

FACULTY HANDBOOK

JIM DEVERY (CHAIR – FACULTY COUNCIL)

TWYLA BLACKMOND LARNELL (VICE-CHAIR)

SARITA HEER (SECRETARY)



HIGHLIGHTS FROM 2015 LUC FACULTY HANDBOOK

Faculty Rights and Responsibilities (p. 34)

- It is expected that Loyola faculty will strive for excellence in the areas of teaching, research/scholarship (including artistic accomplishment), professional practice (if applicable) and service.
- Specific faculty responsibilities are described in letters of appointment and/or annual contracts and are determined by the departmental chairpersons, academic supervisors, and deans, the general expectations are listed in the handbook and apply to all faculty.

HIGHLIGHTS FROM 2015 LUC FACULTY HANDBOOK

Conflict of Interest (p. 37)

- A potential or actual conflict of interest may exist when a faculty member's commitments or obligations to Loyola may be compromised by his or her personal or business interests or commitments (especially economic), particularly if those interests or commitments are not disclosed.
- Although not all conflicting interests are impermissible, those involving the faculty member's self-gain or gain by a third party to whom the faculty member is related may serve to compromise the faculty member's primary obligation to Loyola.
- Additional information about the interests and commitments that may constitute conflicts of interest may be found at http://www.LUC.edu/hr/policies/policy_conflictinterest.shtml (for the Lakeside Campuses). For the Health Sciences Campus, those policies are available from the Senior Academic Officer.
- [Conflict of Interest: Human Resources: Loyola University Chicago \(luc.edu\)](#)

HIGHLIGHTS FROM 2015 LUC FACULTY HANDBOOK

Intellectual Property (p. 39)

- Loyola encourages research, scholarly and artistic accomplishments that might lead to patentable inventions or discoveries.
- A faculty member must disclose to Loyola all discoveries, inventions or improvements, whether patentable or not, which are conceived or reduced to practice by a faculty member with support from, or use of, Loyola funds, facilities, or other resources.
- Ownership of such items is addressed in the Intellectual Property and Technology Transfer Policy which may be found at <http://www.LUC.edu/ors/patentpolicyshtml>. All faculty members must comply with these policies as applicable.

HIGHLIGHTS FROM 2015 LUC FACULTY HANDBOOK

Appeals Processes (p. 59)

- In specific instances, a faculty member may have recourse to the Faculty Appeals Procedure.
- Matters which may be appealed to the President and which the President shall refer to the Committee are matters which allege one or more of the following:
 - (a) that the faculty member involved has been unjustly dismissed for cause;
 - (b) that, in matters involving promotion, tenure, non-reappointment, termination, or salary, there has been discrimination against the faculty member on account of his or her age, sex, race, religion, national origin, sexual orientation, gender identity, non-disqualifying disability, or other characteristic protected by applicable law;
 - (c) that there has been a significant violation of procedures related to decisions affecting promotion, tenure, non-reappointment, termination, or salary; and/or
 - (d) that the faculty member's academic freedom has been violated.

FACULTY COUNCIL

JIM DEVERY (CHAIR)

TWYLA BLACKMOND LARNELL (VICE-CHAIR)

SARITA HEER (SECRETARY)





PURPOSE

- University shared governance
 - represents the Corporate Faculty to the University administration
 - advisory body
 - Nominate faculty to various university bodies
 - responsive to the President of the University and communicates directly with the President, Vice Presidents, and Deans
 - “two-way channel of communication between the University administration and the Corporate Faculty”
 - Propose policy recommendations as it relates to issues affecting all faculty
- Membership
 - Faculty are nominated and elected by their full-time college-level peers
 - One-half of the representatives from each group shall be chosen each year.

ORGANIZATION

- Executive Committee
 - Chair
 - Vice-Chair
 - Secretary
 - 4 Executive Committee Members
- Subcommittees
 - Faculty Affairs
 - concerns regarding benefits, offices providing faculty support (e.g. research, facilities, finance, technology, etc.)
 - Academic Affairs
 - review of major changes to academic programs and policies
 - concerns regarding all academic affairs
 - Service & Communication (5 committee members)
 - [Faculty council newsletter](#)
 - Evaluation of Deans
 - Faculty Member of the Year
- Size of Faculty Council determined by scale
 - 0-30 faculty members, 1 Council member;
31-60 faculty members, 2 Council members;
61-90 faculty members, 3 Council members;
90-120 faculty members, 4 Council members;
121-150 faculty members, 5 Council members;
151-180 faculty members, 6 council members;
and so on.
 - approximately every thirty faculty members will be represented by one council member

FORMAL OPERATING BODY

■ Constitution

- The faculty body is defined as those **full-time Instructors, Assistant Professors, Associate Professors**, active participants in the Senior Professor program, Professors (plus those members of the Medical School who hold the rank of Associate), and professional Librarians, accorded faculty status by the President upon recommendation of the University Committee on Faculty Appointments.
 - Faculty body excludes the following: all Vice-Presidents, the Dean of a College, or the Dean of a School.
- Constitutional amendments require 2/3 vote

■ By-Laws

- All meetings operate according to Robert's Rules of Order
 - Operate Meetings require quorum (majority of FC) to approve motions and minutes
- Each person not a Council member wishing the privilege of the floor shall so state his or her intention in writing in advance of the meeting. He or she will not otherwise have the privilege of the floor, and in no instance will he or she have the privilege of voting.



MEETING SCHEDULE

- Executive Committee: Monthly
 - Week prior to Council Meeting
- Subcommittees: Monthly
- Faculty Council: Monthly
 - All Faculty Council meetings are open to attendance and observation by all members of the University community.
 - Last Wednesday of the month(-ish) from 3-5 PM
 - 9/27, 10/25, 11/29, 12/20, 1/31, 2/28, 3/27, 4/24, 5/15

ONGOING FACULTY COUNCIL WORK

- Faculty Affairs
 - Benefits Advisory Committee
 - Review of Faculty Salary Data
 - Return of F&A funds
- Academic Affairs
 - review of new Academic Withdrawal Policy
 - Academic Integrity Task Force
 - The CLAS Project
 - Oversight for SAC and Student Success
- Faculty Service & Communication
 - Regular distribution of newsletter
 - Review of Deans
 - Faculty Member of the Year Award
 - The award, accompanied by a \$2,000 honorarium, is presented at the September Faculty Convocation.
 - Nominations from all schools and all faculty ranks are welcome during late Spring and Summer.
- Ad hoc Committee on Faculty Evaluations
 - Combination of Faculty Affairs & Academic Affairs
- Other
 - Representation on other university committees

WE
ARE
HERE
FOR
YOU!

-
- Jim Devery
 - Chair
 - jdevery@luc.edu
 - Twyla Blackmond Larnell
 - Vice Chair
 - tblackmondlarnell@luc.edu
 - Sarita Heer
 - Secretary
 - sheer@luc.edu

NEW FACULTY ORIENTATION

UNIVERSITY SENATE

*Faculty Handbook, Faculty Council, and Senate
August 14, 2023.*





FACULTY SENATE

- The University Senate is an organization for University shared governance at Loyola University Chicago, and serves in an advisory capacity to the President of the University.

<https://www.luc.edu/universitysenate/index.shtml>

MISSION

- *The University Senate is a representative body of 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.*

MEMBERSHIP

- Membership consists of 27 faculty, staff, students, and administrators. The University Provost, Chair of Faculty Council, Chair of Staff Council, Vice President of Human Resources/Chief Human Resources Officer, and the Vice President of Student Development also serve in an ex officio capacity.

SENATORS

LSC	WTC	HSC	Students	Administrators	Ex-Officio
<p>4 faculty 4 staff</p>	<p>2 faculty 2 staff</p>	<p>2 faculty 2 staff</p>	<p>4 rep. SGLC 1 rep. SGAC 1 rep. GSAC 2 rep. GPAC</p>	<p>3 admin</p>	<ul style="list-style-type: none"> • Provost • Chair of Faculty Council • Chair of Staff Council • VP HR/Chief Human Resources Officer • VP Student Development

EXECUTIVE COMMITTEE

Officers elected by Senate	Appointed
<ul style="list-style-type: none">• Chair: Minerva Ahumada, Arrupe College (WTC Faculty) bahumad@luc.edu• Vice-chair: Stacey Jaksa, Student Conduct and Conflict Resolution (LSC Staff) sjaksal@luc.edu• Secretary:• Secretary <i>pro tempore</i>:	<ul style="list-style-type: none">• Provost, Dr. Margaret Callahan• SGLC Representative• GPAC Representative

STANDING COMMITTEES

- **Academic Affairs and Research Committee**
- **Budget and Strategic Planning Committee**
- **Diversity Committee**
- **Faculty Affairs and Staff Affairs Committee**
- **Student Development and Success Committee**
- **Bylaws and Elections Committee**

RESOLUTIONS/PROJECTS 2022-2023

- Approved Resolution – Senate Newsletter
- Diversity Committee Proposal – Graduate Diversity Efforts
- Student Development and Success findings re: Arrupe students' transition.

MEETINGS 2023 – 2024

3:00 – 5:00 PM (ZOOM, TBA)

- Friday, September 29, 2023
- Friday, October 27, 2023
- Friday, December 1, 2023
- Friday, January 26, 2024
- Friday, February 23, 2024
- Friday, March 22, 2024
- Friday, April 26, 2024

WE WANT TO HEAR FROM YOU



Dr. Minerva Ahumada

Senate Chair

Clinical Associate Professor, Philosophy

Arrupe College

bahumad@luc.edu



Preparing people to lead extraordinary lives