

## **2014 AMENDMENTS TO THE LOYOLA UNIVERSITY OF CHICAGO FACULTY HANDBOOK**

The administration, the Faculty Council and the Extraordinary Committee of the University Senate propose the following amendments to the Loyola University of Chicago Faculty Handbook:

1. In Chapter 1, Section B under the caption “Loyola University of Chicago Past and Present”, the second sentence in the third paragraph is hereby deleted in its entirety and amended to read as follows:

“It offers programs in a variety of disciplines through its eleven schools and colleges: the College of Arts and Sciences (founded in 1870), the School of Law (1908), the Stritch School of Medicine (1909), the School of Social Work (1914), the School of Continuing and Professional Studies (formerly named University College) (1914), the Graduate School (1915), the Quinlan School of Business (1922), the Marcella Niehoff School of Nursing (1935), the School of Education (1969), the School of Communication (2008), and Arrupe College (2014).”

**University Senate agrees with this addition.**

2. In Chapter 1, Section B under the caption “Loyola University of Chicago Past and Present”, the following sentence is hereby added to the end of the last paragraph:

“In 2014, the University’s Board of Trustees approved the establishment and operation of Arrupe College as a school or college of the University in order to provide a greater opportunity to students who have significant financial and academic challenges in attending a four-year college or university. Arrupe College will be operated as a two-year college which confers associates degrees.”

3. In Chapter 2, Section A(1) under the caption “The Board of Trustees”, the seventh sentence in the first paragraph is hereby deleted in its entirety and amended to read as follows:

“In addition to the Executive Committee, the Board of Trustees has also established committees charged with making recommendations to the Board of Trustees in the following areas: Academic, Academic Health Sciences, Advancement, Audit, Facilities and Capital Assets, Finance, Governance and Trusteeship, Investment Policy, Jesuit and Catholic Identity and Student Development and Success.”

4. In Chapter 2, Section A(3) under the caption “The Senior Academic Officers” and in Chapter 2, Section B(1) under the caption “Deans”, the two references to the title “Vice President for Health Sciences” are hereby deleted and are each replaced with “chief academic officer for the Health Sciences Division”.

5. Chapter 3, Section A regarding the “Shared Governance University Policy Committees” is hereby deleted in its entirety and amended to read as follows: **Changes to the original wording (Administration’s input) are underlined or crossed out. Notes are in red text.**

**“A. UNIVERSITY SENATE**

The University Senate (Senate) is a representative body of the University faculty, staff, students and administrators engaged in a system of shared governance and which exists for the purpose of ensuring broad review and discussion of issues, plans, and policies of general University interest. The Senate is one of the primary organizations for University shared governance and serves in an advisory capacity to the President of the University. Representative bodies (e.g., Faculty Council, Staff Council, and Student Government of Loyola Chicago) consider issues of particular concern to their membership, and submit items of general University interest to the Senate for consideration and of particular issues regarding their constituency directly to the President. The University Senate replaces the Shared Governance University Policy Committees, and a the Extraordinary committee or subcommittee of the University Senate (Faculty Committee of the University Senate) replaces the Faculty Affairs University Policy Committee. Additional information regarding the University Senate is available at [www.luc.edu/universitysenate/index.shtml](http://www.luc.edu/universitysenate/index.shtml).”

US version:

The University Senate (Senate) is a representative body of the University faculty, staff, students and administrators engaged in a system of shared governance and which exists for the purpose of ensuring broad review and discussion of issues, plans, and policies of general University interest. The University Senate replaces the Shared Governance University Policy Committees, and a committee or subcommittee of the University Senate (Currently, the Extraordinary Committee of the University Senate) replaces the Faculty Affairs University Policy Committee. Additional information regarding the University Senate is available at [www.luc.edu/universitysenate/index.shtml](http://www.luc.edu/universitysenate/index.shtml).”

Chapter 3, Section B, third sentence regarding the Faculty Council, is amended to read:

“The Faculty Council is advisory to the President and the Senior Academic Officers and communicates with them directly.”

**Immediately after this sentence in section B, include the following, based on motions passed by the Council at the November 2014 meeting:**

“The Faculty Council is the representative body for input on any changes to the Faculty Handbook and all changes should be made only after prior consultation with the Faculty Council. The Administration, the Faculty Council and the Extraordinary Committee of the University Senate will work together to propose amendments to the LUC Faculty Handbook.”

A corresponding revision replacing the “Shared Governance University Policy Committees” with the “University Senate” is also hereby made to the Table of Contents.

6. All references to the “UCC” and the “UPCs” in the Faculty Handbook are hereby deleted and replaced with an appropriate committee of the “University Senate”. All references to the

“Faculty Affairs University Policy Committee” or “FAUPC” in the Faculty Handbook are hereby deleted and replaced with “~~Faculty~~ Extraordinary Committee of the University Senate.”

US version:

All references to the “UCC” and the “UPCs” in the Faculty Handbook are hereby deleted and replaced with the “University Senate”. All references to the “Faculty Affairs University Policy Committee” or “FAUPC” in the Faculty Handbook are hereby deleted and replaced with “Faculty Committee of the University Senate.”

7. In Chapter 4, the second sentence of the second paragraph in the introductory section is hereby deleted in its entirety and amended to read as follows:

“Additionally, each faculty member, full-time and part-time, tenured and not tenured, other than librarians, archivists and Arrupe College faculty, is offered an annual, semester or other academic term contract (which is referred to as an “annual contract” in this Faculty Handbook) stipulating such things as faculty appointment status, salary, special administrative assignments, availability of paid or unpaid professional leaves, or any phased-retirement agreement which may exist.”

8. In Chapter 4, Section A under the caption “Tenured and Tenure-Track Faculty: Appointments and Titles”, the first sentence in the second paragraph is hereby deleted in its entirety and amended to read as follows:

“Full-time faculty -- tenured, tenure-track, and non-tenure-track -- participate in, and have important responsibilities for, the shared governance of the University, for recommending faculty status, titles and promotions, for curriculum development and for research/scholarship, as well as for promoting the mission of the University.”

9. In Chapter 4, Section C under the caption “Faculty with Special Appointments”, a new subsection (6) is hereby added to the end of the section as follows:

***“6. Arrupe College Faculty Appointments***

The faculty of Arrupe College have faculty status without eligibility for tenure or other types of continuing appointment. Their terms of employment do not correspond to the academic year as with other faculty; rather, they work a 12-month year (or other shorter period of time as stated in their offer letter or renewal letter) at a fixed rate of compensation. Arrupe College faculty typically receive an annual renewal letter which states their salary for the coming year. Arrupe College faculty status does not ordinarily require publication of research/scholarship or service on University committees, other than any committees of Arrupe College. Arrupe College faculty may apply for internal and external grant funds and are eligible for unpaid or subvented leaves of absence (but not for paid leaves) for professional reasons, subject to approval by the Dean of Arrupe College and the Senior Academic Officer. Arrupe College faculty may occasionally engage in outside employment, but only with the approval of the Dean of Arrupe College and the Senior Academic Officer. Notwithstanding anything to the contrary in this Faculty Handbook, the Faculty Appeals Procedure described in Chapter 7, Subsection E of this Faculty Handbook will ~~not~~ be applicable to the faculty of Arrupe College for issues relating

to Academic Freedom and discrimination on the basis of race, gender, etc., within a contract term and may be considered by the Faculty Appeals Committee. If a faculty member of Arrupe College wishes to grieve any actions described in Chapter 7, Section E of this Faculty Handbook, the Arrupe College faculty member should use the Faculty Grievance Procedure described in Chapter 7, Subsection D of this Faculty Handbook.”

#### US version

The faculty of Arrupe College have faculty status without eligibility for tenure or other types of continuing appointment. Their terms of employment do not correspond to the academic year as with other faculty; rather, they work a 12-month year (or other shorter period of time as stated in their offer letter or renewal letter) at a fixed rate of compensation. Arrupe College faculty typically receive an annual renewal letter which states their salary for the coming year. Arrupe College faculty status does not ordinarily require publication of research/scholarship or service on University committees, other than any committees of Arrupe College. Arrupe College faculty may apply for internal and external grant funds and are eligible for unpaid or subvented leaves of absence (but not for paid leaves) for professional reasons, subject to approval by the Dean of Arrupe College and the Senior Academic Officer. Arrupe College faculty may occasionally engage in outside employment, but only with the approval of the Dean of Arrupe College and the Senior Academic Officer.

*Note: this allows Arrupe faculty to follow the normal procedures for faculty appeals.*

A corresponding reference to “Arrupe College Faculty Appointments” is also hereby added to the Table of Contents.

10. In Chapter 5, Section E(1) under the caption “General”, the second paragraph is hereby deleted in its entirety and amended to read as follows:

~~“Loyola has resources available for educational, vocational or personal counseling of students. For students enrolled in programs at the Lakeside Campuses, information about available resources may be obtained from the Sullivan Center for Student Services. For students at the Health Sciences Campus, information about available resources may be obtained from the applicable Dean’s Office. In connection with any referral, a student’s right to confidentiality will be respected in accordance with established professional standards.”~~

” Student referrals for counseling are confidential matters and faculty should be aware of this and respect students’ right to confidentiality in accordance with established professional standards.“

**US version: Deletes the entire paragraph.**

11. In Chapter 5, Section E(1) under the caption “General”, the reference to the “Vice President for Student Affairs” in the third paragraph is hereby deleted and replaced with “Vice President for Student Development”.

12. In Chapter 5, Section G(1) under the caption “Salary/Pay Periods”, the last sentence in the second paragraph is hereby deleted in its entirety and amended to read as follows:

“Librarians, archivists and Arrupe College faculty are paid on a bi-weekly or monthly basis during their employment.”

13. In Chapter 5, Section I(3)(b) under the caption “Provision for the Extension of Probationary Period for Tenure”, the third sentence is hereby deleted in its entirety and amended to read as follows:

“The dean shall then submit the request to the Senior Academic Officer for approval. In the event of the denial of this request, an appeal may be made to the University Rank and Tenure Committee”.

US version: adds the phrase: ”in accordance with the process specified in Chapter 5, Section I(4)” to the second sentence.

14. In Chapter 6, Section B(1) under the caption “Outside Employment”, the last sentence of the second paragraph is hereby deleted in its entirety and amended to read as follows:

“Additionally, as discussed in Chapter 4, Section (C)(2) and Chapter 4, Section (C)(6) above, librarians and archivists, and Arrupe College faculty ~~respectively~~, may occasionally engage in outside employment, but only with the approval of their respective dean (~~and in the case of librarians and archivists, and/or the Library Director, if applicable~~) and the Senior Academic Officer.”

US version: keeps the second struck phrase in the paragraph, since the HSD has a Library Director, as opposed to a Dean.

15. In Chapter 6, Section B(2) under the caption “Professional Consulting”, the last sentence is hereby deleted in its entirety and amended to read as follows:

“Librarians and archivists, and Arrupe College faculty, may engage in professional consulting with approval from their respective dean when they are not on duty.”

US version: “Librarians and archivists, and Arrupe College faculty, may engage in professional consulting when they are not on duty with approval from their respective dean (and in the case of librarians and archivists, and/or the Library Director, if applicable).” *Clarifies wording.*

16. In Chapter 7, Section C(2) under the caption “Non-Reappointment of Full-Time Non-Tenured Faculty”, the last sentence of the first paragraph is hereby deleted in its entirety and amended to read as follows:

“This Subsection 2 does not apply to those categories of faculty discussed in Subsection 3 (a-d).”

US version: deletes this amendment, as it conflicts with the amendment passed in #17 below.

17. In Chapter 7, Section C(3) under the caption “Non-Reappointment of Other Faculty”, a new subsection (d) is hereby added to the end to read as follows:

**“d. Arrupe College Faculty**

Although they have faculty status, Arrupe College faculty are not subject to all of the contractual terms and conditions of employment as other faculty. However, Arrupe College faculty are covered by the same employment and termination provisions provided to all other University non-faculty employees. (See description in Chapter 4, Section C(6)).”

US version: Proposed Section d. will be replaced with an addition to Section c. stating: “Visiting Faculty/Temporary Faculty/Part-time Faculty/Terminal Year Faculty/Contributed Service Faculty/Arrupe College Faculty.” *Puts Arrupe College Faculty on same level as similarly categorized faculty.*

A corresponding reference to “Arrupe College Faculty” is also hereby added to the Table of Contents.

18. In Chapter 9 under the caption “Amendments and Approval”, a new sentence is hereby added to the end of the fourth paragraph to read as follows:

“Notwithstanding anything to the contrary in this Faculty Handbook, the University may update Web site links appearing in the Faculty Handbook as necessary from time to time.”

All references to the FAUPC should be changed to “Extraordinary Committee of the University Senate.

In the third paragraph of this section, the second sentence should be changed to read, “The Faculty Council and the Extraordinary Committee of the University Senate, in consultation with the Senior Academic Officers review proposed changes to the Faculty Handbook and proposed significant changes of policies referenced in the Web site links appearing in the Faculty Handbook.”

US version:

Changes to the Faculty Handbook clearly may be initiated by any group such as Faculty Council, Extraordinary Committee of the University Senate or the administration. The Extraordinary Committee of the University Senate and the Faculty Council, in consultation with the Senior Academic Officers review proposed changes to the Faculty Handbook and proposed significant changes of policies referenced in the Web site links appearing in the Faculty Handbook. Recommendations regarding the proposed changes to the Faculty Handbook are forwarded to the President.

Note: All Senate versions were accepted by the Administration, as outlined in the prior version of the Faculty Handbook.