



**Loyola Marymount
University**

**Faculty Resource Guide
2024-2025**



Loyola Marymount University

Mission Statement

Loyola Marymount University offers rigorous undergraduate, graduate, and professional programs to academically ambitious students committed to lives of meaning and purpose. We benefit from our location in Los Angeles, a dynamic city that brings into sharp focus the issues of our time and provides an ideal context for study, research, creative work, and active engagement. By intention and philosophy, we invite people diverse in talents, interests, and cultural backgrounds to enrich our educational community and advance our mission:

- **The encouragement of learning**
- **The education of the whole person**
- **The service of faith and the promotion of justice**

The University is institutionally committed to Roman Catholicism and takes its fundamental inspiration from the combined heritage of the Jesuits, the Religious of the Sacred Heart of Mary, and the Sisters of St. Joseph of Orange. This Catholic identity and religious heritage distinguishes LMU from other universities and provides touchstones for understanding our threefold mission.

Please review the brochure “Our Mission”, included in your orientation packet, to read the complete mission statement or access it at: <http://www.lmu.edu/mission>.

Welcome Message from our Provost

2024–2025

Dear New Faculty Member,

Welcome to Loyola Marymount University! I am delighted you are joining our community of outstanding teacher-scholars, dedicated staff, and ambitious students. In the seven years that I have served LMU as provost, our institution has maintained a positive trajectory by ushering in new initiatives, providing our community with increased resources, and strategizing ways to maintain our excellence as leaders and innovators in higher education in California and the nation.



We are now more than halfway through the implementation of our strategic plan, “Creating the World We Want to Live In.”

Its five spotlight initiatives are focused on (1) learning for justice, inclusion, and transformation, (2) integrative and interdisciplinary thinking, (3) personalized connections, (4) discovery and innovation in graduate and professional education, (5) and expanding access to an LMU education.

Over the course of the 2024-25 academic year, we will be sharing key achievements and milestones from the strategic plan to update our campus community on our progress and the work that still needs to be done. I hope you will find time to engage your peers in discussing the ways our campus has changed and grown over the past few years. In doing so, I hope you will also learn about our rich traditions and our missions that animate our commitment to academic excellence, community engagement, and innovative research.

This resource guide and the start-of-the-year programming that accompanies it are designed to provide answers to most of your questions and help you thrive in your new academic home. These internal guides, together with an environment ideally suited to your professional development, are a testament to our commitment to your growth and success. I am confident that together we will realize the three aspects of our stated mission: the encouragement of learning, the education of the whole person, and the service of faith and the promotion of justice.

I thank you in advance for your talents, perspectives, and professional and lived experiences. Your contribution is invaluable and we look forward to seeing the impact you will make at LMU.

A handwritten signature in black ink, appearing to read 'Thomas Poon'. The signature is fluid and cursive, with a large initial 'T' and 'P'.

Thomas Poon, Ph.D.
Executive Vice President and Provost

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Office of Faculty Development

Heather Tarleton, Ph.D.

Associate Provost for Faculty Affairs
and Professional Development

Academic Affairs

UH Suite 4820

Heather.Tarleton@lmu.edu

(310) 338-4247



Jasmine Robinson

Faculty Affairs Associate

Academic Affairs

Jasmine.Robinson@lmu.edu

(310) 338-7805



LMU Administration

President and President's Cabinet

Timothy Law Snyder
President

Thomas Poon
Executive Vice President and Provost
Rosemarie Rae
Executive Vice President & Chief Operating Officer

Kawanna Leggett
Senior Vice President for Student Affairs

Emelyn dela Peña
Vice President for Diversity, Equity, and Inclusion

Aimee Uen
Senior Vice President & Chief Financial Officer

John S. Kiralla
Senior Vice President for Marketing and Communications

John T. Sebastian
Vice President for Mission and Ministry

John Parrish
Special Assistant to the President

Peter Wilch
Senior Vice President for University Advancement

Craig Pintens
Athletics Director

Deans

Brietta Clark
Dean of Loyola Law School

Bryant K. Alexander
College of Communication and Fine Arts

Kristine R. Brancolini
William H. Hannon Library

Dayle M. Smith
College of Business Administration

S.W. Tina Choe
Seaver College of Science and Engineering

Joanne Moore
School of Film and Television

Deans (cont.)

Richard Fox
Bellarmino College of Liberal Arts

Estela Zarate
School of Education

Academic Affairs

David Sapp
Vice Provost for Academic Administration

José I. Badenes, S.J.
Associate Provost for Academic Programs

Maureen P. Weatherall
Vice Provost for Enrollment Management

Kathleen Weaver
Vice Provost for Faculty Research Strategy

Roberta Espinoza
Associate Provost for International Programs and Partnerships

Audra Verrier
Associate Vice Provost for Career & Professional Development

Jennifer Belichesky-Larsen
Assistant Vice Provost for Strategic Initiatives

Maria Cano
Associate Vice Provost for Financial Planning and Budgets

Thomas Gutto
Associate Vice Provost for Undergraduate Enrollment

Student Affairs

Terri Mangione
Dean of Students and Vice President for Student Affairs

Richard Rocheleau
Associate Vice President for Student Life

Francesca Piumetti
Associate Dean of Students & Chief Judicial Officer

Welcome Message from the Faculty Senate President

2024–2025

Welcome to LMU!

Your colleagues around campus and throughout the campus are excited to meet you, learn of your research and creative work, and engage in important matters which face us as a community. The Faculty Senate is here to support you and hear your ideas.

The Faculty Senate represents the voice of the faculty in the decision making of the university. The faculty holds primary responsibility for areas such as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life that relate to the educational process.

In other areas, the faculty collaborates with or advises university leadership. The Faculty Senate approves policies, exercises general oversight, and addresses questions of governance procedure as well as works to safeguard academic freedom and faculty rights.

Let us know if you have any concerns that you think the Faculty Senate should address: FacultySenate@lmu.edu. You can find your Senators at <https://academics.lmu.edu/facultysenate/meetthesenate/> and find information of Senate meetings, etc. at <https://academics.lmu.edu/facultysenate/>. Faculty Senate typically meets every other week on Thursdays and all faculty are welcome as guests. You may also want to consider joining the “LMU Faculty Discussion Group” on Facebook.

We look forward to meeting each of you and best wishes for a start to the semester and a fabulous year!

Best,
Leon Wiebers
Faculty Senate President, 2022-25
Chair of Theatre Arts, Costume Designer
College of Communication and Fine Arts



Faculty Senate Roster

PRESENT MEMBERS		TERM EXPIRES
At Large 1	Dorothea Herreiner, Ph.D. Economics, Bellarmine College of Liberal Arts	2024
At Large 2	<i>Secretary</i> Nora Murphy, Ph.D. Psychology, Bellarmine College of Liberal Arts	2025
At Large 3	Patricia Oliver, Ph.D. Communication Studies, College of Communication and Fine Arts	2026
At Large Contingent 1	Rebecca Sherwood, Ed.D. Production Film & Television, School of Film & Television	2026
At Large Contingent 2	Brian Moss, M.F.A Art and Art History, College of Communication and Fine Arts	2024
At Large Contingent 3	Danielle Borgia Women's and Gender Studies, Bellarmine College of Liberal Arts	2025
At Large Contingent 4	Courtney Matz, Ph.D. Specialized Programs in Professional Psychology, School of Education	2025
At Large Contingent 5	Anna Winget, Ph.D. Theatre Arts & Dance, College of Communication and Fine Arts	2025
At Large Contingent 6	Christopher Daily, Ph.D. <i>Fourth Member</i> Theological Studies, Bellarmine College of Liberal Arts	2024
English & Modern Languages 1	Laura Huffman, Ph.D. Modern Languages & Literatures, Bellarmine College of Liberal Arts	2025
English & Modern Languages 2	Judy Park, Ph.D. English, Bellarmine College of Liberal Arts	2026
Bioethics/History/Philosophy/ Theological Studies 1	Eric Swanson, Ph.D. Theological Studies, Bellarmine College of Liberal Arts	2024
Bioethics/History/Philosophy/ Theological Studies 2	Nicholas Brown, Ph.D. Bioethics, Bellarmine College of Liberal Arts	2025
History/Philosophy/ Theological Studies 3	Vacant	2026
Social Sciences 1	Vacant	2026
Social Sciences 2	Jennifer Williams, Ph.D. African American Studies, Bellarmine College of Liberal Arts	2024
Social Sciences 3	Máire Ford, Ph.D. Psychology, Bellarmine College of Liberal Arts	2025
Social Sciences 4	Prachi Jain, Ph.D. Economics, Bellarmine College of Liberal Arts	2024

Faculty Senate Roster (cont.)

PRESENT MEMBERS		TERM EXPIRES
Business 1	Richard Zhen Tang, Ph.D. Marketing and Business Law, College of Business Administration	2025
Business 2	My Bui, Ph.D. Marketing and Business Law, College of Business Administration	2026
Business 3	Dominique Braxton, Ph.D. Marketing and Business Law, College of Business Administration	2024
Communication Studies/MFTH	Meng Li, Ph.D. Communication Studies, College of Communication & Fine Arts	2026
Fine Arts 1	<i>President</i> Leon Wiebers, M.F.A. Theatre Arts and Dance, College of Communication & Fine Arts	2024
Fine Arts 2	Terry Lenihan, M.F.A. Art & Art History, College of Communication & Fine Arts	2026
Library 1	Jesse Young, M.L.I.S. Library II, William H. Hannon Library	2026
Education 1	Manuel Ponce, Ed.D. Educational Leadership, School of Education	2024
Education 2	Vacant	2026
Film & Television 1	Anupama Prabhala, Ph.D. Film, Television and Media, School of Film and Television	2025
Film & Television 2	Jonathan Wysocki, M.F.A. Film and Television Production, School of Film and Television	2026
Film & Television 3	Gregory Ruzzin, M.F.A. Production Film & Television	2024
Engineering/ Computer Sci 1	Brendan Smith, Ph.D. Mechanical Engineering, Seaver College of Science & Engineering	2025
Engineering/ Computer Sci 2	Ray Toal, Ph.D. Computer Science, Seaver College of Science & Engineering	2024
Science/Math 1	Vacant	2026
Science/Math 2	Tatiana "Tanya" Kuzmenko Biology, Seaver College of Science & Engineering	2024
Science/Math 3	<i>Vice President</i> Black Mellor, Ph.D. Mathematics, Seaver College of Science & Engineering	2025
Loyola Law School Liaison (non-voting)	David Glazier	

Campus Assistance

Events and Academic Calendars

There are many special events at the University throughout the year. Certain dates on the Events Calendar (<http://cal.lmu.edu/>) and the Academic Calendar (<https://registrar.lmu.edu/academicresources/calendars-academic/>) will shape the structure of your class schedules.

Please check these calendars annually for such events as:

Mass of the Holy Spirit / President's Inauguration / Provost's Convocation / Faculty Social
Mission Day / Commencement Liturgy / Commencement

Child Care Center

LMU's Children's Center (LMUCC) is located on the upper LMU campus, adjacent to the Hannon parking lot, near the Loyola Boulevard entrance. The single story nearly 9,000 square-foot facility has six classrooms and a 20,000 square-foot playground. It offers services to the children of LMU faculty, staff, students, and families from the community.

The Center accepts children 6 weeks to 5 years of age, and has the capacity to care for up to 104 children per day in its infant, toddler, and pre-school programs. The Center offers both full-time and part-time care options. If you are interested it is highly encouraged to sign up early as there is a waitlist. For additional information on enrollment you can visit the website: <http://admin.lmu.edu/lmucc/> or contact the Children's Center at (310) 258-8900.

LMU Faculty Housing Program

There are three key components to the LMU Faculty Housing Program as detailed below. The Program is overseen by the LMU Board of Trustees and is supported by an annual budget funded largely by the university endowment. The Program is not an HR benefit and in any given year may experience demand greater than supply.

1. Rental Assistance: The high cost of housing in the local area poses a challenge for the university in its efforts to recruit highly qualified faculty. Recognizing the importance of affordable housing, the university maintains a Rental Assistance Program. The Rental Assistance Program is intended to ease the transition into the local housing market for new, incoming tenure-line faculty during the first three years of their appointment by providing monthly rental assistance in the form of supplemental pay. See website below for policy and details.

2. Home Purchase Assistance: The LMU Faculty Housing Loan Program is for a new, primary residence purchase only. Eligible faculty members may apply for the LMU home loan program after completion of one year tenure track services and contracted for the second year. The application window is open during February/March each year. The \$150,000 home loan is in the form of a 2nd Deed of Trust and is payment free with 10% forgiveness annually on January 15 beginning after the loan has had its first anniversary. Annual loan forgiveness is taxable income to the employee. Participation requires continuous employment with the University, and application is no guarantee of approval. Prospective faculty borrowers should consult with a primary mortgage lender/broker to determine how this Program may be treated during an underwriting process. While the university home loan leads to a lower overall mortgage payment it is often considered debt and not a home purchase "down payment". In periods of high demand, qualified applicants are prioritized based on an existing methodology. See website below for policy and details.

3. University-Owned Rental Properties: The university owns a number of single family residence and apartment properties within close proximity to the Westchester campus. The homes require standard lease terms and are rented at below-market rental rates for a maximum rental period of three years. Rent is paid via payroll deduction only. See website below for policy and details.

Importantly, the different aspects of the LMU Faculty Housing Program may not be combined at the same time. For example, a faculty renter in a university-owned home may not receive rental assistance while living in the home.

Finally, the university reserves the right to amend/update the LMU Faculty Housing Program policies at any time. Please check the website for the most updated policies in effect. This document in no way serves as a promise or guarantee of any offering described above.

For more information, please review the LMU Faculty Housing website at:

<https://resources.lmu.edu/facultyhousing/>

Human Resources

The Human Resources staff will assist you with various HR questions you may have about your benefits, employment, personnel records, and discriminatory harassment policies and reporting procedures. The HR department is located in University Hall, Suite 1900. They may be reached at (310) 338-2723. Their website is <http://admin.lmu.edu/hr>.

Payroll

W4 forms and DE4 tax withholding forms are located in Workday. Tax forms are due no later than August 25th to ensure the timely issuance of your first pay check. To verify that you have already submitted your tax withholding forms, please contact Shannon Pascual in Academic Services by calling (310) 338-5799 or e-mailing her at Shannon.Pascual@lmu.edu.

Campus Mail – Distribution Center

Faculty members may mail business-related items through their department. Intra-campus mail and outgoing mail can be coordinated with your department's administrative assistant.

For additional information with a list of services and postal related links, visit the Distribution Center's website at <http://admin.lmu.edu/dc/> or call (310) 338-2763, for shipping and receiving.

Emergency Information

To report an emergency or suspicious activity, contact LMU Campus Safety by phone (x222 or 310.338.2893) or at the nearest emergency call box. For life-threatening emergencies, including head injuries, chest pain, and profuse bleeding, always call 9-1-1 first, and then follow up with Campus Safety if possible.

To report suspicious activity, contact LMU Campus Safety by phone (x222 or 310.338.2893) or at the nearest emergency call box.

If you have concerns about personal safety issues, or would like to receive an escort to a location on campus, contact Campus Safety at 310.338.2893 or via the Rave Guardian mobile app.

Campus Safety

LMU Campus Safety's mission is to create a safe environment for the entire LMU community, including students, staff, faculty, and guests. Campus Safety provides a wide range of services, including crime and accident reporting, medical and incident emergency response, general and specific safety and preparedness training, and investigations in conjunction with the Los Angeles Police Department.

Campus Safety also manages a wide variety of common services for the LMU community, including:

- Campus Lost and Found
- Trainings (including disaster preparedness, theft prevention, sexual assault prevention, and general campus safety)
- Emergency Preparedness

Campus Safety can be reached 24 hours a day/7 days a week/365 days a year at 310.338.2893 (or x222 from a campus phone). In a life-threatening emergency, always call 9-1-1 first and then follow up with Campus Safety if possible. To report an incident, call Campus Safety, submit an e-report on the Campus Safety website, via the Rave Guardian mobile app, or visit Campus Safety in Foley Annex.

Locations and Contact Info: Campus Safety has two offices. The primary office is located in Foley Annex, with a satellite office on the first floor of University Hall (near the P-1 elevators). You may call Campus Safety 24/7 on its main line at (310) 338-2893, or reach the Campus Safety officers by e-mail at safety@lmu.edu.

Emergency Preparedness Information:

In the event of an evacuation, follow the evacuation signage throughout the building to the designated safe refuge area where you will receive further instruction from Campus Safety or an emergency response team member. For more safety information and preparedness tips, visit lmu.edu/emergency.

All faculty are strongly encouraged to include the LMU emergency preparedness insert in their syllabus, found [here](#).

Remember to review evacuation information and other safety tips posted in each learning space, and confirm you are registered to receive emergency alerts via LMU Alert and the Rave Guardian app. For more information and emergency preparedness tips, including trainings for incidents like active threats, earthquake, and fire, visit safety.lmu.edu.

Updated guidelines on COVID-19 can be found at the LMU Together A-Z Index.

LMU Alert

Campus Safety manages LMU Alert, the university's mass emergency notification system. LMU Alert allows the university to communicate important information and instructions during a campus or area-wide incident or emergency.

- To register for LMU Alert: log in [LMU Workday](#) to add/update your personal phone number and email address in LMU Alert. Simply go to your profile page, select "Actions" and click on "Additional Data" at the bottom of the drop-down.
- For step-by-step instructions: follow the steps in this reference guide.
- Learn more about LMU Alert: visit <https://lmu.edu/alert> for more info.

LMU may issue messaging via text, phone and/or email, so you are encouraged to provide contact information for all three modes of communication. Note that your LMU email address is automatically registered.

Email safety@lmu.edu for questions.

Rave Guardian Mobile App

Rave Guardian is LMU's customized campus safety app. In addition to sending LMU Alerts, Rave Guardian lets you discreetly text with Campus Safety officers, report suspicious activity or safety-related incidents, utilize the "Watch Me Walk" feature for added security getting home at night, and access important campus resources at your fingertips.

- To install Rave Guardian on your smart phone: Download 'Rave Guardian' in the Apple or Google Play store. Once you download the app and enter your phone number, a verification code will direct you to the customized LMU dashboard. Learn more at lmu.edu/rave.

Campus Access

The Westchester campus may be accessed through two entrances: Lincoln Boulevard and Loyola Boulevard. Both gates close nightly from 11 pm to 6 am. LMU students, faculty, and staff may still tap into campus with their OneCard at either gate during after hours, while visitors must check in at the security booth on LMU drive and provide a valid government-issued driver's license for admittance.

Student Psychological Services (SPS)

Student Psychological Services (SPS) has a staff of eight (8) licensed psychologists/therapists and three (3) Post-doctoral Residents who provide confidential services for LMU students. SPS is committed to support student wellbeing and provide in-person or teletherapy appointments. SPS in-person services include individual, couples, group therapy, consultation, and psychoeducational workshops and outreach. After hours on-call therapists are available 24/7 to assist students who have immediate concerns by calling (310) 338-2868. There is no charge for our service. There is a \$25.00 charge for students who do not cancel and/or fail to keep their appointment. SPS is offering TimelyCare, a teletherapy service to provide individual counseling, from a licensed counselor. TimelyCare is available 24/7 for LMU students, from a smartphone or any web-enabled device anywhere in the U.S., at no cost to the student.

SPS is located on the north side of Burns Recreation Center, 2nd floor. Please visit our website for hours of services. Our office number is (310) 338-2868.

<https://studentaffairs.lmu.edu/wellness/studentpsychologicalservices/wellnesseducators/>

The Faculty/Staff Guide to SPS (access link below) provides basic information that indicates when a student may need professional help, and when to refer students to SPS. Faculty/Staff may call the SPS office at (310) 338-2868 for consultation and/or assistance. If a student exhibits behavior that is threatening or dangerous, please contact Campus Safety at (310) 338-2893 for immediate assistance.

Faculty/Staff Guide link:

<https://studentaffairs.lmu.edu/wellness/studentpsychologicalservices/resources/forfacultystaff/>

Wellness Educator

SPS sponsors the Wellness Educator (WE) program comprised of a select group of student leaders who offer educational presentations to the LMU community intended to: educate fellow students about mental health and wellness, reduce stigma around mental illness, and raise awareness of SPS services and other wellness resources. For additional information, see link below:

<https://studentaffairs.lmu.edu/wellness/studentpsychologicalservices/wellnesseducators/>

Ombuds Services

Ombuds services provides independent, impartial, confidential and informal support for faculty, staff, and administrators seeking to informally address university-related problems, disputes and complaints. Students may also access ombuds services, as needed. Please visit our website for more information.

Emelyn de la Peña, Ed.D.

Ombuds for faculty & staff support (interim)

Vice President for Diversity, Equity, and Inclusion

emelyn.delapena@lmu.edu

Fr. Roy Pereira, S.J., Ph.D.

Ombuds for student support

Spl. Asst. Senior Vice President for Student Affairs

Adjunct Professor

roy.pereira@lmu.edu

Campus Business Operations/OneCard Office

Once you have received your LMU network login credentials and access to your email, you can obtain your first LMU OneCard by processing an LMU OneCard TAP Application. You can access the TAP Application here: (LMU OneCard TAP Application) (<https://lmu.tap.thinksmart.com/prod/Portal/ShowWorkflow/Embed/ae60516e-c208-49cd-bb6b-5153fa0fb520>). Please follow the steps provided in the TAP application. After submitting your application, you will receive a confirmation email indicating that your submission has been received. Subsequently, you will receive a second message confirming the approval of your photo and notifying you that your OneCard is ready for pickup. The Campus Business Operations/OneCard Office is located in University Hall, suite 1100, on the first floor next to the escalator. Their office hours are from 8 am to 5 pm, Monday through Friday, and no appointment is required. In the event that you are unable to use the TAP application, you have the option to visit the OneCard Office in person. Simply go to their office, have your picture taken, and receive your OneCard. Please remember to bring a valid government-issued identification card, such as a US Driver's License issued by the DMV, State ID, Passport book, or U.S. Military ID Card..

LMU OneCard for Door Access

Door access is provided by the Security Technology and Access Control (STAC) department within Campus Safety Services. Our office can activate or “encode” door access on your LMU OneCard, but only if the access was already provisioned by STAC. You can obtain authorization to access a particular door by asking your supervisor to send an email providing all the relevant door location/information to quality@lmu.edu. Once approved, you may be asked to revisit the OneCard office to “encode” your card with this new access.

Replacing a Lost OneCard

The LMU OneCard contains technology which is considered LMU property. Your first LMU OneCard is provided to you at no charge, but a fee will be assessed for replacing any lost card. If you lose your card, keep your data secure by clicking this link to deactivate the lost card. This action will place a freeze on your card until you either find it or obtain a replacement. You can either come into the office during business hours or send an email to onecard@lmu.edu to request further action. You may call Campus Safety Services after hours at (310) 338-2893 for additional assistance or to file a theft report. Temporary Access Cards may be obtained upon request, but they expire by 10 am the next day and must be returned to the OneCard office to avoid an additional replacement fee as they contain the same technology as the regular cards. If you have any questions about the LMU OneCard, please send an email to onecard@lmu.edu and we will be happy to assist you. Welcome to LMU! Go Lions!

Parking and Transportation

Virtual Parking

The University utilizes a virtual permit system, LMU Park, which allows permit holders to be identified via their license plate. No physical permit or decal is required.

Registration and Payment

LMU Charges for parking Monday through Friday, 8:00 am until 8:00 pm. Payment options are dependent on your Human Resources classification. Most full-time, benefits eligible faculty are able to enroll in pre-tax payroll deductions for parking. Deductions continue without stoppage unless requested. To stop deductions after enrolling. Please fill out the Parking Permit Cancellation Form on the Parking and Transportation website. Ineligible Faculty will be prompted to pay for semester parking up front via credit or debit card online at LMU Park, or can pay cash at the Parking Office.

Permits are purchased online through LMU Park. LMU Park can be accessed via mylmu once an employee's onboarding has been completed through Human Resources. Because the system uses license plate recognition technology, it is very important to be accurate when registering your vehicle/s. Faculty may register multiple license plates on their LMU Park account; however only one car may park on campus at a single time. License plates must be registered to a valid permit before parking on campus to avoid receiving a parking citation.

For current rates, please visit <http://admin.lmu.edu/parking/facultystaffstudentparking/facultystaffparking/>.

Where to Park

Faculty are permitted to park in any unreserved, marked parking space on campus with a valid faculty permit. Lot-I (the Xavier Hall parking lot), is not available for faculty parking unless paying as a visitor or outside of permit enforcement hours. Additionally, the following areas contain reserved parking for faculty and staff, Monday through Friday, 8:00 am until 5:00 pm:

- University Hall, P1
- Drollinger Parking Plaza, Lower Level
- Life Sciences Building, Lower Level
- Lot-K, McKay Parking Lot
- Whelan Lane

An online map is available for review from the Parking and Transportation webpage <https://lmu.app.box.com/s/dooeoknx679ktd6onn1dm1dy7gfb3h16>.

Faculty purchasing parking using daily visitor rates may not occupy parking stalls in faculty and staff reserved areas. Reserved areas are first come, first serve, and exclude personal and department reserved stalls.

Motorcycles riders have the option of purchasing either a motorcycle permit or registering their motorcycle to their regular faculty permit. Motorcycles registered under a regular faculty parking permit may occupy a regular vehicle parking space but may not park if another vehicle is registered to the same permit and parked simultaneously on campus. Motorcycle permits are less expensive than regular faculty permits, but limit the motorcycle to parking in predetermined motorcycle areas. Motorcycle permits are not eligible for payroll deduction regardless of status with Human Resources and must be purchased in-person at the Parking Office.

Loading and timed spaces are available for faculty use without prior approval. Loading spaces must be used for active loading and unloading only. Loading and timed spaces must be vacated within the indicated time limit. Spaces are strictly enforced and improper use or overstaying the time limit will result in a citation being issued.

Parking Citations

Parking rules are enforced 24 hours a day, 7 days a week. All vehicles parked on campus are required to comply with local and state parking regulations. Drivers are required to comply with the University's Parking Rules and Regulations prior to parking on campus. The Rules and Regulations can be reviewed online at <http://admin.lmu.edu/parking/rulespolicies/>. Vehicles found in violation of state or local regulations are subject to citation and/or tow, at the owner's expense.

Citation Appeals

Citations may be appealed within the first 14 days after issuance. Appeals must be submitted online through LMU Park. Citations left unpaid or uncontested after 14 days are considered delinquent and receive a 50% late fee.

Alternative Transportation

LMU offers a variety of transportation alternatives. Visit the Parking and Transportation Department's Alternative Transportation webpage for the most current information on alternative commuting.

Playa Vista Shuttle

The shuttle will be open to all students, faculty, and staff members, and anyone outside the LMU community who wants to ride. The route will include stops on the Westchester campus (University Hall flagpoles and Lawton Plaza), the LMU Playa Vista Campus, and the Runway in Playa Vista, home to a variety of restaurants and retail stores. Our app name is LMU Transit, and is available for download on both IOS and Android platforms.

Information Technology Services

Overview

Information Technology Services (ITS) manages and supports the university's information technology resources. These resources include campus network and telecommunications systems, staff and faculty computers, computer labs and learning spaces, classroom technology and audio/visual support, administrative information systems, academic creative services, and instructional technology. ITS aims to provide efficient technology operations that enhance the intellectual life and experiences of the university community. A complete list of ITS services and up-to-date information is available at <https://its.lmu.edu/whatwedo>.

COVID-19 Impact

The following websites have been created to provide faculty, staff, and students with critical information to continue to teach, learn, and work during the pandemic.

- Teaching <https://its.lmu.edu/teaching>
- Learning <https://its.lmu.edu/learning>
- Working <https://its.lmu.edu/working>

Information Security

All LMU users are reminded that information security is an important component of academic institutions. It is everyone's responsibility to stay informed and be vigilant in protecting our information. Find alerts, tips, and important updates on the ITS Information Security website at <https://its.lmu.edu/SecureIT>.

To access certain systems off campus or on campus, you may be required to use Duo, a multi-factor authentication (MFA) system. Duo provides additional security by requiring both something you know (your LMU primary email address and password) and something you have (a smartphone, a tablet, a phone, etc.) any time you access Duo-protected services. Duo-supported devices include iPhone, Android, Blackberry, Windows Phone, Apple Watch, and many tablets. To learn more, visit the ITS SecureIT website at <https://its.lmu.edu/duo>.

ITS Service Desk

The ITS Service Desk is your first point of contact for all technology-related questions and issues. Support from ITS Service Desk staff is available Monday through Friday, 8:00 a.m. to 6:00 p.m. Summer and holiday hours vary, and there is limited after-hours support available as well. Ways to contact the ITS Service Desk:

- ITS Service Desk Online Portal – Available 24/7 to submit tickets, check the status of tickets or requests, and search for Knowledge Base articles – <https://lmu.service-now.com/servicedesk>
- By Email
 - Westchester Campus and Playa Vista Campus – servicedesk@lmu.edu
 - Loyola Law School – servicedesk@lls.edu
- By Phone
 - Westchester Campus and Playa Vista Campus – (310) 338-7777, option 2 (x87777 when dialing from a campus phone)
 - Loyola Law School – (213) 736-1097 (ext. 1097 when dialing from a campus phone)
- In-Person Support and Consultation
 - Westchester Campus – on the 2nd floor of the William H. Hannon Library
- LLS Campus – on the 2nd floor of the Rains Library in the CRC

Brightspace

LMU's Learning Management System (LMS) is packed with resources like discussion forums, collaborative learning tools, Library Guides to aid student research, eReserves for reading lists, online grading, and more. Brightspace lets faculty focus on teaching courses, rather than administering them. To access Brightspace courses, go to MyLMU (<https://my.lmu.edu>) or <https://brightspace.lmu.edu>. For additional information on workshops or training, contact your [Instructional Technologist](#) or visit LMU Brightspace support website at <https://its.lmu.edu/brightspace>.

Instructional Technology

Each school and college has a dedicated Instructional Technologist to facilitate technology-enhanced teaching, research, and professional development through a combination of one-on-one support, multimedia development assistance, workshops, and collaboration using the latest hardware and software resources. Learn more, visit ITS Instructional Technology website at <https://its.lmu.edu/whatwedo/instructionaltechnology/>

The Instructional Technology group is dedicated to:

- Collaborating with faculty to enhance learning objectives and instructional design with technology
- Inspiring innovative uses of technology in teaching and research
- Facilitating communication between departments, ITS, and the broader academic community
- Supporting research computing applications and environments tailored to your needs (to get started, contact the Instructional Technologist from your college or school)
- Offering in-person technology training workshops on software titles, instructional technology, content creation, immersive technology, and more – see upcoming in-person training schedule and register for workshops at <http://its.lmu.edu/workshops>.
- Providing Instructional Design consultation to ensure high quality design and support of online and hybrid faculty and students; and to train faculty on best practices for hybrid/online instruction and the meaningful integration of technology for learning and student engagement.
- Providing eFaculty Certification <https://academics.lmu.edu/cte/onlinehybridlearning/> in partnership with Center for Faculty Development

To learn more about the goals, the services, and the current staff of the ITS Instructional Technology team, go to <http://its/lmu.edu/whatwedo/instructionaltechnology/>

Research Computing

The ITS Research Services & Educational Applications team offers research computing services to faculty across campus through a wide-range of consulting and support services for research and grant projects. The team's goal is to work with individuals, groups and departments to help drive quality research. This team acts as a liaison between faculty, the Office of Research and Sponsored Projects, and ITS to consult and determine what services and products would best fit the research goals. All interested faculty are encouraged to request a consultation prior to budgeting or purchasing any research computing technology. Through the consultations, this team may be able to provide more convenient and cost efficient solutions for faculty research projects. Please visit ITS Research Computing website at <https://its.lmu.edu/research> or email us at researchservices@lmu.edu.

Classroom Support

Classroom Support ensures that all classroom equipment is maintained and updated, and that all classrooms are clean, organized, and conducive to learning. They are your first point of contact for all learning space issues.

To learn more about LMU's classroom support, general purpose spaces and specialty labs, visit <https://its.lmu.edu/whatwedo/classroomsupport/>. The Technology Support Specialists and trained students in Classroom Support:

- Respond to classroom technology and equipment issues
- Assist faculty with technology in the classroom
- Perform preventative maintenance on all classroom equipment
- Replace bulbs for all permanently-installed projectors in labs or classrooms

Creative Services

Creative Services creates multimedia projects to improve student learning and faculty outreach. Filming, editing, podcasting, and innovative pedagogical consultation services are available to LMU faculty and staff. Creative Services also supports campus media systems including web conferencing, classroom capture, video hosting, and more. For more information about these services, visit <https://its.lmu.edu/whatwedo/creativeservices/>.

Software for LMU Faculty Computers

Information Technology Services has a variety of software applications available for installation on LMU-issued faculty computers. Many of these applications may come pre-installed on your computer. Trained desktop technician can install others. Some applications are available to LMU faculty only. Due to licensing restrictions, other applications may require approval by your department chair or dean, or by ITS. To request installation of a software application, please submit a request to ITS Service Desk at servicedesk@lmu.edu.

LMU.BUILD

Faculty can work with Instructional Technologists to set up customized domains for class assignments and research through LMU.BUILD, a web host with a wide array of options for creating and delivering content, including FTP, PHP, MySQL, WordPress, Drupal, and Wikis. Learn more at <https://lmu.build>.

MyLMU

MyLMU (<http://my.lmu.edu>) is the one-stop online community that provides faculty access to university services and information. Available from on- and off-campus, MyLMU is your online destination for:

- University announcements, events, deadlines, publications, and policies
- University news, bulletins, student newspaper, and Lion sports
- Course schedules, registrar services, student records (via PROWL)
- Academic resources (the Library, the Center for Faculty Development, the Faculty Senate, and Rains Grants)
- Access to campus systems (e-mail, calendar, Brightspace, Workday, Zoom, and others)
- Access to thousands of online tutorials via LinkedIn Learning. Free for students, faculty, and staff. Refer students to save class time in teaching how to use apps required in your course. Visit <https://its.lmu.edu/linkedinlearning> for more information

E-mail (Outlook)

Your e-mail account and access to other network resources are automatically established upon processing of your signed faculty contract. To access e-mail and other online resources, login to MyLMU at <https://my.lmu.edu>.

Finding and/or Resetting Your Network Account

If you are uncertain of your username, primary email address, and/or password (referred to as network credentials), please go to <https://my.lmu.edu> and select the “Account Lookup” link (below the Login button) and follow the instructions. If you experience any issues, contact the ITS Service Desk.

Your Office Telephone and Voicemail

Campus offices are equipped with phones, offering a variety of calling and voicemail features. Go to <https://its.lmu.edu/whatwedo/networkinfrastructure/telecom/> for instructions on dialing, voicemail set up, hearing voice messages in your email, and more.

Wireless

The LMU campus and Loyola Law School share a wireless network SSID, LMU-Wireless. This means once you have connected to the network on one campus, you will connect seamlessly to the network if you visit the other campus—perfect for faculty and staff who travel between campuses to teach or attend meetings, and for students who attend classes on both campuses, or use both facilities.

Connecting to the LMU-Wireless network is simple. In most cases, you just need to log in to the network using your LMU or LLS email address and password. You may be asked to accept a security certificate. This is normal and expected. Go to <https://its.lmu.edu/whatwedo/networkinfrastructure/> and expand the “Wireless Access” heading for instructions.

Campus Directory

The University maintains searchable campus directories of faculty and staff that include telephone numbers, e-mail addresses, campus locations, and job titles. The online public directory is located at <https://lmu.edu/resources/search/>

Updating Your Directory Information

Starting June 28, 2021, you can update your directory information in Workday. Login at <https://my.lmu.edu>, click the Workday icon, click the Personal Information icon, and select Contact Information link. Contact Human Resources at 310.338.2723 or email Workday@lmu.edu with any questions you have with Workday.

Teaching

Academic Advising

Full-time faculty may be assigned to advise a group of undergraduate students. To be an effective advisor you need to understand the entire curriculum of your College, the University Core Curriculum, and the various requirements for graduation. This information can be found in the Loyola Marymount University Bulletin available online at <http://bulletin.lmu.edu/>.

Training for academic advising is provided by your department or Dean’s Office. Advising is a required faculty responsibility, may be included in the annual evaluation process, and is considered during rank and tenure decisions. Please refer to the Faculty Handbook available online at: <https://academics.lmu.edu/ofd/resources/>.

While this activity may focus mostly on helping students select courses appropriate to their programs, preparation, and interest, students are encouraged to use their advisors more extensively and effectively. Additional office hours will be needed prior to and during the registration period. Faculty are encouraged to be available or accessible and to maintain records of appointments with students. Also, special appointments for advising may be needed outside of regular office hours for students who have classes during your scheduled office hours.

Faculty members have access to the records of their advisees on <https://prowl.lmu.edu/>, the online student records system. Training in the use of the PROWL system is provided by the Office of the Registrar. Students register for classes using PROWL.

Auditing Classes

Students may register as auditors for LMU courses only for exceptional reasons and with the authorization of the Dean of the college in which the course is offered. Enrolled LMU students may not audit regularly scheduled LMU courses through the Continuing Education Division.

Class Attendance

All classes must begin and end at the scheduled time. No changes in class meeting times are allowed without expressed permission of the Chair, Dean, and Office of the Registrar. The policy on student class attendance is within the discretion of the individual faculty member and should be announced during the first class meeting and must be clearly stated on your syllabus. Check whether your department has a suggested attendance policies as well.

Student athletes often are required to miss classes due to travel schedules. It is a common practice at LMU to provide a reasonable period in which they are able to make up missed assignments, particularly quizzes and exams, possibly before the class deadline.

However, papers should be turned in on time according to the schedule on the syllabus. Student athletes have to identify themselves at the beginning of a semester and will provide you with a schedule of their off-campus games. For information, contact Matt Casana, Assistant Athletic Director and Coordinator of Student-Athlete Academic Services at (310) 338-1736. Many faculty members offer the same flexibility to students traveling to represent non-athletic University-sponsored organizations.

Class Cancellations

If an illness, emergency, or bereavement prevents you from holding class, notify the Chair and/or your Dean so that your class can be notified and the necessary arrangements can be made for the class(es) involved. If an exam was scheduled, ask a faculty colleague to administer it. Do not ask a student or an administrative support staff member to proctor an exam.

Classes should only be cancelled for serious reasons. If you have a planned absence from your class, notify your department Chair in advance. Make arrangements with your class for a guest lecture, recorded lecture, and/or an extra assignment.

Classroom Observations

Teaching is a complex activity that benefits from experience and practice. Evaluating teaching is part of annual and Rank and Tenure reviews; to get a representative picture multiple measures are needed. One method for

receiving feedback on your teaching is the use of peer observations. Consider inviting your chair, your mentor, or other faculty members to visit your classes as peer observers to supplement student course evaluations. Also consider visiting others' classes to be inspired by their teaching methods.

The Center for Faculty Development (CFD; for more information, see page 37) organizes teaching-related events and provides an open and supportive environment for professional dialogue about teaching and learning.

Course Evaluations

All faculty conduct course evaluations each semester. There is a standard university Course Evaluation Form that was approved by the faculty in spring 2009. It can be found on pages 44 & 45 of this guide. Faculty members may also supplement the University form with additional forms of their own design. Faculty who choose not to submit evaluations and reports will be ineligible for merit pay, rank and tenure advancement in that academic year.

According to the Faculty Handbook, student evaluations should not carry disproportionate weight in the evaluation of teaching. Faculty are urged to ask their colleagues for peer evaluation whenever feasible.

Course evaluations are administered toward the end of each semester. In most colleges, the evaluations are administered via paper forms; in the School of Education and the School of Film and Television evaluations are administered online. For paper forms, packets containing the forms will be distributed to faculty in all courses with an enrollment of 4 or more. Instructions on their use will be included. The University form allows faculty members to insert two questions of their own choosing.

For courses that are team taught, each instructor will receive a packet of forms. It is up to the instructional team to determine whether one or both (or more) sets of forms are distributed. For pre-tenure faculty, this decision should be made in consultation with the department Chair, as course evaluations are expected to be in a faculty member's tenure application from each course taught.

You will receive a CD or a link to a Box folder containing scanned copies of the completed student course evaluation forms and a summary containing the average of your class's response for each question and comparison averages from your department, college and the university as a whole. This information is also available for review by your Dean and Department Chair. On page 46, you will find guidelines for interpreting the data obtained from the University Course Evaluation Form.

Course Modality

Courses are to be taught in the modality listed in <https://prowl.lmu.edu/>. Changes cannot be made on one's own without consultation. Should the need arise to change a course's modality (e.g. in-person to online), the instructor of record should request a modality change by contacting the Department Chair. If the reason for a change arises from a medical condition the instructor should contact human resources who will facilitate the reasonable accommodation process. If the Department Chair supports the change, a request should be submitted to the Dean's Office for approval. If approved, the Dean's Office will communicate this change to the Office of the Registrar (OTR). The OTR will update the modality on PROWL.

Disability Support Services

The DSS Office offers resources to enable students with physical, learning, ADD/ADHD, psychiatric disabilities and those on the autism spectrum to achieve maximum independence while pursuing their educational goals. Staff specialists interact with all areas of the University to eliminate physical and attitudinal barriers. Students must provide documentation for their disability from an appropriate licensed professional. Services are offered to students who have established disabilities under state and federal laws. We also advise students, faculty and staff regarding disability issues.

Students who need reasonable modifications, special assistance, academic accommodations or housing accommodations should direct their request to the DSS Office as soon as possible. All discussions will remain confidential. The DSS Office is located on the 2nd floor of Daum Hall and may be reached by email at dsslmu@lmu.edu or phone at (310) 338-4216. Please visit <http://www.lmu.edu/dss> for additional information.

Office of Student Conduct & Community Responsibility

A student is considered disruptive when he or she engages in behaviors that interfere in a significant way with your normal teaching or administrative duties as a faculty or staff member. Disruptive behavior is defined in many forms.

For further information, please see the current version of the Student Conduct Code located here: <https://studentaffairs.lmu.edu/about/osccr/studentcodepolicies/>

Drop/Add Policies

Only students who appear on your class roster are enrolled. Faculty cannot sign students into classes, nor can faculty drop students. Students should be directed to register or drop classes through the <https://prowl.lmu.edu/> system which can also be accessed MyLMU (<https://my.lmu.edu>).

Student failure to drop classes will result in a grade of F being assigned at the end of the semester. Overrides for admission to closed classes or for lack of prerequisites may be given in PROWL by associate Deans, Chairs, or their designees. Faculty should not do this without the appropriate authorization. Even once granted an override, the student must still register for the class using PROWL. For special problems, see your department Chair.

Field Trips

Field Trips should be brought to the attention of the Risk Manager and analyzed as to whether or not they pose risk to the participants and the university. The Risk Manager will work with you to mitigate the risk. Release of liability forms may be suggested. Please contact Doug Moore at (310)338-3071, or dmoore25@lmu.edu.

Faculty Availability

Each faculty member shall be available to communicate with students at regularly scheduled times to be determined in consultation with the Chair of the department, in accordance with department policy, and consistent with college/school norms.

Faculty members are not required to be on campus on university holidays. (Faculty Handbook 2023-24, pg. 31)

PROWL and Class Rosters

Access your class roster through the University's on-line student records system called <https://prowl.lmu.edu/>. The PROWL system offers several screens such as class rosters, student transcripts, and student class schedules. Email communication to students can be sent through PROWL or Outlook email available via [MyLMU](#). If you choose to communicate with a student electronically directly, make sure to send all communication (also) to the student's LMU email address.

An introduction to PROWL is offered during New Faculty Orientation. To log onto PROWL, you will need an ID number and PIN. Although you may access PROWL with your ID number and PIN by going to the homepage of the Office of the Registrar (<http://registrar.lmu.edu>) and choosing PROWL from the menu, an easier access to PROWL is provided by logging into [MyLMU](#) and selecting PROWL from the pull-down System Logins menu.

For any questions regarding your ID and PIN, contact the Office of the Registrar at registrar@lmu.edu or (310) 338-2740.

Student Attendance Policies

Because registration is an ongoing process until the end of the drop/add period, students may have added or dropped your class since you last checked the class roster on PROWL. The class roster shown on PROWL is the most up to date. During the first week of the semester, some flexibility is needed. Once the add period is over, however, please do not allow students to remain in your class if they are not on your official class roster as shown in PROWL. <https://prowl.lmu.edu/>

If a student claims to be registered, do not take his/her word for it, because the student may be confused or in error. Contact your associate Dean immediately to clarify the situation and rectify any problem, make sure to include your department Chair and the affected student in your communication.

Syllabus

1. The syllabus is a faculty member's first opportunity to introduce the course topic, identify the type and style of the course, and describe student expectations and responsibilities – it is important to describe all relevant aspects of the class, keeping in mind that students experience many different kinds of classes. A carefully developed syllabus can actively support student learning and success in the course.
2. The Center for Faculty Development maintains LMU's syllabus checklist online.
3. A course syllabus must be prepared for each course section and has to include all required syllabus elements. It should be distributed and reviewed with students on the first day of class. Examples of syllabi and class assignments are available at the Center for Faculty Development for consultation.
4. A syllabus outlines mutual expectations and responsibilities between instructor and student and should be adhered to throughout the course as closely as possible. Modification may be required due to unforeseen circumstances; faculty members should include a statement to that effect indicating how students will be notified of any change to the original syllabus.
5. In designing their classes, instructors need to pay attention to LMU's Credit Hour Policy and make sure that their classes engage students inside and outside the classroom appropriately.
6. Faculty members are encouraged to discuss their syllabi with faculty colleagues and their Department Chair. *The Course Syllabus: A Learning-Centered Approach* by Judith Grunert O'Brien, Barbara J. Millis, and Margaret W. Cohen is an excellent guide to writing a syllabus. The Center for Teaching Excellence is happy to provide support in reviewing syllabi.
7. A copy of your syllabus must be submitted to your Department's Administrative Coordinator no later than the end of the first week of class. For specific requirements as they apply to your College/School, consult your Department's Administrative Coordinator or Chair.

Undergraduate Core Curriculum

All LMU undergraduate students take at minimum 32 units in the Core Curriculum, affectionately dubbed “The Core.” The Core provides all LMU student with a shared curricular foundation in the liberal arts. Guided by our Jesuit, Marymount, and CSJ traditions, the core emphasizes classics, philosophy, theology, the liberal arts, and faith that does justice. The Core also reflects the Marymount commitment to faith, culture, and the arts, and the CSJ commitment to service and becoming persons for others. Unlike a standard general education requirement, the Core foregrounds intellectual skills and habits that are built across a student’s undergraduate career. In other words, the LMU Core is not a checklist for matriculation, but rather the center or at the core of a student's educational journey at the university. For more on The Core, and to be a part of it see: <https://academics.lmu.edu/corecurriculum/>.

Classrooms

Class Time Use

Faculty members are expected to make efficient use of the class time in order to achieve the learning outcomes of the class and to use all scheduled classes.

Students may request time to make announcements in class. How to handle such requests is at each faculty member’s discretion. Generally, most faculty agree to this request. Students may request that class time be used to fill out questionnaires to collect data for a project in another class. Every college or school has its own policy on granting class time for such activities. Please check with your Dean or associate dean.

Classroom Information

All general purpose classrooms across campus offer full multimedia support including DVD/CD player, LCD projector, screen, dedicated computer with full Microsoft Office Suite and other programs. Some discipline specific classrooms may have unique or specialized equipment. Faculty members often teach in different buildings and rooms. It is the responsibility of each faculty member to:

1. Use the phone in a classroom to report problems that need immediate intervention. See the notice in each classroom for further details.
2. Identify the technology needed and request classrooms that contain the required technology or have the capacity to add the technology. Software installations will be processed expeditiously upon request; however, requests during the first week of the semester may take up to a week due to high volume. A complete list of supported software is listed on the ITS website: <http://its.lmu.edu>.
3. Return any Chairs and desks that you rearrange to their original position before you leave a classroom. Be sure the board is clean and ready for the next class.
4. Leave the classroom immediately at the end of class so that the next instructor may have time to prepare for the ensuing session. As stated in the LMU Faculty Handbook, end-of-class consultations by students with the instructor should take place outside the classroom.
5. Do not remove furniture from other classrooms.
6. Do not change classrooms without going through the required procedures. Contact your Associate Dean to clear any changes with the Office of the Registrar. No change is official until approved by the Registrar.

Classroom Support

As part of Information Technology Services, Classroom Support ensures all classroom technology and equipment is maintained and updated and keeps learning spaces clean, organized, and conducive to learning. For immediate classroom needs, please call x87777 and choose option 1.

Office Hours:

Monday – Friday 7:30 a.m. to 10:00 p.m.
Saturday 7:30 a.m. to 10:00 p.m.
Sunday 7:30 a.m. to 7:00 p.m.

Classroom and Creative Services is also the first response team for any issues in the classroom. Services include:

- Assist faculty in use of classroom technology
- Perform preventative maintenance on all classroom equipment
- Replace bulbs for all permanently installed projectors in labs or classrooms
- Equip Deans' offices with dry erase markers to distribute to faculty members
- Swap out classroom computers with temporary units as needed
- Maintain and update classroom computers
- Ensure data and voice communication ports are working, including wireless access
- Assist with classroom capture
- Assist with video conferencing
- Partner with Event Services to reserve additional audio/visual equipment as needed.
Requests must be made 48 hours in advance
- Partner with Facilities Management to:
 - Maintain and repair classroom furniture as needed
 - Maintain classroom environment
 - Address climate control and power needs

Exams

Final Exam Policies

The Faculty Handbook addresses issues related to examinations. In particular, it is important to note:

1. Final examinations are to be given according to the exam schedule published by the Office of the Registrar.
2. Final examinations are not to be given early, in particular not during the last week of the semester.

Faculty members have the responsibility of proctoring their examinations and of determining whether or not a student gives or receives illicit help. If an instructor suspects that an incident of academic dishonesty has occurred, he/she should consult the LMU Academic Honesty Policy and Procedures in the LMU Bulletin for a description of what sanctions may be imposed and the process to be used.

Final Papers vs. Final Exams

Please file with the administrative assistant in your department an explanation of the assignment that replaces the final examination. The due date must allow sufficient time for grading by the deadline for submission of course grades.

Retaining Exams and Final Papers After Grading

Faculty members are required to retain student final examinations for one month after the beginning of the following semester. In a permanent file, faculty members should retain copies of their written examinations for five years following date of use. If you will be leaving the University, please deposit your student exams, grade books, and other pertinent student material with your department Chair.

When and Where to Offer Final Exams

Final examination dates are given in the Academic Calendar published by the Office of the Registrar and available online at <https://registrar.lmu.edu/calendars/>. It is the responsibility of each faculty member to observe the examination schedule published by the Office of the Registrar at <https://registrar.lmu.edu/finalexamschedule/>. Final examinations may not be administered outside the scheduled times.

Grading

Confidentiality of Grades

Students' grades must remain confidential. Do not post grades outside your office, even using student ID numbers with names removed, for it is a violation of their privacy rights. Please do not place graded work in public places (e.g., outside your office). Students should have signed appropriate <https://registrar.lmu.edu/ferpa-rightsandprivacyact/> releases that authorize you to share academic record information. Please verify that the release has been signed prior to providing information to Athletics.

The word "Confidential" will appear in PROWL if the student does not want their information shared. Before sharing information with a third-party, contact the Office of the Registrar to confirm the student's <https://registrar.lmu.edu/ferpa-rightsandprivacyact/> release status.

Grade Changes

Be very careful when computing and entering final course grades. Changing a student's grade is time-consuming and is only allowed under certain circumstances.

Only make grade changes when you admit you made an error. Grade changes should not occur as a result of negotiations with a student.

Correcting Grading Errors

Grades, once processed by the Office of the Registrar, may only be changed in the event of an error by the instructor. Students may not submit additional work after grades have been submitted. A Correction of Grade form is available and should be submitted through the Registrar's Service Portal (<https://registrar.lmu.edu/forms/>). Complete the form, provide an explanation of the error and the correct calculation of the grade in question and submit the form. It will be routed to your department Chair through the workflow system.

Grading Policy

Please state your grading policy on your syllabus. Provide a complete list of all activities or work that contribute to the course grade, a breakdown of the point value or percentage of course grade for each item on that list, and, finally, a scale that relates the grade computation to the letter grade. The LMU grading scale includes some + and – grades. You are not required to use these in your scale.

Your scale must be clear on the syllabus. Contact your Chair for examples of scales used in your department and for any specific college/school or departmental grading standards.

Grading standards need to be consistent in multiple sections that you teach of a course. Chairs may review grade distributions as a part of your annual review process.

Include in your syllabus any provisos, such as, “Missing three classes will reduce your grade by one grade level.” In the event of a grade appeal, clear documentation of your grading policy will assist your Chair to verify that the grade assigned was calculated correctly.

Assignments and exams and the evaluations of student work must be designed carefully to properly differentiate various levels of performance. Students may question how the quality of participation is evaluated and whether group projects and papers result in the same grade for everyone in the group. Be prepared. Be clear. Write your policies down. Do not change them under pressure. Keep all documentation of grade determination and calculation past the semester of the class.

Students can be motivated to improve by receiving detailed feedback on their assignments and exams; a mid-semester deficiency notice, if appropriate, is an effective means of communicating to students and advisors what their class performance is.

Graded work should be returned to students as soon as possible. It should be the basis for deficiency reports (7th week) and should definitely be returned before the last date for withdrawal. Make sure you schedule assignments and/or exams accordingly. See Withdrawal Date section in this Guide on page 26.

You will submit final grades through the <https://prowl.lmu.edu/> system at the end of each term. PROWL can be accessed by clicking on System Logins in MyLMU (<https://my.lmu.edu>). Please refer to the Academic Calendar for the date that final grades are due.

Reporting Midterm Deficiencies

Midterm deficiencies are submitted via the <https://prowl.lmu.edu/> system. After logging in, click on Faculty Services and then click on the Midterm Grade Entry link. Make sure you are on the Midterm Grades tab and then click on the course you want to grade. Select the appropriate midterm deficiency grade for students who require them. Note that only deficiency grades (C- or lower for Undergraduate students and B- or worse for Graduate/Doctoral students) should be entered.

It is critical that you submit information on a deficiency in order to give students an opportunity to improve their performance or withdraw from the class. A deficiency for undergraduate students is a grade of C- or lower and a deficiency for graduate students is a B- or lower. A deficiency may also be given for other kinds of poor performance, such as non-attendance. Midterm deficiencies do not become part of the student’s permanent academic transcript.

Student Appeals for a Change in Grade(s)

Except in rare instances, only the instructor and the Chair, with the Dean’s approval, may change the final grade through the Office of the Registrar.

The Dean may, however, change the grade if all of the processes of appeal have been followed. The Dean must notify the instructor, in writing, of the change in final grade.

When faculty are on sabbatical, a leave of absence, or terminate employment at the University, it is essential that their grade books (a copy), final exams, and/or course materials be made available to their department Chair in case there are grade disputes.

Student Privacy

Family Educational Rights and Privacy Act (FERPA)

<https://registrar.lmu.edu/ferpa-rightsandprivacyact/> (also called the Buckley Amendment) refers to the federal laws that protect students and their records.

Specifically, it ensures the following rights to all students:

- The right to inspect and review their education records
- The right to request the amendment of inaccurate or misleading records
- The right to consent to the disclosure of their education records
- The right to file a complaint with the FERPA office in Washington, D.C.

It is a faculty responsibility to protect any education records in their possession. Except for basic directory information, only a school official with legitimate educational interest in the student's records may have access to that student's education records without that student's written consent. Students may mark their records confidential, so that even basic directory information is restricted to the student's written consent. Even a computer screen is considered part of the student record if it shows something personally identifiable to a student and so care should be taken to close files and/or guard viewing access. Also, faculty should receive a written request from a student before completing a letter of recommendation.

An "Authorization to Release Student Education Records/Information" form is available in the Registrar's Office. To give written consent, the student would complete this form and it would be retained in the Registrar's Office. A faculty member should check with the Registrar's Office before releasing any information.

To avoid <https://registrar.lmu.edu/ferpa-rightsandprivacyact/> violations, faculty should NEVER:

- post grades in public
- link the name of a student with that student's social security number in any public manner
- leave graded tests in a stack for students to pick up that requires sorting through the papers of all students
- circulate a printed list with student name and social security number or grades as an attendance roster
- discuss the progress of any student with anyone other than the student (including parents) without the written consent of the student on file in the Registrar's Office
- provide anyone with lists of students enrolled in your class for any commercial purpose
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.

If you are ever unsure about whether or not to give information out, do not give it out. Contact (or direct the inquiry to) the Office of the Registrar at x82740. Students requesting access or amendment to education records should also be directed to the Office of the Registrar. A <https://registrar.lmu.edu/ferpa-rightsandprivacyact/> workshop is offered during new faculty orientation and more information is available on the Registrar's website at: <https://registrar.lmu.edu/ferpa-rightsandprivacyact/>.

Student Requests for an Incomplete Grade (INC)

For undergraduates, the instructor may assign an incomplete grade only if a student has completed at least 80% of the course work. Subject to the condition that the student has completed at least 80% of the course work, it is also possible for a faculty member to assign a grade of Incomplete, even if the student has not requested it.

A Deferred Grade Form is sent to the course instructor from the Office of the Registrar for the submission of the final grade. An incomplete grade not removed by the deadline, which is three weeks after the first scheduled class day of the next semester, will result in the assignment of the default grade as submitted by the instructor. If no default form or grade was submitted, the INC will be converted to an F by the Office of the Registrar.

The student may submit a request via the Registrar's Service Portal (<https://registrar.lmu.edu/forms/>) to obtain an extension to the deadline for removal of the incomplete grade. The request, if approved by the instructor, will be routed to the Dean's Office and sent to the Office of the Registrar through the workflow system.

Graduate students enrolled in undergraduate level courses and who have received a grade of Incomplete in undergraduate level courses are held to the same deadlines as undergraduate students. Graduate students enrolled in graduate level classes and who have received an Incomplete in a graduate level class have one academic year to complete and submit all outstanding coursework. A degree will not be granted while a grade of Incomplete remains on a student's record.

Submitting Grades

It is of great importance that each faculty member submits midterm deficiencies and final grades directly to the Office of the Registrar by the date indicated in the University Academic Calendar. Submit your grades by using the PROWL system. See page 24 for instructions on logging into <https://prowl.lmu.edu/>. After logging in, click on Faculty Services and then click on the Enter Final Grades link. You will be prompted to select a term and then prompted to select the course for which you wish to enter grades.

Only the primary instructor for a course team-taught by multiple instructors will have the capability to enter final grades on PROWL.

Grades for each student are selected from a list of valid possibilities. You will not be able to assign a grade of A through F for a student taking a course Credit/No Credit.

A Last Date of Attendance is required for students receiving a grade of F or NC. Enter the date in MM/DD/YYYY format (e.g., 03/15/2018). If the student never attended the course, enter the first date of class as the Last Attend Date for the student.

Withdrawal Date

The withdrawal date is important. It is at the end of the 12th week of a semester. The specific date is published in the Academic Calendar. Remind students about the withdrawal date. Prior to the withdrawal date, students should be alerted to poor performance in an official manner by reporting midterm deficiencies. See the previous section for more details.

Faculty Administrative Support

Departmental Administrative or Senior Administrative Coordinators

Each faculty member is assigned to an administrative or senior administrative coordinator within his or her department and should only work with that administrative coordinator.

Graduate Assistantships

Graduate Assistantships are available for any graduate student enrolled in a graduate program at LMU. Responsibilities can vary from office administrative work to research with departments or faculty. Departments can post graduate assistantship positions on Workday, the LMU employment platform. Access to post positions and hire graduate students in Workday must be granted by Human Resources, hr@lmu.edu, upon request. Recruiting, hiring, and supervising graduate assistant(s) is the responsibility of the hiring supervisor. Graduate Assistantships are budgeted at the department level departments. If a faculty member or an administrator is interested in creating a new graduate assistant position, they should first discuss with department chair and follow procedures set within the College.

Undergraduate Assistantships

Undergraduate students can work on-campus in a multitude of positions at LMU. Over 3200 undergraduate students work on-campus, in over 500 student employment positions. Two types of funds are used to hire students. Federal Work Study and Non-Work Study. Departments must budget in one or both of these categories in order to hire student employees. All LMU student positions must be hired through Workday, the LMU employment platform. Access to post positions and hire students in Workday must be granted by Human Resources, hr@lmu.edu, upon request. Recruiting, hiring, and supervising undergraduate assistantships is the responsibility of the hiring supervisor.

Contact Student Employment Services

Student Employment Services can be helpful with all phases of the student employment process should you need support. SES is located in Malone 355 and can be reached at (310) 338-7606 or ses@lmu.edu Monday-Friday 8:00 am - 5:00 pm.

Office of Research & Creative Arts

The Office of Research & Creative Arts (ORCA) is the central office for student research and creative projects programs on campus. While ORCA primarily caters to students, it also provides significant support to faculty through providing financial and administrative support to students working with faculty on their research and creative projects, as well as through Rains research funding (see below). In addition, each year ORCA runs several student academic workshops, the annual Undergraduate Research Symposium, and a Research Learning Community, all designed to introduce undergraduate students to the foundations of effective research across the disciplines. Lastly, ORCA runs the Rains Research Assistant Program, which is designed to support faculty research by providing financial support for faculty to hire a student research assistant. More information on ORCA programs is below, and at lmu.edu/orca.

Rains Research Assistant Program

The Rains Research Assistant Program is intended to support faculty research by providing financial support for faculty members to hire one or more student research assistants, either undergraduate or graduate. This program is run through the Office of Research & Creative Arts (ORCA), and is available to all full-time tenured

and tenure-track faculty members. The request for such assistance must be approved by each respective Department Chair and the Vice Provost for Research, Professional Development and Online Learning. Faculty members on sabbatical are eligible, however, those on a leave of absence are not.

All awards are restricted to a maximum of \$2000 for the academic year (Summer/Fall/Spring). Amounts that exceed the \$2000 limit will be billed to a school/college or department budget account provided and approved by the respective Dean.

Special requests for additional funds must be submitted for approval via email to student.research@lmu.edu and will be considered pending the availability of funds. All hours must be completed by the end of the academic year; they cannot be carried over to the following year. Faculty are responsible for keeping track of their student(s)' declining balances.

Faculty and student applications, along with the guidelines and program overview can be found on the ORCA website at <https://academics.lmu.edu/orca/rains/>. Questions should be emailed to student.research@lmu.edu.

Summer Undergraduate Research Program (SURP)

The Summer Undergraduate Research Program (SURP) enhances undergraduate education by providing administrative and financial support, academic workshops and on-campus housing opportunities for students wishing to engage in faculty-guided research and creative project opportunities during the summer. For faculty, SURP is an opportunity to have student researchers funded through ORCA during Summer Session I. While SURP is a student-centered program, and students must apply for admittance, many SURP participants work on faculty research alongside Rains Research Assistants.

SURP is a six-week program designed to provide students with insight into the research process. Further, it provides students an academic alternative to nonacademic summer employment through research stipends. SURP participants are involved in an intellectual community of learners in which leadership, critical inquiry, and communication (written and oral) skills are emphasized. Approximately 70% of SURP participants also receive on-campus housing in the SURP living-learning community.

Other ORCA Programs

In addition to the two programs above, ORCA also facilitates several other programs and events. Notably, ORCA runs the campus-wide Undergraduate Research Symposium each spring, which provides a professional opportunity for undergraduates to present their research findings and creative work to a larger audience, the Research Learning Community, which introduces students to effective search strategies and research writing techniques, and the Independent Undergraduate Research Program, which encourages students to explore and undertake independent research and creative projects during the academic year by providing an academic alternative to federal work-study positions. More information on these programs and ORCA in general is at lmu.edu/orca.

Office Supplies and Copying

Making Copies for University Purposes

See your department's administrative coordinator for use and location of the copy machine in your department or for procedures to work with Campus Graphics for larger copying projects. Also, consult with your department Chair regarding departmental budgetary guidelines for copying.

When ordering print jobs through Campus Graphics, you must fill out a Graphics Requisition form. You will need the signature of the administrative coordinator of your department. Graphics is located in University Hall, P2 level, room 700, and may also be reached by telephone at (310) 338-2730.

Make yourself aware of copyright laws and regulations. See <http://www.lmu.edu/copyright/>. New court cases hold the individual as well as the University liable. For a sample copy of a Copyright Clearance form see page 50 of this Guide.

There are a number of alternatives to duplicating handouts for each student. One option is to prepare several copies of the material and put them on reserve in the library or use the E-Reserves module in Brightspace. When you have large numbers of handouts for a class, consider preparing non-copyrighted material in advance and selling it in packet form through the Campus Bookstore. The Campus Bookstore will also handle copyright permission, and Campus Digital Graphics will handle the reproduction of the copyright permission material that would be sold through the Bookstore. They must have sufficient lead-time to handle this task. Another option is to use mylmu Connect, LMU's course management system, to place non-copyrighted materials on the Internet. Instruct students how to access the material.

Obtaining Office Supplies

Office supplies are available through your department's administrative coordinator. For extra supplies or particular needs, see your Department Chair about the process for purchase and reimbursement. Original receipts are always required.

Textbooks

Bookstores

There are two bookstore locations on campus. The main LMU Bookstore is located on the basement level of the Charles Von der Ahe Building. This location offers textbooks purchasing, rentals and digital, greeting cards, supplies, medicine, cold drinks, snacks, LMU Clothing, gifts, and accessories. The phone number is (310) 338-2889.

The Bookstore Annex is located on the first floor of University Hall, room number 1300. This location carries a smaller selection of LMU Clothing, gifts, basic technology accessories, medicine, office supplies, cold drinks, and snacks. The phone number is (310) 338-3723.

Faculty members will receive a 20% discount on all purchases greater than \$1.00 at the campus bookstore, with the exception of Textbooks, software/hardware, snacks, and sundries. The LMU OneCard will be required for discounts.

Ordering Textbooks

Textbook ordering is now handled through the Adoption Insight Portal (AIP), which is accessible via Brightspace or MyLMU (use the "Academics" drop-down menu and click "Textbook Adoptions").

Textbook orders are due in late fall semester (for the following Spring) and in late spring semester (for the following Summer and Fall). Early ordering allows the bookstore to source and acquire used textbooks and increase rental opportunities that save students 25-50% over the cost of purchasing new textbooks.

Faculty are encouraged to contact the bookstore if they are interested in constructing a custom course packet. The Bookstore, in partnership with Xanadu, handles copyright permissions and reproduction of material to be sold through the Bookstore.

Open & Affordable Textbook Initiative (OATI)

In an effort to help reduce student spending on textbooks, the William H. Hannon library and the LMU Bookstore Collaborate can cross-reference the faculty course-adopted text lists with multi-user e-books that either the library already owns or can acquire. When there is a match, there will be a course marking in the bookstore. Faculty are welcome to search and discover open and affordable e-books for their courses. For more information, go to <https://library.lmu.edu/oati/>.

University Definition of Academic Dishonesty

Loyola Marymount University is a community dedicated to academic excellence. Academic honesty in scholarship and creative work stands at the center of LMU's academic life and is essential for true learning and creation of knowledge to take place. As a university in the Jesuit and Marymount traditions, this community expects its members to act in accordance with the highest standards of honesty and ethics at all times. Violations of academic honesty undermine the fundamental educational mission of the University and cannot be tolerated.

Academic Honesty Policy

The LMU Academic Honesty Policy and Procedures defines various forms of academic dishonesty, including plagiarism, fraud, cheating and facilitating cheating, unauthorized access to, or alteration of, privileged and proprietary information, and academic sabotage. It also describes the procedures to be followed when dealing with cases of academic dishonesty.

The LMU Academic Honesty Policy and Procedures is available here: <https://academics.lmu.edu/honesty/>.

Faculty and students are encouraged to read these pages. Students are responsible for understanding the standards of academic honesty. Faculty should include a statement about the Academic Honesty Policy in their syllabi.

Academic Honesty

Please include a statement about the policy on Academic Honesty (cheating, plagiarism) in your syllabus. Faculty members who have experienced episodes of cheating should report the information to the Chair and Dean. Internet downloads make plagiarism possible and faculty can avoid students' intentional or unintentional plagiarism by explaining citational practices, good research protocols, and other important information about copyright usage.

Research

Office for Research and Sponsored Projects

The Office for Research and Sponsored Projects (ORSP) assists faculty and staff in the pursuit of external funding opportunities such as grants and contracts. Research includes a wide range of scholarly activities, including formal empirical investigations, qualitative and quantitative studies, humanistic inquiries, curriculum development, and creative work. Sponsored Projects include direct service programs within the University, outreach programs, and partnerships with local organizations, such as schools and nonprofits.

All applications, service or cooperative agreements, contracts and other mechanisms that request or award external funding must be processed by the Office for Research and Sponsored Projects. Only authorized

University officers may sign external funding documents (authorized representative or award letters, reports, contracts, agreements, etc.) on behalf of the University, per LMU policy.

The Office for Research and Sponsored Projects is located in University Hall, Suite 3000. For more information, visit the website www.lmu.edu/orsp or contact ORSP at orsp@lmu.edu or (310) 338-4599.

William H. Hannon Library

Library Services for Faculty

Website: <https://library.lmu.edu/facultyservices/>

Hours: <https://library.lmu.edu/hours/>

Research Support: <https://library.lmu.edu/gethelp>

Bring your LMU OneCard to borrow library materials, access the Faculty Commons on Level 3, and enter the library when it is open after 10 p.m.

Library Research Support

LMU librarians have curated research guides (aka LibGuides) with recommended research databases and tools for research in your discipline. Live chat research support is also available 24/7 for you and your students. Librarians are available for drop-in research support at the Information Desk on Level 1 or by appointment in research consultations for more in-depth research help.

Research and Information Literacy Instruction for Your Students

Information Literacy is a key component of the LMU Curriculum. Reference and Instruction librarians are prepared to teach workshops on information literacy and library research skills in both the classroom and online environments. Our information literacy workshops can be subject-specific or more general in nature.

Use the Library Instruction Request form at library.lmu.edu/libraryinstruction

Electronic Reserves in Brightspace

We can help you scan book chapters or articles and add links to library e-books in Brightspace. We will work with you to obtain copyright permissions and, where possible, pay copyright fees for copyrighted materials. We also offer physical reserve for course materials like books or DVDs.

Use the Reserves Request form at library.lmu.edu/reserves

Library Liaisons and Faculty Library Representatives

LMU librarians support library outreach and collection development by serving as liaisons to each academic department. Liaisons ensure that library collections comprehensively support LMU's academic programs. In their collection development role, librarian liaisons choose library materials by actively seeking out, evaluating, and reviewing materials that enhance the research experience of our faculty and students.

A Faculty Library Representative (FLR) for each department is appointed in the Spring through the department chair. The FLR will be the primary point of contact between your department and the library liaison.

For more information, go to library.lmu.edu/liaisons

Interlibrary Loan

All interlibrary loan services are free to LMU faculty.

- Looking for books not in our collection or already checked out? Use our LINK+ network of local libraries for quick delivery of print materials..
- Looking for articles beyond our more than 60,000 journal subscriptions or only need a book chapter? Use ILLIAD for electronic delivery.

For more information, go to library.lmu.edu/borrowfromanotherlibrary

Ordering Materials for the Library

The library gives particular attention to the research needs of new faculty members. Faculty members may request that the library purchase books, media, and periodicals. The University generously funds the library materials budget; however, requests may be denied or delayed if funds are not available. This is especially true for periodicals and online subscription resources, owing to their nature as subscriptions requiring an ongoing financial commitment by the University.

As a new faculty member, if you find that the library does not have a subscription to a journal that is core to your teaching or research, please discuss your needs with your department's Faculty Library Representative and then use our LMU Faculty Subscription Request form at library.lmu.edu/forms/lmufacultysubscriptionrequestform/

To request media purchases for the library collections, use our Media Request form at library.lmu.edu/forms/mediarequestform/

Archives and Special Collections

The library provides access to collections of rare books, archival materials, manuscripts, the University Archives, art works, and specialized collections, like the Research Collection of the Leavey Center for the Study of Los Angeles. We encourage the use of special collections materials in a curricular setting and will work with you to integrate unique, archival materials into assignments at both the undergraduate and graduate levels, including course-specific exhibitions and instruction sessions.

For more information, contact Special Collections at (310) 338-5710 or special.collections@lmu.edu.

Faculty-focused Programming and Events

The library supports a robust and diverse line-up of integrative programming, including lectures, discussions, performances, and exhibitions (including an annual series highlighting faculty publications called Faculty Pub Night.) We are always looking for new ideas and partners, and would love to hear from you. To stay abreast of new library programs, collections and exhibitions, subscribe to the library's monthly e-newsletter, Happenings@Hannon at <http://library.lmu.edu/happenings/>.

For more information, contact the Library Outreach Team at library.outreach@lmu.edu.

LMU Digital Commons and Selected Works

The university's institutional repository, also known as Digital Commons at LMU and LLS, serves faculty and institutional interests by collecting, organizing, preserving, and disseminating faculty scholarship and creative works in a digital, open-access environment.

For more information, go to digitalcommons.lmu.edu/ or contact us at digitalcommons@lmu.edu.

Sabbatical Programs

Sabbatical Leave

Recognizing the necessity for faculty members to acquire new experience to enrich their teaching and also to provide time for research projects and writing, the University supports the principle of sabbatical leave. A faculty member with the rank of Assistant Professor or above who has served six or more consecutive years at Loyola Marymount as a full-time, tenure-track member of the faculty is eligible for consideration for a sabbatical leave.

A sabbatical leave will normally be granted to work on some project of study, writing, or research associated with the faculty member's work at Loyola Marymount. Generally, the faculty member is expected to take the sabbatical as scheduled, and no more than two postponements will be granted, unless the faculty member, Dean, and Provost have agreed to a different arrangement. Eligibility for sabbatical leave continues for every full-time faculty member who returns for at least one full year of full-time teaching before retirement unless illness, injury, or death of the member makes the return impractical or impossible.

Conditions of the Sabbatical Leave Stipend

(1) One semester at full salary; or (2) one academic year at one-half of full salary.

In the case of a sabbatical leave granted to a faculty member who will receive a salary, grant, or stipend from another source for work while on leave, the University may reduce the normal sabbatical salary accordingly. If the faculty member on leave will receive from another source a salary, grant or stipend equal to his/her normal full salary at Loyola Marymount University, the University will not pay any salary to him/her during the sabbatical leave.

The University will, however, make up any differential in income and benefits to those faculty obtaining grants of a size that would reduce their regular income and/or benefits.

Salary is based on that amount calculated for the next year's salary and normal raises and benefits will not be withheld by reason of the sabbatical leave. Time spent on sabbatical leave counts fully for promotion and, if applicable, for tenure. Details are given in the appropriate policy statement from the Provost.

Procedure to Be Followed by Applicants for Sabbatical Leave

Eligibility to apply formally for a sabbatical leave is issued by the Provost. The faculty member should make formal application to the Chair of the department on forms to be provided, accompanied by an outline of the project he/she intends to pursue, and a statement showing how it will increase his/her professional competence and value to the University and his/her qualifications to pursue such a project. The department Chair shall make written comments on the same and shall forward copies of the application and comments to the Dean.

The Dean shall transmit the application with his/her recommendations to the Provost, who shall refer the application to the Committee on Sabbaticals for review. Final approval (or disapproval for stated cause) is to be given in writing by the Provost.

Obligations of Faculty Member Who Has Been Granted Sabbatical Leave

The applicant will be required to sign a written statement that he/she will return to the University for one year of full-time service following the completion of the sabbatical leave.

Upon return from sabbatical, a detailed report of the actual results of the project is due by the date indicated on the Sabbatical Timeline, which can be accessed on the Faculty Hub website. The Provost will then forward the copy to the Sabbatical Review Committee for its review and comments. The committee's comments will be submitted to the Provost for final approval.

Pre-tenure Sabbatical Program

Pre-tenure sabbatical proposals would be accepted from non-tenured assistant professors under three conditions:

1. The faculty member must be an assistant professor on a tenure track, who is able to demonstrate excellent progress toward tenure in teaching and advising, as well as in scholarship and/or creative work and in service at the time of the second year retention review. A rigorous review by department, Chair, and Dean will be required to confirm that consensus exists about the faculty member's excellent progress in these three areas.
2. The faculty member's department, Chair, and Dean must agree that a suitable part-time faculty replacement for the faculty member is available to meet the department's teaching and advising needs if the sabbatical is granted.
3. The faculty member must demonstrate substantial progress on a scholarly/creative project that can be completed and disseminated no later than the first Monday of October (or the date set for review of tenure and promotion dossiers) of the year in which the tenure and promotion application is received.

For purposes of definition, "dissemination" will mean that the product of the scholarship, research, or creative work will have been published or made available for critical scrutiny by professionals in one's discipline. Dissemination usually involves some form of juried or invited public dissemination and results in an artifact that is assessed by professionals in one's discipline in specific ways detailed as desirable by departmental statements on scholarship and creative work.

Illustrations of dissemination appropriate to each discipline are available from the departments. These disseminated works should represent significant scholarly and/or creative work, involving major projects. Consequently, more limited projects resulting in presentations at professional meetings typically would not be included.

Once the pre-tenure sabbatical is completed, within six months, a sabbatical report should be submitted to the Dean of the college or school, detailing the results of the sabbatical and evidence of dissemination that has occurred or a plan to complete the work for dissemination. The Dean's assessment of the sabbatical report will be included in his/her evaluation of the promotion/tenure file of the applicant. If the sabbatical did not produce disseminated work as promised, that fact will be noted in the Dean's assessment submitted to the Committee on Rank and Tenure when the tenure review occurs.

Administration of the Pre-tenure Sabbatical Program

1. Pre-tenure sabbatical proposals would be submitted and evaluated in Year Three of consecutive service on the tenure-track by the assistant professor. If an accommodation of the traditional tenure schedule was made in the first contract issued that granted “time toward tenure,” the Provost will be the final arbiter of when or if a pre-tenure sabbatical proposal can be submitted.
2. If granted, the pre-tenure sabbatical must be taken in the fall or spring semester of the Fourth Year of consecutive service on the tenure-track by the assistant professor. Pre-tenure sabbaticals may not be taken for an entire academic year.
3. If the faculty member takes a pre-tenure sabbatical in Year Four, the faculty member is eligible to take the next sabbatical in Year Eleven, i.e., after 6 consecutive years of additional service not including the year of the sabbatical.
4. The review of the sabbatical project will take place on a schedule determined by the Sabbatical Review Committee and will involve separate assessments of the results of the sabbatical by the Chair, Dean, and Sabbatical Review Committee. These reviews will be based on a Sabbatical Project Report submitted by the faculty recipient of the sabbatical according to a deadline and using report forms supplied by the Sabbatical Review Committee.

Human Resources

The Human Resources staff will assist you with various HR questions you may have about your benefits, employment, personnel records, and discriminatory harassment policies and reporting procedures. The HR department is located in University Hall, Suite 1900. They may be reached at HR@lmu.edu or (310) 338-2723. Their website is <http://admin.lmu.edu/hr>.

Faculty Leave

The University recognizes that many faculty are faced with balancing family demands and work obligations. While the University’s primary goal is to provide a meaningful educational and student experience, the University also recognizes the need for faculty to be away from the University from time to time for extended periods.

To the extent reasonable and in a manner consistent with the effective and efficient operation of the University, the policy of the University is to support faculty with a need for family medical leaves including leaves related to: pregnancy, childbirth, adoption and parental leaves. This policy also governs faculty leaves relating to: California State military spousal leave, court and other judicial appearances, funeral leave, jury duty, military reserve leave, personal (non-medical) leaves, and workers’ compensation leave. Pursuant to the Faculty Leave Policy, the Dean, Department Chairs and other supervisors will make efforts to reasonably accommodate faculty with such needs.

Faculty Leave policies can be located by following this link: <https://admin.lmu.edu/hr/policies/>. For questions related to Faculty Leave policies, please contact Human Resources at HR@lmu.edu or (310) 338-2723.

University Policies

Discriminatory Harassment, Retaliation and Sexual and Interpersonal Misconduct

The University seeks to ensure a positive living, learning and working environment for all LMU community members. Specifically, this policy prohibits unwelcome, harassing conduct on the basis of race, religious creed

(including religious dress and grooming practices), color, national origin (including language and language use restrictions), ancestry, disability (mental and physical) including HIV and AIDS, legally protected medical condition (cancer-related or genetic characteristics), denial of Family and Medical Care Leave, marital status, sex (including pregnancy, childbirth, breastfeeding or related medical condition), gender, gender identity, gender expression, age 40 or over, military or veteran status, sexual orientation, genetic information or any other bases protected by federal (including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990), state or local law. The University does not discriminate on these bases, or any other basis protected by law, in the administration of any of its education or admissions policies, scholarship or loan programs, athletics, and other school-administered policies and programs, or in its employment policies and practices. All University policies, practices, and procedures are administered in a manner consistent with LMU's Jesuit identity and character.

The University's Policy can be found here: [Discriminatory Harassment, Retaliation, and Sexual and Interpersonal Misconduct](#).

Reporting Complaints

Faculty members may report allegations of discriminatory harassment without the fear of retaliation. Complaints shall be thoroughly investigated. Violations of the University's anti-discriminatory harassment policies will be treated as serious misconduct and result in appropriate disciplinary action up to and including dismissal from the University.

Faculty members may report discriminatory or harassing conduct, as defined in the policies referenced above, to any of the following:

- Janet Lindsay, EEO Officer, at Janet.Lindsay@lmu.edu
- Nancy Pluzdrak, Vice President, Human Resources, at Nancy.Pluzdrak@lmu.edu
- Sara Trivedi, Title IX Coordinator, at Sara.Trivedi@lmu.edu
- Emelyn dela Peña, Vice President, Diversity, Equity and Inclusion at Emelyn.delaPena@lmu.edu
- Thomas Poon, Executive Vice President and Provost, at provost@lmu.edu
- The appropriate Chair or Dean, or
- For complaints against a student, Terri Mangione, Dean of Students/Chief Judicial Officer, at DeanOfStudents@lmu.edu

Ethics Reporting Line

Loyola Marymount University maintains an Ethics Reporting Line. This confidential reporting line is a tool to support LMU's commitment to integrity. LMU's Ethics Line is a reporting tool that assists the University and its employees in addressing possible fraud, abuse, misconduct, and other violations in the workplace. It can be used via telephone or a web-based form. Reporters can choose to identify themselves or can file reports anonymously. Speaking to your supervisor, Department Chair or Dean is the preferred method to report suspected misconduct; Human Resources and Internal Audit are other avenues for such reports. For more information about the Ethics Reporting Line, please visit the Ethics Reporting page here: <https://www.lmu.edu/about/contact/ethicsreporting/>

Faculty/Staff - Student Dating Policy

As a University dedicated to fostering the dignity of each person, Loyola Marymount University strives to encourage learning and promote justice. The University seeks to create an environment that is free of exploitation and unlawful harassment or discrimination that undermines the integrity of the institution. The Faculty/Staff -Student Dating Policy does not alter, but is in addition to all federal and state laws regulating interpersonal conduct. The Faculty/Student Dating Policy can be found here: [Faculty/Staff and Student Dating Policy](#).

Graduation Policy

All tenured and tenure-track faculty members are required to attend the undergraduate graduation ceremony. All full-time graduate faculty members and directors of graduate programs are expected to attend the Graduate School graduation. Permission to be excused from attending commencement must be obtained in writing from the Provost.

Faculty attendance at the Commencement Mass, which takes place on the Friday evening before the undergraduate commencement ceremony, is strongly encouraged; although attendance is not mandatory, all faculty regardless of faith tradition are welcome to participate.

Policy on Travel to Meetings

The University recognizes that members of its faculty are interested in attending conventions of learned or professional societies as a means of keeping abreast of their fields of teaching and research, and the University will, within its financial resources, support such attendance.

It is presumed that under ordinary circumstances such attendance will not interfere with academic duties. If the situation warrants absence from class, the approval of the department Chair is required.

Faculty members who have research grants from sources outside the University are encouraged to provide for their travel expenses from these grants. Faculty members may ordinarily expect to receive support for one travel request per academic year; additional requests will be subject to available funds.

In deciding whether a particular request warrants support, the following criteria will be employed:

- If the trip is requested by the University (administrative attendance at conventions, etc.), the University will pay the air coach transportation plus the necessary hotel and restaurant expenses when supported by sales slips or invoices for days of the actual meeting only.
- If the trip benefits the faculty member, and notably benefits the University (as decided by the University Administration, e.g., the reading of a paper at a convention), the University will pay air coach transportation, registration fee, banquet and other directly related items when supported by sales slips or invoices, but not to exceed the amount specified by the Controller's Office for days of the actual meeting only.
- If the trip mainly benefits the faculty member, but has a particular significance and value to the University, e.g., active attendance at conventions, meetings of colleagues, etc., the University will pay one-half the air coach and transportation.

Faculty members using their own automobiles on approved University business will be reimbursed at the current mileage rate approved by the Controller. The respective Deans are responsible for the administration of this travel policy. Faculty members should discuss proposed plans with the appropriate administrative officer before making final commitments. All expense reports, which should be itemized and accompanied by receipts, must be approved by the appropriate administrative officer before being submitted to the Controller's Office for payment. If an advance for expenses is authorized, support vouchers must be submitted and approved upon completion of the trip. (Faculty Handbook, 2023-2024, pg. 41)

Service

Committees and Other Assignments

Service is a required part of the professoriate. “Service includes active involvement, beyond departmental work, in the work of the college and University, in professional organizations, in student activities, and in community services that are consistent with LMU’s mission.” Please refer to the Faculty Handbook, 2023-2024, page 24.

You will be asked to accept certain assignments at the department, college/school, or university level that contribute to LMU’s needs and goals and to your growth as a member of the LMU community, and that promote the ideal of shared governance between faculty and administration. A directory of University committees is available online at <https://academics.lmu.edu/ofd/resources/>. Information about college/school and departmental committees is available from your dean or chair.

You may be asked to represent the department, college/school, or University at on- or off-campus events (e.g., awards dinner, graduation banquet). Your cooperation and participation are important. Students and alumni also appreciate your attendance at their events.

LMU Centers

Campus Ministry

Campus Ministry is dedicated to promoting the spiritual growth and faith formation of our LMU students. Our ministry is rooted in the University's Roman Catholic identity and the heritage of the university’s three sponsoring religious communities – the Religious of the Sacred Heart of Mary (RSHM), the Sisters of St. Joseph of Orange (CSJ) and the Society of Jesus (Jesuits) with special attention to Ignatian spirituality. In the spirit of St. Ignatius, we care for the whole person and reach out through various programs to support students of all faith backgrounds and all who search for deeper meaning in their lives.

In Campus Ministry students will find a welcoming environment to explore, grow in their faith and learn how to live out that faith in daily life. Campus Ministry celebrates Roman Catholic, Protestant, Jewish, and Muslim traditions through which we invite students to develop spiritually and religiously in worship, prayer, the sacraments, retreats, spiritual direction, social justice opportunities, faith sharing groups, and a variety of other programming. In times of grief, loss or need, campus ministers are available to console, to encourage and to foster healing and reconciliation. Campus Ministry is committed to ensuring a space that integrates trauma-sensitive, anti-racist, gender-inclusive, religiously diverse wisdom, accompaniment, and programming for our LMU Lion Community.

For additional information, please contact the Marissa Papula, Director of LMU Campus Ministry, at (310) 338-5708 and visit our website <https://ministry.lmu.edu>.

Center for Ignatian Spirituality

The Center serves as a resource for faculty members and staff seeking to integrate Ignatian principles into their professional and personal lives. Ignatian spirituality, based on each person’s experience, is open to persons of all faith traditions and none.

The staff of the Center offers a variety of programs, including individual guidance for those who wish to learn practical applications of Ignatian discernment, and for those who wish to engage in Ignatian Spiritual Exercises for Busy Persons. The Center also offers a number of presentations on topics that relate to spirituality and art, science, and social concerns, often with luncheon included. Faculty members and staff have access to the Center for ad hoc pastoral concerns, such as personal or family-related issues, and for matters that touch upon the practice of faith or religion.

The Center makes Ignatian spirituality available to members of the LMU faculty and staff that enable them to integrate their spirituality with the mission of the university and with that of their college, department, or division. For more information, contact Randy Roche, S.J., at (310) 338-3019 or visit the Center's website <http://mission.lmu.edu/cis/>.

Center for Service and Action

LMU's Center for Service and Action prides itself on the various student-led and staff-supported initiatives and programs designed with local, national and international organizations. In addition to working with students, CSA collaborates with faculty, staff and community organizations to live out the University's commitment to service and justice. At LMU, Community-based Learning (CBL) is understood to be a pedagogical method that requires students to engage in organized service, research, or advocacy activities, guided reflection, and critical analysis that enhance both the academic objectives of the university curriculum and address the social needs of the larger community.

The Center for Service and Action works with interested faculty members to create active learning experiences in community engagement projects. The assets and needs of the community organization are revealed so that student participants can engage more fully in the work of the organization through direct service, co-curricular immersion, participatory/action research, and internships. CSA works directly with faculty to create and implement Engaged Learning flagged courses. This collaboration supports the integration of CBL components into the course curriculum reflective of best practices. Additionally, CSA provides consultation to faculty seeking to strengthen the CBL component of their applications for LMU's Faith and Justice Curriculum Development grant.

The Center for Service and Action coordinates the Alternative Breaks program promoting service, social justice and cultural exchanges on multiple trips to local, national and international locations through hands-on, community-based learning projects. Interested faculty can apply to be participants on these trips. If you are interested in creating a community-based learning course or would like more information on the CSA programs, please contact the Associate Director of Community-Based Learning, Daveon Swan at Daveon.Swan@lmu.edu or (310) 338-2959. You can also visit our website at www.lmu.edu/csa.

Center for Faculty Development

The Center for Faculty Development (CFD) supports Loyola Marymount University's part-time and full-time faculty in advancing and inspiring best practices in teaching/learning, scholarship/creative work, and leadership/professional development. The CFD supports faculty members promoting holistic professional growth through events, workshops and services.

For a calendar of events and more information, visit the Center's website at <http://www.lmu.edu/CFD>.

Syllabus

1. The syllabus is a faculty member's first opportunity to introduce the course topic, identify the type and style of the course, and describe student expectations and responsibilities – it is important to describe all relevant aspects of the class, keeping in mind that students experience many different kinds of classes. A carefully developed syllabus can actively support student learning and success in the course.
2. The Center for Faculty Development maintains LMU's *syllabus checklist.
3. A course syllabus must be prepared for each course section and has to include all required syllabus elements. It should be distributed and reviewed with students on the first day of class.

4. A syllabus outlines mutual expectations and responsibilities between instructor and student and should be adhered to throughout the course as closely as possible. Modification may be required due to unforeseen circumstances; faculty members should include a statement to that effect indicating how students will be notified of any change to the original syllabus.
5. In designing their classes, instructors need to pay attention to LMU's Credit Hour Policy and make sure that their classes engage students inside and outside the classroom appropriately.
6. Faculty members are encouraged to discuss their syllabi with faculty colleagues and their Department Chair/Program Director. The Course Syllabus: A Learning-Centered Approach by Judith Grunert O'Brien, Barbara J. Millis, and Margaret W. Cohen is an excellent guide to writing a syllabus.
7. A copy of your syllabus must be submitted to your Department's Administrative Coordinator no later than the end of the first week of class. For specific requirements as they apply to your College/School, consult your Department's Administrative Coordinator or Chair.

***Syllabus Checklist**

The original version of this checklist derives from Grunert O'Brien, J., Millis, B. & Cohen, M. The course syllabus: A learning centered approach, Anker Press (2008) and Nilson, L. Teaching at Its Best, Jossey Bass, (2010). The checklist was developed by the Faculty Senate Committee on the Comprehensive Evaluation of Teaching (CCET) in 2010 and has since been maintained and updated by the CTE.

Faculty and Alumni Center

The Collins Faculty and Alumni Center is located in Leavey Center next to McKay Hall and is named for Sr. Mary David Collins, R.S.H.M. The center is the location for the Faculty Senate meetings and other events. It is open Monday through Friday 8:00 AM to 5:00 PM and provides a place to gather informally.

CSJ Center for Reconciliation and Justice

The CSJ Center offers a forum for dialogue, a place of education, and a resource for reflective action, to promote unity among all persons and with God. It gives tangible witness to the presence and tradition of the Sisters of St. Joseph of Orange (abbreviated "CSJ") at Loyola Marymount University, and in a wounded world in need of compassion and healing.

The CSJ Center provides opportunities and resources for faculty, and their students, to reflect, research, collaborate and act on issues of justice pertinent to their work or discipline. Opportunities include resources that support the university's work in engaged learning, participation on panels and special events, involvement in annual symposium, opportunities for class participation in seminar and special events, and physical space for meetings, presentations, collaborations in the spirit of the CSJ charism.

Visit us online at www.lmu.edu/csj or in our offices in University Hall suite 2000 (above Ahmanson Auditorium). We can be reached at (310) 568-6696 and csjcenter@lmu.edu.

*CSJ refers to 'Congregation of St. Joseph' and is the set of initials used by the Sisters of St. Joseph for identification.

Fritz B Burns Recreation Center

The Burns Recreation Center is located on the main campus near the Loyola Boulevard entrance and is open to LMU affiliates including faculty, staff, students, and alumni. To use this facility, you must purchase a membership, or you may purchase a day pass for \$10.

The fee for an individual faculty/staff membership is \$20 per month (automatic debit Visa/MasterCard information required) or \$10 per paycheck via payroll deduction (full-time faculty members and staff only). The fee for a faculty/staff family/domestic partner membership is \$40 per month (automatic debit Visa/MasterCard information required) or \$20 per paycheck via payroll deduction (full-time faculty members and staff only).

Memberships may be purchased through the online web-portal: <https://lmucampusrec.lmu.edu> or in the Membership Services Office in room 155, located in the Burns Recreation Center behind the front desk. With your membership, you will have access to the fitness center, group fitness classes, pool, basketball and tennis courts, locker rooms, and the Fitness and Wellness Center. For membership details or general information email: burnsrec@lmu.edu; call (310) 338-2912 or visit the website: www.lmu.edu/campusrec.

StudyLA

StudyLA researches its home, Los Angeles, a world-class city that offers diverse cultural, creative, and intellectual wealth along with boundless opportunities for innovation. We share in the university's commitment to social justice, working with partners throughout civic Los Angeles to develop studies that result in data-informed, action-oriented decisions and, ultimately, meaningful change. We are one of the leading undergraduate research centers in the nation with extensive experience in conducting public opinion surveys, exit polls, leadership studies, community profiles, and cultural and climate assessments.

StudyLA encourages faculty to use its data repository to explore the growing complexity of life in Los Angeles. Included are data from the Angeleno Poll, the largest annual general social survey of any metropolitan area in urban America; the Police and Community Relations Study, a multi-year study that captures public opinion on issues of policing in the city of Los Angeles; the Los Angeles Riots Anniversary Study, conducted every five years to keep a historical record of the experiences and opinions of residents since the 1992 riots; and the LA Votes election projects, which include the largest per-capita exit poll in the nation. Complete codebooks and full datasets are provided upon request.

Faculty can turn to StudyLA to discuss ideas on question wording, questionnaire design, methods of data collection, sampling frames, demographic quotas, data cleaning, data coding, data analysis (including assistance with Geographic Information Systems), data dissemination, and more.

Faculty pursuing contracts or grants can turn to StudyLA to discuss ideas for proposals (timeline, budget, deliverables, etc.) or for administrative support with the management of sponsored projects.

StudyLA researchers are available to give one-hour in-class workshops on various topics, such as: the political landscape of Los Angeles; the new Los Angeles voter system; the role of public opinion research in civic Los Angeles; research design; survey design; survey methodology; data analysis; data visualization; research communication, and more.

StudyLA's mission is to advocate for a better, more equitable Los Angeles through research, student mentorship, and engagement with residents and leaders. Learn more about our work at lmu.edu/studyLA.

Marymount Institute for Faith, Culture and The Arts

Mission Statement

The Marymount Institute provides both a place and a context in which interdisciplinary research, teaching, and convivial conversation can take place. The Institute is wide-ranging and inclusive in scope. The Institute is defined by the educational ideals of a Marymount and Jesuit education that include: the fierce pursuit of intellectual excellence; an unwavering commitment to social justice; the promotion of teaching which is transformative; and the sustenance of rich, trans-national, and diverse communities of thinkers, artists, writers, and leaders.

The Marymount Institute also seeks to protect the traditions and promote the mission of the Religious of the Sacred Heart of Mary. The Institute encourages the involvement of women faculty, and students in order to nourish and support and the role of women on campus and beyond in the 21st Century.

The Institute has its own presses, among them, The Marymount Institute Press which, in relation with Tsehai Publishers and the Harriet Tubman Press publish books, plays, and cd's of music and the spoken word. Student Interns, Graduate Assistants, our Graphic Designers, Photographers and Videographers, work with the presses' editors and publishers, Elias Wondimu and Theresia de Vroom, to publish and preserve stories that are often not told.

Academic Resource Center

The Academic Resource Center offers **Writing Tutoring** (LMU Writing Center), Course Tutoring, and Academic Coaching. Our services are designed as a compliment to the curriculum with the intentions of fostering academic success. Students who attend class regularly, complete their assignments, and utilize office hours in addition to tutoring and academic coaching, are more likely to outperform their peers.

The Writing Center provides 1-1 writing support for undergraduate and graduate students working on projects in any discipline and at any stage of the writing process. We believe that all students can benefit from setting time aside to talk with another writer about their work. Undergraduate, graduate, and faculty tutors are available to meet online and in person with students. Writing tutoring begins the third week of each semester (and first week of summer session). We offer limited hours in the first two weeks of the semester.

In partnership with various campus departments, **Course Tutoring** is available for students in a small group format (1-1 for select language courses). All tutors are faculty-recommended. Our current tutoring offerings include Accounting and Business, Anatomy and Physiology, Chemistry, Economics, Languages, Math, Philosophy, and Psychology.

To make an appointment students can login to "myLMU" and select "Writing and Course Tutoring" on the "Academics" menu. Once they reach the scheduling page for the first time, students will need to register an account (takes 5-10 minutes).

If students need help using the tutoring scheduler, they can contact the ARC at (310) 338-2847 or email: tutoring@lmu.edu.

Academic Coaching provides 1-1 learning strategy sessions intended to empower students to become successful and self-directed learners. Our Learning Specialist and Coaches utilize a strengths-based approach with a focus on time management and study strategies, as well as strategies for improving focus and sustaining motivation. Appointments are available starting the second week of the semester.

To Make An Appointment:

- Go to academics.lmu.edu
- Click on Academic Resource Center
- Click on Academic Coaching
- Make an Appointment

All ARC services are covered by tuition and no additional costs are incurred by students

LMU students can also take advantage of various studying spaces in Daum Hall, 2nd floor. Study rooms with AV Setup and whiteboards as well as a space for reflection and solitude called the Decompression Zone are available for students to reserve through the tutoring scheduling system.

The ARC Office is located on the 2nd Floor of Daum Hall and may be reached by email at arc@lmu.edu or phone (310) 338-2847. Please visit <http://www.lmu.edu/arc> for additional information.

Office Hours:

Monday- Thursday: 8:00 a.m. - 5:00 p.m.

Friday: 8:00 a.m. - 4:00 p.m.

Saturday & Sunday: Closed

International Programs and Partnerships (IPP)

Guided by the United Nations Sustainable Development Goals framework, International Programs and Partnerships (IPP) facilitates collaborations and partnerships with LMU faculty, staff, students, and other institutions on efforts related to comprehensive internationalization and global learning. To advance IPP's mission of global learning as social responsibility and global learning for all, IPP offers support for faculty with integrating global learning into the curriculum. IPP seeks to equip faculty with the tools necessary to provide on-campus global learning opportunities through exciting initiatives like the State's Department's Diplomacy Lab and Collaborative Online International Learning. For more information, please contact the director of global learning, Jennifer Ramos, PhD (jennifer.ramos@lmu.edu).

Within IPP, the Office of National & International Fellowships (ONIF) serves students and alumni in identifying and applying to competitive awards that support their academic and professional goals. Through ONIF, students can learn about fellowship opportunities available through governments, private donors, foundations, civic organizations, and corporations. ONIF relies on the assistance of LMU faculty in aiding students in the application process, which may include serving on a fellowship committee, acting as a "sounding board" for student proposals, or writing supportive letters of recommendation. ONIF also offers support to faculty and staff seeking Fulbright grants. To learn more, visit: <https://academics.lmu.edu/onif/facultyresources/>.

Also within IPP, LMU Study Abroad provides academic programming in locations worldwide. This essential college experience is open to students of all majors and includes a wide variety of summer and semester programs. LMU Study Abroad invites applications from faculty to teach abroad with LMU's signature programs and covers transportation and in-country accommodations. LMU celebrates over 50 years of international programming, and typically more than 500 students study abroad each year. For more information, please visit: <https://academics.lmu.edu/studyabroad>.

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▪ Start of Term:				▪ Organization:	Loyola Marymount University
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▪ Course:				▪ Fax #:	
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LMU Student Classroom and Course-Related Behavior

Introduction

In keeping with the mission of the University and in accordance with the current LMU Bulletin and Community Standards, both students and instructors have a responsibility for maintaining an appropriate learning environment. Students who fail to adhere to behavioral standards conducive to an effective learning environment may be subject to disciplinary action. Instructors have the professional responsibility to treat students with dignity and respect in all classroom, laboratory, creative, and other learning environments and to define reasonable standards and set limits for what is acceptable as students engage in respectful discourse and exchange of ideas.

Disruptive student behavior in an academic setting hinders the educational process. Disruptive student conduct is prohibited by the Loyola Marymount University Student Conduct Code, Section III. The purpose of this policy is to clarify:

- what constitutes disruptive behavior in an academic setting, including, but not limited to: classroom, laboratory, creative arts/production spaces, faculty offices and other academic locations
- on and off campus; what actions Instructors, Department Chairs or Program Directors (or equivalent), and respective
- Deans' offices may take in response to disruptive classroom conduct; and, what authority the Office of Student Conduct & Community Responsibility (OSCCR) has to initiate disciplinary proceedings against students for disruptive classroom conduct.

What Constitutes Disruption?

“Disruption,” as applied to academic settings, means behavior that an Instructor would reasonably view as interfering with normal academic functions related to the learning activity and/or learning environment. Examples include, but are not limited to: persistently speaking without being prompted or recognized or interrupting other speakers; behavior that distracts the class from the subject matter, discussion or performance; or in extreme cases, physical threats, harassing behavior or personal insults, unsafe laboratory or production practice, or refusal to comply with faculty direction.

Civil expression of disagreement with the course instructor, during times when the instructor permits discussion, is not in itself disruptive behavior and is not prohibited.

Students with qualifying disabilities are entitled to reasonable accommodation, but are held to the same standards of conduct as any student.

Policy

Students are required to adhere to the behavior standards listed in the Loyola Marymount University Student Conduct Code and to refrain from disrupting classes and other academic settings.

For cases ***not*** involving immediate threats to the safety of the Instructor or students in the class the following policy and procedures are to be followed:

- If a Student is disruptive, the Instructor, the Department Chair, Program Director (or equivalent), and/or the respective Dean's Office may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in academic or disciplinary action

- If a Student is in a course in which another Student is continually disruptive and thinks that the Instructor is not acting to stop the disruptive behavior, the Student should inform the Instructor that s/he feels that his/her learning is being impeded by the disruptive behavior.
 - If then, in the opinion of the Student the Instructor fails to address the disruption s/he may bring this situation to the attention of the Department Chairperson or Program Director (or equivalent) to resolve the disruptive classroom environment.
 - If either the Student or the Instructor thinks the action of the Department Chairperson or Program Director (or equivalent) does not resolve the handling of the disruptive behavior s/he may bring the situation to the attention of the appropriate Dean of the Instructor's college or school.

An Instructor may ask a student to leave the classroom or other academic site at the time of the disruption if the Instructor deems it necessary to prevent further or continuing disruption. If a Student is dismissed from class or another academic site, the Student remains responsible for the class activity during the period missed. If the Instructor takes such action, s/he should report such action to the Department Chair or Program Director (or equivalent), and the Dean's Office and describe the circumstances and action taken in writing within 24 hours of taking the action.

- A student's refusal to follow the instructor's request for the student to leave constitutes an additional act of disruptive behavior and may be viewed as a threat to the safety of the Instructor or other students in the class.
- If the Student feels the Instructor's request for the Student to leave the classroom was not justified, the Student may appeal this decision to the Instructor's Department Chair or Program Director (or equivalent), and/or respective Dean's Office within three (3) business days.

The Dean, after consultation with the Instructor and the Instructor's Department Chair or Program Director (or equivalent), may exclude the student from a classroom or other academic area, pending resolution of the matter, by: (1) informing the Student, in writing, of the exclusion, and (2) informing the Student of his/her rights to request an expedited review of the exclusion to the Dean or designee. The request for expedited review must be in writing and received by the Dean's Office within three (3) business days of written notification of the exclusion. (The exclusion review shall occur only between the student and the Dean or designee; the Instructor and Department Chair or Program Director (or equivalent) are informed about the outcome of such review.) If a Student is excluded from class or another academic site, the Student remains responsible for the class activity during the exclusion period.

Nothing in this policy prohibits an Instructor or Student from immediately calling the Department of Campus Safety or referring the matter directly to the OSCCR. If the Department of Campus Safety is called or the incident is referred to the OSCCR the Instructor shall inform the Department Chair, Program Director, or the equivalent and the Instructor's Dean's Office as soon as possible.

1. *For Disruptive Behavior occurring in an off campus LMU program, (e.g. Study Abroad, Experiential/Engaged Learning, etc.) the policies, rules and procedures of the respective program will apply. If the off campus program does not have an applicable policy, the situation will be handled in accordance with this LMU Student Classroom and Course-Related Behavior policy.*

Community of Care

The mission of Loyola Marymount University supports the encouragement of learning, the education of the whole person and the service of faith and the promotion of justice. As a staff or faculty member, you may encounter students who need your assistance. Being aware of signs of distress and sources of help can aid in handling these situations. In keeping with the university's mission, the primary commitment of Community of Care (COC) is to support and advise you in your interactions with students of concern. You may be the first contact and play an important role at LMU in providing resources to support our students.

The Community of Care Team is an interdisciplinary team of trained professionals from Student Affairs, Academic Affairs and the Department of Public Safety (DPS) that meets regularly to collaboratively address the needs of students of concern, monitor student behavior, direct students/faculty/staff to campus and community resources and consult with departments or individuals impacted by a student's behavior.

Referring Students to COC

When to refer:

- If you are concerned about the welfare of a student, yourself, or other students.
- If your effort to manage a significant classroom behavioral concern has not resolved the problem.
- If you have referred the student in the past and there seems to be no improvement or things seem to be worsening.
- If a student requests assistance in dealing with personal issues that are outside of your area of expertise or your role as a faculty or staff member.

What about confidentiality?

The Family Education Rights and Privacy Act (FERPA) does not prohibit the sharing of personal observations and knowledge about a student among campus officials when there is a legitimate concern related to campus safety.

If you are concerned about a student, call the Community of Care to discuss your concerns and your options. Concerned parents are also welcome to call the Community of Care to discuss options for your child.

Contact Community of Care

Call, email, or stop by with concerns, questions, or ideas. Students are always welcome in the Community of Care Office.

Office: Malone Student Center 301

Phone: (310) 338-3756

Fax: (310) 338-1906

Email: communityofcare@lmu.edu

Follow us @LMUcommunityofcare

Chairs and Program Directors – Academic Year 2023-2024

<https://lmu.box.com/v/23-24LMUDepartmentChairs>

<https://lmu.box.com/v/23-24LMUProgramDirectors>

Please direct questions regarding Department Chair or Program Director appointments to the Office of Faculty Affairs. A Department Chair's term will expire at the end of the spring semester unless indicated by specific month. Please consult the current *Faculty Handbook 2023-2024*, pgs. 33-35 for information regarding Department Chair appointments.

Campus Dining

LMU Dining Services operated by Sodexo prides itself on offering a wide selection of healthy and delicious menu items made with only the freshest ingredients and local whenever possible, prepared just the way you want. For community members on the run, the majority of campus dining venues accept advance orders placed through GrubHub or the Everyday App.

LMU Dining Services

General Information: (310) 338-2977

Catering Services: (310) 338-1818

<http://dining.lmu.edu/>

General Dining

The Lair Marketplace -- Malone Center

Crimson Lion Restaurant -- University Hall, First Floor, Suite 1767

Einstein Bagels -- University Hall

Iggy's Cafe -- McKay Hall

Kikka Sushi -- Founder's Pavilion

Qdoba Mexican Grill -- Malone Center

L.A. Blvd -- Founders Pavilion

Coffee and Beverages

Coffee Carts (Independently Owned) -- Foley Pond and Leavey Circle

The Lion's Den (Student Operated) -- Malone Center, First floor

Starbucks -- William H. Hannon Library

Catering Services -- University Hall, Roski, Ground Floor, Suite 1712

Gatherings Perfected

Convenience Stores

C-Store Leavey -- Leavey 6

C-Store Del Rey -- Founders Pavilion

C-Store Malone -- Malone Center

Desserts / Ice Cream

Indulge -- Founders Pavilion Circle