by the Council of Deans
3. Chairperson of the University Senate
4. President of the Student Government Association
5. Six elected members of the ordinary faculty (one from each college and the library).
6. Chair, Staff Senate

Non-Voting Members

7. Vice President for Finance and Chief Financial Officer
8. Vice President of Student Affairs
9. Vice President of University Advancement
10. Vice President for Mission and Identity
11. Vice President of Enrollment Management

Terms:

The elected members are chosen for three-year terms, staggered initially.
The Decanal representative will serve a two-year term.

Purpose:

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

Duties and Procedures:

1. It reviews annually the progress made in achieving the “University Mission Statement,” the “Loyola University New Orleans Statement of Educational Purpose,” and the “University Strategic Plan”.
2. It follows the Strategic Planning Team calendar, meeting at least monthly during the academic year and at the call of the chairperson.
3. It gathers information and assessment data regarding the institutional effectiveness of the University. It informs and seeks input from the faculty, staff, Student Government Association, and the University Senate regarding its recommendations and other matters.
4. It votes on all major strategic, academic, and administrative plans and presents recommendations to the President and the Board of Trustees regarding all matters of strategic, operational, and annual planning at the University.

5. It may establish *ad hoc* committees where needed for university planning.
6. At its meetings the presiding chairperson follows the ordinary rules of parliamentary procedure. The chairperson develops the agenda. The agenda includes an open period in which any member may introduce items of concern to the whole Strategic Planning Team.
7. The meetings of the Strategic Planning Team are open to all members of the faculty and staff.
8. The work of the Strategic Planning Team is reviewed annually to insure that information is flowing effectively between representatives and those they represent, and that academic matters are prioritized.
9. The committee shall report to the President.
10. Changes in this protocol may be made at any time by the President in accord with the norms of the *Faculty Handbook* (Confer Chapter 14 and Page 16-1).

UNIVERSITY BUDGET COMMITTEE

Chairperson: Provost and Senior Vice President for Academic Affairs

Voting Members:

1. Provost and Senior Vice President for Academic Affairs
2. Vice President of Finance and Chief Operating Officer
3. Vice President of Enrollment Management
4. Vice President of Student Affairs
5. Vice President of University Advancement
6. Deans from all colleges
7. Vice President for Mission and Identity
8. Two members of the Ordinary Faculty elected by the Senate for two-year staggered terms
9. Chair, University Senate
10. Chair, Administrative Staff Senate
11. A student representative appointed by the Student Government Association for a one-year term

Purpose:

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

Duties:

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

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UNIVERSITY COMMITTEE ON INTERNAL GRANTS

Chairperson: A member selected by the Committee

Voting Members:

Seven members of the Ordinary faculty, with representation as follows:

1. Three from the College of Arts and Sciences (one from each of Humanities, Natural Sciences, and Social Sciences)
2. One from the College of Nursing and Health
3. One from the College of Music and Media
4. One from the College of Business
5. One from the College of Law
6. One from the University Library
7. One alternate shall be appointed for each College and the University Library.

Non-voting Members:

1. The Director of Grants and Sponsored Projects (ex officio)

Members are appointed by the Provost and Senior Vice President for Academic Affairs upon the recommendations of the Deans.

Terms:

All members serve three (3) year terms. Terms are staggered. Members may serve more than once but may not serve consecutive terms.

Purpose:

This Committee shall be responsible for supporting scholarly/creative activities, Teaching effectiveness, and professional development. It shall serve as a recommendation committee to the Provost and Senior Vice President for Academic Affairs on the rewarding of internal faculty grants and the Marquette Fellowship program.

Duties, procedure and policies:

1. It shall recommend to the Provost those proposals for support of scholarly/creative activities and teaching effectiveness/professional development enhancement that the committee deems qualified for financial support from the university.
2. It shall annually assess funding amounts for the various grants categories and may propose to the Provost changes and increases in award limits for each category of grants.
3. It shall review, on an ongoing basis, the needs for additional types of faculty grants, and may recommend changes to the Provost and Senior Vice President for Academic Affairs.

4. It shall establish and disseminate procedures through which faculty members may apply for support of these activities and projects. It shall annually review its policies and procedures in order to ensure that the process of application is clear and accessible to the faculty.
5. It shall meet at the call of the Chairperson. Alternates must attend in the place of any committee member who cannot be present. If a member is applying for a grant or fellowship, the member must excuse him-or herself from the grant cycle in which that set of applications will be discussed and the appropriate alternate must attend as a substitute.
6. It shall report to the Provost and Senior Vice President for Academic Affairs.

UNIVERSITY CONCILIATION COMMITTEE

Chairperson: A member selected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. One tenured member of the Faculty from each College of the University and the University Library.
2. One tenured member of the Faculty from each College of the University and the University Library shall be designated alternates.
3. Members of Rank and Tenure Committees of the University or of any College, except the College of Law and the University Library, are ineligible for simultaneous membership on the Committee.
4. All administrative officers of the University and departmental chairs are ineligible for membership on the Committee.

Terms:

1. The members and alternates shall be elected for three-year terms by a majority of those members of the Ordinary Faculty from each College who cast a vote.
2. Principal parties in a matter before the Committee may challenge any Committee member's participation for cause. That member will be recused and replaced by an alternate.
3. Members of the Committee may recuse themselves from serving in a particular instance if contact with the persons or the issue involved would put impartiality into question.
4. In cases brought forward by or against faculty members from the College of Law or University Library, that college's representative and alternate are presumptively recused, unless the Law or Library faculty members concerned waive that recusal, in writing, to the committee chair. A request under this provision cannot supersede recusals for cause.

Purpose:

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

1. This Committee shall conduct informal inquiry, in an attempt to effect an adjustment in cases of dismissal for cause (see Chapter 9, Section C-2-b) of a faculty member with tenure or with a special or probationary appointment before the end of the specified term.
2. It shall review, upon written request of a faculty member, recommendation or decision against renewal of probationary appointment allegedly based on inadequate consideration in terms of relevant standards of the University. (See Chapter 4, Section G.)

3. It shall investigate and make informal inquiry into an allegation in writing by a faculty member on probationary or other non-tenured appointment that a decision not to reappoint him or her was based significantly on considerations violative of (a) academic freedom or of (b) policies on making reappointments without discrimination with respect to race, color, religion, sex, handicap, age or national origin. (See Chapter 1, Section E and Chapter 8, Section C.)
4. It shall review, upon written request of a faculty member or someone representing the faculty member, a decision to terminate an appointment with tenure, or a probationary or special appointment, before the end of the specified term for medical reasons. (See Chapter 9, Sections A-8 and D.)
5. It shall review, if the faculty member so requests, evidence for suspension for medical reasons. (See Chapter 9, Sections B and D.)
6. It shall render a judgment to appropriate University administrators concerning suspension of a faculty member because of alleged harm in the absence of a suspension. (See Chapter 9, Section B.)
7. It shall receive petitions for redress from any faculty member alleging cause for grievance in any matter. The Committee shall have the right to decide whether or not the facts merit a detailed investigation, but must investigate if a faculty member alleges violation of academic freedom or of policies against discrimination with respect to race, color, sex, handicap, age, or national origin. (See Chapter 1, Section E and Chapter 8, Sections C and D.)
8. It shall meet at the call of the Chairperson.
9. It shall report to the President of the University and to the University Senate.

UNIVERSITY *FACULTY HANDBOOK* REVISION COMMITTEE

Chairperson: One of the faculty members elected by the University Senate, selected by the Committee

Secretary: One of the faculty members elected by the University Senate, selected by the Committee

Voting Members:

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

Terms:

Three-year staggered terms.

Purpose:

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

Duties:

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

UNIVERSITY RANK AND TENURE COMMITTEE

Chairperson: A member selected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. Three tenured members of the Ordinary Faculty of the College of Arts and Sciences, one elected from each division (Humanities, Natural Sciences, and Social Sciences). Three tenured members of the Faculty of the College of Arts and Sciences (one from each division) shall be designated alternates.
2. One tenured member of the Ordinary Faculty of the College of Business. One tenured member of the Ordinary Faculty of the College of Business shall be designated an alternate.
3. One tenured member of the Ordinary Faculty of the College of Music and Media. One tenured member of the Ordinary Faculty of the College of Music and Media shall be designated an alternate.
4. One tenured member of the Ordinary Faculty of the College of Law. One tenured member of the Ordinary Faculty of the College of Law shall be designated an alternate.
5. One tenured member of the Ordinary Faculty of the College of Nursing and Health. One tenured member of the Ordinary Faculty of the College of Nursing and Health shall be designated an alternate.
6. One tenured member of the Ordinary Faculty of the Monroe Library. One tenured member of the Ordinary Faculty of the Monroe Library shall be designated an alternate.
7. One tenured member of the Ordinary Faculty elected by the University Senate. The University Senate shall also elect one tenured member of the Ordinary Faculty to serve as alternate.

Terms:

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

Purpose:

This Committee serves as an appeals body primarily in cases of denial of rank and/or tenure. This Committee also hears ordinary faculty complaints concerning academic freedom.

Duties:

1. This Committee is essentially an appeals body, primarily in cases of denial of promotion and/or tenure.

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