

Summer 9-18-1963

University Council Meeting, September 18, 1963

Academic Senate
Illinois State University

Follow this and additional works at: <https://ir.library.illinoisstate.edu/senateminutes>



Part of the [Higher Education Administration Commons](#)

Recommended Citation

Senate, Academic, "University Council Meeting, September 18, 1963" (1963). *Academic Senate Minutes*. 1092.
<https://ir.library.illinoisstate.edu/senateminutes/1092>

This Article is brought to you for free and open access by the Academic Senate at ISU ReD: Research and eData. It has been accepted for inclusion in Academic Senate Minutes by an authorized administrator of ISU ReD: Research and eData. For more information, please contact ISURed@ilstu.edu.

MINUTES OF THE UNIVERSITY COUNCIL
(Not approved by the Council)



DATE: September 18, 1963

Members Present

Robert Bone
Lynn Brown
Arley Gillett
DeVerne Dalluge
Warren Harden
Arlan Helgeson
Eric Johnson
Arthur Larsen

Members Absent

None

Visitors

Eleanor Dilks
T. E. Rine
Willard McCarthy

APPROVAL OF MINUTES

The minutes of July 17, 1963 were accepted as distributed to the faculty.

REPORT OF COMMITTEE TO STUDY AAUP RESOLUTION CONCERNING ELIGIBILITY FOR MEMBERSHIP ON THE COUNCIL

The attached report was presented by Mr. Willard McCarthy. Following discussion, a motion for approval was made by Mr. Dalluge and seconded by Miss Russell. The result of the vote by roll call was as follows:

Voting "yes" (for approval)

Mr. White
Mr. Trotter
Miss Russell
Mr. Prince
Mr. Philpot
Mr. Legg

Mr. Larsen
Mr. Johnson
Mr. Helgeson
Mr. Gillett
Mr. Dalluge
Mr. Brown
Mr. Bone

Voting "no"

Mr. Harden
Mr. Smith

ELECTION OF MEMBERS TO FACULTY SALARY SCHEDULE COMMITTEE:

The council election committee chairman, Mr. Gillett, announced that his committee would proceed with this election. The following vacancies are to be filled:

1. One representative from the rank of full professor for a three-year term to replace Dr. Lewis Toll whose term expired in May, 1963.
2. One representative from the rank of instructor for a period of two years to replace Mr. Legg who is ineligible due to promotion.

UNIVERSITY ON-CAMPUS PARKING:

President Bone discussed the faculty student parking problem briefly. With the rapid expansion of the University and the use of present parking lots for building sites, faculty parking facilities are rapidly becoming critically low. He emphasized the need for faculty help in solving this problem. No action was taken by the council, but more discussion will be held on this problem in future meetings.

FACULTY MEETINGS

President Bone asked for ideas concerning methods of improving faculty meetings and for help in informing the staff of university matters. The new State Master Plan for Higher Education was mentioned as something of importance to all members of the staff. Such things as panels, forums, question and answer periods were suggested as possible ways of helping. It was suggested by the chairman that these matters were the concern of the University Communication Committee and should be discussed further when these reports are made.

REPORT OF THE APT COMMITTEE ON OPERATIONAL PROCEDURES FOR UNIVERSITY AND DEPARTMENTAL APT COMMITTEES

The attached report was presented by Miss Dilks and Mr. Rine. A lengthy discussion was held during which the major points of issue were as follows:

- I--A Should there be a statement concerning eligibility for membership to the APT Committee and if so, what should these requirements be?

- II--9 Should there be a differentiation between those with a doctorate and those without a doctorate in consideration of people on leave for merit raises?

- 2 Who should be responsible for final approval of graduate programs for high school teachers and elementary school specialists on the ISNU staff?

- III--4, 5 Should the chairman of the APT Committee be asked to sign the appointment sheet when an applicant is employed or is this placing the APT Committee chairman in a position of having authority without the responsibility to act in filling vacancies?

The council decided to discuss this report at the next regular meeting.

TEMPORARY CHANGE IN MEETING TIME

Chairman Don Prince announced that he has an evening class each Wednesday until 8 p. m. during the present semester which would make it necessary for him to be late to the council meetings. It was moved by Mr. Bone and seconded by Mr. Harden that the council meetings convene at 7:45 p. m. for the remainder of the present semester. The motion carried by unanimous ballot.

REPORT OF COMMITTEE ON INTRA-UNIVERSITY COMMUNICATIONS

In view of the lengthy discussion on previous business, the council decided to convene in a special session on October 10 to discuss the report of the Committee on Intra-University Communications.

ADJOURNMENT

The meeting was adjourned following a motion by Mr. Philpot and a second by Mr. Harden.

Respectfully submitted,
Don Prince, Chairman
Lewis L. Legg, Secretary

TO: The University Council

FROM: Committee to study the A.A.U.P. resolution concerning eligibility for membership on the University Council

SUBJ: Report of the Committee

DATE: May 17, 1963

Some of the factors considered by the Committee in reviewing the A.A.U.P. Resolution and article III of the Bylaws of the University Council include the following:

a. Article III, ~~para~~ paragraph 1, of the Bylaws of the University Council states:

The University Council shall consist of fifteen members: the President of the University, the Dean of the University, the Administrative Assistant to the President, and twelve members from the Faculty at large.

In the above statement the term "Faculty at large" includes all "regular faculty members," including both the administrative faculty and the teaching faculty. (See Faculty Handbook, p. 79, for clarification of administrative and teaching faculties.)

b. Article III, paragraph 2 of the Bylaws of the University Council states:

Regular faculty members who have had the rank of instructor or higher at Illinois State Normal University for at least one year shall be eligible for election to the University Council, unless they are on leave at the time of the election, or have requested leave for the whole or a part of the following academic year, or are on disability leave under the University Retirement System.

In the above statement the term "Regular faculty members" means all faculty members other than substitutes, part-time teachers, wives or husbands of faculty members, or similar temporary appointees.

c. The A.A.U.P. resolution (see University Council Minutes of February 20, 1963) implies that eligibility for membership to the University Council is not presently defined as it was originally, that is at the time of the establishment of the University Council. Discussion indicated that there is no

-continued-

evidence that a change in eligibility requirements has taken place. However, it was indicated by the Committee that an effort had been made prior to the establishment of the University Council to apply the standard for admission of "teaching faculty" to the A.A.U.P. as the standard for eligibility to the University Council. But this standard was not explicitly adopted in the bylaws of the University Council.

Recommendation of the Committee:

The Committee recommends that the current interpretation of Article III of the Bylaws of the University Council, concerned with membership of the University Council, remain unchanged.

Willard McCarthy, Chairman

Ralph Gooding

Warren Harden

Frank Philpot

Ruth Stroud

Rough Draft
OPERATIONAL PROCEDURES FOR UNIVERSITY
AND DEPARTMENTAL APT COMMITTEES

I. University APT Committee.

A. Membership.

1. Four members are elected by the University Council, one each year for a four-year term. A member cannot be re-elected to succeed himself. In case of a vacancy, the council elects a person to fill the unexpired term.
2. The President and the Dean of the Faculty are continuing members.
3. A chairman will be elected annually from the elected membership and assume duties in September.
4. While all six members have equal rights and responsibilities, it is recognized that this committee only functions as an advisory committee to the President who has the ultimate responsibility in this area as determined by the Teacher's College Board.

B. Procedure

1. This committee will annually request each faculty member to fill out and file an informational form concerning himself. One copy should be sent to the Chairman of the University APT Committee, one copy should be sent to the Department head and filed for the use of the Departmental APT Committees, and a copy retained in each faculty members file.

2. Each year all department heads will be supplied with specific instructions, necessary forms, and time schedule for the preparation of the Departmental APT report.
 3. The Department head shall be invited to meet with the University APT Committee and discuss the report of the Departmental APT Committee which he has prepared. If the Department Head disagrees with any part of the report of his APT Committee, he shall discuss this in detail with the University Committee.
- C. Preparation of the Report of the University APT Committee.
1. This Committee depends primarily on the Departmental recommendations in its work.
 2. This Committee, however, early in its work, arranges departmental recommendations by rank and salary in order to study the over-all picture in the University, and make any adjustments that it deems necessary. All such changes will be discussed with the Department Head at a second meeting.
 3. This Committee also exists as an appeal Committee, for hearing the case of any faculty member who may wish to appeal directly to the Committee in writing.
 4. Promotion and tenure recommendations must meet the governing regulations of the Teacher's College Board. Reference should be made to the current regulations as published by this Board.
 5. Tenure is not automatically attained. Every staff member must serve a probationary period and meet the

- tenure requirements of the Teacher's College Board.
6. Promotions are not automatically made, nor based solely upon the completion of degree or credit hours which constitute only minimal qualifications for consideration for promotion. Furthermore, any academic work must be completed and appropriate certification obtained by April first if it is to be considered in recommending promotion or tenure.
 7. The Report of the University Committee on promotions and tenure will be presented to the University Council in Executive Session, for their action.
 8. The Report of the University Committee on salary recommendations will be made available to the University Council members for examination in the President's office and the Office of the Dean of the Faculty for 48 hours. Council members may present suggestions or comments in writing to the Chairman of the University Committee.
 9. The comments or suggestions made by the Council members will be reviewed and considered by the University Committee which will then make its formal recommendation to the President.

II. Departmental APT Committees.

Since appointments, promotions, tenure, and salary increments are based mainly on departmental recommendations and these recommendations are so influential in obtaining and retaining highly qualified faculty members it is evident that these departmental recommenda-

tions are of paramount importance to the whole University. Therefore, it is suggested that the selection and action of the Departmental APT Committee is exceedingly important and the following recommendations are made:

1. Every Department should have a departmental APT Committee as an advisory Committee to the Head of the Department unless the Department votes to have the Head function alone in this respect.
2. Election to this committee should be in late spring or early fall, with membership terms which will guarantee continuity. Where possible, members should be elected for those with tenure. The Department Head is to function as Chairman of this committee as he must present report to the University APT Committee.
3. Since Council action prohibits members of Departmental AP2 Committees from being involved in recommendations concerning themselves, the Head of the Department should hold back money for raises for these persons before meeting with his AP2 Committee and report only the amount of money remaining for distribution to other staff members.
4. The Departmental Committee should use the information form sent out by the University Committee to faculty members as a guide in its deliberations. Additional information may be sought directly

when desirable.

5. The Department Head should make annual progress reports on all staff members without tenure in consultation with his APT Committee. The reports should be in writing, and a copy sent to the staff member concerned and a copy filed with the Chairman of the University APT Committee.
6. When an across-the-board increment is withheld, the Department Head should send an explanatory letter to the staff member involved, with copies going to the Dean of the University and Chairman of the University APT Committee.
7. Recommendation for termination of employment of any staff member during the probationary period must follow legal time schedule set up by the Teacher's College Board. Such a recommendation must be made by the Head of the Department to the Dean of the University with copies going to the person concerned and to the Chairman of the University APT Committee. Such a recommendation should be made after consultation with the Departmental APT Committee, if there is one.
8. Staff members in their first year of University service are ordinarily considered only for an across-the-board increment.
9. Staff members on leave:
 - a. Persons with the doctorate at time leave is granted should be considered for merit

increases in addition to across-the-board increments.

- b. Persons without doctorate at time leave is granted are ordinarily considered only for across-the-board increments.
10. The Department Head will present a written report of the recommendations of the Departmental APT Committee and will represent this Committee at meetings with the University APT Committee. In case of serious disagreements which have not been resolved in departmental committee meetings, a minority report may be presented by the disagreeing members, or an alternate report by the Head of the Department.
11. When a person is working in more than one University department, division, or area, recommendations should be made to the supervisor charged with the primary salary recommendation. This supervisor, in turn, should consult with those concerned as to final recommendation for the person in question.
12. The Head of the Department in which the high school teachers and the elementary school specialists hold rank should approve their graduate study programs after there has been agreement between the Head of the Department and the principal involved. The classroom teachers in the elementary school will have their graduate study

programs approved by their principal.

III. Appointment of New Faculty Members.

1. Recommendations for appointments should be made by the Head of the Department to the Dean of the University. The recommendation should have the approval of the majority of the Departmental APT Committee if there is one and the majority of the tenure members who must work closely with the applicant. If any staff member votes "no" on the appointment sheet, he must give his reasons in writing.
2. The Dean of the Faculty will study the appointment sheet and request additional signatures if he thinks they are necessary. He may also adjust the signature requirements during vacation periods and weekends if time is a factor in dealing with the applicant.
3. In case an applicant will have duties in more than one Department, the recommendation should be made by the Head of the Department where the applicant will hold academic rank with the approval of the Heads of the other Departments of Divisions concerned.
4. The Dean will ask the Chairman of the University APT Committee to examine the applicant's papers and to sign the appointment sheet if he approves. The Chairman of the University APT Committee will check to see if salary and rank recommendations

are in line with the rest of the University.

5. If the Chairman of the University APT Committee does not approve the appointment, the Dean of the Faculty will consult with the President who must make the final decision. The President may or may not seek the advice of the University APT Committee in resolving the matter.

Approved by the University AP2 Committee July 8, 1963.
Presented to the University Council for approval on

Robert G. Bone
Louise Farmer
Louis Hoover
Arthur H. Larsen
T. Rine
Ruth Yates
Eleanor Dilks, Chairman