

**LOYOLA UNIVERSITY CHICAGO
FACULTY COUNCIL
March 16, 2005**

To: Members of the Corporate Faculty
From: Nicholas Lash, Secretary, Faculty Council
Subject: Meeting held in Rubloff Reception Room, 25 East Pearson, WTC,

I. Meeting called to order by Dr. Gerard McDonald in the absence of Kim Dell'Angela, Chair, at 2:00 p.m.

Dr. Dell'Angela was not present because of an illness in her family. Although there was no formal agenda for this meeting, there were a number of issues to be discussed.

II. Discussion of Revisions in the Faculty Handbook

The Council meeting opened an hour earlier than is normal due to the need to discuss revisions in the faculty handbook. Three invited guests, who are working on the Committee to undertake the revisions, were welcomed to Council. The guests were Dr. John Friendreis, Associate VP, Planning and Analysis, Dr. Paul Jay, Chair, Faculty Affairs University Policy Committee and Ms. Paula DeAngelo, Assistant Secretary to the Assistant General Consul. Two other members of the Committee, who were not present, are Dr. Dell'Angela and Ms. Donna Halinski, Executive Assistant to the Provost. The Committee is comprised of three faculty members and two members of the staff who deal either with faculty administration or labor issues.

Dr. Paul Jay reported that the Committee was requesting input from the deans of the various colleges. In revising the handbook, the Committee was studying the faculty handbooks of approximately 30 universities that were judged to be peer institutions to Loyola University Chicago. These handbooks have a wide range in detail and so range from 35 pages to over 200. Part of the length of the largest handbooks was attributable to their including extensive information on their own universities. The most important part of the handbooks deals with contractual material. The Committee also is including material on line from Loyola that deals with matters such as faculty governance. The new handbook will incorporate new policies and procedures. Dr. Paul Jay hopes that once the second draft is completed, it will be returned to Faculty Council. This is an opportunity to fix what is broken. The revision of the last handbook took three years.

Dr. Friendreis stated that the Committee's charge was to provide a draft to Father Garanzini and that Fr. Garanzini would decide to whom the draft should be sent for review.

Ms. DeAngelo mentioned that she invited faculty comments through the email, but that so far only three faculty have responded. She stated that they wanted a document that the faculty could live with.

Dr. Castro inquired whether the faculty handbook applied to all faculty, that is, did it also apply to the faculty at the Medical Center. He expressed the belief that it should and also that the handbook's application to all faculty should be made clear. For example, medical faculty are now expected to earn 30 percent of their salary through grants.

Dr. Paul Jay pointed out that Dr. Castro was raising two issues: 1) to what faculty does the faculty handbook apply? and 2) how can the handbook be changed? Both issues should be made clear. He also mentioned that he has been working on the faculty grievance document, and that it has been made clear to Dr. Barbado that the document also applies to medical school faculty

Dr. Shoenberger requested that the faculty handbook be available not only in PDF format on the Internet, but also in a published, hard copy form. This led to considerable discussion. Dr. Friendreis was concerned that if changes were made to the handbook every year, then the document would be soon out-of-date. A discussion followed regarding how frequently changes would be made and whether perhaps only part of the handbook, dealing with issues that rarely change, should be made available in hard copy form. Dr. Friendreis stated that he did understand the advantages of having the handbook in published form. Dr. Castro requested that all changes to the handbook be made available to faculty through the Internet so that they could be downloaded and stored with the handbook.

Dr. Schweikart inquired whether sabbatical policy should be in the handbook. He also asked "what is broken?" That is, what changes need to be made?

Dr. Friendreis stated that the current handbook was replete with titles, programs, and university bodies that no longer exist. Also clarification is necessary whether the term non-tenured faculty apply to librarians or full-time adjunct professors. Moreover there is a need for greater clarity regarding appeals and grievances. Librarians differ from faculty in that they can both start and leave their positions in the middle of semesters whereas faculty can not. He also mentioned that there should be greater clarification regarding faculty misbehavior. That is, currently faculty misbehavior frequently results in either termination or no action whatsoever. There is a need for policies to deal for misbehavior that falls between these two extremes.

Dr. Walter Jay called for greater and clarification of medical school faculty. Dr. Fine requested a greater spelling out of the rights and responsibilities of emeritus faculty.

Moreover, there has been a trend at Loyola University Chicago, excepting the College of Arts and Sciences, to move from departments to the affinity group structure. The goal of this change was to provide more flexibility in

programs and also to allow faculty to be housed within more than one affinity group. This situation raised questions as to whether adjunct faculty could serve as affinity group coordinators and also how a faculty member with a joint appointment would be judged. That is, which affinity group would be responsible for the faculty member's annual review?

Dr. Shoenberger pointed out that in the drafting of past faculty handbooks, when changes were made in a section, the changes would be sent to the Faculty Council even before the document was completed. He also pointed out that while Loyola was currently heavily tenured, eventually this situation will change and new faculty will be hired. Hence, the hiring, annual review, and tenure decisions of joint appointments will be important to settle.

Dr. Lavelle suggested that the handbook should include a philosophical statement pointing out the importance of tenure for university faculty.

Dr. Paul Jay requested that faculty send him emails with suggestions for the handbook.

The Faculty Council thanked the guests for their appearance.

III. **Search Committee for the Head of the Library**

It was noted that there is no one from Natural Science included in the Search Committee for the Head of the Library.

Motion: that the President be asked to appoint a representative from Natural Science to be on the Search Committee for the Library Head

Moved: Dr. Ian Boussy

Seconded: Dr. Allen Schoenberger

Action: Motion passes with 22 in favor, none opposed and no abstentions.

IV. **Notification date of promotions and/or tenure.**

It was suggested that Faculty Council take up the issue that no date has been set to let faculty know of promotions and/or tenure. Notification has traditionally taken place at the end of February. Contracts are set for April 1. Contracts are not out as yet for summer school. They were out in January of last year.

Motion: that Faculty Council recommend to the Provost that a fixed Date be arrived at for informing faculty of promotion and/or tenure as early as is feasible but no later than March 1.

Moved: Dr. Brian Lavelle

Seconded: Dr. Walter Jay

Discussion:

Should this date be stated in the Faculty Handbook? A faculty member felt that no dates should be stated in the Faculty Handbook. Contracts should

be out at least six weeks prior to the contract date. Perhaps the best solution would be to go with the date of March 1, which could be changed if necessary.

Action: Motion passes with all (22) in favor, none opposed and no abstentions.

V. 15-week semester

Dr. David Schweickart reiterated the request of a colleague that the Provost be asked about the 16-week semester, which includes one extra week of work without compensation. He noted the inconsistency between the fall and spring semesters and pointed to the need for policy clarification. He requested that this item be on the agenda of the Executive Committee's meeting with the Provost.

VI. Lack of Communication regarding retiree benefits

Dr. Marta Lundy received a letter from Mr. Tom Kelly, Vice President of Human Resources. Dr. Tony Castro received the same letter plus a call from Mr. Kelly. The issue is to improve explanation of the choices regarding retiree health benefits. The October letters state that further information would be forthcoming. Dr. Castro wrote to Mr. Kelly requesting clarification. After two or three months, no such explanation was forthcoming. Dr. Castro stated that it was unreasonable for faculty contemplating retirement not to have the details of the new plan spelled out.

In mid-March, the Executive Committee did bring this issue to the attention of Fr. Garanzini who appeared concerned that adequate communication regarding policy had not taken place. The point was made to Fr. Garanzini that there was a sense that Mr. Kelly was not communicating sufficiently with the faculty. After the meeting, communication improved.

Mr. Kelly has requested that Dr. Lundy work with him on this issue. He also said that information is available on the website at luc.edu/hr/benefits. The information available is as follows:

1. Copies of letters faculty receive.
2. Current costs for medical benefits for retirees

A suggestion was made that Mr. Kelly should send faculty dollar projections of the plans. No plan is guaranteed and the plans can be changed in the future. In the subsidy plan, the spouse has no subsidy. However, when a faculty member dies, the spouse remains in the plan at a subsidized rate. Mr. Kelly said that these plans would remain in effect for the next several years.

Dr. Shoenberger pointed out concerns that the current plan is under funded.

VII. Special Guest – Dr. Timothy O’Connell, regarding the North Central Visit.

Dr. O'Connell, Assistant Provost, appeared as an invited guest to inform Council regarding the impending North Central Accreditation visit. The two-and-a-half day visit will commence on Monday, April 11.

Loyola has prepared a self-study report and copies are available for the Executive Committee. In addition copies are available in the library and on-line. Committees comprised of administrators and faculty prepared the 122-page report. The introduction is 11 pages and is an overview of the report.

The composition of the visiting team is kept secret. There are eleven people consisting of a university president, two from other Jesuit universities, two from Catholic universities, two from medical schools, and also from education, student affairs and arts and sciences.

The best outcome would be reaccreditation without concerns. This would be tantamount to an A grade.

A-to B+: Reaccreditation but with concerns. This would most likely require a written report about corrective measures.

B-to C+ Reaccreditation but the need for another visit in two to five years. This could be very costly.

On Wednesday morning, the last day of the visit, there will be an oral report to the president. In one month there will be a written report to the president. There will be a report to a cross section of North Central by the middle of the summer.

A draft of the Visit Schedule was distributed. There is an open house for faculty. Chairs are advising faculty to attend. Written input is also accepted. There was question as to whether faculty could speak freely. Faculty should let Dr. O'Connell know if the room for the open house seems unsuitable.

VIII. Approval of the February 16 Faculty Council minutes

Motion: that the Faculty Council minutes be approved with the corrections.

Moved: Dr. Nicholas Lash

Action: the motions passes with all approving and none opposed.

Some Corrections:

Faculty Status: Motions should be attached to minutes.

Research: We do not currently have a process. Stipends (only) for graduate students are lower...

Old Business: *Governance:* An extra "and" is in a sentence.

Dr. Lash suggested that after the emailed minutes are received, any corrections be emailed to him as soon as possible.

IX. Faculty Council's relationship with UPCs

There will be a meeting with Dr. Paul Jay and Faculty Council members Dr. Walter Jay, Dr. David Schweickart and Dr. Gerry McDonald. Discussion will be on how feasible it is to have proposals approved by UPCs sent to the Faculty Council for approval before going to the President. It was noted that Fr. Garanzini stands firmly behind the UPCs.

The question arose whether faculty could serve on both Faculty Council (where they are elected by faculty) and on UPCs (where they are appointed by the administration). Problems might arise when some UPC issues are confidential.

Some felt that when confidentiality does not apply, sessions should be open. A suggestion was made that there should be a close relationship between Faculty Council and the Faculty Status UPC.

Dr. Castro suggested that it would be quite useful if the Faculty Council committees working on similar issues as UPCs would communicate with each other by phone or email.

It was noted that the Research UPC has not met

Dr. Birely stated that faculty are not interested in serving on committees unless there is a crisis. Normally it is always the same people that serve on committees. Dr. Lundy stated that the problem was not faculty apathy but instead "workload creep" where more and more faculty time was being devoted to committee work. Dr. Castro stated that if faculty wished to be involved with decision-making, then they would have to be willing to devote time to the process.

X. Adjournment

Motion: that the Faculty Council meeting be adjourned.

Moved: Dr. Nicholas Lash

Action: the meeting is adjourned at 5 p.m. with the reminder that the Executive Committee ask the Provost about the calendar.

Respectfully submitted,

Nicholas Lash
Secretary to the Faculty Council

Members Present

Arts and Sciences: Dr. Robert Birely (History), Dr. Ian Boussy (Biology), Dr. Sarah Gabel (Theatre), Dr. Brian Lavelle (Classics), Dr. Gerry McDonald (Math/ Computer), Dr. Prudence Moylan, (History), Dr. David Schweickart (Philosophy),

Professional Schools: Dr. Harvey Boller (Business), Dr. Anthony Castro (CBN and Anatomy), Dr. Thomas DeStefani (Pediatrics), Dr. Karen Egenes (Nursing), Dr. Janis Fine (Education), Dr. Walter Jay (Clinical Science), Dr. Nicholas Lash (Business), Dr. Marta Lundy (Social Work), Dr. Mary Malliaris (Business) (Pathology), Dr. Linda Paskiewicz (Nursing), Dr. William Schmidt (Institute of Pastoral Studies), Dr. Allen Shoenberger (Law),

Graduate Institutes and Professional Librarians: Mr. Fred Barnhart (Law Library), Ms. Kerry Cochrane (Libraries).