New Faculty Resource Guide
Loyola University New Orleans
2013

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The complete guide can be accessed electronically via:
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Loyola’s Common Curriculum

The Common Curriculum (CC) stands as a clear expression of the Jesuit vision of education. The CC serves to provide a foundation in a genuinely humanistic education – in philosophy, religious studies, literature, history, the sciences, and the arts – complementing the major fields of study of every undergraduate’s program. The CC is designed to challenge students to develop all of their talents to the fullest; it calls for critical thinking, reflection, and disciplined study. The program is comprised of introductory and advanced courses, which vary slightly depending on students’ major/college.

The CC has recently undergone revision. Students entering in or after Fall 2013 will complete the requirements for the revised CC. Students enrolling before Fall 2013 will be expected to fulfill the CC requirements of their entering year but may in certain cases substitute approved course from the new CC. Specific requirements vary by major. Please consult the Degree Program Course List (DPCL) for a major’s particular CC requirements.

The Common Curriculum Program

1. **First-Year Seminar** (T121) – Total: 3 Credit Hours
   The gateway to the Common Curriculum is the First-Year Seminar, an interdisciplinary course that focuses on questions of enduring value through the lens of “thinking critically, acting justly.” The seminar introduces first-year students to college-level thinking and learning, helps develop writing and speaking skills, and promotes critical problem solving and experiential learning. Students take a first-year seminar in either the fall or spring semester. In 2013-2014 students will choose among topics ranging from Japanese anime to globalization, from thinking about the environment to New Orleans literature, religions, and French heritage and many others.

2. **Introductory Courses** (T122 — T129) – Total: 18 Credit Hours
   Beginning students must take each of the following six courses (totaling 18 cr. hrs.):
   
   o English Composition T122  Critical Reading/Writing
   o History T122 or T124  Global History I or Global History II
   o Mathematics T122*  Math Models
   o Philosophy T122  Philosophy of the Human Person
   o Religious Studies T122 or T124  Religions of the World or Christianity and Society
   o Science T129  Investigating Nature

   * A different mathematics course may be designated by the student’s major department.
3. **Advanced Courses (J200 — 499) – Total: 24 Credit Hours**

   Advanced CC courses continue students’ engagement with history, philosophy, religious studies, and science alongside experiences in literature, the creative arts, the social sciences, and ethics.

   - Writing about Literature 3 credit hours
   - History II* 3 credit hours
     *Students who enroll in HIST T122 take a modern HIST II; students who enroll in HIST T124 take a premodern HIST II.
   - Philosophy II: Foundations of Knowledge 3 credit hours
   - Religious Studies II 3 credit hours
   - Science II: Natural Science in Context 3 credit hours
   - Science Lab: Engaging in Science 1 credit hour
   - Creative Arts and Cultures 2 credit hours
   - Social Science 3 credit hours
   - Foundational Ethics 3 credit hours

   The courses offered each semester and their descriptions are found in listings under subject categories.

4. **Foreign Language – Total: 0 to 12 Credit Hours**

   The Foreign Language requirement varies by major. Please consult the DPCL for each major’s specific language requirements.

5. **Requirements across the Curriculum (RACs)**

   Students must complete courses designated as Catholic Tradition, Diversity, and Premodern. These requirements can be fulfilled by courses offered in the Advanced CC,* in the major, or as electives.

   * History II courses cannot be used to satisfy Diversity or Premodern RACs.

6. **General Electives – Varies by major**

   It is important that students have considerable freedom to choose those courses or series of courses that interest them so that their education may be rich and full. The number of hours a student must complete depends on the major.
Kevin Wm. Wildes, S.J., President, Loyola University New Orleans
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The President, as chief executive officer of Loyola University New Orleans, is responsible for overall administration of the university.

Kevin Wm. Wildes, S.J., is the sixteenth president of Loyola University New Orleans. Wildes entered the Society of Jesus in 1976 after graduating from St. Joseph’s University in Philadelphia. He holds advanced degrees in theology and in philosophy. He received his Ph.D. from Rice University in 1993, and his professional work is in the field of bioethics.

Wildes serves as associate editor to and on the editorial board of a number of ethics and medicine journals and book series, and he is a founding editor of the Journal of Christian Bioethics. Prior to joining Loyola University, Wildes was a member of the Department of Philosophy and a Senior Research Scholar in the Kennedy Institute of Ethics at Georgetown University where he also held a secondary appointment in the Department of Medicine at the Georgetown University School of Medicine. He is currently a member of the Department of Philosophy at Loyola and teaches undergraduate students each year.

Wildes has delivered a number of invited lectures and papers and has written widely on bioethics and public policy. He authored Moral Acquaintances: Methodology in Bioethics published by the University of Notre Dame Press (2000), and is the editor or co-editor of four books. He has lectured at Tulane Medical School, LSU Medical School, and given grand rounds at Ochsner Clinic Foundation. Currently he is developing a new book on organizational ethics in health care.

Wildes is a member of the boards of Loyola University Chicago and St. Joseph’s University in Philadelphia. Active in the New Orleans community, he is a member of the New Orleans Business Council and serves as the vice chair of the national Board of Directors of Friends of New Orleans. He is the appointed chair of the Ethics Review Board for the City of New Orleans. Wildes recently served on the board of GNO, Inc., which spearheads economic development for the ten-parish Greater New Orleans region.
Academic Affairs

- Office of the Provost
- College of Business
- College of Humanities and Natural Sciences
- College of Law
- College of Social Sciences
- College of Music & Fine Arts
- Professional and Continuing Studies
- J. Edgar & Louise S. Monroe Library
- College of Law Library
- First-Year Experience
- Office of Service Learning
- Study Abroad
- University Honors Program
Marc Manganaro, Provost & Vice President for Academic Affairs
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manganar@loyno.edu

The Office of the Provost overseas strategic planning, administration and evaluation of academic programs, resources allocation, budget analysis, assessment, and academic policies. Academic Affairs is the largest and most complex of the offices. It is comprised of the academic colleges (College of Business, College of Humanities and Natural Sciences, College of Law, College of Music and Fine Arts, and the College of Social Sciences) and the University Libraries. Academic Affairs also includes the following programs and academic support units:

- First-Year Experience Program
- Professional and Continuing Studies
- Faculty-Student Collaborative Undergraduate Research and Scholarship
- Intercollegiate Programs
- Interdisciplinary programs
- Summer Session
- Online and Distance Education
- Service Learning and Community-Based Education
- Quality Enhancement Plan (QEP)
- Center for Faculty Innovation
- Academic Resource Center
- Center for International Education
- Center for Intercultural Understanding
- Grants and Research
- Women's Resource Center
- Information Technology
- Institutional Research
- Student Records
- Whelan Children's Center
- Upward Bound
Provost’s Office Staff:

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The College of Business has a renowned history of preparing the young men and women of today to become the leaders of tomorrow. Loyola provides an excellent setting for the type of individualized education that it takes for our students to reach their potential. The faculty of the college are devoted to creating leaders capable of handling the important challenges our students will face throughout their careers.

In the Ignatian tradition, the mission of the College of Business is to provide a superior values-laden education that motivates and enables our students to become effective and socially responsible business leaders. We strive to contribute quality research, serve local and intellectual communities and graduate students who possess critical thinking skills and courage to act justly in a global business environment.

Degree Programs:

- Bachelor of Accountancy

- Bachelor of Business Administration
  - Majors are available in:
    - Economics
    - Finance
    - International Business
    - Management
    - Marketing
    - The Business of Music

- Master of Business Administration
  - Degree tracks:
    - M.B.A. / J.D.
    - M.B.A. / M.P.S.
The mission of the College of Humanities and Natural Sciences is to educate and graduate students who understand and appreciate the accumulated knowledge of the humanities and sciences, human culture and the Judeo-Christian tradition; who understand the interrelated nature of all knowledge; who are able to think critically, evaluate alternatives, and make ethical and moral decisions; and who have a commitment to the Ignatian tradition of a life of justice and service to others. Additionally, it is the mission of the college to contribute to the expansion of knowledge through the scholarly and creative activities of the faculty.

The College of Humanities and Natural Sciences seeks to assist the university toward its strategic goal of national prominence by enhancing the quality of the college’s faculty, the strength of its curricula, the effectiveness of its support services, and the excellence of its graduates.

Degree Programs:

- Bachelor of Arts:
  - English
  - History
  - Languages & Cultures
  - Philosophy
  - Religious Studies

- Bachelor of Science:
  - Biological Sciences
  - Chemistry
  - Mathematics
  - Psychology
  - Physics
Loyola University New Orleans College of Law was established in 1914. In the Jesuit tradition of academic rigor, pursuit of justice, and service to others, the College of Law has as its mission to educate future members of the Bar to be skilled advocates and sensitive counselors-at-law committed to ethical norms in pursuit of dignity for all.

The College of Law offers both civil law and common law curriculums, full-time day and part-time evening programs, as well as five joint degree programs. Critical and analytical thinking, ethics and professionalism, and a commitment to serve the community of the 21st century are fostered and encouraged. The College of Law faculty is a community of scholars committed to academic excellence in teaching and scholarship, as well as service for others.

Degree Programs:

- Juris Doctorate Degree
  - LL.M. Program for International Students

- Combined Degree Programs:
  - Juris Doctor (JD)/Master of Business Administration (MBA)
  - Juris Doctor (JD)/Master of Public Administration (MPA)
  - Juris Doctor (JD)/Master of Urban and Regional Planning

- Certificate Programs:
  - Certificate in Civil Law and Common Law
  - Certificate in International Legal Studies
  - Certificate in Environmental Law
  - Certificate in Taxation Law
Loyola University New Orleans is the only university in the country to combine a college dedicated to the fine and performing arts with the rich Jesuit tradition of educating the whole person in the liberal arts. Bringing together artists in music, visual arts, theater arts and dance, the College allows for numerous opportunities for collaboration on performances and programs of study.

Degree Programs:

- Bachelor of Arts:
  - Graphic Design
  - Music
  - Studio Art
  - Theatre
  - Theatre & Mass Communication
  - Theatre / minor in Business Administration

- Bachelor of Fine Arts in Studio Art

- Bachelor of Music:
  - Composition
  - Elective Studies
  - Jazz Studies

- Bachelor of Music Education

- Bachelor of Music Performance

- Bachelor of Music Therapy

- Graduate Programs:
  - Master of Music - Performance
  - Master of Music Therapy
Loyola University New Orleans’ College of Social Sciences is committed to linking educational excellence with social justice. The College is distinguished by its diversity, innovation, and commitment to offering a full range of high quality educational opportunities, fostering the discovery and dissemination of new knowledge by supporting research, scholarship and creative activity, and applying existing knowledge to address social and environmental problems in the city, state, national, and global communities. The schools and disciplines of the College are committed to providing knowledge that is basic as well as emergent. They are dedicated to redefining higher education from a once-in-a-lifetime educational paradigm to one that views education in holistic terms and as an on-going and regular lifelong opportunity.

Degree Programs:

- Bachelor of Arts:
  - Criminal Justice
  - Economics
  - Mass Communication
  - Political Science
  - Sociology

- Bachelor of Liberal Studies

- Bachelor of Science in Nursing

- Master of Criminal Justice

- Master of Pastoral Studies

- Master of Religious Education

- Master of Science:
  - Counseling
  - Nursing
The Office of Continuing and Professional Studies supports the mission of Loyola University by providing various services for working students. Our programs reflect the basic philosophy of Jesuit education, combining rigorous and contemporary professional education with a broad foundation in the humanities and social sciences. The individual majors provide the adult student with the information, skills, and knowledge necessary to begin or to advance in a variety of professional areas.

Offerings:

- Bachelor’s degrees in Criminal Justice, Humanities, Nursing and Social Science
- Scholarships to qualified evening students
- Advising
- Evaluation of transfer credits
- Streamlined parking decal administration and university forms distribution
- Graduation audits for appropriate candidates
- Evening Division New Student Orientation

Our programs are designed for the working student. Classes are held one night a week, Monday-Thursday. Classes are held in a variety of formats ranging from online to accelerated eight-week options.
The Monroe Library serves the teaching, learning, and research needs of Loyola University New Orleans, and has been recognized locally, regionally, and nationally for its excellence in this service. Monroe Library faculty and staff are involved in local, regional, and national professional and scholarly activities.

- The Monroe Library is a center for enhancing skills that are necessary for success in college and in lifelong learning. Students build information literacy and critical thinking skills throughout their careers at Loyola through the collaborative efforts of their professors and the library faculty and staff.

- The library provides the highest quality learning tools and information content to enhance the educational experience for faculty and students.

- The library is user-centered, always seeking to understand the needs of its primary clients, the students and faculty, and making decisions based on those needs.

- The library is the campus center for instruction in the use of technology in teaching and research.

- Work in the library is marked by collaboration: among students, among students and faculty, and among faculty.

- The library building is a technologically-advanced, inviting and welcoming place for the entire Loyola community. Everything the library has to offer, its building, collections, services, faculty, and staff, is recognized as a key component in recruiting and retaining students.

The library strives to be a model of what academic libraries are and will become.
The Loyola University New Orleans College of Law Library serves the legal research and scholarship needs of the students and faculty of the College of Law and is available to assist the law-related research needs of the wider university community. It has a collection of 370,000 volumes and volume equivalents that includes all primary legal resources for U.S. federal and state jurisdictions, a wide variety of foreign and international legal materials, and a deep level of secondary materials covering all major legal subjects. The reference desk is staffed seven days a week to assist patrons in their use of the law library's resources.
First Year Experience

http://www.loyno.edu/fye

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The First-Year Experience program is anchored in small academic seminars taught by leading teacher-scholars. The seminars introduce students to college-level thinking and learning and to Loyola’s Jesuit tradition under the overarching theme “thinking critically, acting justly.” The seminars are the gateway courses to the Common Curriculum, the broad range of courses in the liberal arts and sciences. Seminar classes are small to promote lively interaction. All first-year students take a first-year seminar, in either the fall or spring semester.

A Selection of Thematic Clusters & Seminar Offerings:

Social Justice
- Bought and Sold: 21st Century Slavery
- Humor, Power, and Prejudice
- Social Justice and the Wire

Living New Orleans
- Gender and Mardi Gras
- Creole Crossroads
- Food, Ethnicity, and Community in New Orleans
- Rebuilding New Orleans
- Dishing it Up: The Business of Food in New Orleans

Technology and Culture
- iBrains
- Media Myths, Cultural Realities
- Community, Connection, and Contagion in a Networked World

War, Peace, and Politics
- Climate Change Ethics
- The Pity of War
- Rebellion and Revolution in China

Imagining America
- The Idea of America
- Diversity in Society
- Images of Latin America in Film

Politics and Protest
- Globalization
- Spinning the Planet
- Political Satire: Speaking ‘Truthiness’ to Power
The Office of Service Learning supports the development and implementation of service learning in academic courses and programs of study at Loyola University New Orleans.

OSL staff can help you with the following: deciding what kinds of community-based work is the best fit for your class; identifying and developing appropriate community partnerships for your class; integrating students' service learning activities into course assignments; visiting your class at the beginning of the semester to explain policies and procedures to your students; managing all service learning paperwork for your class (liability waivers, placement forms, timesheets and hours reports, scope-of-work documents, etc); getting evaluations of your students' service learning performance from agency partners; and verifying service learning hours. Students who successfully complete service learning for a course receive a notation on their permanent academic transcript.

- See a list of current community partners, a databank of past and present service learning courses, a description of SL course criteria, and other resources for faculty at http://www.loyno.edu/servicelearning
- Sponsors the SERVE fair during the second week of each semester to help students choose service learning sites
- In 2012-2013, 602 unique students (or 19.2% of the undergraduate student body) documented 20,264 hours of service learning on behalf of 56 different community partners for 59 courses representing 19 different departments and programs in all four undergraduate colleges. This represents an in-kind contribution to the larger community worth $391,717.
With over 100 students from 40 different countries, more than 32% of students graduating with an experience abroad and academic courses with a global perspective, Loyola University New Orleans is truly an international institution. We work with faculty, staff, and students to promote and develop the international character of the university.

- For international students, we help with their adjustment to Loyola and the U.S., providing assistance with all immigration issues as well as any other areas of concern.

- For students wanting to study abroad, we are the first and last stop with advising and information on programs and financial aid.

- For the Loyola community, we sponsor numerous programs and events to promote intercultural awareness and competence including International Education Week, the Country Fair, Study Abroad 101, the Education Abroad Fair and many others.

For faculty and academic departments, we help in hiring international faculty, developing new study abroad programs, and advising and collaborating on all international programs and opportunities.
University Honors Program
http://www.loyno.edu/honors

Dr. Naomi Yavneh, Director
University Honors Center
Room 112A-C, Monroe Library
Honors Living Learning Community
Biever Hall, 6th Floor
504-864-7330
yavneh@loyno.edu

The Loyola University New Orleans Honors Program offers a rich and diverse interdisciplinary curriculum taught by some of the best faculty, with exceptional opportunities for individual learning and serious thinking. Honors classes—small seminars (20 students or fewer) that emphasize discussion and dialogue—challenge and stimulate students to achieve their intellectual potential. Primary sources rather than textbooks commonly provide the core of Honors reading assignments, and writing projects demand a level of analysis and expression commonly found at the graduate level. The University Honors Program (UHP) is open to qualified students of all undergraduate colleges and majors and currently enrolls approximately 156 students.

Approximately 5% of each entering class participates in the UHP. Students with a 3.5+ GPA and 1300+ SAT (29+ ACT) scores are invited to apply; recipients of Loyola’s highest academic scholarship, our Ignatian Scholars, are required to participate. A small number of high-achieving students are accepted into the program at the end of their first or second semesters at Loyola. Students must maintain a minimum 3.3 GPA to remain in the program. We are proud to attract – and retain – a diverse, national pool of high-achieving students with a commitment to excellence in academics, service and leadership.

University Honors Program requirements – 24-30 credit hours:
- Honors First Year Seminar (2012: Food and Food Justice in New Orleans)
- Interdisciplinary Humanities Core Seminar
- Religious Studies
- Philosophy
- Literature
- History
- Behavioral/Social Science
- Fine Arts
- Mathematics
- Natural Science
- Senior Independent Project
Faculty Support Service

- Center for Faculty Innovation
- Grants & Sponsored Programs
Loyola established the Center for Faculty Innovation to promote new directions in pedagogy, scholarship, and creative work and to support professional development for all Loyola faculty. We carry out our mission through workshops on exemplary teaching practices, including new uses of technology to enhance student learning. We support faculty mentoring programs in the departments and colleges and house a resource library of books and articles on teaching, learning, assessment and other topics. We sponsor an extensive faculty development program, the Faculty Academy, for faculty across departments and colleges teaching First-Year Seminars. We also provide a New Faculty Orientation and New Faculty Seminar each fall for incoming faculty.

The Center also supports faculty scholarship and creative work. We coordinate faculty research and publishing groups. We also work with the university committees that award faculty research and professional development grants.

Perhaps equally important, the Center provides a place for faculty to gather to discuss their work and exchange ideas—in other words, a place of their own. Too often, faculty pass one other in the hallways and gather for committee meetings but never have the chance simply to sit down together and talk about what interests them and what they’re doing. Our conference room and lounge area in the Monroe Library (room 334) provides such a place. Whether you want to drop by to browse a daily newspaper or get together with a group of colleagues, the Center is the place to do it.

We look forward to working with you and hearing your ideas for innovation at Loyola.
Our mission is to support Loyola’s growth by assisting members of the university in acquiring and responsibly managing competitive grant and contract funding. This office provides a comprehensive range of pre-award services. Our roles include working with Financial Affairs and General Counsel to review applications and administer awards in a manner that ensures compliance with all applicable regulations and policies. Because sponsored project applications are submitted in the name of the university, each one must be reviewed carefully by this office and endorsed by the appropriate administrators prior to being submitted to the sponsor. We are service-oriented office and invite grant seekers to contact us at an early stage in the proposal-development process, so that we can work collaboratively to produce the strongest and most strategic applications as possible.

The Office of Grants and Sponsored Programs provides assistance with the following:

- Identifying potential sponsors
- Planning and developing budgets
- Developing application narratives
- Obtaining internal approvals
- Submitting applications
- Executing award agreements
- Developing, negotiating, and monitoring subcontracts
- Meeting reporting requirements
• Securing award extensions
• Revising budgets
• Closing out projects
• Resolving conflicts of interest
• Assuring compliance
• Training
Student Support Services

- Academic Resource Center
- Writing Across the Curriculum
- Center for Intercultural Understanding
- Disability Services
Our Programs:

**Academic Counseling:** Academic counselors meet with students regarding individual academic needs. Counseling may include helping them with time management and other study skills, working with them regarding selection of majors, assisting them with scheduling issues, and helping them navigate the university system. *Population:* Students range from those who are experiencing academic difficulties to high achieving students who seek academic counseling to attain or maintain academic excellence.

**Tutorial services:** Academic counselors assign students to peer tutors and provide individual guidance to the tutors to ensure that the specific needs of the students are met. The A.R.C. offers peer tutoring for Common Curriculum and major courses in all four colleges. *Population:* Students in majors across the curriculum.

**Bridge Program:** To help ensure that a student’s first experience of campus life is successful, the A.R.C. offers the Bridge Program, a comprehensive five-week summer session for entering freshmen. Students earn a total of seven credit hours in two three-hour Common Curriculum classes and the one-hour Protocols of Learning class. *Population:* Conditional admits and other new students who attend voluntarily.

**Fall/Spring Enrichment programs for new students:** Students meet weekly with academic counselors for study skills instruction and for help in navigating the university system. Students may also meet with peer tutors to reinforce their skills and work on course-related materials. *Population:* Conditional admits.

**Special Services for non-traditional age students:** Academic counselors provide assessment and specialized math and writing services for evening students and other students with special needs.

**Protocols of Learning** (SPST A105): This is a one-credit hour course designed to introduce students to university level study strategies and help them navigate the university system. The A.R.C. also provides study skills workshops and individual instruction in study skills.
Writing Across the Curriculum
http://www.loyno.edu/wac

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Writing Across the Curriculum provides writing resources for students and faculty. For students, WAC operates the Writing Center where tutors provide assistance at any stage of the writing process—from brainstorming to documentation. Our goal is to produce better writers, so we encourage students to engage in writing as a process and to visit the center often. For faculty, WAC staff is available for consultation and help in designing writing assignments that fully meet the goals and expectations of the course. We also provide workshops on various writing topics to classes. Additionally, faculty can schedule their classes in WAC’s computer classroom.

- Located in Bobet 100
- Open 6 days a week
- Free individual writing tutoring for Loyola students
- Writing resources and reference guides
- Faculty consultation and whole class tutoring
The Center for Intercultural Understanding (CIU) deals mainly with diversity issues. We mediate bias-related incidents on campus for faculty, staff, and students. We also do a lot of pro-active co-programming with different organizations around campus to help create and maintain a campus environment that respects and celebrates differences and commonalities.

The CIU is now working on retention issues with all students, especially freshmen.

Please send any students with special needs to The Center for Intercultural Understanding.

We help with tutoring, counseling, financial affairs, housing, etc.
Disability Services
http://www.loyno.edu/arc

Sarah Mead Smith, Director
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Disability Services provides accommodations and academic support for undergraduate students with special needs. D.S. also provides accommodations for law and other graduate students.

- Primary services for students:
- Implementation of accommodations
- Verification of a documented disability
- Specialized counseling for students with disabilities
- Note-taking and transcription services
- Tutorial services
- Approval of course substitutions for math or foreign language requirements when warranted
- Authorization for priority registration

Services for faculty:

- Assistance in working with students with disabilities
- Verification of a student’s documented disability
- Advice and support regarding concerns about legally mandated accommodations and other 1990 ADA and Section 504 concerns.

Recommended statement for syllabus:

- If you have a disability and wish to receive accommodations, please contact Sarah Mead Smith, Director of Disability Services at 504-865-2990. If you wish to receive test accommodations (e.g., extended test time), you will need to give the course instructor an official Accommodation Form from Disability Services. The Office of Disability Services is located in Marquette Hall, Room 112.
Administrative Support Services

- Admissions/ Enrollment Management
- Institutional Research & Effectiveness
- Information Technology
- Office of Finance & Administration
- Office of Student Records
- Whelan Children’s Center
The Office of Enrollment Management oversees the Offices of Admissions and Scholarships and Financial Aid. It is responsible for the recruitment and admissions of all full time students, and is actively involved with the recruitments of all other students. The financial aid office awards and distributes all institutional, state, and federal financial funds. Enrollment management also leads the university’s retention effort.

- The hallmark of a Loyola education can be summed up in a simple phrase: We produce citizens of the world.
- Loyola seeks to prepare its students to be active participants on the global stage.
- Rather than simply teaching our future graduates WHAT to think, we teach them HOW to think.
- These critical distinctions are at the very heart of what it means to receive a Jesuit education at Loyola.
- Our classrooms have no walls. They merge seamlessly with the larger world beyond, and start our students on a journey of learning that will last a lifetime.
The Office of Institutional Research and Effectiveness (OIRE) conducts research within the university to provide information in support of institutional planning, assessment, policy formation, budget analysis, and decision-making. In general, the office gathers and summarizes pertinent institutional profile information and Key Performance Indicators (KPIs) to enable planning across the institution.

Moreover, the office coordinates the Fifth-Year Interim Report and decennial reaffirmation of Loyola’s accreditation by the Southern Association of Colleges and Schools (SACS). The office also provides assessment and analytical support to university offices, colleges, and departments in preparation for annual reports; conducts campus workshops to facilitate evaluation of student learning outcomes and provides summaries and analyses of results of inventories related to student satisfaction and student perceptions of their educational experiences (e.g., the National Survey of Student Engagement, Student Satisfaction Inventory, and Graduating Student Survey). The office also provides institutional statistics to 50+ external agencies and organizations (e.g., the Department of Education and U.S. News). Examples of types of support provided by OIRE include:

- University Bulletin Compilation
- SACS Accreditation and Compliance
- Assessment Support
- Student Learning Outcome Support
- Annual Reporting
- University Fact Books, Enrollment Trends
- Common Data Sets
- Assessment of the Common Curriculum
- Community Engagement Support
- Student Perception Data (NSSE, SSI, ASPS, PSOL, etc.)
- Key Performance Indicators
- Graduation/Retention Rates
- Program Support Data
- Faculty Salary Surveys & Reporting
- Graduating Student Survey
- Official Statistics
Information Technology

http://www.loyno.edu/infotech

Bret L. Jacobs, Vice Provost for Information Technology and CIO
Monroe Library, Rm. 209
504-865-3979
bljacobs@loyno.edu

Information Technology manages on-campus computer systems, administrative applications, the Loyola network and provides technical support to students, faculty, and staff, through the support units of client services, computer services, distributed systems, telecommunications, and information management.

Help Desk: 504-865-2255 (865-CALL)

Information Technology staff are available to assist you with computer questions and problems 8:30 – 4:45 Monday through Friday.
Information Management

Stephen Lousteau, Director
Monroe Library, Rm. 213
504-865-2930
lousteau@loyno.edu

Responsible for the development, maintenance and support of Loyola’s administrative systems including:

- Student Records (SIS)
- Billing/Receivables (BRS)
- Financial Reporting (FRS)
- Human Resources (HRS)
- Other administrative and student systems:
  - LORA
  - LOANS
  - CASH

Computer & Network Services

Joseph Locascio, Director
Monroe Library, Rm. 214
504-865-3833
jtllocasc@loyno.edu

Provides support for Loyola’s technology infrastructure which includes:

- Loyola Mainframe Systems / Campus Network
- Dial-in Access to campus
- E-Mail System / Internet Access (Loyola has a dedicated 100/mb connection to the internet.)
- Campus firewall
- Provides support for all telephone systems on campus. Services include phone, voicemail, auto attendant (call 865-3600 and say the department or person’s name)

Client Services

Paula Ruiz, Assistant Director
Monroe Library, Rm. 211
504-865-3592
ruiz@loyno.edu

Client Services provides end-user support for the Loyola community including:

- Workstation setup
- Hardware repair
- Network Setup
- Printer Setup
- Operating System support (All Windows and Apple operating systems)

Distributed Systems

Lynnette Hess, Assistant Director
Monroe Library 213
504-864-719
lhess@loyno.edu

Distributed Systems provides support for Loyola’s server-based administrative systems including:

- Admissions Lab
- Application Imaging System
- PowerFaids
- Alumni Mail
- Campus-Card System
- Exchange Server
- Blackberry Enterprise Server
- Zimbra
We also support all IT student computer labs on campus,

- Currently supporting 12 labs with over 300 workstations
- Also supports all public computers in the Monroe Library
- All IT Student Lab workstations are replaced every 3-4 years

Client services also staffs a campus-wide help desk from 8:30 – 4:45 Monday thru Friday.

- Call 865-2255 (CALL)
- Schedules and Dispatches for all Client Services work

- ITStor
- Inquisite
- LORA
- Raiser’s Edge
- Blackboard Test System
- StudioAbroad
- Atlas – International Student System
- Astra – Classroom Management
The Office of Finance and Administration provides quality support services to students, faculty and staff, in the areas of Bursar’s Office, Financial Affairs, Human Resources, Physical Plant, Purchasing, Risk Management, Emergency Management, University Police, Parking Services, Shuttle Services, Central Reproduction, Whelan Children’s Center and Student Finance.

**LIST OF OFFICES:**

**Bursar’s Office** - [http://finance.loyno.edu/bursar](http://finance.loyno.edu/bursar)

The Bursar’s Office assists students as well as campus departments with financial deposits to tuition or departmental accounts. The office also assists students in managing their Loyola Express Card account and maintains the overall use of the campus Copicard system.

**Print Services** - [http://finance.loyno.edu/print-services](http://finance.loyno.edu/print-services)

Print Services provides a full range of high-volume, high-quality electronic digital printing, xerographic copying and document-related services to the Loyola University community.


The Financial Affairs office provides the university with a sound financial management system assuring reliable and aggressive management and reporting of all budgets, revenues, expenditures and investments.
Consistent with the mission, values, and goals of Loyola University New Orleans, its prudent fiscal management, and its commitment to equal employment opportunity, the staff of the Human Resources Department strive to:

- Recruit employees of the highest quality, employing them on the basis of skill, experience, education, training, character and merit;
- Provide the environment, resources and encouragement for employees to have the opportunity to develop spiritually, professionally and personally;
- Promote a culture that is student-centered and develops the whole person;
- Demonstrate “cura personalis”, care and respect of each individual, through employment practices that reflect a belief in the human dignity of each person;
- Promote a culture that recognizes and values diversity; and
- Provide compensation, benefits, recognition, and work environment that help attract, retain and motivate high quality employees.

Physical Plant - http://finance.loyno.edu/physical-plant

The Physical Plant department is responsible for the maintenance of all buildings and grounds on Loyola’s campus. Our goal is for all members of the university community to enjoy the environment in which they live, work, and study.


The Post Office provides full-service mail services for the campus and surrounding community. Mail and package pickup notifications are delivered to mail boxes daily. Campus Post Office operates a United States Postal Service contract station. The contract station provides USPS services including stamps, priority, express, and international mailing products. We accept cash and we can accept checks from Students, Faculty, and Staff.

Public Safety - http://finance.loyno.edu/police

Loyola University New Orleans’s Public Safety Department is a service-oriented organization that aims to provide a safe environment conducive to learning, living and working. Public Safety’s offices are located on the main campus in Biever Hall and on the Broadway campus in St. Mary’s Hall. Public Safety focuses its efforts on the safety of Loyola’s students, faculty, staff and visitors. Public Safety personnel are highly trained professionals proudly dedicated to serving the Loyola Community. Public Safety’s presence on campus is highly visible. University police officers are radio dispatched and can respond almost immediately. Working together as a community we attempt to make awareness our top priority in deterring crime. This coupled with preventive measures and effective law enforcement helps Loyola maintain the safe community it has always been.

Purchasing - http://finance.loyno.edu/purchasing

The goal of the Purchasing Department is to assist University departments in securing goods and services that represent the best value to the University, in a timely manner, while maintaining the highest level of professionalism, integrity, and ethics. Our vision is to create customer satisfaction with each purchase request while adhering to University policy and sound business practices.

Risk Management works to reduce the University’s total cost of risk by mitigating losses, appropriately transferring risk and promoting educated and thoughtful decision-making processes. Contact us for information regarding the University’s property and casualty insurance programs, risk assessment, or incident/threat reporting protocol.


The Emergency Management office works closely with all university departments, directs the Emergency Management Team, and is responsible for managing university-wide emergency preparedness and business continuity programs, including management of the university’s Emergency Operations Plan, guidance and training related to incident- and site-specific response plans, continual impact analysis and planning, assisting the university community with strategic and emergency planning, assessment of response efforts, and providing training in emergency response and business continuity to the university community.

Student Finance - http://finance.loyno.edu/student-finance

The Office of Student Finance assists students with questions or concerns regarding their tuition, fees, and related costs. Also available through LORA, the student account is maintained by and billing statements are generated by the friendly staff of Student Finance.

Whelan Children’s Center – http://www.loyno.edu/whelan

The Whelan Children’s Center offers a high quality, full-time, year-round childcare program for the children of faculty, staff, students and alumni of Loyola University New Orleans. People from the community are invited to attend upon availability of space. The Center, located on Loyola’s campus, provides a safe, stimulating, educational environment with a highly qualified, experienced, nurturing staff. The Center is a participant in the State of Louisiana’s Quality Ratings System and has received a 4 star rating.

Parking Services – http://finance.loyno.edu/police/parking-services

The Loyola Parking Services office, located on the first floor of Biever Hall across from University Police, is responsible for most campus parking services, including parking permit sales and vehicle registration, traffic citation appeals, billing of parking fines, and all on-campus guest parking.
The Office of Student Records is a central administrative office of the University for all academic processes and policies providing an important link between the institution and the student. The Office of Student Records' responsibility is to create, maintain, verify, issue and protect each student's record. To accomplish this, the Office of Student Records maintains a state-of-the-art academic records system, which is the basis of the university's budget, executive management, and enrollment studies. Technology is employed to improve service to students, faculty and alumni without sacrificing personalized attention and the security of records.

Services include:

- Academic Calendars
- Application for Degree
- Athletic Certifications
- Classroom Scheduling
- Commencement
- Course Schedule
- FERPA – Family Education Rights and Privacy Act
- LORA – Loyola’s Online Records Access
- Registration Information
- Transcripts
- Veterans Certifications
Whelan Children’s Center
http://www.loyno.edu/whelan

Robyn Oubre, Director
Mercy, Rm. 101
504-864-7273
rcoubre@loyno.edu

The Whelan Children’s Center offers a high quality, full-time, year-round childcare program for the children of the faculty, staff, students, and alumni of Loyola University New Orleans. The Center provides a safe, stimulating, educational environment with a highly qualified, experienced, nurturing staff. The Whelan Children’s Center has a Four Star Rating in Louisiana’s Quality Start Child Care Rating System.

- Ages of children enrolled: 4 months to 5 years
- Located in Mercy Hall, Room 101
- For waitlist information, please contact Robyn or refer to the website
- We welcome faculty to utilize the Center for course projects, observations, community service, etc.
Student Affairs

- Office of the Vice President
- Career Development Center
- University Counseling Center & Health Center
- Office of Co-Curricular Programs
- Residential Life
- Intercollegiate Athletics & Wellness
Student Affairs
http://www.loyno.edu/studentaffairs

M.L. "Cissy" Petty, Vice President for Student Affairs & Associate Provost
Danna Center, Rm. 205
504-865-3030
mlpetty@loyno.edu

Student Affairs cultivates a learning environment in the Jesuit tradition that engages students in the full development of all human qualities, cura personalis. Our students are encouraged to discover, develop, and apply life skills that will enable them to become well-developed and responsible members of the community.

Our Mission:
To cultivate a learning community in the Jesuit tradition which engages students in the full development of all human qualities

Our Vision:
To be the leader in student-centered, values rich, co-curricular education

Our Values:

- Dignity - The value of each person created by God
- Excellence - The call to develop all abilities and talents
- Wholeness - A commitment to mind, body, and spirit
- Inclusiveness - The awareness of finding God in all things
- Compassion - A commitment to being people with and for others
As part of the Student Affairs Leadership team, the AVP assists in division-wide strategic planning and represents the Office of Student Affairs on University Committees. The AVP assists the Vice President with oversight regarding personnel, programs, and services. The AVP works closely with all constituencies of the University to assist in resolving student problems and issues, consulting with faculty and staff, interacting with parents, and providing leadership and supervision of the university’s judicial process.

Responsible for:

- Mission and identity for the Office of Student Affairs
- Conflict/issue resolution with parents, key constituents, students
- Walk-in assistance
- Emergency preparedness and evacuation team
- Chairs Care and Concern Committee
- Community liaison substance abuse issues
The Career Development Center, in partnership with the academic community and employers, empowers students to identify and develop career decision-making and job search skills that help them establish purposeful, intentional, and authentic careers.

We fulfill our mission by engaging in work that:

- Fosters students' career exploration
- Facilitates student participation in internships and experiential education
- Teaches students internship and job search skills
- Creates opportunities for students and employers to meet
- Builds relationships with employers so as to offer students diverse career options
- Helps students investigate graduate school opportunities

We partner with faculty to:

- Design and provide customized programs for in-class presentations
- Host and maintain a virtual career center (EMPLOYola) for 24/7 access to job boards and career development resources
- Assist faculty with developing internships sites and program standards
- Manage for-credit internship reporting process making it easy for students to report, faculty to monitor and employers to evaluate internship experiences
- Coordinate on-campus special events allowing students and alumni networking opportunities with industry professionals
The University Counseling Center provides professional services in the form of psychological counseling for personal and educational concerns to help students navigate the developmental process of university life. All services take place in a nurturing environment where information shared during counseling is kept strictly confidential. Our staff includes professionals in the counseling and social work field, and an experienced psychiatrist.

- Room 208, Danna Student Center
- Monday-Friday, 8:30a.m.-4:45p.m.
- All registered full-time and part-time students living on or off campus are eligible for services

Services provided at no cost:

- Emergency counseling available after hours by contacting LUPD at (504) 865-3434 and asking to speak with the counselor-on-call
- Psychiatric evaluations and medication management
- Personal, couples and/or group counseling services
- Consultation services for parents, faculty and staff
- ADHD testing and counseling
- Outreach programs
**Student Health Services** is an ambulatory health care facility. Our physician, nurse practitioners and registered nurse provide free primary care treatment and education about important personal health issues to students. Referrals to outside physicians and dentists are provided if necessary.

- Lower Level, Danna Student Center
- Monday-Friday, 8:30a.m.-4:45p.m., fall and spring semesters
- All registered full-time and part-time students living on or off campus are eligible for services

**Services provided**

- Primary/Urgent Care clinic services
- Confidential health treatment
- Immunizations
- HIV/STD screenings
- Cholesterol screenings, glucose monitoring, blood pressure checks
- In-house lab and contracted laboratory work
- Orthopedic services
- Well woman exams
- Nominal fees for prescriptions, medical supplies, immunizations and lab tests are assessed on a per use basis
- In an on-campus medical emergency call LUPD at (504) 865-3434. TEMS (Tulane Emergency Medical Service) provides emergency medical services and ambulance transport to local hospitals for university students, faculty, and staff
Office of Co-Curricular Programs

http://www.loyno.edu/ocp

Heather Seaman, Director
Danna Center, Lower Level, Rm. CBSM
504-865-3622
hrround@loyno.edu

The Office of Co-Curricular Programs provides involvement and leadership opportunities for Loyola students through student organizations, student government, campus activities, Greek life, new student orientation, and university traditions. Co-Curricular programs also serves the campus community through the oversight and management of the Danna Student Center.

We are responsible for:

- New Student Orientation
- Wolf Pack Welcome
- Student Organizations
- Student Involvement
- Student Government Association
- Campus Programs
- Greek Life
- Leadership Programs
The Department of Residential Life supports the academic mission of the University by providing a residential environment that fosters the development of the whole person in a community grounded in the Jesuit tradition.

Goals of Residential Life:

1. Facilitate academic success by supporting both student needs and the academic mission of the University
2. Support students in their search for meaning through the Jesuit values and an Ignatian worldview
3. Develop students as global citizens committed to the holistic well-being of themselves and those around them
4. Maintain residence halls that are safe, clean, attractive, and that honor the dignity of each student

Facts about Residential Life:

- House approx. 1,480 students in 4 residence halls
- Offer housing to all Loyola undergraduate students
- Professional, live-in Area Directors are responsible for daily contact with residential students, including assessment of and response to emergency situations and academic/personal concerns
- Classroom learning is extended and supported in all aspects of the student’s residential experience
The Department of Intercollegiate Athletics and Wellness provides opportunities for Loyola students, faculty, staff and alumni to participate in competitive and non-competitive, organized and informal sports and fitness activities. The mission of the Department of Intercollegiate Athletics and Wellness is to meet the diverse needs of the university community with a broad-based, comprehensive program including intercollegiate athletics, intramural sports, extramural sports, club sports, non-credit instructional programs, health, wellness and fitness programs, open recreation, and special interest programs. The sports complex is free to all faculty and staff, and family member rates are offered.

Facility features:
- 6 lane, Olympic-style swimming pool
- Whirlpool
- Elevated jogging track
- Maple-floored courts for basketball and volleyball
- Sauna and steam rooms in each locker room
- Separate weight room and fitness rooms
- Racquetball courts
- Stairmasters, lifecycles, rowers, elliptical trainers and tread mills
- Locker rental and towel service

Fitness programs offered:
- Step
- Kickboxing
- Water Aerobics
- Abdominals
- Aerobic fitness
- Dance Aerobics
- Yoga and Zumba
- Certified personal trainers are available for a fee
The Office of Mission and Ministry, through the Office of University Ministry, offers programming to foster the spiritual life of our students, faculty and staff. From sacramental preparation and daily liturgies to retreats and Christian Life Communities, there are many opportunities to explore one's faith and share it with others. We are a diverse community and we encourage our Loyola community to learn and appreciate the faiths of others.

The Office of Mission and Ministry, through the Jesuit Center, supports and encourages faculty teaching and research that advances Loyola’s Jesuit mission. Jesuit education is academically rigorous within the humanistic tradition.

Programs and services of the Office of Mission and Ministry

- Ignacio Volunteers: Faculty/Staff Immersion Belize Program
- Ignacio Volunteers: Jamaica Experience
- Ignacio Volunteers: Belize Summer Camp
- Ignatian Faculty Fellows
- Ignatian Staff Fellows
- Ignatian Silent Retreat
- Interfaith
- Loyola Life
- LUCAP (Loyola University Community Action Program)
- Rite of Christian Initiation for Adults
- Adult preparation for all Sacraments
- Sacrament of Reconciliation
- Pastoral counseling and spiritual direction
- University Ministry at the School of Law
- Worship and communal prayer
Office of Institutional Advancement

- Office of the Vice President
- Alumni Relations
- Development & Annual Giving
- Office of Marketing & Communications
- Public Affairs & External Relations/Marketing and Publications
- Office of Publications & Creative Services/Marketing and Communications
- Web Communications & Marketing/Marketing and Communications
The mission of the Office of Institutional Advancement is to develop understanding and support among the various constituencies of the university in order to secure the resources required to fulfill Loyola's educational mission, and to provide integrated marketing communications to support the university strategic goal of achieving national recognition as one of the leading comprehensive universities in the nation. We seek to achieve these goals through rigorous fund development, stewardship, and alumni and parent relations program as well as implementation of a university-wide marketing communications program focusing on consistent messages and identity, public affairs, publications, advertising, and web online communication.

Departments:

- Alumni Relations
- Annual Fund
- Major Gifts
- Marketing & Communications
  - Public Affairs and External Relations
  - Creative Services
  - Web Communications
The Office of Alumni Relations is dedicated to supporting Loyola University New Orleans through programs, benefits, services, and communications designed, developed, and implemented to create and enhance lasting and mutually beneficial relationships between the University and members of its Alumni Association. Recognizing that our greatest assets are our graduates, the members of the Alumni Association, the Office of Alumni Relations works to develop a membership of committed, trained volunteers who enjoy their post-graduate experience, are proud to be Alumni Association members, and believe that their volunteer time is used efficiently and effectively. The staff oversees and manages three alumni boards- Alumni Association Board of Directors, College of Business Alumni Board, and Young Alumni Pack- and oversees 26 national chapters, each with its own leadership, and more than 11 active volunteer committees.

The Office of Alumni Relations works in conjunction with the Annual Fund Office to promote The Loyola Fund. Board members and chapter leaders are strongly encouraged to make leadership gifts to the University and are empowered to act as annual fund ambassadors here and around the country.

Through board service, committee work, and chapter development, the alumni staff encourages volunteers to plan and execute activities, which will establish the connection between their peers and Loyola. Through our chapters, we are building a Loyola presence in various cities while providing a forum for educational and social activities, a contact for career and other services for alumni and students, a recruiting center for admissions, and conduit for communications between alumni and Loyola.

**Alumni Chapters:**
- Atlanta
- Austin
- Baton Rouge
- Boston
- Central Florida
- Chicago
- Dallas
- Denver
- Houston
- Jackson, MS
- Kansas City, MO
- Las Vegas
- Los Angeles
- Miami
- Nashville
- New York, NY
- Northshore, LA
- Phoenix
- Puerto Rico
- Raleigh, NC
- St. Louis
- San Diego, CA
- San Francisco
- Seattle, WA
- Tampa
- Washington D.C.
Development and Annual Giving

Development

http://www.loyno.edu/ia/development

Christopher Wiseman, Associate Vice President for Development
Greenville Hall, Rm. 214A
504-861-5499
cwiseman@loyno.edu

Annual Giving

http://advancement.loyno.edu/giving

Stephanie Hotard, Director of Annual Giving
Greenville Hall, Rm. 307
504-861-5534
sahotard@loyno.edu

The Office of Development & Annual Giving represents the private philanthropic operations of the university. All private solicitations of funds are coordinated through the various offices listed below. Key goals for the Development and Annual Giving office include increasing the number of alumni who give annually to the university; increasing the level of Loyola Fund donations, which are unrestricted gifts to the university; and supporting fund raising priorities in the colleges and all academic programs, Mission and Ministry, Athletics, Student Affairs, the Monroe Library, and other university strategic priorities that require philanthropic support. Annual Giving staff also work with the on-campus community to raise funds for Loyola and its colleges and programs via the Faculty-Staff and Senior Class Gift campaigns.
Annual Giving:
  Annual Giving (the Loyola Fund)
  Faculty/Staff Fundraising
Graduating Student Fundraising
Parent Fundraising

Development Officers:
  College of Business
  College of Humanities and Natural Sciences
  College of Law
  College of Music and Fine Arts
  College of Social Sciences
  Corporations and Foundations

Grant Development and Grant Writing

Planned Giving

Stewardship and Donor Relations
Office of Marketing & Communications (OMC)

http://advancement.loyno.edu/marketing

Terrell F. “Terry” Fisher, Associate Vice President of Marketing & Communications
Greenville, Rm. 104
504-861-5881
tffisher@loyno.edu

The Office of Marketing & Communications consists of three departments: Public Affairs, Publications and Creative Services and Web Communications.

WE TELL THE LOYOLA STORY. The Office of Marketing and Communications works to translate Loyola’s mission and work into a message that attracts new students, donors, and friends who are excited to join the university in its work. The university’s integrated marketing communications strategy results in a website, publications, and general communications efforts that offer a distinctive Loyola image and branding that increases the profile of the university’s students and faculty in the wider community.

OMC is responsible for establishing and enforcing communication and media relation policies to ensure all official Loyola publications, both print and online, and external communications project a consistent editorial and graphic identity that upholds the image of the university.

Responsible for:

- All External Advertising, Promotions and Marketing and University Communications including Crisis Communications implementation
- Producing three official alumni publications: LOYNO, Loyola Executive, Loyola Lawyer
- Official Social Media and University Website
- Publicity, Media Relations and Special Events Coordination, including commencement
- Developing and implementing university-wide marketing communication strategies that incorporate media relations, direct mail, advertising, special events, event promotion, and web-based promotion
- Assisting admissions recruitment, fund development, and alumni engagement
- Work with vice presidents, deans, administrators, and department heads to facilitate external marketing communications strategies and implementation for their specific areas, including publicity, media buying, and publications

Success of any graphic identity program depends on the cooperation of all members of the university community. Adherence to a few simple rules will result in improved communications. Official University Graphic Standards and Policies can be found at http://advancement.loyno.edu/marketing/loyola-brand-graphic-standards
The Office of Public Affairs and External Relations coordinates internal and external communications for the university and the Office of the President. The department manages local, regional, and national media relations for Loyola by publicizing the news of the university including student, faculty, and staff successes, new programs and initiatives and campus events. The department is also responsible for implementing all official university communications during times of emergency. Additional responsibilities of the department include:

- Working with vice presidents, deans, administrators, and department heads to facilitate communications strategies and implementation for their specific areas for publicity
- Managing and coordinating special events such as the university’s centennial, presidential inaugurations, dedications, and commencement exercises.
- Producing LoyNews, a weekly e-newswire with an audience of more than 1,000 journalists, and Loyola at a Glance, a weekly e-newsletter sent to Loyola faculty, staff, and students. Producing and maintaining a printed and online Experts Guide for the media that promotes Loyola’s faculty and staff as expert sources in their respective fields.

Tell us your news:

Publicity Request Form - http://www.loyno.edu/news/publicityrequest.php

The publicity request form is for the explicit use of Loyola faculty, staff, and students. For any information to be published, contact information must be provided from a member of the Loyola community from a university computer (submitter must have a loyno.edu email address).

Please allow a minimum of 2 weeks’ notice for stories submitted for publication in Loyola at a Glance. Because of the volume of publicity requests the Office of Public Affairs receives, event information should be submitted 5-7 weeks in advance in order to allow for effective external publicity.
Office of Publications and Creative Services/Marketing + Communications

http://advancement.loyno.edu/marketing/publications-creative-services

Allee Parker
Director of Creative Services
Greenville Hall, Rm. 103
504.865.5886
aparker@loyno.edu

Publications and Creative Services (PCS) is responsible for the strategy, design and production of official external university communication pieces, and for the approval of those it does not produce to ensure adherence to the university's official branding and graphic guidelines.

These include publications, brochures, broadcast and print advertising, direct marketing, specialty items, media planning and purchase, banners, and project management of outside vendor production. This is a complimentary service provided by Marketing and Communications. Payment for any out-of-house production services, such as printing, mailing, postage, illustrations, photography, and media purchases are the fiscal responsibility of the requesting department.

PCS produces and facilitate all official university alumni magazines, such as LOYNO, Loyola Executive, and Loyola Lawyer under the direction of Eve Peyton, Director of Editorial Services (504.861.5859).

Publications and Creative Services Official Responsibilities

- Develop strategic marketing planning specific to college, department, and center’s needs as requested
- Design and publish over 700 external marketing pieces annually
- Design and produce brochures, mailers(collarlateral), print and broadcast advertisements (external audiences)
- Approve all external university communications not produced by Creative Services
- Media buying for print, outdoor, and broadcast media
- Editing of (provided) copy to enhance marketing results

To submit a request for work through Publications and Creative Services, use the Web Request Form

http://www.loyno.edu/advancement/request/publications/
Web Communications (WC) provides integrated web communications marketing to support the university’s external recruiting, fundraising, development, and academic efforts. WC is responsible for the official university website, and works with divisions, colleges, and departments to assist and maintain consistent online graphic and editorial identities for the university.

Web Communications Official Responsibilities

- Web Communications enforces official policies and procedures relating to web development, navigation, and design to retain consistency in university branding and mission.

- Web Communications provides technical support and training to assigned departmental web administrators; updating of web content is the responsibility of colleges, departments, and centers.

- Web Communications creates websites, online graphics and forms, information architecture, e-newsletters, blogs, social media branding, and more.

- Design and account set up for official university e-newsletters.

- Web Communications coordinates and oversees all official university social media efforts.

In need of Drupal training, a web form, a graphic, or a new website, use the Web Request Form http://www.loyno.edu/advancement/request/webteam/
Appendices

- Faculty Handbook
- Syllabus Template
- Continuity of Operations Plan
- LORA for Faculty
- FERPA for Faculty
- Academic Honor Code
- Human Resources
  - Employee Web Services
  - Payroll Schedule
  - 2013-2014 Holiday Schedule
- Notes