



LOYOLA COLLEGE IN MARYLAND

— 1852 —

GENERAL GOVERNANCE

A. Governing Bodies

The governance of Loyola College requires a collegial and consultative structure, appropriate assignment of responsibilities, and informed participants. These goals are addressed structurally with two Governance Bodies and an Executive Committee. The Loyola Conference and the Academic Senate are endowed with the formal authority to make policy recommendations to the College President and the Board of Trustees. The Executive Committee of the College Governance System is responsible for administering the processes and providing timely information to the College Community. The Academic Senate is charged with establishing and maintaining the academic excellence of Loyola College. The Academic Senate monitors academic conduct and approves programs, policies, and resource utilization with the objective of improving the educational effectiveness of the College. The Loyola Conference is charged with College-wide issues, such as planning, resource allocation, and administrative policy. The Loyola Conference monitors progress of the College toward its mission and goals, setting and approving budgets, policies, and programs with the objective of improving the educational effectiveness of the College. Information about membership, organization, and purpose of both the Senate and the Conference is contained in Senate/Conference By-Laws; this document is accessible from the Governance website.

B. Academic Areas

For the purpose of faculty representation on the Loyola Conference as well as many committees, departments are grouped into 4 academic areas as follows:

- Business: Accounting, Economics, Finance, Information Systems and Operations Management, Management and International Business, Marketing and Law and Social Responsibility
- Humanities: Classics, Communication, English, Fine Arts, Modern Languages and Literatures, History, Philosophy, Theology, Writing
- Natural Sciences: Biology, Chemistry, Computer Science, Electrical Engineering and Engineering Science, Mathematical Sciences, Physics, Speech-Language Pathology/Audiology
- Social Sciences: Education, Pastoral Counseling, Political Science, Psychology, Sociology.

C. Elected Committees

In alphabetical order, these committees are as follows:

1. **Board on Rank and Tenure**

The Board consists of five tenured faculty members chosen by the tenured and tenure-track faculty for a four-year term. The seats on the Board have been apportioned so that each of the four College areas is represented. One seat, the fifth, is elected at-large. The main function of the Board is to provide a distinct academic and professional judgment on the qualifications of new faculty appointments at the rank of Associate Professor or Professor, promotion, the granting of tenure, and dismissal proceedings, in the initial stages. The Board elects its own Chair, and its recommendations are made by at least a majority. The Board meets as it finds necessary. Normally, it deals with applications for promotion in the fall semester and with tenure reviews in the spring semester. Members may not present their credentials for promotion during their tenure on the Board (see Appendix **Error! Reference source not found.**).

2. **Curriculum Committee: Undergraduate (Committee of the Academic Senate)**

The committee's primary responsibilities are to maintain standards of academic excellence in the liberal arts tradition throughout the undergraduate curriculum and to ensure a coherent educational program congruent with the goals of the current Mission and Goals Statement. The committee reviews any action or proposal that impinges on the core curriculum, and any action or proposal from one department, which affects the undergraduate curriculum of another department. The committee reviews changes in cross-listed courses and other new programs that involve more than one academic department. It also reviews new concentrations in existing majors, significantly revised majors or minors, new majors or minors in a single discipline, and new interdisciplinary majors or minors. The committee may initiate proposals and studies of undergraduate curricular and related academic matters. The Committee reports annually, in writing, to the Senate. Nine tenured faculty members (two elected representatives from each of the four divisions of the College, plus one at large) all serve three-year, staggered terms. The Director of the Honors Program is a non-voting member.

3. **Faculty Affairs Committee (Committee of the Academic Senate)**

The committee is responsible for issues of faculty rights and welfare. The committee coordinates faculty elections and the appointment of faculty to committees. Six faculty members (one elected representative from each area, plus a chair and vice-chair elected at large) all serve two-year, staggered terms. The Chair also serves as Vice Chair of the faculty.

4. **Faculty Compensation Committee (Committee of the Academic Senate)**

The committee represents the faculty on matters of salary and benefits. The committee gathers information, oversees discussion, and makes recommendations on issues relating to faculty pay and benefits. In doing so, the committee communicates directly with the Vice President of Academic Affairs, the Compensation and Benefits Committee, and the Budget Committee. The Committee reports annually, in writing, to the Senate and the faculty. Six tenured or tenure-track faculty members (one from each area and two at large), elected by their colleagues, serve staggered three-year

terms. In addition, one member is selected by the Faculty Affairs Committee. The Chair is selected by the committee.

5. Grievance Panel

The panel is a body elected in accordance with the Grievance Policy (Appendix **Error! Reference source not found.**) from which the members of the Hearing Committee are chosen. The panel consists of twelve elected members (three administrators, three tenured and tenure-track faculty members, three staff members, and three students). The faculty, administrators, and staff members serve three-year staggered terms; one member from each group is elected each year. The students serve one-year terms. If a seat becomes vacant, there is a special election to complete the unexpired part of the term.

D. Committees Of The Academic Senate

Information about the membership and Chair of each committee is accessible from the Governance website.

In alphabetical order, these committees are as follows:

1. Academic Assessment Committee

The committee assists departments, the schools, the College, and committees in assessment in the following areas: curriculum, student learning, teaching, faculty evaluation, and faculty development. The Committee reports annually, in writing, to the Senate.

2. Academic Space Monitoring Committee

The committee reviews the proposed changes in physical plant that may affect academic uses. The committee reports annually, in writing, to the Senate.

3. Academic Standards Committee

The committee regularly reviews the criteria for maintaining good academic standing at Loyola College and makes recommendations for changes when appropriate. The committee also reviews the process by which the College upholds academic standards for undergraduate students. The committee reports annually, in writing, to the Senate. Three review boards comprised of approximately 3 faculty members from the Academic Standards Committee normally convene twice annually to review the appeals of students who have been academically dismissed from Loyola College: one to hear the appeals of first-year students, one for arts and sciences majors beyond the freshman year, and one for business majors beyond the freshman year. An administrator from the Center for Academic Support Services serves as a non-voting moderator for each board. An additional board counsels first-year students who have been placed on academic probation at the end of their first semester.

4. Academic Technology Committee

The committee considers and makes recommendations about the technology and technology service requirements of the faculty. The committee reports annually, in writing, to the Senate.

5. Athletic Council

The council is a standing committee of the Academic Senate and an advisory council to the Vice President for Academic Affairs on the relationship between athletics and

academics at Loyola College and academic matters for student athletes. The council reports annually, in writing, to the Academic Senate and the Vice President for Academic Affairs. The council may investigate and/or hold hearings for suspected or alleged violations of NCAA regulations at Loyola College and will forward its recommendations to the Vice President for Academic Affairs. It may investigate or hold hearings at the request of the Department of Athletics, the Vice President for Academic Affairs, or on its own initiative.

6. Curriculum Committee: Graduate

The committee's primary responsibilities are to maintain standards of academic excellence in the liberal arts tradition throughout the graduate curriculum and to ensure a coherent educational program congruent with the goals of the current Mission and Goals statement. Under the guidelines of the Graduate Program Approval Process the committee reviews curriculum of new graduate degree programs or new areas of emphasis, as well as any action or proposal of existing programs that affects another department/program. The committee reports annually, in writing, to the Senate.

7. Enhancement of Teaching and Learning Committee

The committee considers ways to enhance teaching and learning. The committee recommends, plans, and executes programs and workshops to enhance teaching and learning. The Committee reports annually, in writing, to the Senate.

8. Faculty Evaluation Committee

The committee examines the procedures and instruments for faculty evaluation presently in place at the College, and makes recommendations on the continuation or alteration of both College evaluation procedures and the faculty evaluation questionnaire. In making its recommendations, the committee considers best practices at benchmark institutions. The Committee reports annually, in writing, to the Senate.

9. Faculty Handbook and Academic Policies Committee

The committee ensures that the Faculty Handbook accurately describes practices, policies, and procedures of the College as they relate to faculty. At the request of the Senate, it reviews academic policies not under the jurisdiction of other committees and forwards recommendations to the Senate. The committee reports annually, in writing, to the Senate.

10. Institutional Review Board

The committee establishes guidelines and procedures for reviewing all research involving human subjects to ensure the protection of human rights in accord with the guidelines set forth in 45 CFR 46, Code of Federal Regulations. The committee must approve all research proposals involving human subjects. The committee may alter, suspend, or terminate any research activity that does not conform with either College policy or the guidelines set forth in 45 CFR 46, Code of Federal Regulations. The committee reports annually, in writing, to the Senate.

11. Library Committee

The committee works to ensure that the Loyola/Notre Dame Library provides the best support possible to the Loyola community and to ensure the centrality of the Library in the academic life of the College. The committee reviews and recommends

improvements to meet the faculty's Library needs. The committee serves as Loyola's faculty representatives on the Loyola/Notre Dame Faculty Library Committee. The Committee reports annually, in writing, to the Senate.

12. Research and Sabbatical Committee

The committee recommends policies to promote and support faculty research. It also reviews and evaluates applications from faculty members for financial assistance from the College for summer research grants and sabbaticals. The committee's recommendations are submitted to the Vice President for Academic Affairs for implementation with copies to the Dean of the School of Arts and Sciences and the Dean of the School of Business and Management. The Committee reports annually, in writing, to the Senate and the faculty.

E. Committees Of The Loyola Conference

Information about the membership and Chair of each committee is accessible from the Governance website

In alphabetical order, these committees are as follows:

1. Budget Committee

The committee assumes responsibility for establishing the annual budget assumptions and priorities, reviewing these assumptions and priorities in relation to the College's long-range strategic plan, and drafting the College's budget (including recommendations for tuition, employee compensation, and transfers to and from the endowment). The committee sends copies of meeting agendas and minutes to the Senate-Conference Executive Committee, and reports annually, in writing, to the Conference.

2. College Diversity Committee

The committee works with the Assistant Vice President for Academic Affairs and Diversity to provide campus leadership on diversity issues. These issues include: diversity in undergraduate and graduate student populations; curricular diversity in undergraduate and graduate programs; recruitment, mentoring, and retention of faculty of color; creating a campus climate that assumes, accepts, and engages diversity as necessary to the pursuit of the Jesuit educational mission; creating mutually supportive linkages, and enhancing the College's reputation, in Baltimore; creating mutually supportive relationships with other colleges and universities in the Greater Baltimore area; and other issues as they arise and complement the committee's charge. The committee sends copies of meeting agendas and minutes to the Senate-Conference Executive Committee, and reports annually, in writing, to the Conference. With the advice of the Assistant Vice President for Academic Affairs and Diversity, the committee forms task forces to consider diversity matters raised by committee members or Loyola campus constituencies. These task forces may study problems, propose and pursue special projects, convene meetings, and propose that the committee take specific action. Task force leaders are appointed by the Chair. Task forces are composed of committee members, and others as necessary to the task force's work.

3. Commencement and Convocation Planning Committee

The committee sets goals and objectives, assists in planning, and reviews and evaluates Commencement and the Honors Convocation. The committee schedules,

determines the logistics of, selects the speaker(s) for, and plans the order of events of the Honors Convocation. The committee reports annually, in writing, to the President who makes recommendations to the Board of Trustees and to the Conference.

4. Graduate Studies Committee

The committee considers academic support issues for any proposal affecting graduate programs and/or graduate students, and oversees the integration of all such proposals with the mission and strategic plan of the College. The committee serves as an information center and interest forum for graduate programs, and works to continually improve support for graduate programs. The committee exchanges information with the Graduate Curriculum Committee. The committee sends copies of meeting agendas and minutes to the Senate-Conference Executive Committee, and reports annually, in writing, to the Conference.

5. Compensation and Benefits Committee

The committee advises the President's Executive Council, the Vice President for Administration, the Assistant Vice President for Human Resources, and the Loyola Conference from the constituents' perspective about goals for compensation (for staff and administration) and benefits (for all employees), the allocation of resources to meet those goals, and the monitoring of progress toward achieving those goals. The committee sends copies of meeting agendas and minutes to the Senate-Conference Executive Committee, and reports annually, in writing, to the Conference.

6. Facilities Use Committee

The committee reviews and makes recommendations for consistent policies regarding all academic and non-academic uses of facilities and parking at all sites. The committee acts as an appeal board to resolve conflicts relating to facilities usage. The committee sends copies of meeting agendas and minutes to the Senate-Conference Executive Committee, and reports annually, in writing, to the Conference. The committee may form subcommittees or working groups to plan/oversee/study particular projects.

7. Technology Services Advisory Committee

The committee considers ways to encourage and facilitate use of technology for instruction, research and administration, as well as informing the College community of the capabilities, limitations and changes in information technology. The committee sends copies of meeting agendas and minutes to the Senate-Conference Executive Committee, and reports annually, in writing, to the Conference. The committee may form subcommittees or working groups to plan/study particular projects. The committee has a standing Academic Technology Subcommittee which considers and makes recommendations about the technology and technology service requirements of the faculty; the 5 faculty committee members serve on this subcommittee.

F. Advisory Committees

Information about the membership and Chair of each committee is accessible from the Governance website

In alphabetical order, these committees are as follows:

1. Admissions Committee

The committee advises the Dean of Admissions on matters related to Enrollment Management, particularly with respect to achieving the goals of the strategic plan. It also gives advice about the application of established policies as well as other matters brought to it by the Dean of Admissions. The committee assists in deciding borderline applications.

2. Alcohol & Drug Abuse Prevention Committee

The committee reviews the College's alcohol and other drug abuse prevention programs, makes recommendations for changes or additions to these programs, and provides guidance and support to the Director of Alcohol and Drug Education and Support Services.

3. Animal Care and Use Committee

The committee reviews protocols and resolves concerns involving the care and use of animals on campus or under Loyola College auspices by recommending changes or improvements in the animal use program or facilities to the appropriate officers of the College. The committee reports annually on the animal use program and facilities to the Office for Protection from Research Risks. The committee and/or the doctor(s) of veterinary medicine may alter, suspend or terminate any research activity that does not conform with either College policy or the guidelines of the Office for Protection from Research Risks, a branch of the National Institute of Health (NIH).

4. Career Center Advisory Board

The Board advises the Director of the Career Development and Placement Center on campus recruiting, career planning workshops, career resources and other areas related to student careers and employment.

5. College Board on Discipline

The committee constitutes the pool from which hearing boards are drawn. A hearing board, consisting of three faculty members and two students, hears an appeal from a student or students found responsible for serious violations of the standards of student conduct, and recommends appropriate action to the Vice President for Student Development.

6. Dean of First-Year Students' Advisory Board

The Dean of First-Year Students' Advisory Board establishes communication between offices and programs that serve first-year students, coordinates programs and offerings insofar as possible, and advises the Dean of First-Year Students on matters concerning the needs of first-year students.

7. Disabilities Support Services Committee

The committee guides the College in providing services and accommodations for students, faculty, and staff with disabilities.

8. Education for Life Committee

The committee reviews requests and allocates funds in support of educational initiatives designed to promote student learning outside the classroom.

9. Employee Parking Appeals Committee

The committee hears cases from employees appealing parking tickets and fines and makes decisions on appeals of parking tickets and fines.

10. Engaged Scholarship

The committee advises the Director and Associate Director of Service-Learning on issues relating to service-learning, engaged scholarship and the Service Leadership Program. It also reviews service-learning courses and curricula, and advocates on behalf of service-learning and engaged scholarship at Loyola.

11. Environmental Health and Safety Committee

The committee reviews issues and establishes procedures and policies of general concern with regard to the safety of persons and property. The committee makes recommendations to the Loyola Executive Committee or other appropriate authority to eliminate or minimize safety or environmental hazards incurred throughout the Loyola College Community.

12. Health Pre-Professional Committee

The committee interviews all students applying to health professional schools who wish a letter of support from Loyola College. After examining credentials and recommendations, the committee decides by consensus on the level of support to be given the student and the general content of the letter of evaluation. Students are interviewed by the committee during September, May, and June, and at other times as necessary.

13. Honor Council

The committee promotes and administers the Honors Code. The committee constitutes the pool from which hearing boards are drawn. A hearing board, consisting of 3 to 5 students and a faculty moderator hears cases involving violations of the Honor Code.

14. Kolvenbach Award Committee

The committee reviews and awards proposals for the Kolvenbach Award. These awards combine theory and practice, joining intellectual concepts and direct contact with communities. Peter-Hans Kolvenbach, S.J., calls for work that connects the university to human society, human life, and the environment. These awards support this work and are distributed among undergraduate and graduate student, faculty, and staff/administrator applicants according to merit of the proposed project.

15. National Fellowships Committee

The committee informs faculty as well as students about prestigious fellowships and scholarships available on a nationally competitive basis. It assists students in the application process by reviewing their application materials, conducting interviews with the applicants, recommending ways to enhance the quality of their applications, submitting the final applications to the respective selection committees, and conducting mock interviews for those students who are invited to interviews beyond

Loyola College. In addition, it prepares and submits Loyola's official evaluation of each applicant to the respective fellowship/scholarship selection committee(s).

16. Recreational Sports Advisory Committee

The committee assesses and makes recommendations about programs in Outdoor Adventures, Lifetime Sports and Fitness Programs, Intramurals, and Club Sports. The committee advises the Director regarding policy and procedure regarding all recreational facilities, including the Fitness and Aquatic Center.

17. Sexual Harassment Advisors

Advisors listen to complaints filed by those who believe they have been subject to sexual harassment and try to establish pertinent facts, assess the validity and extent of the complaint on the basis of the information provided, and may suggest possible ways of resolving the matter consistent with the College's policy on sexual harassment. Two faculty (one male, one female), serving for two-year staggered terms, are selected by the Faculty Affairs Committee.

18. Student Research and Scholarship Committee

The committee plans and administers an annual "Undergraduate Student Research & Scholarship Colloquium." Held in early April, the forum is an all-day event at which students present their research in various disciplines in competition for monetary prizes.

19. Study Abroad and International Students Committee

The committee is concerned with Loyola students studying abroad in Loyola's programs, exchange programs, affiliations and non-Loyola programs. The committee is responsible for evaluating, maintaining, and disseminating information on a broad range of opportunities offered overseas through the Office of International Programs. The committee also considers all matters that pertain to the international students on our campus from application to re-entry. It seeks to improve present procedures while looking to create other favorable opportunities for internationalizing our student body.

20. Who's Who Selection Committee

The committee seniors for inclusion in the national listing of Who's Who Among Students in American Universities and Colleges. Student selection is based on academic performance, participation, and leadership in academic and co-curricular activities, citizenship, service to the school and the community, and potential for future achievement. All full-time and part-time senior students are eligible for nomination as are all full-time graduate students who have completed at least half of the course work.

G. Academic Program And Area Studies Committees

In alphabetical order, these committees are as follows:

1. Asian Studies Committee

The committee administers the Asian Studies Minor and organizes various programs to facilitate the scholarly discussion of Asian Studies.

- 2. Catholic Studies Committee**
The committee administers the Catholic Studies Minor and organizes various programs to facilitate the scholarly discussion of Catholic Studies.
- 3. Comparative Cultural and Literacy Studies Committee**
The committee oversees the implementation of the Comparative Cultures and Literary Studies major/minor, such as course selection and approval of the capstone course. The committee also reassesses the program periodically to maintain its integrity and interdisciplinary focus.
- 4. Film Studies Committee**
The committee administers the Film Studies Minor and organizes various programs to facilitate the scholarly discussion of film studies.
- 5. Gender Studies Committee**
The committee administers the Gender Studies Minor and organizes various programs to facilitate the scholarly discussion of gender issues.
- 6. Honors Program Council**
The council is chaired by the Director or a co-Director of the Honors Program and is composed of those faculty currently teaching Honors courses as well as two Honors students. The committee fosters integration at all levels within the Honors Program. The faculty meet periodically to examine the curriculum and to participate in events scheduled as part of HN 100: The Honors Experience. In addition, each member of the committee plans an activity for his/her Honors class(es) outside normal class time to enrich the semester's study. These activities are supported by funds from the Honors Program budget and must be cleared with the Honors Director or co-Director.
- 7. Humanities Center Steering Committee**
The steering committee consists of the chairs of the Humanities departments, the Associate Vice President for Academic Affairs, the Dean of the College of Arts and Sciences, the Director of the Center, and the directors of the Honors Program and the Humanities Symposium. The committee assists the Director in formulating the policies of the Center and in operating its programs.
- 8. Medieval Studies Committee**
The committee administers the Medieval Studies Minor and organizes various programs to facilitate the scholarly discussion of Medieval Studies.