



LOYOLA
UNIVERSITY MARYLAND

Human Resources

Employee Resource Guide



Introduction

Welcome to Loyola! You've landed at a great place, and we want to ensure you have an amazing experience. Whether you were recently hired or are already familiar with operations at Loyola University Maryland, sometimes accomplishing even simple tasks can seem difficult when you do not know where to begin. As you navigate our community, I wanted to provide you some information on the many resources available to you. Please do not hesitate to reach out to me or your [HR business partner](#) if we can be of assistance.

We're so glad you're here!

Kristi Yowell
Chief People and Culture Officer and Associate Vice President for Human Resources

Table of Contents

Introduction	1
Table Of Contents	2
Staying Safe On Campus	5
Important Numbers and Resources	5
Public Safety	5
Environmental Health and Safety	6
Reporting Tools	6
Campus Emergencies	7
Automatic External Defibrillator Program (AED) Program	7
Title IX & the Clery Act	7
EthicsPoint	8
Policies, Procedures, & Handbooks	9
Faculty Handbook	9
Staff and Administer Policy Manual	9
Strategic Plan	10
Working, Engaging, & Thriving	11
Loyola Locations and Tours	11
Campus Map and Parking	12
EV Charging Stations	12
Shuttle Service	12
Off-Campus Transportation	12
Evergreen Card	13
Dining	13
Employee Housing	13
Loyola/Notre Dame Library	13
Bookstore and Apparel & Spirit Shop	14
Athletics	14
Fitness and Wellness	15
Lactation Rooms	15
Banking	16
Other Financial Resources	16
Speech-Language Pathology & Audiology Services	16
Sustainability	17
Personal & Professional Development	18
Structure And Governance	19
Executive Leadership	19

Shared Governance	19
Employee Giving and Volunteering	20
Employee Giving	20
Volunteering Your Time	20
Understanding the Past	22
Other Resources	23
Faculty & Staff Resources	23
Office of Human Resources (HR)	23
Office Of Technology Services (OTS)	23
Workday	23
Office Of Equity And Inclusion (OEI)	23
Brand	24
Mass Emails	24
EthicsPoint	24
Facilities Management	24
Events	24
Catering	24
Employee Perks and Discounts	24
Religious & Spiritual Life	24
OUTLoyola	25
Women's Center	25
Key Events	26
Annual Martin Luther King Jr. Convocation	26
Loyolapalooza	26
Maryland Day	26
Commencement	27
Black Student Association (BSA) Fashion Show	27
Battle of Charles Street	27
Holiday Traditions	28
Mass of the Holy Spirit	28
Lessons and Carols	29
Hope & Renewal Interfaith Prayer Service (HARPS)	29
Key Community Events	30
Govan's Farmer's Market	30
Awards and Celebrations	31
AMDG Community Award	31
Bene Merenti	32
Distinguished Scholar of the Year	32

Distinguished Teacher of the Year	33
Faculty Award For Excellence In Community-Engaged Scholarship	33
Faculty Award For Excellence In Community-Engaged Teaching	34
Faculty Award For Excellence In Digital Teaching Practice	34
Faculty Award For Excellence In Graduate Teaching	35
Faculty Award For Excellence In Mentoring	35
Faculty Award For Excellence In Transformative Teaching	36
Messina Awards	37
Service Awards	37
Communications and Calendars	38
Marketing and Communications	38
Office of Human Resources	38
Office of Equity and Inclusion	38
Calendars	39
Faculty and Staff Resources	39
Social Media	39
Surrounding Area	40

Staying Safe on Campus



Important Numbers and Resources

Emergencies: 410.617.5911 or [LiveSafe mobile app \(iOS\)/LiveSafe mobile app \(Android\)](#)

Non-Emergencies: 410.617.5010

Sexual Violence Resource Coordinator: 410.617.6769
(Confidential)

After Hours Emergency Counselor: 410.617.5530

Weather Line: 410.617.2223

Emergency Preparedness:
www.loyola.edu/emergencypreparedness

Emergency Evacuation (procedures):
www.loyola.edu/departments/emergency-preparedness/evacuation

Evergreen Campus (Main Campus) Rally Point Maps:
www.loyola.edu/media/departments/environmental-health-safety/documents/fire-safety/campus-rally-point-maps.pdf

Emergency Information Website:
www.loyola.edu/emergency-information

Public Safety

Website: www.loyola.edu/publicsafety

The Department of Public Safety (DPS) comprises sworn and civilian employees who work 24/7 to protect and serve the Loyola community. Civilian employees include dispatchers who work in the state-of-the-art Communications Center and lock and key staff who manage locksmithing across the University. DPS also provides various services to support the campus community, including security escorts, lockout assistance for your campus residence, jumpstarts for your vehicle (with a signed waiver), and lost and found property.

Campus Escorts

After hours student escort monitors are available and provide safe and reliable escorts to locations on campus until 2 a.m. After 2 a.m. campus police are available to escort. Please call ext. 5510 for services.

Environmental Health and Safety

Website: www.loyola.edu/ehs

Environmental Health and Safety (EHS) focuses on fire safety and compliance initiatives to ensure the campus community's safety. EHS offers fire safety and first aid training and assists community members in integrating safety and compliance in the workplace. EHS also maintains the [emergency information website](#), which posts the University's operational status in the event of a weather closure or emergency.

Reporting Tools

Loyola University Maryland sets high expectations of its students, faculty, staff, and administrators for conduct that supports an inclusive and caring community. Students and employees are expected to conduct themselves in such a manner as to ensure the health and welfare of all members of the Loyola community. Community members may file incident reports through the following reporting methods.

- **Community Incident Reporting:** www.loyola.edu/about/incident-reporting
- **Bias reporting process for students:** www.loyola.edu/departments/report-bias
- **Disability discrimination reporting process for students:**
www.loyola.edu/departments/das/policies/grievance.html
- **Bias, harassment, or discrimination reporting for faculty, staff, and administrators:**
https://forms.office.com/Pages/ResponsePage.aspx?id=jwquMN88_USvNCeL9jm4XbG_wKSvYxVFvM4MzVT8xy9UQU0xME81V0tRVUhUVEpQN0JVTVVSnkY1NCQIQCN0PWcu
- **Anonymous reporting for faculty, staff, and administrators:**
<https://secure.ethicspoint.com/domain/media/en/gui/18799/index.html>
- **Anonymous Public Safety reporting:**
www.loyola.edu/departments/public-safety/anonymous-information-form
- **Title IX sexual and gender-based misconduct reporting information:**
www.loyola.edu/departments/title-ix/

Campus Emergencies

Greyhound Alerts

Emergencies: www.loyola.edu/departments/public-safety/services/greyhound-alerts

Greyhound Alerts is Loyola's emergency notification system used to send timely warnings and emergency notifications to the campus community. Greyhound Alerts uses Everbridge and Alertus systems to send text messages, emails, and computer-based notifications to mobile devices and to active Loyola-owned computers and digital signboards.

The Greyhound Alert system is an opt-out system that updates daily with student and employee contact information. Campus community members can update their Greyhound Alert accounts through the "Inside Loyola" portal. Students can add parent or guardian contact information through their account ports so they can also receive alert information.

Emergency Blue Light Phones

Over 70 emergency blue light phones are [placed across campus](#), providing a direct line to the DPS Communications Center. All blue light phones are tested every semester to ensure reliable operation.

Automatic External Defibrillator Program (AED) Program

Website:

<https://www.loyola.edu/departments/environmental-health-safety/safety-and-health/aed.html>

AEDs are available on all Loyola campuses. The AED program is an integral part of Loyola's commitment to the safety and health of faculty, staff, administrators, students, and visitors. A complete list of AEDs on Loyola's campuses and the [Maryland Facility AED Report form](#) (to be completed/submitted within 48 hours of use) is available [here](#). Want to learn more? [Click here](#) for AED training.

Title IX & the Clery Act

Annual Security & Fire Safety Report (ASFSR): The [ASFSR](#) contains policies for the Evergreen campus; the Graduate Center at Timonium; the International House in Leuven, Belgium; and the Loyola Clinical Centers at Belvedere Square. The ASFSR includes statistics for the previous three calendar years, including reported crimes on campus, in certain off-campus buildings and properties owned or controlled by Loyola University Maryland, and on public property within or immediately adjacent to and accessible from the campus. This report also includes institutional policies and procedures concerning campus security, sexual assault, the Violence Against Women Act (VAWA), and fire safety. All policy statements apply to all campuses.

EthicsPoint

Website: <https://www.loyola.edu/ethicspoint> / **Phone Number:** 888.263.8680

Loyola is committed to maintaining an environment marked by high standards of ethical behavior; compliance with local, state and federal laws; and concern for the well-being of all students, faculty, staff and administrators. All faculty, staff, administrators, and students are asked to report instances of unethical behavior promptly to a supervisor, department chair, or other appropriate authority. However, in situations where such an approach is not feasible or uncomfortable, EthicsPoint provides an effective alternative. EthicsPoint, a web-based “hotline,” is a confidential, anonymous mechanism for the reporting of a wide variety of activities, from accounting and auditing matters to harassment or plagiarism. For more information on EthicsPoint, please contact the Director, Employee Relations and Organizational Development in Human Resources on ext. 1345.

Policies, Procedures, & Handbooks



Faculty Handbook

Website:

<https://www.loyola.edu/media/department/academic-affairs/documents/faculty-handbook/2024-2025-faculty-handbook.pdf>



Staff and Administer Policy Manual

Website:

<https://www.loyola.edu/department/hr/about/policy>

Strategic Plan

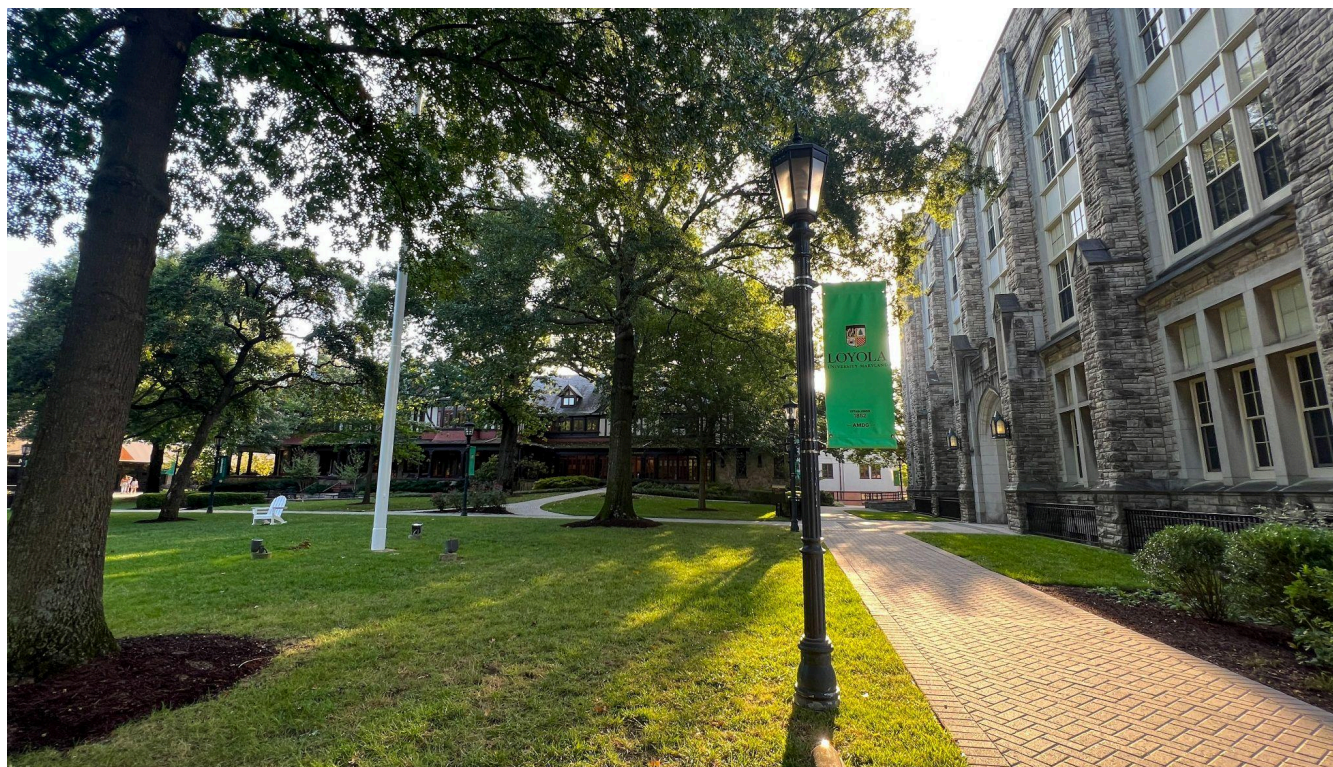


With Loyola University Maryland's strategic plan, [Together We Rise: Loyola University Maryland's Strategic Plan for 2030](#), Loyola will aspire to become a preeminent university for student success. Through the plan, Loyola will advance student and faculty formation; grow Loyola's footprint, influence, and enrollment; care for our common home; and thrive by investing in and supporting our employees.

The plan also calls for greater support for faculty and students, fueling school spirit, investments in graduate education, and growth in health and STEM fields, including nursing. Loyola intends to become a leader in integral ecology and sustainability—and to cultivate a community of belonging. By 2030, the University aspires to be recognized as a destination employer—and a place where operational and digital transformation have enhanced current systems.

As Loyola begins to implement its newest strategic plan, Together We Rise: Loyola University Maryland's Strategic Plan for 2030, let's reflect on how strategic plans over the past 20 years have launched some of the key aspects of Loyola. [10 Things You Love about Loyola Thanks to Strategic Plans](#).

Working, Engaging & Thriving



Loyola Locations and Tours

Website: <https://www.loyola.edu/visit/directions-parking>

Loyola's [Evergreen campus](#) is located in a residential area of North Baltimore and is the main campus for our undergraduate student community. Click [here](#) for a virtual tour or contact admissions as admission@loyola.edu to schedule a physical tour. Loyola was also featured on *The College Tour*, which you can watch [here](#)! The University also features the [Loyola Clinical Centers in Belvedere Square](#); [Loyola/Notre Dame Library](#); [Ridley Athletic Complex](#); properties along York Road; and a [retreat center](#) in Western Maryland. Loyola also operates a campus in Leuven, Belgium, one of several sites where Loyola students study abroad.

Campus Map and Parking

Website: <https://www.loyola.edu/departments/financial-services/parking/>

Campus Map: https://www.loyola.edu/_media/files/campus-map.pdf

Campus Parking Map:

<https://www.loyola.edu/-/media/departments/parking-transportation/images/campus-map%202022.ashx?la=en>

Loyola parking policies are provided on the Loyola website, including how to register for parking, where to park, and FAQs. We also encourage you to pay close attention to parking restrictions on roads adjacent to the Evergreen campus (i.e., Cold Spring Lane, Charles Street, and adjacent neighborhoods, where we have agreements for members of our community not to park).

EV Charging Stations

Website: [ChargePoint - Station Map](#)

Loyola offers EV charging stations in the following locations: Jenkins lot (plug type: J-1772) and Butler Hall lot (plug type: J-1772). Each station offers two charging ports. Spaces are reserved at each charging station.

Shuttle Service

Website:

<https://www.loyola.edu/departments/parking-transportation/transportation/shuttle-service>

Transloc Live Shuttle Bus Tracker: <https://loyola.transloc.com/map>

Loyola offers a free shuttle service for employees on the Evergreen campus. Employees can download the app, access the online map, and view shuttle schedules on the website. Tap the bus in the app to display the bus number. ADA accessible buses are designated with an “L” following the bus number.

Off-Campus Transportation

Learn more about car services, rentals, taxi service, and travel information for traveling around the Baltimore area.

Website: www.loyola.edu/departments/parking-transportation/off-campus-transportation

Evergreen Card

The Evergreen card is an electronic key used to access University buildings, a debit card for campus spending, and a library card for both students and employees.

Website: www.loyola.edu/departments/financial-services/evergreen-card

Add Funds: <https://eacct-loyola-sp.transactcampus.com/eAccounts/AnonymousHome.aspx>

Dining

Website: <https://www.loyola.edu/departments/dining>

Loyola offers [meal plans](#) that are flexible and designed to meet all employee dietary needs. Additional information, including all dining locations, can be found online. Check out the Boulder Garden Café video! Employees are encouraged to follow @loyoladining on Instagram to stay up to date with dining related events such as pop-ups, theme meals, discounts and more.

Employee Housing

Your Home Search

We understand that finding your new home is an important step as you settle in the Baltimore area and your new role. To assist you in your search, we're proud to share that we partner with the City of Baltimore with the Live Near Your Work (LNYW) program, which provides direct financial assistance toward home purchase for eligible employees. Learn more [here!](#) We've also curated a list of [popular rental resources](#) in the area.

Loyola/Notre Dame Library

Website: <https://www.lndl.org/>

The Library, established by Loyola University Maryland and Notre Dame of Maryland University, is an independent corporation. Employees may borrow and access materials, including books, journals, databases, and streaming media, using their Evergreen card. Free digital access is provided to The Baltimore Banner, The Chronicle of Higher Education, Financial Times, and The Wall Street Journal. Employees may use the Library's Innovation Station technologies housed on the main floor for work, education, or personal use. The Library is also home to the university archives, including digitized yearbooks and student newspapers.

Bookstore and Apparel & Spirit Shop

Website: <https://loyola.bncollege.com/>

The University Bookstore features a wide array of items, including supplies, snacks, and spirit wear, and offers employees a 10% discount on most regular priced purchases (online purchases and textbooks excluded), along with periodic special promotion days.

Website: <https://sc.loyola.edu/departments/printing-mail/post-office/sales-services>

There are a number of services offered at the post office, including stamps, mail services (e.g., regular, express, priority, first class, registered, certified, insured), FedEx and UPS services (parcels, next day air, second day air, third day ground), shipping bags/cartons, and more!

Athletics

Website: <https://loyolagreyhounds.com/>

Employees receive two free tickets to most Loyola sporting events. Visit the Athletics webpage for team schedules, [tickets](#), and more.



Fitness and Wellness

Fitness & Aquatics Center (FAC)

Website: <https://www.loyola.edu/fac>

Visit the FAC webpage for building hours, facility and group exercise schedules, personal training information, outdoor adventure opportunities, membership information, and more!

Fitness & Aquatic Center (FAC) Tree Walk

Experience the beautiful green space surrounding the FAC through the interactive walking tour. Find the audio tour and map [here!](#)

Yoga in Fava Chapel

This all levels Yoga class is held weekly on Wednesday from 12:00 - 12:45 pm. Yoga mats and blocks are provided.

The Heart of Zen Meditation Group

This group is co-sponsored by Campus Ministry and the Philosophy Department. General orientation sessions are given at the beginning of each semester and others are welcome to join at any time, provided they make an appointment to receive a brief orientation prior to their first day of participation. Learn more [here!](#)

Outdoor Adventure Experience (OAE)

Website: <https://www.loyola.edu/departments/recreation-wellness/outdoor/oae/>

OAE offers a variety of outdoor adventures - open to students and employees. In addition, in partnership with Human Resources, there are [quarterly employee-only events](#), as well.

Stony Run Trail

Did you know that the Stony Run Trail, which runs for three miles along an old Maryland-Pennsylvania Railroad line, has a portion adjacent to the west side of the Evergreen campus? Learn more about the trail, including access points [here](#) and [here!](#) You can also detour to check out [Sherwood Gardens](#)—arguably the most famous tulip garden in North America!

Lactation Rooms

Lactation rooms offer a private, quiet, and peaceful space for employees to express breast milk for their nursing children. To reserve a lactation room, complete the [Lactation Accommodation Request form](#) and submit to your HR Business Partner. [Click here](#) for additional information. **Available locations include:**

- Evergreen Campus – Jenkins Hall, Room 016
- Evergreen Campus – Fernandez Center, Room 010
- Loyola/Notre Dame Library, Room L024 (visit the Library Help Desk for access)
- Loyola Clinical Centers, Room 258

Banking

There are numerous ATMs located throughout the University to include:

- PNC located in the College Center near Starbucks
- First Financial Federal Credit Union (FFFCU) located in the College Center, near Boulder

Credit Union

Website: www.fffcu.org | **Phone:** 410.321.6060

The University is affiliated with First Financial Federal Credit Union (FFFCU). They offer savings, checking, loans, and other banking services and have several branch locations, including 1301 York Road, Suite 100, Lutherville, MD 21093.

Other Financial Resources

Website:

<https://www.loyola.edu/departments/hr/benefits/assistance/employeeincrisis#:~:text=The%20Loyola%20University%20Maryland%20Crisis.of%20the%20crisis%20fund%20balance>

Govans Ecumenical Development Corporation (GEDCO) CARES Program

Employees facing financial hardship may be eligible for financial assistance and social service referrals.

Loyola University Maryland Crisis Assistance Grant

Provides eligible, accepted employees with a taxed grant of up to \$1,000 or no more than 10% of the crisis fund balance.

Speech-Language Pathology & Audiology Services

Website: [Loyola Clinical Centers](#) | [Loyola Clinical Centers](#) | [Loyola University Maryland](#)

The [Loyola Clinical Centers](#) (LCC) offers free speech-language pathology and audiology services as a benefit to all Loyola University Maryland employees who are benefit-eligible, as well as their dependents. Services include speech-language therapy evaluations and intervention and hearing evaluation. Other educational evaluations and behavioral health services are available to employees at discounted rates compared to market value. Hearing aid fitting and repair is also available at reasonable costs. The University offers a payroll deduction option for hearing aids purchased through the LCC. For more information about services offered, visit the LCC website or call ext. 1200.

Sustainability



Website: <https://www.loyola.edu/departments/sustainability/>

As a Jesuit university, we are guided by the Universal Apostolic Preferences, one of which is Caring for our Common Home. At Loyola University Maryland, caring for our common home means fulfilling the institution's mission in a way that encompasses human and ecological health, social justice, secure livelihoods, and a better world for all generations. The Office of Sustainability leads the university's sustainability efforts and facilitates the integration of sustainability across programs, departments, and divisions.

Waste: Landfill, Recycling, Compost

Loyola has three waste streams on campus: landfill, recycling, and compost. Empty plastic bottles, aluminum cans, paper, and flattened cardboard can all be recycled on campus. To reduce contamination, if you are in doubt, throw it out! [Learn more about Loyola's waste practices.](#)

Community Compost

As part of the Baltimore Comprehensive Composting Pilot in partnership with the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS), the Mayor and City Council of Baltimore, Department of Public Works, Johns Hopkins University, and the University of Maryland – Baltimore, Loyola offers a community compost drop-off site at 5104 York Rd (site of the Govanstowne Farmer's Market). The collection bin is located next to the community fridge. The overarching goal of the Baltimore Comprehensive Composting Pilot is to increase Baltimore City residents' and communities' access to composting and food waste reduction opportunities by removing long standing educational, social, and economic barriers. Loyola employees and students are welcome to use the compost bin! [Learn more about composting.](#)

Arboretum

Loyola's 80-acre Evergreen campus boasts more than 2,200 trees that represent 114 varieties, including 33 native species. Visit the [website](#) to learn more about our level II accredited arboretum and listen to the Arboretum [audio tour](#)!

Fitness & Aquatic Center (FAC) Tree Walk

Experience the beautiful green space surrounding the FAC through the interactive walking tour. Find the audio tour and map [here](#)!

Personal & Professional Development

Technology Training Website:

<https://loyola.teamdynamix.com/TDClient/1866/Portal/Home/?ID=ccf94317-32e8-464f-8352-e5952a055f50>

Technology training is available to the Loyola community to learn about enterprise-wide software applications, like Microsoft 365, and other technology tools. These resources assist with learning basic job functions as well as offering professional development opportunities. Resources include articles and self-guided training, including [LinkedIn Learning](#).

Office of Human Resources (HR) Professional Development Website:

<https://www.loyola.edu/department/hr/development>

HR is committed to providing quality professional development opportunities to support career growth and professional excellence. Some of the opportunities offered include [campus-wide training programs](#), customized training and development and individual development plans, individual coaching, and more. The University offers these additional employee development resources:

- [LinkedIn Learning](#)
- [Acentra Online Seminars](#) (company code: LOYOLA)
- [OUTLoyola Safe Zone Training](#)

Tuition Remission

Loyola offers tuition remission to regular employees of the University in their pursuit of undergraduate and graduate coursework. Learn more [here](#).

The [McGuire Scholars Program](#) is also available for employees who may feel their earlier educational experiences have not fully prepared them for college-level coursework. Participants in this program receive guidance and participate in seminars designed to prepare them for the demands of college coursework.

Structure and Governance



Executive Leadership

Website: <https://www.loyola.edu/departments/president/executive-leadership/>

Learn more about the executive leadership of Loyola University Maryland, including the current and past presidents, President's Cabinet, and Board of Trustees.

Shared Governance

Website:

<https://studentsloyola.sharepoint.com/sites/InsideLoyola/governance>

The governance of Loyola University Maryland requires a collegial and consultative structure, appropriate assignments of responsibilities, and informed participants. Explore the various components of institutional and shared governance on the website above.

Employee Giving and Volunteering

Employee Giving

As a member of Loyola's internal community, you are one of the University's greatest resources and most passionate supporters. You create and enhance our community every day by investing your time and talent in the University and our students. You can extend your contributions to include philanthropy by making a personally significant gift each year.

Payroll deduction is one of the most convenient ways for faculty, staff, and administrators to make an annual gift. You simply indicate the amount you would like automatically deducted from each paycheck, the start date, and where your support should be designated. Deductions can be established as ongoing, or one-time. Payroll deduction can be a great way to spread out payments and ensure a certain total for the year. Use our secure online [employee payroll deduction form](#) or contact Payroll to get started.

You may also make a gift online using our [secure online giving form](#), by mail, or by phone at 410.617.2296. [Visit the webpage](#) to learn more.

Volunteering Your Time

Center for Community, Service, and Justice (CCSJ)

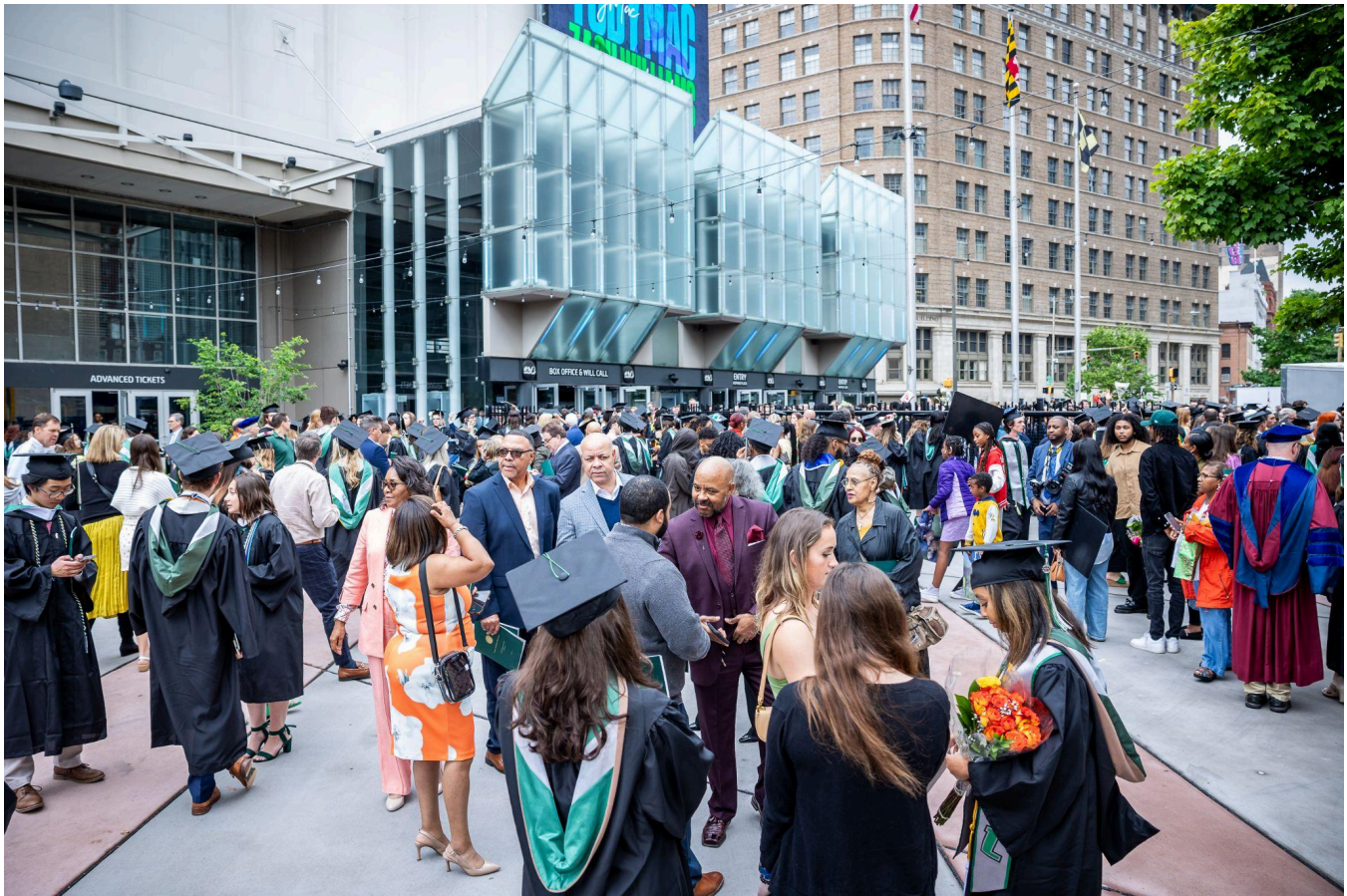
CCSJ invites the Loyola community to connect and share resources for a more just and equitable world through academic courses, community development initiatives, scholarship, service experiences, and social justice programming.

CCSJ hosts numerous events throughout the year that the Loyola community, employees included, are encouraged to participate in. Visit the [website for additional information](#). Staff and administrators are also provided with paid leave for voluntary participation in community service experiences and mission-related retreats or reflection activities occurring during regularly scheduled workdays. [Click here](#) to learn more.



Commencement

All members of the Loyola community play a part in educating and preparing our students to learn, lead, and serve, and we invite everyone to join us for Commencement each May. Faculty members are encouraged to join the faculty procession and celebrate our accomplished graduates on stage at the ceremony. Additionally, we need volunteers* to fill crucial roles like row marshals and line marshals, to assist with seating guests and with program distribution. Please click [here](#) to learn more about Commencement and the ways you can get involved.



*Your position at Loyola may require that you work Commencement as part of your regularly assigned duties; please discuss this with your manager.

Understanding the Past



When the Society of Jesus founded Loyola in 1852, they looked to the very heart of their order for inspiration in choosing a name. They found their inspiration in St. Ignatius of Loyola, the founder of the Society of Jesus, and that's how Loyola—our Loyola—became the first institution of higher education in the United States to bear his name. To this day, we remain committed to the ideals embodied by the priests of the Society of Jesus—the Jesuits—throughout its rich history. Those Jesuit ideals include an emphasis on academic excellence, the importance of the liberal arts, and *cura personalis*—the education of the whole person. We strive to live up to the ideals set by St. Ignatius and know they are integral to what Loyola has become.

- Learn more about Loyola's history on [the University's website](#).
- Read about Loyola's research into the University's connections to slavery and ongoing work on the [Universities Studying Slavery site](#).
- Find the University's Land and Life Acknowledgment on [the office of equity and inclusion site](#).
- Explore Loyola's archives and special collections at the [Archives](#).

Other Resources

Faculty & Staff Resources

Website: <https://www.loyola.edu/faculty-staff>

→ **A-Z Index (Departments, Organizations, Groups)**

Website: <https://www.loyola.edu/a-z-index>

Office of Human Resources (HR)

Website: <https://loyola.edu/hr>

Office Of Technology Services (OTS)

OTS provides technology training, information security services, project management and business analysis resources, and more!

Website: <https://loyola.teamdynamix.com/TDClient/1866/Portal/Home/>

→ **Free Software Downloads for Personal Computers:**

<https://loyola.teamdynamix.com/TDClient/1866/Portal/KB/ArticleDet?ID=45307>

→ **Help Ticket Submission:**

<https://login.microsoftonline.com/30ae0a8f-3cdf-44fd-af34-278bf639b85d/login>

Workday

Website:

<https://loyola.teamdynamix.com/TDClient/1866/Portal/Home/?ID=356f6954-4baa-4c1b-8ca2-a17ff4560cc6>

Office Of Equity And Inclusion (OEI)

Website: <https://www.loyola.edu/department/equity-inclusion/about/>

OEI works to meet the University's commitment to diversity, equity, inclusion, and justice (DEIJ) with an integrative approach. The OEI is dedicated to equipping all employees with the education, consultation, resources, and assistance needed to create an inclusive working and learning environment. Learn more about Loyola's [DEIJ principles](#), [institutional commitment](#), and [employee experience](#).

Brand

Website: <https://loyola.edu/brand>

This site provides information on the Loyola Ready brand, University [logos](#), [colors](#), [typography](#), [visual identity](#), [an editorial style guide](#), and more.

Mass Emails

Request: <https://form.asana.com/?k=ooDQvzOJKi1Jh5Bu0OxazQ&d=994693290864316>

If you need to email an extremely large group of people on campus, complete the above request form. Visit the [website](#) for more information.

EthicsPoint

Website: <https://www.loyola.edu/ethicspoint>

Facilities Management

Request Service:

<https://www.loyola.edu/department/facilities-management/request-service.html>

Events

Reserve Space:

<https://www.loyola.edu/department/event-conference-rentals/submit-request/internal-reservation-request.html>

Catering

Website: <https://www.loyola.edu/department/dining/catering>

Employee Perks and Discounts

Website: <https://www.loyola.edu/department/hr/benefits/perks-discounts>

Various community partners offer Loyola employees perks and discounts, such as rental cars, computer hardware/software, housing, insurance, banking, cell phones, entertainment, and more! More information can be found on the website.

Religious & Spiritual Life

Website: <https://www.loyola.edu/department/campus-ministry>

Regardless of their religious beliefs, all members of the Loyola community are invited to explore who they are, strengthen their relationship with God, and grow into who they are becoming. Employees may participate in any of the Campus Ministry [retreats](#) and may utilize paid [mission/community service leave](#).

OUTLoyola

Website: www.loyola.edu/outloyola

OUTLoyola is a group of faculty, staff, and administrators of all backgrounds who are interested in promoting equality for the LGBTQ+ members of the campus community and informed dialogue about LGBTQ+ issues at Loyola.

Women's Center

Website: www.loyola.edu/womenscenter

The Women's Center is dedicated to empowering the Loyola community by educating the University and its surrounding community on issues of gender that are of particular interest to women. The Center provides information, offers advocacy, and plans educational programs.

Faculty and Staff Resources

Website: <https://www.loyola.edu/faculty-staff>

This page provides access to common resources for employees.

Parking and Transportation

In addition to safe, friendly, and convenient shuttle services, Parking and Transportation also provides Online Motor Pool and Charter Bus reservations for the University community. Learn more about [motor pool roadside assistance](#).

- **Motor Pool Reservations:** [Motor Pool | Parking and Transportation | Loyola University Maryland](#)
- **Charter Bus Reservations:** [Charter Bus Reservations | Parking and Transportation | Loyola University Maryland](#)

Key Events



Annual Martin Luther King Jr. Convocation

Website: <https://www.loyola.edu/events/mlk-convocation/>

This event is an occasion for Loyola and the Baltimore communities to launch the spring semester and the new year by coming together for shared inquiry into the issues of social justice, politics, spirituality, and the legacies of race and racial justice in America. The convocation, which is sponsored by Loyola University Maryland's Office of Equity and Inclusion, is a signature event for the University. Past speakers have included Michelle Alexander, Ibram X. Kendi, Octavia Butler, Spike Lee, Ta-Nehisi Coates, and Roxane Gay.



Loyolapalooza

Website: <https://www.loyola.edu/explore/grove/loyolapalooza.html>

Loyolapalooza is Loyola's annual springtime festival. Every April, thousands of students, faculty, staff, administrators, friends, family, and members of the local community convene on the Quad to enjoy a festival of music, carnival rides, and food. Check out the [highlight reel!](#)



Maryland Day

Website: <https://www.loyola.edu/events/mission-week/maryland-day>

Loyola celebrates Maryland Day annually in March. This day also serves as the cornerstone of Mission Week. Employees who have achieved key milestones at the institution are honored.



Commencement

Website: <https://www.loyola.edu/join-us/commencement/>

All members of the Loyola community play a part in educating and preparing our students to learn, lead, and serve, and we invite everyone to join us for Commencement each May. Please click [here](#) to learn more about Commencement and the ways you can get involved.



Black Student Association (BSA) Fashion Show

Website: <https://www.loyola.edu/explore/grove/bsa-fashion-show>

This annual event organized by the BSA and sponsored by Loyola's offices of [student life](#), [student engagement](#), and [Messina](#), brings hundreds of students, families, faculty, administrators, staff, and friends to campus every spring for a night of music, fashion, culture, and community.



Battle of Charles Street

Greyhound pride reaches new levels for the annual lacrosse matchup against long-time local rival Johns Hopkins University.



Holiday Traditions

Employee Christmas Party

Faculty, staff, and administrators come together for a seasonal gathering with treats, music, and a tree before the University community begins Christmas break.

Campus Ministry Holiday Celebrations

Website:

<https://www.loyola.edu/departments/campus-ministry/interfaith/interfaith-events/holiday-celebrations>

As a Jesuit institution, Loyola welcomes a diverse religious population including a variety of the Christian denominations, Judaism, Islam, Buddhism, and Hinduism. Campus Ministry celebrates (and supports student organizations in celebrating) different Holiday traditions around the year to honor and celebrate a variety of religious traditions, as well as educate the community in these beautiful and spiritually-rich festivals and celebrations.

Mass of the Holy Spirit

Website:

<https://www.loyola.edu/departments/campus-ministry/worship/annual-worship-events/mass-of-the-holy-spirit>

Mass of the Holy Spirit is a celebratory welcome to the new school year and connects Loyola to a tradition across Jesuit universities and institutions. We gather to call on God's Spirit for inspiration in the upcoming academic year. The entire University community is invited to pray together, celebrate the Spirit, and rededicate ourselves to Loyola University Maryland's mission and community. We celebrate our University's diversity, and, together, look forward to a year of learning, engagement and relationship. This celebration takes place in the beginning of the fall semester.



Lessons and Carols

Website:

<https://www.loyola.edu/departments/campus-ministry/worship/annual-worship-events/lessons-and-carols>

This annual ecumenical service, rooted in the great English choral tradition, combines music and scripture readings of the Advent and Christmas Season in a beautiful candle-lit setting. The Loyola University Chapel Choir and guest artists perform seasonal music from a broad range of musical styles and traditions. During the service, gifts are presented to representatives from local agencies to be distributed to children in the Baltimore area as part of the "Presents for Christmas" service project co-sponsored by Loyola's Center for Community, Service, and Justice and Campus Ministry.



Hope and Renewal Interfaith Prayer Service (HARPS)

Website:

<https://www.loyola.edu/departments/campus-ministry/interfaith/interfaith-events/harps>

HARPS recognizes the diversity and richness of the various faith traditions represented at Loyola and in our surrounding communities. Leaders from local faith communities, faculty, staff, administrators, students and community partners all share together in prayers, readings, reflections and blessings to inspire hope and renewal in the life of our community. This celebration typically takes place in the beginning of the spring semester.

Learn about additional Loyola traditions.

Website: <https://www.loyola.edu/life-at-loyola/school-spirit-traditions.html>

Key Community Events



Govan's Farmer's Market

The [farmers' market](#) mission is to build community; provide fresh, nutritious food; and support local business. Visit the market at 5104 York Road every Wednesday, June – September, from 3 – 6 p.m.

Awards and Celebrations



AMDG Community Award

Website: <https://www.loyola.edu/departments/hr/compensation/recognition/amdg>

The AMDG Community Award was created to recognize Loyola's staff and administrators from across all areas of the University who exemplify the Ignatian spirit by displaying extraordinary initiative and dedication to Loyola's mission, vision, and values. Both awards are presented during Maryland Day Milestone week in March. Each recipient of this award will receive a monetary prize of \$750.

Bene Merenti

Website:

<https://www.loyola.edu/departments/academic-affairs/faculty-recognition/retirees-bene-merenti-medalists.html#benemerenti>

Faculty members who have achieved 25 years of distinguished service to Loyola are recognized with the Bene Merenti medal. Many years ago, Loyola created this special award to honor faculty members who reach this significant career milestone.

Distinguished Scholar of the Year

Website:

<https://www.loyola.edu/departments/academic-affairs/faculty-recognition/distinguished-scholar-of-the-year>

The Distinguished Scholar of the Year award honors a faculty member for outstanding achievement in the area of research and creative activity. The award is granted to a faculty member based on their distinction as a scholar as demonstrated through work that might include, but is not limited to: books and other major publications, major musical compositions, major works of art, and other scholarly or creative work that has had a major impact on a field. The award is meant to recognize distinctive achievement in the past year in the context of a successful career and ongoing research agenda.

Beginning in 2017, this faculty award honors Loyola's commitment to academic excellence and the highest standards of scholarship in a given field. It joins the Distinguished Teacher of the Year as a status conferred upon a tenured colleague. Selection is based on department nominations to a small committee of academic leaders and past award recipients. The recipient will be announced on Maryland Day. Colleagues who have been nominated in the past may be re-nominated. Colleagues can only receive the award once.



Distinguished Teacher of the Year

Website:

<https://www.loyola.edu/departments/academic-affairs/faculty-recognition/distinguished-teacher-year>

The Harry W. Rodgers III Distinguished Teacher of the Year Award was founded in 1971 to give public recognition to full-time faculty members whose teaching activities demonstrate a high degree of professional excellence. The award was established through the generosity of Harry W. Rodgers III, '50 and is supported by the Harry W. Rodgers III Distinguished Teacher Award Fund.

Undergraduate students nominate teachers for the award. Once selected as the Distinguished Teacher of the Year, the faculty member is inducted into the Alpha Sigma Nu Society in April. Colleagues who have been nominated in the past may be re-nominated. Colleagues can only receive the award once. The award will be included in Loyola's Maryland Day Events.

Faculty Award for Excellence in Community-Engaged Scholarship

Website:

<https://www.loyola.edu/departments/academic-affairs/faculty-recognition/faculty-award-for-excellence-in-engaged-scholarship/faculty-award/>

Offered by the Division of Academic Affairs, the Faculty Award for Excellence in Community-Engaged Scholarship recognizes and celebrates a faculty member's extraordinary contributions to Loyola's students, community partners, and institutional mission through sustained involvement and excellence in one or more types of community-engaged scholarship. The award is given to one faculty member at the Maryland Day Celebration each spring. The awardee receives a plaque and \$500 and designates a community partner to be given \$500. Awardees may receive the award only once.



Faculty Award for Excellence in Community-Engaged Teaching

Website:

<https://www.loyola.edu/departments/academic-affairs/faculty-recognition/faculty-award-for-excellence-in-community-engaged-teaching/>

This award recognizes a colleague for their commitment to community engagement through their teaching practice. This might entail a sustained commitment to offering service-learning courses or a particularly imaginative or impactful project. The faculty member will have demonstrated their ability to create meaningful community partnerships, ones which support the needs of local organizations and enrich the education of Loyola students through their contact and collaboration with Baltimore and the greater world.

Faculty Award for Excellence in Digital Teaching Practice

Website:

<https://www.loyola.edu/departments/academic-affairs/faculty-recognition/faculty-award-for-excellence-in-digital-teaching-practice/>

Beginning in Spring 2022, the Faculty Award for Excellence in Digital Teaching Practice recognizes a colleague for their innovative use of technology for teaching and learning. Digital teaching practice takes many forms, ranging from using technology to address pressing student needs such as building community and ensuring equity, leveraging technology to advance high impact practices in face-to-face or online settings, and using existing classroom technology to expand learning beyond the physical classroom space. This faculty award honors the creativity and skillful use of technology and digital teaching practices to engage students and promote learning at either the undergraduate or graduate level and within any course modalities: in-person, hybrid, or fully online. A faculty member from one college or school is recognized each year on a rotating basis. Self, peer, or department chair nominations are made to a committee of academic administrators, instructional designers in the Office of Digital Teaching and Learning, and previous Digital Pedagogy Fellows. Nominees are asked to submit additional information describing their digital teaching practice and learning outcomes. The recipient is announced each year at the annual Faculty Excellence Celebration (formerly Deans' Symposium). Any current full-time faculty member is eligible to receive the award. Colleagues who have been nominated in the past may be re-nominated. A faculty member can only receive the award once. Awardees receive a plaque and an honorarium.

Faculty Award for Excellence in Graduate Teaching

Website:

<https://www.loyola.edu/academic-affairs/faculty-recognition/faculty-award-for-excellence-in-graduate-teaching/>

The Faculty Award for Excellence in Graduate Teaching recognizes a colleague for commitment to outstanding teaching in Loyola's graduate programs. Graduate teaching takes many forms, ranging from traditional classroom instruction to connecting students with practicing professionals, to mentoring their skill building, supervising in professional settings, and many other ways of nurturing academic and/or artistic talent as emerging professionals.

Beginning in 2017, this faculty award honors the unique efforts of faculty teaching in graduate programs as they work to facilitate graduate student development as effective leaders and change agents. Selection is based on department and student nominations to a small committee of graduate academic administrators. The recipient will be announced at Maryland Day. Colleagues who have been nominated in the past may be re-nominated. Colleagues can only receive the award once.

Faculty Award for Excellence in Mentoring

Website:

<https://www.loyola.edu/department/academic-affairs/faculty-recognition/faculty-award-for-excellence-in-mentoring/>

The Faculty Award for Excellence in Mentoring honors one faculty member who has had a profound impact on the life, career, or direction of students at Loyola. Mentoring takes many forms as faculty support students outside the classroom in their intellectual, professional, civic, spiritual, and personal growth. This faculty member exemplifies Loyola's focus on equipping students for lifelong success as they continue to learn, lead, and serve in a diverse and changing world.

Beginning in 2017, this faculty award showcases our faculty's shared commitment to the Jesuit core value of *cura personalis* as exhibited through our students' post-Loyola lives. Selection is based on alumni nominations to a small committee of academic administrators, past recipients, and an alumni affairs representative. The recipient will be announced this year at Loyola's Maryland Day Events.

To nominate a faculty member, alumni may submit a brief nomination (up to 250 words) describing their role as a mentor at Loyola and the influence on post-Loyola success.

Faculty Award for Excellence in Transformative Teaching

Website:

<https://www.loyola.edu/departments/academic-affairs/faculty-recognition/faculty-award-for-transformative-teaching/>

The Faculty Award for Excellence in Transformative Teaching recognizes a colleague for achievement in an imaginative teaching practice. Nominations should highlight an illustrative practice that demonstrates their colleague's innovation. This might take the form of a curricular revision, a course redesign, an inventive tradition, a new teaching format, an exemplary project, a new immersive experience, for instance. Nominations for practices that have the ability to be shared, scaled, and to inspire peer teachers are especially encouraged. The Award celebrates, teaching that transforms the students, and the teacher, and even the broader community.

Starting in 2017, this faculty award showcases our faculty's shared commitment to the Jesuit core value of magis, a constant challenge to improve. The Committee on Teaching Enhancement selects a teaching practice that best exemplifies a commitment to imaginative and effective teaching, based on peer nomination. Each year's honored colleague shows us all what is possible, in the classroom and beyond. The recipient will be announced at Maryland Day.



Messina Awards

Website: <https://www.loyola.edu/departments/messina/about/messina-awards>

Each spring semester, the Messina Advisory Board invites nominations for its recognition awards. The four awards for Outstanding [Messina Faculty](#), [Messina Mentor](#), [Messina Evergreen](#), and [Messina Resident Assistant](#), provide Messina an opportunity to recognize the service and contributions of professionals and student leaders dedicated to fostering first-year student success in their transition to Loyola University Maryland. When nominating individuals for one or more of these awards, please consider the following qualities we consider when recruiting leaders to work within our program.

Service Awards

Website: <https://www.loyola.edu/events/mission-week/maryland-day.html>

Part-time and full-time regular employees in non-academic administrative and support staff positions are recognized for their service to Loyola at each five-year milestone of service. If a non-tenured faculty member transfers to a non-academic position, they become eligible for an award based on their total years of service. (See [Maryland Day](#))



Communications and Calendars

Marketing and Communications

Website: www.loyola.edu/marcomm

The Office of Marketing and Communications provides comprehensive marketing and communications strategies, solutions, and services to elevate the reputation and brand of Loyola University Maryland, increase enrollment and engagement, and support the mission of the University.

The various department teams provide assistance with campus announcements, graphic design, media inquiries, script/speech writing, social media, video production, and web development and support. A few of the key communications vehicles include:

- Loyola Today (today@loyola.edu)
- Inside Loyola (<https://studentsloyola.sharepoint.com/sites/insideLoyola/>)
- Loyola magazine (loyola.edu/magazine)
- Loyola in the News (email summarizing Loyola media hits)
- Town Hall discussions

Office of Human Resources

Website: www.loyola.edu/hr

Employees can find a host of information on employment (including student employment), benefits, compensation, professional development, and forms on the Office of Human Resources (HR) website. HR keeps employees informed using communications such as:

- Human Resources Updates: a monthly publication featuring new hires, promotions, award winners, and other timely information
- Wellness Newsletter: a quarterly publication featuring seasonal health and wellness information

Office of Equity and Inclusion

Website: www.loyola.edu/department/equity-inclusion

Employees can find current and past editions of the monthly IDEA (inclusion, diversity, equity and accessibility) newsletter online [here](#).

Calendars

Website: <https://www.loyola.edu/calendars>

This page includes the below calendars and more.

University Events

<https://www.loyola.edu/events>

Student Events

<https://www.loyola.edu/department/event-conference-rentals/loyola-affiliated-groups/calendars/student.html>

Academic Calendars

<https://www.loyola.edu/department/records/calendar>

Employee Holiday Schedule

<https://www.loyola.edu/department/hr/benefits/leave/holidays>

Social Media



[Instagram](#)



[YouTube](#)



[Twitter/X](#)



[LinkedIn](#)



[Facebook](#)

Surrounding Area



Whether you're new to the Baltimore area or just new to exploring the area, the [Greyhound Guide to Baltimore](#) highlights area offerings for the nature lover, foodie, history buff, arts enthusiast, and sports fan. Also check out [Visit Baltimore's](#) and [Visit Maryland's](#) lists of things to do around town. Students have also captured some of their on- and off-campus favorites in the [10 reasons to love Loyola](#) and [12 reasons Loyola's campus is ranked the most beautiful in the country](#).