

September 6, 2006
Faculty Council Minutes
Recorder: Alanah Fitch

Attending: Roberty Bireley, S. J.; Harvey Boller, Ian Boussy, Richard Bowen, Heather Cannon, Pamela Caughie, Kim Dell'Angela, Jaweed Fareed, Janis Fine, Alanah Fitch, Thackery Gray, Gloria Jacobson, Ayana Karanja, Chris Kendrick, Nick Lash, Marta Lunda, Dawn Lynn, Gerry McDonald, David Mirza, Linda Paskiewicz, Gordon Ramsey, Henry Rose, Bill Schmidt, Allen Schoenberger, Peter Schraeder, David Schweickart.

1. **Invocation**

Ayana Karanya provided an invocation

2. **Minutes**

Minutes passed with revision 25:0:1

3. **Chair's Report**

Gerry MacDonald (G.M.) indicated he would let Walter Jay report on a meeting that members of the executive committee (EC) had with Father Garanzini (Father G.). Other business included selection meeting dates. Some conflicted with various exam schedules. The following meeting dates were passed with unanimous approval: Sept 6, Oct 11, Nov. 8th, Dec. 6, Jan 17, Feb 14, Mar 14, April 11, May 2nd. Meetings approved: unanimous. G.M. asked if we wanted to work on changing our faculty council (FC) committee structure to "shadow" the proposed university policy committees (UPCs). One problem is that many of the UPCs are already beginning to meet even without the revision of the shared governance in place. He passed around a sheet for faculty members to sign up for committees and commended David Schweickert for his "heroic" work on the election committee.

Nick Lash asked about upcoming Dean evaluations apart from that of the College of Arts and Sciences (CAS). All other Deans are new.

GM also talked to Bren Murphy on the outcome of the women's task force report. They invited FC for input on, specifically, the preschool. Another concern was that of women in higher administration. Bren will come to meeting and get us going. There was some discussion as to whether the report (and its appendices) were officially public as it some schools got conflicting information from their Deans (library, Social Work, among others). A full discussion of the report is to be taken up at a later meeting. Ian Boussy indicated that he had contacted Beverly Donovan who runs the preschool. Ian reported that Ms. Donovan is willing to come and talk to FC about various proposals for enhancing the preschool and providing a funding stream for infant, toddler, and after school care. The preschool is entirely independent a known institutional revenue stream with clientele 50% LU 50% neighborhood.

4. **Old Business**

Maternity/Paternity Leaves- Marta Lundy

Marta Lundy indicated that the need for paternity and maternity leave is critical. Much of her report came from the work of Terry Cochran who is no longer with LU. The first issue is the

difference between staff and faculty policies. For example faculty are covered for maternity as a short term disability but there is no corresponding short term disability use of maternity leave for the rest of the staff. Second, it is very difficult to find any reputable source for information on maternity leave policy within the University. Gordon Ramsey asked how detailed should a policy be? Marta Lundy answered that she does not have a proscriptio for the level of detail, except that it should be easily accessible and cover everybody within the university community (staff as well as faculty)

Paul Jay indicated that the faculty handbook revision, which is now in a searchable PDF format, retains the wording of the old faculty handbook that faculty can request a one year extension for tenure, refers briefly to the FML and suggests faculty contact the senior academic office for further information. It was pointed out that this brief statement is mandated by federal law. The idea that the dean should be asked to discuss leave was proposed. One negative to this as a procedure is that then the faculty member can be subjected to pressure from a particular dean so that it might be better to have a written policy which could be endorsed by FC. Paul Jay indicated that the faculty handbook revision committee could write in policy where they feel that the current situations have grave deficiencies (e.g. consensual faculty student relationships). Marta Lundy felt this was a good idea, but it was pointed out by others that this leaves staff outside the process. Furthermore the issue should be expanded to family leave policy to cover other cases (for example) dependent elderly care. Kim Dell'Angela asked that the statement indicate that the policy is federally mandated. It was asked that the policy be straightforward and explicit rather than the current, arduous, and arbitrary procedures now present in some entities. Allen S. Pointed out the policy debated involves "real" dollars and will likely need to go to a UPC. G.M. asked Marta Lundy to bring a proposal back to FC to be forwarded to the University Coordinating Committee for assignment to a UPC. He also asked interested parties to confer with Ms. Lundy.

CEO Search at Medical Center - Walter Jay

Discussion was held in executive session. After executive session the following motion was made by Walter Jay and seconded by Alan Schoenberg.

Please provide exact wording of the motion please (has to do with our concerns for splitting the CEO into two positions academic/financial and for faculty representation on the search.

The motion passed unanimously. Unanimous pass.

Sabbatical Leave Policy - David Schweikart

David Schweikart reminded FC that in April 2005 a resolution on sabbatical leaves (please see Appendix B) was passed 17:1: 2 abstentions. The proposal went to a the faculty affairs university policy committee (FAUPC) and was brought back from that committee to FC by Acting Provost John Frendreis (JF). David Schweikart has since recieved a phone call from John Frendreis proposing a committee be formed to look at this policy. Paul Jay interjected that he felt that it is a mistake to let JF put together ad hoc committees - the charge is for the appropriate UPC to develop policy. G.M. said that this is an issue we need to discuss, but that we are running out of time and that he, GM proposes, that DS meet with JF to see what the charge to the new ad hoc committee will

be. Paul Jay suggested that there be a friendly request to JF to ask why the FAUPC is not dealing with this issue. Pamela Caughie agreed entirely with Paul Jay. There is no governance structure if issues can be pulled from properly constituted university policy committees and turned to ad hoc committees.

Shared Governance Charter - Paul Jay

G.M. started by indicated that Father G. Wanted all to have a hard copy of his response to the task force. He also thanked Paul Jay for his work in providing a FC response to the task force. Paul Jay then directed our discussion through the draft response. He avoided discussing minor editorial changes and focussed on the summary statement. There was some discussion on the meaning of affinity group and whether all such groups should be listed by name (e.g. American Association of University Professors (AAUP) Loyola Chapter). The general trend of the discussion was to avoid use of the word affinity group and avoid specific listing of such groups. Peter S. Suggested that “any individual or group within the university” left the idea of affinity groups open but was both less constrictive than listing groups, and more open than listing groups. Other points of discussion with some change to the final document (see attached original) were on the selection process for the committees, the composition of the committees, the time frame in which they meet (summer was not viewed favorably); how to fill vacancies during the year. Procedures for the election of the chairs of committees was discussed. Bob Bireley wanted a specific statement as to the policy of library oversight. Pamela Caughie asked where in the document is the representation of part-time faculty addressed. A straw vote passed the suggested changes.

5. Adjournment

6. Appendices are Attached
 - a. The documents provided by Marta Lundy on Maternity/Paternity Leave
 - b. The original sabbatical leave motion and information provided by David Scweickart
 - c. The summary of Substantive Changes of the FC response to Governance Task force provided by Paul Jay.
 - d. The edited Task Force document as provided by Paul Jay.

Appendix A: Maternity/Paternity Leave (Marta Lundy)

UNIVERSITY	M and/or P LEAVE	TENURE CLOCK EXTENSIONS	PART TIME TENURE TRACK APPOINTMENT	CHILD CARE
Fordham	<p>Maternity typically 1 semester paid with benefits; developed in conjunction with faculty chair and dean.</p> <p>According to source, paternity hasn't been asked for in 2 years.</p>	2 tenure clock extensions maximum	None	Unclear if exists on campus
Georgetown	<p>12 weeks or 1 semester or remainder of semester paid.</p> <p>Paternity not mentioned.</p> <p><i>[District of Columbia Family Leave Law</i> Provides eligible employees entitlement to a total of 16 workweeks of family leave and 16 workweeks of medical leave during any twenty-four month period.] NOT SURE HOW THESE TWO INTERSECT.</p>	Yes, but unclear. Can be granted for family leaves. Does not say for how long.		<p><i>Hoya Kids Learning Center</i> - child development and preschool facility caring for children of students, faculty and staff. Fees vary according to income.</p> <p>Separate facility near Law School.</p>
MIT	1 semester full pay within one year after the arrival of the child. Faculty still must fulfill thesis or advising responsibilities & sustain research. Gender blind.	<p>1 year clock extension for one or more children;</p> <p>Father can make a request from the provost. "The Provost will grant the extension if special circumstances warrant it."</p>	Reduced time, reduced pay tenure appointment for one semester up to five years with possible renewal... for the care of family.	4 different day care ctrs across campus, 1 for infant care. MIT sponsored summer camps for teens, school age children and other resources for summer for kids. <i>Parents in a Pinch</i> - backup child/elder care when normal arrangements don't work.
St. Louis	6 wks paid, 6 unpaid to primary caretaker (mother or father)	Unclear clock extension policy		A developmental day care and preschool for children 6 weeks through 5 years of age.
Boston	<p>Maternity Leave- 8 wks paid, up to 12 unpaid;</p> <p>Paternity Leave -entitled to 12 weeks unpaid;</p> <p>Father can take 5 paid sick days</p>	Tenure clock extension, must be requested within four months of the circumstance warranting the request.		Boston College Children's Center - 2.9 to 5 years old.

Santa Clara	No formal policy on maternity or paternity leave	1 tenure clock extension		<i>Kids on Campus</i> - Parent participation pre-school and child care center covering infants & up to 6 years old. Faculty, staff, students and alumni
DePaul	6 wks paid, 8 wks paid if c-section, up to 12 unpaid, for maternity, & paternity. Father can take unpaid leave for 6-8 weeks (HR person noted that three are the most weeks actually ever taken)	1 tenure clock extension, unlimited number of extensions possible if leave has been granted.		
Washington	1 semester, 1 spouse only	1 clock extension, 1 time		Wash U Day Care Ctr & University City Children's Ctr - both affiliated with Wash U and serve faculty, staff, students. And Child Development Ctr on Medical School Campus.
Loyola	Family Medical Leave Act – 12 weeks unpaid leave	1 tenure clock extension		Affiliated day care. Not for infants, 2-5 years old.

References

Family-Friendly Policies in Higher Education: Where Do We Stand? (2005). The Center for the Education of Women, University of Michigan.

Quinn, K., Lange, S. E., & Olswang, S. G. (2004). *Family-Friendly Policies and the Research University*. www.aaup.org/publications/Academe/2004

AAUP (May, 2001). *Statement of Principles on Family Responsibilities and Academic Work*. www.aaup.org/statement/REPORTS/FamilyWork.htm

Graduate Assistant phone calls to universities.

Appendix B: Sabbatical Leave Document (David Schweickart)

1. The motion on sabbatical leaves

MOTION:

The FAUPC develop a proposal for instituting a regular sabbatical policy for Loyola--including the Medical School.

It should, if possible, incorporate three features:

1. Every tenured faculty member who has a bona fide research proposal is eligible for a non-competitive research [or teaching?] leave every seven years. This leave should include the option of taking a full year off at half pay or half year off at full pay.
2. A system of competitive leaves should remain in place. One is eligible to apply if it has been at least three years since one has received a paid university leave.
3. Faculty who receive outside funding, but less than their full salary should be able to apply for additional funding at any time.

Another feature that might be desirable:

Mini-sabbaticals: one could take a semester off at half-pay after seven semesters, if one so desired. One would thus be eligible for another mini-sabbatical seven semesters later. [There are variations on this idea employed at other universities.]

Additional Considerations:

1. Sabbatical proposals should be reviewed by department chairs [a sabbatical committee of the department?] to determine if the proposal is a serious one likely to be carried out by the applicant.
2. Chairs should have the option of deferring a merited sabbatical leave for a year, if course offerings or other departmental business would be seriously disrupted if a person took his/her schedule sabbatical. (The person, of course, could apply for his/her next sabbatical after five years instead of six.)

Passed 17-2-1 April 10, 2005

I have also been looking into the policies of other schools. I was more than a little surprised to learn that the vast majority of the schools I surveyed have regular sabbatical policies, among them:

Boston College
Fordham
St. Louis University
Creighton
Loyola Marymount
Santa Clara
Catholic University of America.
Purdue University
University of New Hampshire

The only school among ten or so I looked at that did not have a sabbatical policy was Notre Dame.

These policies vary in their details, but all provide for either full-year at half pay or half-year at full-pay every seven years. All require some sort of project. Most require that these be serious research projects, but some allow the time to be taken for improvement of teaching. Many insist that the department not be too inconvenienced by one's absence, and that a sabbatical may be delayed temporarily if that is the case.

Appendix C: Summary of Substantive Changes by FC to Governance Document (Paul Jay)

Summary of Substantive Proposals:

Revise language to remove references to the provisional status of the governance charter (see, for example, the proposed deletion of III, par. 1).

Deletion of references to "affinity groups" throughout, replaced with references to elected representative bodies and councils.

Provision for submitting policy proposals to multiple UPCs where appropriate (p. 2, middle par.; p. 3, charge 3).

Provision for informing all parties concerned when a policy proposal has been rejected (p. 2, bottom par.).

Provision that faculty, staff, and student members of the UCC (as well as UPCs) be selected by their appropriate representative bodies (p. 2, end of top par.).

Re UCC charge: clarification the UCC solicits from councils and USG their selections for members on UPCs. This clarification has been made to the "Membership" sections of all UPCs as well.

Provision that UCC and all UPCs provide broadcast e-mail quarterly updates of their work.

Clarification that UCC and UPC chairs are elected by committee members from among non-administrative members.

Provision that the MUPC function as a university-wide curriculum committee (see p. 4, MUPC, "Purpose," and "Charge" #3).

Increase faculty membership on MUPC from 12 to 15 (making faculty a majority).

Proposed formal "Procedures for Deliberation and Policy Development" for FAUPC (p. 5).

Appendix D. Amended Governance Document (Paul Jay)

I. Introduction (Note: this will no doubt need some editing as the governance charter gets incorporated in the Faculty Handbook. I haven't bothered with it at this point)

II. Role and Purpose of ~~Affinity?~~Groups and Elected Representative Bodies (Faculty Council, Staff Council, and Unified Student Government)

Loyola recognizes that each major constituency group within the University has a legitimate need to meet and deliberate, share ideas and plan for activities that are of particular interest to the members of this constituency. For example, students have a legitimate need to establish a student government with goals and aims that address their needs, and to have a forum in which ideas can be exchanged, activities planned, leaders recruited and developed, and concerns particular to students, might be addressed. To represent the student constituency, Loyola's Student Government Association and various graduate and professional student associations ~~will~~ **be are** recognized as voices for those particular sub-constituencies.

The same holds true for faculty, staff and administration. ~~A faculty council, staff council and administrative cabinets exist and are asked~~ **Faculty Council, Staff Council, and duly constituted administrative bodies such as the Dean's Council must be formally consulted in the revision or development of policies by each University Policy Committee.** ~~to help solicit input, select University committee members, and to deliberate out of their expertise on University policy committees or councils.~~ These entities may make recommendations and take a position on various matters germane to the whole University or some issue that affects the constituency it represents or another constituency, but they are not in themselves "policy" committees. This is the case because, by their nature, they exclude other important constituencies from their own deliberative process.

Many Loyola constituencies have at least one such council or group that will continue to provide for the aforementioned, legitimate functions on behalf of a key constituency. These are: Student Government Association, and various graduate and professional school councils; Staff Council; Faculty Council; and the Administrative Leadership team, that is, the combined Provost's Deans Council and President's Cabinet.

III. ~~Creation of University Policy Committees~~

~~There appears to be seven policy areas where a shared and collaborative process is essential for meeting both the aims of our shared governance project and advancing the University's mission. These policy areas include academic affairs, faculty affairs, student affairs, staff affairs, strategic planning, budgeting and finance, and research. Therefore, we propose that Loyola form seven "University Policy Committees" (UPCs) in order to recommend and monitor the effectiveness of major policies and strategic initiatives.~~

The shared governance system at Loyola is comprised of seven University Policy Committees (UPCs): Academic Affairs, Faculty Affairs, Student Affairs, Staff Affairs, Strategic Planning, Budgeting and Finance, and Research. The operations of each UPC are supervised by the University Coordinating Committee (UCC). The primary function of a UPC is to be the locus for dialogue in collaborative policy formation prior to approval by the University President. The secondary function of a UPC is to review matters or issues as assigned by the University Coordinating Committee or that fall within its purview as described ~~this document~~ below and to make recommendations to the appropriate administrator on such matters or issues. ~~These~~ UPCs meet as often as needed but at least once per quarter. Each ~~will~~ includes a proportion of administrators, faculty, staff and students that will insure wise deliberation, the sharing of critical information, and input. **Faculty, staff and student members will be selected by their relevant elected affinity council or governmental group (Faculty Council, Staff Council and Unified Student Government) for all seats on the UCC and UPCs.**

Policy issues, major changes to policies, major initiatives and structural reorganizations may originate with or be proposed by any individual or group within the University Community, for example by administrators, by ~~affinity or advisory~~ elected council or governmental groups, by a UPC, or by any members of the University community. ~~either directly or through their appropriate constituency council or affinity group.~~ All proposals, issues and initiatives should be forwarded to the University Coordinating Committee, which is responsible for assigning those it deems of suitable significance to an appropriate UPC (or multiple UPCs where appropriate) and for coordinating the work of the UPC's. If an issue or concern is assigned to a UPC for resolution, the UPC may, depending on the nature of the issue, make its recommendation to one or more administrators concerning ways to resolve the matter, or the UPC may make a policy recommendation to the President concerning the matter.

It is expected that ~~administrators, faculty, staff, and students~~ members of each UPC will work closely to resolve differences and that the normal outcome of deliberations will be the approval of a recommendation by the appropriate administrator. When a recommendation is not approved, however, the reason will be given and communicated to ~~everyone~~ all parties involved in writing by the President or responsible administrator. Administrators are expected to respond in a timely manner--within a month of receiving a recommendation in most cases. When disagreements develop that cannot be resolved, the UPC may submit its recommendation directly to the President who has the final authority in resolving all conflicts. Trustees hold the ultimate legal authority for the University, and so policies and strategic changes will be brought from the President to the Board of Trustees when board approval is required.

What follows **Following** is a description of the University Coordinating Committee and each UPC's purpose, charge and membership:

University Coordinating Committee (UCC)

Purpose: To supervise and coordinate the selection of members and to insure the responsible, efficient, and effective work flow of each UPC. Monitors the resolution of all issues charged to UPCs and insures proper notification to all interested and affected parties. ~~make governance more efficient, effective, responsive and timely.~~

Charge: ~~1) Liaises with~~ **Solicits from Faculty Council, Staff Council and Unified Student Government on elected seats on their selection of members for each UPC; University Policy Committees; 2) develops and maintains information on faculty, staff and students who are willing and able to contribute to the governance process; **2) appoints non-faculty, staff and student members of each UPC;** 3) determines which UPC (or UPCs in the event a policy issue must be handled by more than one UPC) is most appropriate for a particular topic, policy or issue; 4) settles disputes regarding where a contested issue ought to be reviewed, ~~however,~~ (when disagreements develop that cannot be resolved, issues may be submitted directly to the President who will decide where the issue is to be resolved); 5) ensures that recommendations developed by UPCs are forwarded to the appropriate administrator, affinity group, or advisory elected council or governmental group for discussion and response, and to the appropriate administrator, or to the President, for final approval; 6) prepares an annual summary report each June that will be distributed to the entire University community on issues addressed, policy recommendation, challenges, successes, etc; **7) conducts at least one open forum each academic year** to update the University community on current and prospective UPC agenda items and to answer questions from faculty, staff, and students; **8) ensures regular communication among and between University Policy Committees as well as with relevant elected affinity faculty, staff, and student councils and governmental groups and others, including Faculty Council, Staff Council and Unified Student Government.**; 9) provides quarterly updates by broadcast e-mail to all faculty, students, and staff of its principle agenda items and decisions.**

Membership: the President of the Faculty Council, the Chair of the Staff Council, **the President of Unified Student Government**, the Provost, the Vice President for Health Sciences, and **three faculty selected by Faculty Council** to staggered three-year terms, **renewable once**. There should be one faculty representative from each campus, i.e. if the President of the Faculty Council is from the Lakeshore Campus, then the other two faculty should be selected from the Water Tower Campus and the Medical Center.

Committee Chair: **Elected by Committee members from among the non-administrative members of the committee.** Appointed by the President

Administrative Liaison: Office of the President

Committee Staff Support: Office of the President

Academic Affairs

Purpose: The Academic Affairs UPC works with the Provost and Deans to improve teaching, learning, and research, and the overall quality of academic programs. ~~In that capacity,~~ **This** UPC serves as the locus of dialogue in the formulation of university-wide policies, procedures and guidelines that relate to academic affairs. **In this capacity, the AAUPC reviews and recommends for approval by the Sr. Academic Officer changes in courses, curricula, and programs that impact more than one college or school, including the university's core curriculum.**

Charge: 1) Stimulates continuous improvement of academic programs and teaching, research, learning, scholarship, and the intellectual and cultural life of the University community; 2) reviews and evaluates proposals pertaining to University academic requirements, regulations, and programs to ensure their academic rigor and contribution to the overall goals and mission of Loyola; 3) reviews and evaluates proposals for the substantive restructuring of academic organizations, **programs (including the core curriculum)**, departments, or schools; 4) reviews and evaluates proposals for substantive changes in the academic calendar; 5) reviews and assesses the quality and effectiveness of **all** academic requirements and programs with regard to improving student learning; 6) oversees the work of those committees and task forces charged with responsibility for implementing policies within the purview of this UPC; 7) ensures appropriate consultation with students, faculty and staff in the committee's deliberation; **8) ensures regular communication with relevant elected representative bodies and duly constituted councils affinity groups and others, including Faculty Council;** 9) provides quarterly updates by broadcast e-mail to all faculty, students, and staff of its principle agenda items and decisions.

Procedures for Deliberation and Policy Development: The AAUPC works closely with Faculty Council or its designated subcommittee(s) in the review and revision of general policies regarding university-wide academic, curricular, and program standards and requirements.

Membership: The size of the UPC should not exceed ~~twelve~~ **fifteen** members. **Membership shall include: five eight faculty selected by Faculty Council, one staff selected by Staff Council, two students (one undergraduate and one graduate) selected by the appropriate student government,** the Provost's **designee**, the Vice President for Health Sciences' **designee** and two deans. Staff and faculty shall serve staggered three-year terms, renewable once; students shall serve staggered two-year terms.

UPC Chair: Elected by and among Academic Affairs UPC membership with the exception of any administrators.

Administrative Liaisons: The Provost and the Vice President for Health Sciences

UPC Staff Support: Office of Faculty Administration

Faculty Affairs

Purpose: The Faculty Affairs UPC collaborates with the Provost, Deans and Department Chairs to promote the professional development of faculty. In this capacity it serves as the locus of dialogue in the formulation of University programs and policies pertaining to all aspects of faculty responsibilities, **including, but not limited to**, appointments, retention, professional leaves, promotion, and tenure.

Charge: 1) Promotes support for the work of the faculty in service to student learning, the advancement of knowledge, and the success of the University in fulfilling its mission and achieving its goals; 2) reviews and develops policies, guidelines and criteria for faculty hiring, conditions of employment, retention, evaluation, salary, benefits, workload, promotion and tenure; 3) reviews and recommends policies relating to the professional development of faculty and the leadership development and evaluation of academic administrators; 4) reviews and recommends policies governing developmental leaves of absence, research leaves, and summer leaves; 5) reviews and recommends policies that ensure the fairness and efficiency of university disciplinary policies and judicial procedures for faculty; 6) oversees the work of those committees and task forces charged with responsibility for implementing policies within the purview of this UPC; 7) collaborates with the Staff Affairs UPC on issues, policies, guidelines, and programs that affect all University personnel; and **8) ensures regular communication with relevant elected councils, including Faculty Council**; **9) provides quarterly updates by broadcast e-mail to all faculty regarding its principle agenda items and decisions.**

Procedures for Deliberation and Policy Development: The FAUPC works closely with the Faculty Council or its designated subcommittee(s) in the review and development of all policy issues. Faculty Council must review and approve substantive policy recommendations before they are forward by the FAUPC for approval to the Senior Academic Officer or the President.

Membership: The size of the UPC should not exceed ten members. **Membership shall include: six faculty selected by Faculty Council**, one staff, **selected by Staff Council**, one dean, **the Provost's designee, and the Vice President for Health Sciences' designee.** UPC members shall serve staggered three-year terms, renewable once.

UPC Chairperson: ~~Elected by and among Faculty Affairs UPC membership with the exception of any administrators or staff.~~ **Elected by the committee members from among the faculty representatives.**

Administrative Liaisons: The Provost and the Vice President for Health Sciences

UPC Staff Support: Office of Faculty Administration

Research

Purpose: The purpose of the Research UPC is to promote and improve the overall quality of Loyola's research programs and grant proposals. This UPC is responsible for university-wide policies and procedures pertaining to research matters and grant proposals in all schools and departments. In that capacity, this UPC serves as the locus of dialogue in the formulation of University-wide policies (in concert with other regulatory requirements), programs, procedures and guidelines that relate to research and grants.

Charge: 1) Reviews, evaluates and initiates policies related to conflicts of interest in research, and misconduct in scholarship; 2) Reviews, evaluates, and initiates policies related to intellectual property rights, including copy-rights and patents; 3) Provides advice on programs and procedures which support research and grant proposals; 4) Provides advice, reviews procedures, and initiates policies where appropriate or allowed by regulation related to research compliance including the use of human subjects in research, the use of non-human animals in research, the use of DNA materials in research, radiation safety, bio-safety, and laboratory safety; 5) Oversees the work of those committees and task forces charged with responsibility for implementing policies within the purview of this UPC; 6) Ensures appropriate consultation with faculty, staff and students in the committee's deliberations; and 7) **ensures regular communication with relevant elected groups and others, including Faculty Council;** 8) **provides quarterly updates by broadcast e-mail to all faculty, students, and staff regarding its principle agenda items and decisions.**

Membership: Membership should be broadly constituted to adequately represent a broad spectrum of perspectives. The size of the committee should not exceed nine members.

Membership shall include: five faculty selected by Faculty Council, one staff selected by Staff Council, one graduate student selected by the Graduate Student Association, the Provost's designee, and the Vice President for Health Sciences' designee. The faculty and staff members will serve staggered three-year terms, renewable once.

UPC Chairperson: ~~Elected by and among Research UPC membership with the exception of any administrators from among its faculty members.~~ **Elected by the committee members from among the faculty representatives.**

Administrative Liaisons: The Provost and the Vice President for Health Sciences.

UPC Staff Support: Office of University Research Services-Lakeside; Office of University Research-LUMC.

Staff Affairs

Purpose: The Staff Affairs UPC collaborates with the Vice Presidents for Human Resources and department heads to attract, retain, and develop staff, and to improve the quality of service and administrative support provided to on-campus and off-campus clients of the university. In this

capacity, the UPC serves as the locus of dialogue in the formulation, review and recommendation of substantive policies and initiatives that deal specifically with the responsibilities and rights of staff. For the purpose of this charter, staff is defined as all non-faculty and non-student employees.

Charge: 1) Promotes support for the work of the staff in service to student learning, the advancement of knowledge, and the success of the University in fulfilling its mission and achieving its goals; 2) reviews and develops policies, guidelines and criteria for staff hiring, conditions of employment, retention, evaluation, compensation, benefits, workload and development; 3) initiates, reviews and recommends changes to employment policies or procedures affecting staff; 4) ensures the fairness and efficiency of University staff grievance procedures; 5) reviews and recommends policies relating to the professional development of staff; 6) oversees the work of those committees and task forces charged with responsibility for implementing policies within the purview of this UPC; 7) collaborates with the Faculty Affairs UPC on issues, policies, guidelines, and programs that affect all University personnel; 8) ensures appropriate consultation with students, faculty and staff in the UPC's deliberation; and 9) **ensures regular communication with relevant elected affinity council groups and others, including Staff Council; 8) provides quarterly updates by broadcast e-mail to all staff regarding its principle agenda items and decisions.**

Membership: The Staff Affairs UPC shall be selected from the staff, defined in this charter as all non-faculty and non-student employees. The size of the committee should not exceed nine members. **Membership shall include: six staff selected by Staff Council**, the vice president for human resources for the Lakeside Campus' **designee**, the vice president for human resources for LUMC's **designee**, and one faculty member **selected by Faculty Council**. Committee members shall serve staggered three-year terms, renewable once.

UPC Chairperson: ~~Elected by and among Staff Affairs UPC membership with the exception of any administrators, students, or faculty.~~
Elected by the committee members from among the staff representatives.

Administrative Liaison: The Vice President of Human Resources for the Lakeside Campus

UPC Staff Support: Office of Human Resources

Student Affairs

Purpose: The Student Affairs UPC ~~will~~ **contributes** to the improvement of the overall quality of the educational experience as related to co-curricular programs, residence life, and student support services. The UPC ~~will help~~ **monitors** the effectiveness of and **serves** as the locus of dialogue **in for** the formulation and recommendation of major policies and program initiatives that affect student life and that contribute to the satisfaction and success of our students.

Charge: 1) Promotes continued improvement of co-curricular programs, residence life and graduate and undergraduate student support services; 2) reviews, evaluates and improves policies and programs related to student life to ensure their consistency with and contribution to the mission and goals of the University; 3) reviews and evaluates proposals for substantive changes in programs, departments or organizations which affect student life; 4) ensures the University regularly reviews and assesses the quality and effectiveness of services to students; 5) oversees the work of those committees and task forces charged with responsibility for implementing policies within the purview of this UPC; 6) ensures appropriate consultation with students, faculty and staff in the UPC's deliberations; and 7) **ensures regular communication with relevant elected affinity groups and others, including Unified Student Government.** 9) provides quarterly updates by broadcast e-mail to all students regarding its principle agenda items and decisions.

Membership: The size of the UPC should not exceed **ten** members.

Membership shall include: five students representing both undergraduate and graduate programs (selected by the relevant student governmental body), two faculty (selected by Faculty Council), two staff (selected by Staff Council), and the Vice President for Student Affairs' designee. The faculty and staff members will serve staggered three-year terms, renewable once; student members will serve staggered two-year terms.

UPC Chairperson: ~~Elected by and among Student Affairs-UPC membership with the exception of any administrators.~~ Elected by the committee membership from among the student, faculty, and staff representatives.

Administrative Liaison: The President

UPC Staff Support: Office of Student Affairs

Strategic Planning

Purpose: The purpose of the Strategic Planning UPC is to promote, coordinate and oversee planning across the University. It ~~will attempt to~~ links the University's programs and services with its mission, markets, and resources. In meeting the challenges of external as well as the internal environment, it ~~will~~ strives to display and foster strategic thinking, timely action, and adequate communication.

Charge: 1) Assists the President in formulating, advancing, and communicating a vision for the future of Loyola University Chicago; 2) coordinates the work of other groups involved in planning and integrates their products into a coherent set of action plans; 3) identifies strategic issues and options through ongoing analysis of the University's internal strengths and weaknesses in relation to its external opportunities and threats; 4) prepares and periodically

updates planning assumptions; 5) ascertains the need for outside planning expertise and retains consultants as appropriate; 6) oversees and monitors the implementation of plans to assure that they are carried out; 7) promotes and evaluates the continuous assessment and benchmarking of planning efforts; 8) oversees the work of those committees and task forces charged with responsibility for implementing policies within the purview of this UPC; 9) ~~ensures adequate communication and consultation about planning issues and process with the University community;~~ **9) provides quarterly updates by broadcast e-mail to all faculty, students and staff regarding its principle agenda items and decisions;** and **10) ensures regular communication with relevant elected affinity groups-councils and governmental bodies and others, including the Board of Trustees, Faculty Council, Staff Council and Unified Student Government.**

Membership: Membership should be broadly constituted to adequately represent a broad spectrum of perspectives. The size of the UPC should not exceed thirteen members.

Membership shall include: three faculty (selected by Faculty Council), two staff (selected by Staff Council), two students (selected by the Unified Student Government), the President or his/her designee, the Chief Financial Officer's designee, the Provost, the Vice President for Health Sciences, the Vice President for Advancement, and the Vice President for Mission and Ministry. The faculty and staff members will serve staggered three-year terms, renewable once; student members will serve staggered two-year terms.

UPC Chairperson: The President or his/her designee.

Administrative Liaison: Office of the President.

UPC Staff Support: Office of the President.

Budget and Finance

Purpose: The purpose of the Budgeting and Finance UPC is to advise the President and the University Budget Review Team on major budget issues, policies, and long-range planning.

Charge: 1) Recommends revisions of the long-range financial model as appropriate, based on analysis of its assumptions in light of changing internal and external constraints or opportunities; 2) evaluates the University's past budget performance, including the impact of critical budget decisions on the accomplishment of the University's goals, and makes recommendations to address any problems identified; 3) recommends general strategies for operating budgets, capital budgets, and financial planning; 4) reviews and comments on the major assumptions and components of the following year's budget as they are being developed by the Budget Review Team; 5) recommends ways to improve the development, communication, and implementation of the budget; 6) undertakes specific projects assigned by the President; 7) oversees the work of

those committees and task forces charged with responsibility for implementing policies within the purview of this UPC; 8) ensures appropriate consultation with faculty, staff and students in the committee's deliberations; and 9) ensures regular communication with relevant elected affinity groups councils, governmental bodies, and others, including the Board of Trustees, Faculty Council, Staff Council and Unified Student Government: 9) provides quarterly updates by broadcast e-mail to all faculty, students and staff regarding its principle agenda items and decisions.

Membership: Membership should be broadly constituted to adequately represent a broad spectrum of perspectives. The size of the UPC should not exceed eleven members.

Membership shall include: three faculty (selected by Faculty Council), two staff (selected by Staff Council), two students (selected by the Unified Student Government), the President's designee, the Vice President for Capital Planning, the Chief Financial Officer, and the Provost's designee. Faculty and staff members will serve staggered three-year terms, renewable once; student members will serve staggered two-year terms.

UPC Chairperson: ~~Elected by and among Budget and Finance UPC membership with the exception of any administrators.~~ Elected by the committee membership from among the student, faculty, and staff representatives.

Administrative Liaison: The Chief Financial Officer

UPC Staff Support: Finance Office