

# LUC FACULTY HANDBOOK & FACULTY COUNCIL

JIM DEVERY (CHAIR)

TWYLA BLACKMOND LARNELL (VICE-CHAIR)

PATRICIA LEE (SECRETARY)

QUNFENG DONG (EXECUTIVE COMMITTEE MEMBER)

GRAHAM MORAN (EXECUTIVE COMMITTEE MEMBER)

WILLIAM DUFFY (EXECUTIVE COMMITTEE MEMBER)



# 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](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 \(luc.edu\)](http://www.LUC.edu/hr/policies/policy_conflictinterest.shtml)

# 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

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## 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 (as well as 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 elected by their full-time college-level peers
    - Post-nomination (self-nomination or peer-nomination)
  - One-half of the representatives from each group shall be chosen each year.

# ORGANIZATION

- Executive Committee (one-year terms with nominations in April)
  - Chair
  - Vice-Chair
  - Secretary
  - Executive Committee Members (4)
- Subcommittees
  - Faculty Affairs (5 committee members)
    - concerns regarding benefits, offices providing faculty support (e.g. technology, student accommodations/resources, classrooms, etc.)
  - Academic Affairs (7 committee members)
    - Policies related to changes in programs
  - Faculty Service and Communication (5 committee members)
    - [Faculty council newsletter](#)
- 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 Roberts 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
  - Second week of the month
- 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
    - 9/28, 10/26, 11/30, and TBA
  - 3 p.m. to 5 p.m. (virtual)
  - Information available in monthly newsletter and website (currently being updated)

# RECENT FACULTY COUNCIL WORK

- Faculty Affairs
  - Review of health insurance faculty survey
  - Review of Deans
- Academic Affairs
  - Review of classroom policies
- Faculty Services and Communication
  - Regular distribution of newsletter
  - (Pending) Updates to FC website and social media
- Faculty Handbook
  - (Pending) Updates to document
- 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.
- Other
  - Representation on other university committees

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WE  
ARE  
HERE  
FOR  
YOU!

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- Jim Devery
    - Chair
    - [jdevery@luc.edu](mailto:jdevery@luc.edu)
  - Twyla Blackmond Larnell
    - Vice Chair
    - [tblackmondlarnell@luc.edu](mailto:tblackmondlarnell@luc.edu)
  - Patricia Lee
    - Secretary
    - [plee12@luc.edu](mailto:plee12@luc.edu)

# University Senate



The University Senate is one of the organizations for University shared governance at Loyola University Chicago.

It serves in an advisory capacity to the President of the University. Membership consists of 27 faculty, staff, students, and administrators. The University Provost, Chair of Faculty Council, and Chair of Staff Council also serve in an ex officio capacity.

# **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.

# Voting Members

- 8 Faculty Members
  - 8 Staff Members
    - 8 Students
- 3 Administrators



# Standing Committees

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

# **Some Resolutions Passed During the 2021/2022 AY**

- Staff Senator Recognition
  - Gender Inclusiveness
  - Presidential Search
- Educating the Loyola Community About Fraudulent Unemployment Claims
- Extending Grace and Compassion to Employees of the University