Winter 2-15-1967

University Council Meeting, February 15, 1967

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

DATE: February 15, 1967

MEMBERS PRESENT

MEMBERS ABSENT
1. Ferman Bishop
2. Lewis Legg

CALL TO ORDER

The regular meeting of the University Council was called to order by Mr. Harden, chairman, at 7:15 p.m. in room 307 of Hovey Hall.

APPROVAL OF THE MINUTES

Mr. Shuman moved to approve the minutes as distributed to the faculty. Mr. Ferrell seconded the motion. The motion carried by a voice vote.

INTRODUCTION OF COLLEGE REPRESENTATIVES

Mr. Harden introduced the college representatives who were elected on February 7, 1967: Miss Barbara Hall, Unaffiliated Departments, Mr. Charles Gray, College of Education, Mr. Frederick Kagy, College of Applied Science and Technology, and Mr. Carroll Peterson, College of Arts and Sciences. These persons will serve until 1970 with the exception of Miss Hall whose term expires in June, 1968.

EXPRESSION OF APPRECIATION

Mr. Harden expressed the University Council's sincere appreciation to Mr. Charles White and Mr. Lewis Legg who have served diligently for two terms on the Council. He also thanked Mr. Ferman Bishop who served one term and Mr. Kenneth Fitch and Mr. Warren Perry who completed partial terms.

COUNCIL FOR TEACHER EDUCATION

Dean Bond presented a progress report on the Council for Teacher Education. He stated that he desired the reactions of the Council members to his initial report in respect to the membership, to the functions, and to the group to which the Council for Teacher Education will be responsible.

In commenting on the membership, Dean Bond mentioned that Proposal #1 came from the College of Education. He pointed out that Proposal #2 was much less representative in makeup.

During the discussion that followed, questions such as appear below were asked:
1. Would the membership of the Council be committed to teacher education?
2. Would the Council have the power to determine the policies such as the grade point average of students being admitted to the College of Education?
3. As new colleges are established, would the new deans be added to the membership of the Council for Teacher Education?
The following suggestions or comments were made by the Council members:

1. The bulk of the members should be from the College of Education. Because the group is advisory in function, the size would not be a disadvantage.

2. The Committee on Expansion felt that such a Council should have representatives from all disciplines and that the content people should be in the majority.

3. It was suggested that the Deans of the Colleges could be ex-officio members in Proposal #1.

4. Another suggestion was that the Deans could appoint representatives to take their places in connection with the proposal for membership on the first page of the report.

5. The suggestion was made that the Deans could be rotated annually on the Council so that two would be active members and two, advisory members.

6. It was thought that the Dean of the College of Education should attend all meetings.

The final report will be presented by Dean Bond at the March meeting of the University Council.

PROPOSAL TO ESTABLISH COLLEGE OF PHYSICAL EDUCATION

Mr. Arley Gillett, Head of the Department of Physical Education for Men, presented the proposal. He stated that the proposed College of Physical Education would include three departments: the Department of Men's Physical Education, the Department of Health and Physical Education for Women, and the Department of Dance (men and women) which would be a new department. He reported that no new courses would be required. In answer to a question concerning the number of staff members in the already existing departments and the number of students enrolled, Mr. Gillett stated that there were 71 faculty members and 314 men and 335 women enrolled. He stated that there is also a considerable number of students having minors in physical education. Mr. Gillett felt that other departments such as the Department of Recreation would be developed in the future.

Mr. Harden asked whether the proposal was being brought directly to the Council. In answer, Mr. Gillett stated that Miss Scott and he had discussed the matter with Dean Dillinger, Dean Bond, and President Bone.

The question was asked as to why the departments mentioned in the proposal could not become a part of the College of Education. It was stated that the establishment of a new college might encourage provincialism.

Mr. Harden read a letter from Dean Keeley in which he reported on the findings of a survey in reference to university organization, which he is conducting at the present time. He stated that of the 27 state universities having an enrollment of 10,000 students or more which have reported, three have a College of Physical Education or a School of Health and Physical Education. The University of Florida (Gainesville) has a College of Physical Education and Health; the University of Tennessee has a School of Health, Physical Education and Recreation; and the University of Massachusetts has a School of Physical Education. Dean Keeley stated that such information might be of help to the Council.

It was pointed out that there are some dangers in accepting the results of surveys at face value. Our University could adopt a model which is actually not to the liking of the school which possesses it or is in the process of being changed by the other university.

Mr. Sweet suggested that this kind of proposal be screened by an organization similar to the Curriculum Committee and that standards for evaluation be developed by such a group.
Mr. Sweet moved that:

1. The University Council appoint a permanent Committee on Administrative Organization to serve as the principal agency for advising the Council regarding the administrative organization of the University, comparable in power and function to the Curriculum Committee in the area of University curriculum.

2. The Committee shall consist of seven members, as follows:
   a. The Dean of the Faculty ex-officio (or his designated representative).
   b. The President of the University ex-officio (or his designated representative).
   c. Five members elected by the Council for staggered, three-year terms. No more than one shall be a member of the Council and no more than one shall hold rank in a department or two in a single college.

3. The Committee shall perform the following functions for the University Council:
   a. Evaluate recommended changes in administrative organization.
   b. Evaluate recommended policies for the creation of new administrative units, e.g., colleges, departments, schools, divisions, etc., including policies relating to the organizational characteristics, powers, and duties of such units and their responsible administrative officials.
   c. Evaluate all proposals for changes in administrative organization, including proposals for the creation of new colleges, departments, schools, divisions, etc.
   d. It shall have such other functions as the University Council or the President may assign to it.

Mr. Fitch seconded the motion.

Mr. Gillett cited that his group felt that the trend throughout the country seemed to be to establish a College of Physical Education and that he had come to the Council with the proposal in good faith.

Mr. Johnson stated that he felt that an ad hoc committee would be a better choice than a permanent body because of the fact that a new president was to report in the fall and shouldn’t be saddled with such an organization as suggested in the motion.

Mr. Harden read an excerpt from a letter written by President Bone. It read as follows:

"The second item on the agenda tonight is the matter concerned with setting up a College of Physical Education. I am wondering if this should not be referred to a committee consisting of some Council members and perhaps some people who were on the original Committee on Expansion of Purpose, asking them to work with the Dean of the Faculty's office in bringing in a recommendation or recommendations to the University Council as soon as possible. I would imagine at this time it would be difficult to actually put this into operation before 1968 anyway, in light of all the other things that we will be doing this year, and getting a number of areas in operation and new heads or deans appointed by September, 1967. My suggestion has nothing to do with whether this is a good or a bad recommendation. It is merely one of procedure and timing."

Mr. Sweet moved that action on his motion be deferred until the March 15th meeting of the Council. Mr. Drew seconded the motion. The motion carried as a result of a voice vote.

Mr. Sweet moved that the proposal for the creation of a College of Physical Education be referred to an ad hoc committee of five to be appointed by the President of the University in consultation with the Executive Committee of the University Council to report back at the March 15th meeting of the Council. Mr. Shuman seconded the motion. The motion carried as a result of a voice vote.
PROCEDURES AND POLICIES FOR SELECTING COLLEGE DEANS

Mr. Sweet enumerated the following significant differences between the existing system and the proposed revised system of selecting college deans:

1. The number of members of the Selection Committee remains the same, but the method of selecting them changes. At present, three are selected indirectly by vote of the College faculty; these will now be selected by direct vote. At present, two are selected by the University Council; the Council will nominate three, only one of whom will serve, this one selected by the Dean of the Faculty to be Chairman. At present, the department heads in the college select one; this will continue. The Dean will select a Secretary from among University administrators. The College Council will select one.

2. All provisions relating to petitions for candidates are omitted.

3. Responsibility for recommending candidates is concentrated in the Selection Committee. Department heads in the College will react to all candidates in writing, but the "department head's veto" over candidates is eliminated.

4. The Committee must recommend from three to five candidates, at least one of whom must be from off campus.

Mr. Sweet asked that all suggested changes in the proposed revisions be addressed in writing to the Secretary of the Council.

Miss Speer suggested that the Council send the revised copy of the "Procedures and Policies for Selecting College Deans" to the present Selection Committees for them to review.

Mr. Sweet commented that the department heads should be asked for their reactions in addition to the Selection Committees.

Mr. Harden indicated that the item would be placed on the agenda for the March meeting and that Dean Bond would send copies of the revised material to Mr. Duty, chairman of the Committee on Selection of Dean of the College of Applied Science and Technology, to Mr. Vetter, chairman of the Committee on the Selection of Dean of the College of Education, and to Mr. Hermanowicz, chairman of the Committee on Selection of Dean of the College of Arts and Sciences. Mr. Sweet will send copies to the department heads. A copy of the material is attached to the minutes.

UNIVERSITY COUNCIL RETREAT

Mr. Harden announced the appointment of the following Council members to a subcommittee which is to study the material resulting from the Faculty Retreat on December 9-10, 1966, and to report ideas for possible courses of action. The members are Mr. John Ferrell, chairman, Mr. George Drew, and Mr. Charles White. The subcommittee was asked to report at the March meeting of the Council.

COMMITTEE ON SELECTION OF DEAN OF THE COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY

Dean Bond presented a memorandum to the Council which he had sent to Mr. Duty, chairman of the Committee on Selection of Dean of the College of Applied Science and Technology. He asked for the Council's approval of his answer to question two. The memorandum follows:

MEMORANDUM

TO: Dr. Robert Duty, Chairman, Committee on Selection of Dean of the College of Applied Science and Technology

FROM: Richard R. Bond
You and your committee have asked for my comments on two questions regarding the selection procedure, particularly since you are in the peculiar position of having as active candidates, two of the three department heads who must participate in the selection process. I am glad to respond to your request.

1. Should the active on-campus candidates see the papers of the other candidates?

My feeling is that the answer should be in the affirmative, but under no circumstances should a candidate see his own papers, since they may contain materials written in confidence, nor should he see the papers of other local candidates. However, for each of the two candidates to comment intelligently on the other candidates, he should have free access to the papers of all the off-campus candidates.

2. To what extent should the committee adhere to the Council-adopted procedure that more than 50% of the department heads may veto the candidacy of any individual?

As you know, this is especially complicated by the fact that two of the three department heads are candidates. It would seem to me that once a department head has become an active candidate, he should disqualify himself from voting, since it is a university-accepted principle on selection committees that once a committee member becomes a candidate for the office being filled, he must resign permanently from the committee. The parallel is obvious here. This would mean, of course, that it would then be impossible to have more than a 33-1/3% vote either for or against any candidate.

While I think that the active candidates must disqualify themselves from voting, and that even a good case could be made for them not to participate at all in the selection process, I think they should be deeply involved, at least with off-campus candidates. The situation as it exists, where a vote among the department heads is unthinkable, makes it quite imperative that your committee seek the views of the department heads, whether candidates or not, about all candidates. This makes your responsibility even more acute, and defines even more clearly the charge to the committee to present the three (at least) most highly qualified persons for the position of dean. The final responsibility lies with your committee.

Mr. White moved that the interpretation as set forth in number two in the memorandum concerning the Committee on the Selection of the Dean of the College of Applied Science and Technology be approved by the University Council. Mr. Perry seconded the motion.

The voting was as follows:

Voting "Yes"

The motion carried.

ELECTIONS COMMITTEE

Mr. Shuman, chairman, announced the election of the following college representatives as a result of the final election held on February 7, 1967: Barbara Hall, Unaffiliated Departments, Charles Gray, College of Education, Frederick Kagy, College of Applied Science and Technology, and Carroll Peterson, College of Arts and Sciences.
He reported the following results of the primary election for the at-large Council seats:

**The College of Applied Science and Technology**
- Fuess, Frederick W.  
  No. of votes - 16  
  Needed to petition - 16

**The College of Arts and Sciences**
- Duty, Robert C.  
  No. of votes - 30  
- Kohn, Walter S. G.  
  No. of votes - 14  
- Plummer, Mark A.  
  No. of votes - 41  
- Smith, Ralph L.  
  No. of votes - 17  
  Needed to petition - 26

**The College of Education**
- Hage, Dean S.  
  No. of votes - 38  
- Hicklin, Charles R.  
  No. of votes - 50  
- Zeller, William D.  
  No. of votes - 9  
  Needed to petition - 32

**The Unaffiliated Departments**
- Barford, George  
  By petition February 13  
- Hill, Eugene L.  
  No. of votes - 13  
- Perry, Warren S.  
  No. of votes - 16  
  Needed to petition - 15

The deadline for petitions for the at-large election was announced as February 21. Mr. Shuman reported that a petition for George Barford, a member of the Art Department, was received by the Elections Committee on February 13th.

**RETIRED TEACHERS**

President Bone gave a progress report concerning the pensions of faculty members who retired a number of years ago. In 1950, pensions of $100 were raised to $150. During the period that Mr. Ullsvik was Assistant to the President, those same pensions were raised to $200 a month. An attempt was made to raise the minimum on a sliding scale but that was turned down.

At present, the lowest pension is $279, but there are not many receiving less than $350 per month (fewer than six). The average is a good deal higher.

The Board of Governors cannot do anything legally; it is a matter of legislation.

Mr. Poe and Mr. Wiant are on the Advisory Board to the Illinois Retirement System. President Bone indicated that Mr. Johnson and he know the board members and could go before that group if necessary.

Mr. White asked about the interpretation of the statement on page 35 of the By-Laws of the Board of Governors. It was his understanding that Eastern was paying some individuals $200 above the present pension as a result of that statement. President Bone indicated that he would discuss the matter with the president of that institution this weekend.
NOMINATIONS FOR THE COMMITTEE ON COMMITTEES

The following persons were nominated by the Council, and, consequently, their names will be submitted to the President for the final selection of two members to the Committee on Committees: Kenneth Fitch, Harry Jackson, Bernard McCarney, Paul Mattingly, Margaret Parret, and Dent Rhodes.

Mr. Perry moved to postpone the election of a Council representative to the Committee on Committees until the March meeting of the Council. Dean Bond seconded the motion. The motion carried by a voice vote.

DEPARTMENT OF GEOGRAPHY

Dean Bond moved that the name of the Department of Geography be changed to the Department of Geography-Geology effective September 1, 1967. Mr. Shuman seconded the motion. The motion carried by a voice vote.

STANDING COMMITTEES OF THE COUNCIL

Mr. Harden announced that vacancies on the Standing Council Committees of the Council will be filled at the March meeting. In order to facilitate the election, a list of the vacancies and a sheet for nominations will be distributed to Council members within the next few weeks.

ELECTION OF COUNCIL OFFICERS

Mr. Harden suggested that the election of Council officers be held at the conclusion of the March meeting.

Dean Bond moved that the Council officers be elected at the close of the March meeting. Miss Speer seconded the motion. The motion carried by a voice vote.

CODE OF ETHICS

It was stated by Mr. Harden that at present there is no written Code of Ethics for the University. He suggested that a committee be formed to set up standards of ethics as well as procedures that could be used in case a breach of such ethics would occur in the future.

During the course of the discussion, it was suggested that distinguished senior members of the faculty and retired faculty members be utilized in drawing up such a code.

President Bone suggested that the Executive Committee set up a committee to formulate a Code of Ethics.

Mr. White moved that the Executive Committee of the Council be empowered to form a committee to develop a proposal for a faculty Code of Ethics and to report back to the Council at some later date. Mr. Sweet seconded the motion.

The voting was as follows:

4. Warren Harden
The motion carried.

It was suggested that Council members relay their suggestions concerning the proposed Code of Ethics to the committee.

COMMUNICATIONS

Across-the-board Raises

Mr. Harden stated that he had received several oral communications from department heads and faculty members concerning APT principles. He also read a letter from Mr. Stanley Grupp in which he stated that the continued practice of giving across-the-board raises to selected ranks which discriminates against other ranks is shortsighted and unimaginative. He further commented that the practice defeats the purposes of the merit system and encourages mediocrity. In conclusion, Mr. Grupp stated that in the long run if not immediately, the result of this policy will make it difficult for the University to hold and attract high quality staff.

A lengthy discussion ensued in which President Bone stated that the Board of Governors approved in principle in 1959, the following goals set by the Joint Salary Committee of the four universities: (a) to double the average salary of the faculty as a whole in the twelve-year period between 1956-1968 and (b) to effect a distribution that will make the average salary of the full professor double the salary of the instructor in the same period of time. Once the goal is reached it will probably mean that the across-the-board raises for all ranks will be $20.

Some of the problems which were presented by Council members in regard to the salary question were:
1. The recruitment problem.
2. The fact that the Chicago Teacher's Colleges can pay $1000 more for assistant professors than Illinois State University.
3. The fact that the accrediting agencies do not favor taking off the ceiling for the lower ranks.
4. The competition for faculty from the junior colleges which will open in this immediate area.
5. The unawareness of some of the faculty of principles under which the APT Committees operate although they have been published in Council minutes and can be communicated by the chairman of individual APT Committees to faculty members.

President Bone suggested that the Faculty Status Committee be asked to bring in a report of the problems faced during the current school year for Council discussion. Then assuming the Board of Governors will allocate sufficient money, plans could be made to change the situation, if desired, for next year.

Education Building

President Bone and Mr. Glenn Taylor, chairman of the University Building Committee, recommended the following people as members of the Committee to plan the future Education Building: Mr. George Barford, chairman, Mr. Stanley Marzolf, Miss Helen Nance, Mr. Harold Phelps, Mr. Walter Friedhoff, Mr. Leo Eastman, Mr. Donald Templeton, Mr. Preston Ensign, coordinator, Mr. McKelvey or Mr. Hilts, and the architect.
Miss Speer moved that the recommendation of President Bone and Mr. Taylor be accepted. Mr. Ferrell seconded the motion. The motion carried by a voice vote.

CODE OF STUDENT LIFE

Mr. Sweet reported that the Committee to Review the Code of Student Life will have to report to the Council at a special meeting in March because they will not be ready to report at the regular March meeting of the Council.

VOTING RIGHTS OF NON-X'D FACULTY MEMBERS IN SELECTION OF DEPARTMENT HEADS

Mr. Ferrell pointed out that non-x'd faculty members are not allowed to vote in the selection of a committee on the selection of a department head. He wondered whether it would be wise for the individual departments to have the right to make the decision as to whether such persons should vote. He proposed that the Procedures on Selection of Department Heads be amended to coincide with the APT procedures.

Mr. Ferrell moved that in the "Procedures and Policies for Selecting Department Heads" in item 2 d, line 7 after the word "occur" that the sentence be inserted "Persons who hold a minor assignment in the department may, if approved by vote of the department, participate in the election, if otherwise eligible." Mr. Drew seconded the motion.

The voting was as follows:

<table>
<thead>
<tr>
<th>Voting &quot;Yes&quot;</th>
<th>Voting &quot;No&quot;</th>
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<tbody>
<tr>
<td>1. George Drew</td>
<td>1. Kenneth Fitch</td>
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<tr>
<td>2. John Ferrell</td>
<td>2. Warren Harden</td>
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<tr>
<td>3. Eunice Speer</td>
<td>3. Warren Perry</td>
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<tr>
<td>5. Stanley Shuman</td>
<td>6. David Sweet</td>
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<tr>
<td>9. Richard Bond</td>
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The motion failed.

REVISION IN PROCEDURES ON SELECTION OF DEPARTMENT HEADS

Dean Bond moved that wherever the phrase "major rank" or "minor rank" appear throughout the document that it be changed to "major" or "minor assignment." Mr. Sweet seconded the motion. The motion carried by a voice vote.

ADJOURNMENT

Miss Speer moved that the meeting be adjourned. Mr. Shuman seconded the motion. The meeting was adjourned at 11:45 p.m.

Respectfully submitted,

Warren Harden, Chairman

Mary Rozum, Secretary

WH/MR:kb
COUNCIL FOR TEACHER EDUCATION

*Membership: Seven persons plus six ex officio
  Appointed by the Dean of the Faculty in consultation with college deans, confirmed by University Council.
  3 -- Education
  1 -- Social Sciences
  1 -- Sciences and Mathematics
  1 -- Humanities
  1 -- Applied Areas
  Each from a different department.
  Sociology-Anthropology, Economics, Political Science, History, Psychology.
  Physics, Chemistry, Biology, Mathematics, Geography.
  Foreign Languages, English, Art, Music, Speech, Library Science.
  Industrial Arts, Agriculture, Home Economics, Business, Physical Education (men and women).

Terms: Three year appointments, staggered terms.

Ex Officio
  1 -- Dean, College of Arts and Sciences
  1 -- Dean, College of Applied Science and Technology
  1 -- Dean, Unaffiliated departments or other colleges
  1 -- Dean, College of Education - Executive Secretary
  1 -- Chairman, Curriculum Committee
  1 -- Dean of Faculty (or his representative, Chairman

Function:
  1. To formulate policies and programs for selection and retention of prospective teachers.
  2. To formulate and continuously evaluate policies and criteria for teacher education curricula.
  3. To review teacher-education curricula.
  4. To assure proper counseling of prospective teachers, including placement.
  5. To develop procedures for follow-up studies of teachers in service.

Responsible to: University faculty through University Council

* See attached alternatives
ALTERNATIVE PROPOSALS FOR MEMBERSHIP

Proposal #1

Membership: Eighteen persons
1 -- Humanities
1 -- Social Sciences
1 -- Sciences and Mathematics
5 -- College of Education (one from each department)
1 -- Laboratory Schools
1 -- Representative, College of Applied Science and Technology
(1 -- Representative, College of Business
1 -- Representative, Unaffiliated Departments
4 -- Deans of Colleges
(1 -- Dean, College of Business)
1 -- Dean of Faculty (or representative)

Proposal #2

Membership: Nine persons
3 -- College of Education
2 -- Humanities, Social Sciences, Sciences (on a rotating basis)
1 -- Applied Areas
1 -- Dean, College of Education
1 -- Chairman, Curriculum Committee
1 -- Dean of Faculty (or representative)
PROCEDURES AND POLICIES FOR SELECTING COLLEGE DEANS

1. A new college dean shall be selected when the President officially announces to the University Council that:
   a. There is a vacancy or will be a vacancy at a specified date in the future.
   b. A new college has been or will be created.
   c. An existing college has been or will be divided into two or more new colleges, in which case the dean of the old college does not automatically become dean of one of the new colleges unless one of them retains the name and a principal portion of the functions of the already existing college.
   d. Two or more existing colleges have been or will be combined into one college, in which case none of the deans of the old colleges automatically becomes dean of the new college.
   e. A unit within a college has been or will be made into a college, in which case the head of that unit does not automatically become dean of the new college.

2. Organization of the Committee on Selection
   a. A Committee on Selection shall consist of seven persons holding rank on the faculty of the University.
   b. At the meeting at which the President makes the official announcement, the University Council shall nominate three persons, no more than one of whom may be a member of the Council, from among faculty members who do not hold major or minor assignment in the college. The Dean of the Faculty, after consulting the President, shall select one of these three persons to serve on the committee. This person shall serve as Chairman.
   c. After the Chairman has been appointed and after consultation with the President, the Dean of the Faculty shall appoint from among the faculty holding an administrative appointment one person to serve on the committee. This person shall serve as Secretary to the committee.
   d. After the Chairman and Secretary of the committee have been appointed, the Elections Committee shall conduct an election among the members of the faculty holding major assignment in the college for purposes of selecting three members of the committee. To be eligible to vote in this election, a faculty member must hold a regular appointment and a major assignment in the college and must have held such an appointment at the University for the full regular semester (excluding all summer sessions) immediately preceding the semester or summer session in which the election occurs. To be eligible to serve on the committee, a person must be eligible to vote. Before the election, the Dean of the Faculty shall provide the Elections Committee with a list of the names of those within the college who are eligible to vote. The Elections Committee shall first conduct a primary election for purposes of nominating six candidates. No more than one candidate may come from a single department unless the college has fewer than six departments. In no case may more than two candidates come from a single department. The nominees shall be those candidates receiving the most votes except insofar as adjustments are necessary to insure that the preceding provisions are met. Following the primary election, the Elections Committee shall conduct a final election for selecting the three members of the committee.
   e. One member of the committee shall be the head of a department in the college. This member shall be elected by the department heads in the college.
   f. One member of the committee shall be a member of the college executive or other representative committee. He shall be chosen by the college executive or other representative committee. If a college does not have such a committee, the department heads shall elect a second member of the Committee on Selection.
   g. If meetings of the faculty of the college are necessary for purposes relating to the selection of a dean, the Chairman of the Committee on Selection shall call and preside over all such meetings. The Dean of the Faculty shall be informed in advance of and may attend, but not vote at, all meetings of the Committee on Selections.
h. When necessary, the President shall name an acting dean of a college. Before an acting dean is named, the President shall consult with the Dean of the Faculty and the members of the Committee on Selection. No person who serves as acting dean of a college during the time that a college dean is being recruited shall be eligible to become dean of the college. If necessary, an acting dean may be named from among the faculty who hold rank in another college.

i. If a member of the Committee on Selection becomes a candidate for dean, the person who received the next highest number of votes in the final election shall be named to the committee.

3. Responsibilities of the Committee on Selection

a. It is the responsibility of the Committee on Selection to advise the Dean of the Faculty as to whom he should recommend as dean of the college. To this end, the committee shall actively seek qualified candidates for the deanship from among the faculty and from those not presently serving on the University faculty. The committee shall recommend to the Dean of the Faculty at least three and no more than five candidates for the deanship, including at least one who does not presently serve on the University faculty. The committee members shall rank these candidates in order of preference.

b. Prior to making its recommendations to the Dean, the committee shall arrange for each individual candidate to be interviewed by each of the following: members of the college advisory or other faculty representative committee; the heads of the departments in the college; the members of the Committee on Selection; the Dean of the Faculty; the President; and anyone else whom the Dean of the Faculty specifies. The Committee on Selection shall arrange an interview for any candidate designated by the Dean of the Faculty.

c. Prior to scheduling any interviews, the committee shall inform each of the persons or groups listed in "b" above, in writing, of the names of all persons whom the committee is actively considering for the deanship. The correspondence with and credentials of such candidates shall be open to inspection by any of these persons other than those who are active candidates.

d. When the Dean of the Faculty and the Committee on Selection have agreed that there are no additional candidates whom they desire to interview, the committee shall begin the process of selecting the candidates which it will recommend to the Dean. Prior to making its recommendations, the committee shall solicit the views of the heads of the departments in the college and of the college advisory or other faculty representative committee. The committee shall provide these persons with a form prepared by the committee for evaluating each of the candidates who was interviewed. The committee shall invite additional written comments from any of these persons. The committee shall set a reasonable deadline when the forms and comments must be received prior to the time the committee meets for purposes of ranking the candidates. In making its recommendations to the Dean, the committee shall communicate fully to him the reactions of these persons to each of the candidates which it recommends.

4. The Final Appointment

From among the candidates recommended by the committee, the Dean of the Faculty shall indicate to the President his preference for dean. The President shall make the final selection. Before presenting the name of the person selected to the Board of Governors for approval, the President shall inform the University Council and shall solicit written reactions from individual Council members. Only after the Board approves the appointment shall it be publicly announced.