

Fall 10-16-1963

University Council Meeting, October 16, 1963

Academic Senate
Illinois State University

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

DATE: October 16, 1963

<u>Members Present</u>		<u>Members Absent</u>	<u>Visitors</u>
Robert Bone	Lewis Legg	None	Alice Eikenberry
Lynn Brown	Frank Philpot		Harry Lovelass
Arley Gillett	Don Prince		Barbara Hall
DeVerne Dalluge	Elizabeth Russell		Charles Hicklin
Warren Harden	Ralph Smith		
Arlan Helgeson	John Trotter		
Eric Johnson	Charles White		
Arthur Larsen			

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

It was moved by Warren Harden and seconded by John Trotter:

"that the University Council accept the report of the University APT Committee on operational procedures for University and Departmental APT Committees."

Following the motion and the second, discussion resulted in amendments below:

(1) It was moved by Eric Johnson, and seconded by Arley Gillette:

"to amend the report by the deletion of Line 3, Item 4, of Part III, and the deletion of all of Item 5; and by the addition of the words, or a member of the APT Committee designated by the Chairman, on Line 2, Item 4, Part III, following the word "committee".

The above motion was passed by unanimous vote by roll call.

(2) It was moved by Warren Harden and seconded by Frank Philpot:

"to amend the report of the University APT Committee on operational procedures by deleting Part II, Item 9, a and b.

The above motion was passed by unanimous roll call ballot.

(3) It was moved by Frank Philpot and seconded by Elizabeth Russell:

"to delete Part II, number 12."

The vote was as follows:

Voting "yes" (for approval)

Charles White	Eric Johnson
John Trotter	Arlan Helgeson
Ralph Smith	Warren Harden
Elizabeth Russell	Arley Gillett
Don Prince	DeVerne Dalluge
Frank Philpot	Lynn Brown
Lewis Legg	Robert Bone

Voting "No"

Arthur Larsen

The above motion was declared carried by a ballot of 14 to 1.

(4) It was moved by Arlan Helgeson and seconded by John Trotter:

"that the following words be deleted in Part IV, Item 2
"function as Chairman of this Committee as he must".

The vote was as follows:

<u>Voting "yes" (for approval)</u>		<u>Voting "no"</u>	<u>Abstaining</u>
John Trotter	Eric Johnson	Arthur Larsen	Charles White
Ralph Smith	Arlan Helgeson	Warren Harden	Frank Philpot
Elizabeth Russell	Arley Gillett	DeVerne Dalluge	
Don Prince	Lynn Brown	Robert Bone	
Lewis Legg			

The motion was declared passed by 9 to 4 ballot with 2 abstaining.

(5) It was moved by Robert Bone and seconded by Elizabeth Russell:

"that we delete from I--B--3, the words "be invited to"
in the first line and "which he has prepared" in the
third sentence."

The motion passed by unanimous roll call ballot.

(6) It was moved by Ralph Smith and seconded by Warren Harding:

"that no person shall serve on a departmental APT Committee
and University APT Committee at the same time." I--A.

After considerable discussion, Mr. Harden withdrew his second and the
motion was declared dead for want of a second.

(7) It was moved by Arthur Larsen and seconded by Elizabeth Russell:

"that Part III, Item 3 be amended to read, "In case an
applicant will have duties in more than one department
or area, the recommendation shall be made by the person
primarily responsible for salary recommendation in
cooperation with other departments or divisions concerned."

The motion passed by unanimous roll call ballot.

(8) It was moved by Warren Harden and seconded by Elizabeth Russell:

"that all elected members of the University APT Committee do not
directly participate in making decisions concerning their own
department APT Committee recommendations.

The motion carried by a roll call vote of 14 "yes" and 1 "no" as follows:

Voting "Yes" (for approval)

Voting "no"

Charles White
John Trotter
Ralph Smith
Elizabeth Russell
Don Prince
Frank Philpot
Lewis Legg

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

Arthur Larsen

(9) It was moved by Arthur Larsen and seconded by Warren Harden:

"that amendment of previous motion, number 8, by Harden and Russell become part of I--A--4, beginning with except that

Following the above amendment, the motion for acceptance of the APT Committee report called and was passed by unanimous roll call ballot.

It was announced that Item 12, Part III, which was deleted by an above motion, will be on the agenda for the November meeting.

It was also pointed out in connection with the motion concerning participation of APT Committee members in making decisions concerning their own departmental APT Committee recommendations, that no member of the APT Committee ever passes on his own salary.

It was suggested that the matter of tenure employment or severance be an item on the agenda for a future meeting. It was further announced that the secretary is to have authority to change numbers and make any other editorial changes that are required providing that they are not substantive.

COMMUNICATION FROM MR. KOHN CONCERNING UNIVERSITY INSURANCE PLAN

A letter received by Mr. Prince from Mr. Walter Kohn was introduced concerning the present health insurance plan. Mr. Johnson mentioned to the Council that Mr. Jack Walker and Mr. Dave Wiant have spent a great amount of time making a study of our insurance program, and have up-to-date information. It was suggested that the Chairman refer Mr. Kohn's letter to the Committee on Economic Well-Being.

ADJOURNMENT

The meeting was adjourned on a motion made by Mr. White and seconded by Mr. Brown.

Respectfully submitted,

Lewis L. Legg, Secretary

Don Prince, Chairman

Note: This report below is reproduced as accepted and amended by the University Council on October 16, 1963 with all additions underlined and all (deletions in parentheses.)

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, except that all elected members of the University APT Committee do not directly participate in making decisions concerning their own department APT Committee recommendations.

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 increasements 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 recommendations 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

along 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 or areas, the recommendation shall 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) person primarily responsible for

salary recommendations in cooperation with other departments or divisions concerned.

4. The Dean will ask the Chairman of the University APT Committee or a member of the APT committee designated by the chairman of the APT Committee to examine the applicant's papers (and to sign the appointment sheet if he approved.) 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 APT 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