University Council Meeting, June 21, 1967

Academic Senate

Illinois State University
# MINUTES OF THE UNIVERSITY COUNCIL
## JUNE 21, 1967

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DATE: June 21, 1967

MEMBERS PRESENT
5. Fred Fuess 11. Walter Kohn 17. David Sweet
6. Dean Hage 12. Warren Perry

MEMBERS ABSENT
1. Charles Gray
2. Barbara Hall
3. Eric Johnson

CALL TO ORDER

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

APPROVAL OF THE MINUTES

Mr. Harden moved to approve the minutes of the meeting of May 17, 1967, as distributed to the faculty. Mr. Kohn seconded the motion.

Dean Hulet raised a question regarding Smoking on Campus on page 5 of the minutes. He indicated that there are specific regulations concerning smoking on campus in the current Code of Student Life.

An editorial change was made in Mr. Harden’s motion found at the top of page 4. The motion now reads:

"Mr. Harden moved that one additional member be added to our present committee to serve a four-year term and that all subsequent members serve four-year terms."

The motion to approve the minutes was carried by a voice vote.

REPORT OF PARKING BOARD

Mr. Shuman introduced the Parking Board’s proposal that students admitted to the University as freshmen who are non-commuters should not be permitted to register motor vehicles. Discussion on this topic had been postponed because of the absence of Dean Hulet from the May meeting of the Council.

Dean Hulet made the statement that he felt that this kind of regulation is unenforceable. He said that you can’t prohibit students from bringing cars to the campus but that you can tell them where to park and charge them a parking fee that will dissuade them from possessing cars on campus. He felt that the University was concerned about the parking problem rather than whether the students actually brought their cars. It was cited that other universities having such a ruling find it difficult to enforce.
President Bone read a communication from Miss Gwen Smith, chairman of the University Parking Board, in which it was stated that both the Student Senate and Civil Service Council had approved the proposal under discussion and that the Parking Board had continued to support the proposal in its original form although other parts of the report had been revised.

Dean Hulet stated that we have in the past encouraged the parents and the freshman students not to bring cars to the campus and that we should do more of that kind of thing.

President Bone commented that higher fees for students would act as a deterrent, however, only time would tell whether this is an effective way to solve the parking problem.

Miss Speer pointed out the lack of public transportation in Bloomington-Normal after 6:00 p.m. and wondered if that did not contribute to the problem of student cars.

President Bone indicated that the local bus company had made a study two years ago and found that they couldn't afford to offer service after 6:00 p.m.

Mr. Kagy expressed the opinion that not being able to enforce a rule is no excuse for not adopting it.

Several members of the Council stated a desire to have a member of the Parking Board present in order to get additional reactions to the proposal under discussion.

Mr. Kohn suggested that the hours posted on parking lots be extended from 7:00 p.m. to 9:00 p.m. and that there be policing up to the time limit.

He then moved the following amendment to the original report that the hours recommended in the Parking Board report be extended beyond 7:00 p.m. and be properly enforced. Mr. Ferrell seconded the motion. The motion carried by means of a voice vote.

Dean Hulet substituted a motion that the Council recommend to the President the acceptance of the revised Parking Board report except that the recommendation concerning the prohibiting of freshmen to bring cars to the campus be forwarded without recommendation. Mr. Harden seconded the motion.

The voting was as follows:

Voting "Yes"

The motion carried.

Revisions concerning vehicle registration and monetary penalties as cited in the revised report of the Parking Board are found attached to the minutes.

REPORT OF THE FACULTY STATUS COMMITTEE

Miss Ruth Yates, chairman of the Faculty Status Committee, presented the following changes in the Policy Statements for APT matters:
I. General Policies (Changes regarding individuals assigned in a major and minor department or area)

B.  

3. The paragraph now reads:
When a person has duties in more than one department or area, the Dean of the Faculty shall designate as his major department or area that department or area in which he devotes more than one-half his time and as his minor department or area, that department or area in which he devotes less than one-half his time. Recommendations for persons working in more than one department or area, however, shall be made only after consultation with the supervisor of the minor department or area.

3. Recommended changes:
When a person has duties in more than one department or area, the Dean of the Faculty shall designate as his major department or area that department or area in which he devotes more than one-half his time and as his minor department or area, that department or area in which he devotes less than one-half his time. The exception to this rule shall be with respect to supervisory responsibilities connected with the Department of Professional Laboratory Experiences whereby regardless of the fractional assignment in supervision, the individual shall be regarded as a member of his academic department. In making decisions regarding salaries, promotions and tenure of these individuals, the major department must take into consideration the recommendations of the minor departments or areas.

II. University Faculty Status Committee (Changes in membership of the FSC)

A. Membership

1. The paragraph now reads:
The University Faculty Status Committee shall consist of the President, the Dean of the Faculty, and six faculty members with tenure.

1. Recommended change:
The University Faculty Status Committee shall consist of the Dean of the Faculty, or the Associate Dean when the Dean cannot be present, and six faculty members with tenure. The President and the Graduate Dean shall be ex-officio members. The College Deans shall be present at all meetings of the FSC when the salaries, promotions and tenure of the members of the departments of their colleges are under consideration but shall not be voting members of the committee.

III. College APT Committees (Data Sheets)

C. Responsibilities

1. The paragraph now reads:
Each College APT Committee shall: Formulate and distribute to all staff members within the college each year personal data sheets. Each faculty member shall complete three copies of the personal data sheet each year sending one copy to the Dean of his college, one copy to the Head of his department and retaining one copy for his own files. Deans and heads of departments shall make these personal data sheets available to college and department APT committee members.

1. Recommended changes:
Each college APT committee shall: Formulate and distribute to all staff members within the college each year -- personal data sheets. These data sheets
shall be approved by the FSC before distribution. Each faculty member shall complete three copies of the personal data sheet each year sending one copy to the dean of his college, one copy to the head of his department, and retaining one copy for his own files. Deans and heads of departments shall make these personal data sheets available to college and department APT committee members. The information included on the data sheets shall be considered by them in deciding salary, promotion and tenure. The College deans shall make these data sheets available to the FSC upon request.

Mr. Hage moved that the Council accept I. General Policies, B, 3 with the recommended changes. Mr. Peterson seconded the motion.

Voting "Yes"

1. Richard Bond 5. Fred Fuess
2. Robert Bone 6. Dean Hage
13. Carroll Peterson 14. Mary Rozum
17. David Sweet

The motion carried.

During the discussion of II. University Faculty Status Committee, A, 1, Mr. Hicklin voiced the opinion that this was a major change, a rather abrupt one. He asked why the Deans of the Colleges were to be included.

Miss Yates cited the need on the part of the Faculty Status Committee for information about faculty members and that the Deans are able to help supply such information.

Mr. Harden was of the opinion that the college APT committees would be stronger in the future and changes should not be based on the situation which has existed during the present year.

Mr. Fuess suggested that it might be wise to have both the Dean of the Faculty and the Associate Dean present at Faculty Status Committee meetings.

President Bone stated that the President should be present when the original presentations are made and when the recommendations are proposed. He suggested that the President might be invited to attend the meetings and that the Dean of the Faculty and Graduate Dean be members.

Mr. Sweet cited Article VII, Section 3 of the By-Laws of the University Council of Illinois State University in which it is stated that any member of the faculty is eligible to serve on standing committees. This would delete the word "tenure" in the second item.

There was no Council action on II. University Faculty Status Committee, A, 1.

Mr. Sweet moved the adoption of the committee's recommendation concerning III. College APT Committees, C, 1. Mr. Ferrell seconded the motion.

The voting was as follows:
Miss Yates presented the following recommended procedures for 1967-1968:

1. The names of all persons with an assignment in the Department of Professional Laboratory Experiences shall be cross-listed on the Professional Laboratory Experiences worksheet and on the respective academic worksheet where the individual is starred. The fractional time assigned to supervision shall be indicated.

2. So that some uniformity of standards of merit may prevail throughout the University, the FSC requests that college data sheets be submitted to them for approval before October 16.

3. The allocation for salary increases shall be computed by the FSC on the basis of the present formula. The allocations shall be reported by the college deans to the departments in their colleges. Only enough money shall be retained by the FSC to enable the committee to examine with meaning (a) joint appointments between colleges (b) University-wide contribution of individual faculty members, and to (c) either relieve or deliberately establish inequities between departmental allocations.

4. Salary increases for all individuals in the University shall be decided by the departmental and college APT committees on the basis of merit. Only these restrictions shall prevail:
   (a) $20 shall be the across-the-board amount of increase for all ranks.
   (b) Letters supporting the following recommendations must accompany the request:
      (1) First year faculty members recommended for more than across-the-board.
      (2) Instructors and Assistant Professors recommended for a monthly increment of $100 or more; Associate Professors and Professors recommended for $160 or more monthly increment.

5. Recommendations for the salaries of department heads and other administrative officials shall be made by their immediate supervisors to the appropriate vice-president. The latter shall present the recommendations to the FSC for their questions and discussion.

6. Dr. Arthur Larsen, Coordinator of Evaluative Services, shall be appointed to compile records and compute statistical reports which are necessary to the committee's functioning, and shall be requested to conduct surveys and studies which may be an aid in the deliberations of the departmental and college APT committees and the FSC.

Miss Speer asked whether it would be possible for people on leave to receive more than an across-the-board raise. President Bone indicated that a letter of recommendation could be a factor in enabling such a person to receive an additional raise.

Mr. Kohn inquired whether the Faculty Status Committee is making a study of the merit system. Miss Yates indicated that by asking for data sheets and by studying them there should be greater uniformity in terms of merit from one department to another.

President Bone suggested that the Faculty Status Committee set up goals for merit and send them out to the various departments.

Mr. Sweet moved that the Council commend Miss Yates for her splendid cooperation with the University Council. Mr. Harden seconded the motion. The motion carried by means of a voice vote.
Dean Dillinger presented a written report entitled "Proceedings in Dismissal Cases." The report is found attached to the minutes. It was stated by Dean Dillinger that the procedures need to be clarified.

Mr. Shuman appointed the following people to serve on a committee to study mutual problems of the Faculty Advisory and Hearing Committee Panel and the Faculty Status Committee: Helen Cavanagh, Elwood Egelston, Stanley Rives, Ralph Smith, and Ruth Yates. The chairman is Ralph Smith. The committee will report at the September meeting of the University Council.

ELECTION OF MEMBERS TO THE FACULTY STATUS COMMITTEE

Mr. Homer Knight and Mr. Lyle Young were elected to serve on the Faculty Status Committee to replace Dean Dillinger and Dean Hermanowicz. Their terms will expire in April, 1969.

RESIGNATION OF ELWOOD EGELSTON FROM JOINT FACULTY POLICY COMMITTEE

Mr. Shuman read a letter from Mr. Elwood Egelston in which he resigned from the Joint Faculty Policy Committee because of his sabbatical leave for the first semester of the 1967-68 school year.

It was pointed out by the chairman that Mr. Egelston would miss only one session of the Committee because of the fact that there is just one scheduled meeting each semester.

Miss Speer reviewed the fact that when Dean Dillinger was a member of the Joint Faculty Policy Committee and took a semester's leave that he was replaced by a former member during the period of his absence.

Mr. Harden moved that the resignation of Elwood Egelston be rejected. Mr. Drew seconded the motion. The motion carried by a voice vote.

Mr. Perry moved that the Executive Committee appoint a substitute to serve in Mr. Egelston's absence. Mr. Harden seconded the motion. The motion carried by a voice vote.

Mr. Harden moved to reconsider Mr. Hicklin's motion on page 4 of the minutes for May 17, 1967, which was as follows: "that beginning with the next person added to the Joint Faculty Policy Committee that not more than one person shall be from any one college." Mr. Hicklin seconded the motion. The motion carried by a voice vote.

Mr. Sweet called for a vote on the original motion. The original motion was defeated.

Balloting took place for a fourth member of the Joint Faculty Policy Committee. Because of a tie between Miss Louise Farmer and Mr. David Sweet, Mr. Ferrell moved that the Council decide the election by lot. Mr. Harden seconded the motion.

The voting was as follows:

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<tr>
<th>Voting &quot;Yes&quot;</th>
<th>Voting &quot;No&quot;</th>
<th>Present</th>
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<td>13. Eunice Speer</td>
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Mr. David Sweet will serve on the Joint Faculty Policy Committee until May, 1971.

Mr. Sweet moved that the Council change the long standing precedent of voting and elect people by a majority of those present. Mr. Hage seconded the motion.

The voting was as follows:

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<th>Voting &quot;Yes&quot;</th>
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The motion carried.

COMMITTEE FOR SELECTION OF HEAD OF THE DEPARTMENT OF INDUSTRIAL ARTS

The University Council nominated the following persons: Robert Cramer, Richard Crumley, and Kenneth Fitch.

COMMITTEE ON FUTURE DEVELOPMENT

Miss Ruth Yates was elected to replace Miss Elizabeth Russell on the Committee for Future Development. Her term will be for three years or in other words until May, 1970.

PROCEDURES AND POLICIES FOR SELECTING COLLEGE DEANS

Dean Bond distributed copies of the revised procedures and noted the changes that had been made. In 2 a, there was a change from five to seven persons; 2 e was added; a minor change was made in the wording of 3 a, which is underlined in the copy attached to the minutes; and item 5 was added.

It was brought out that 2 d referred to the Elections Committee of the University Council.

The words "Selection Committee" was inserted in the third sentence of number 4 as found in the attached copy.

Dean Bond moved that the Council adopt the report. Mr. Harden seconded the motion.

The voting was as follows:

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<th>Voting &quot;Yes&quot;</th>
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The motion carried.

COMMITTEE ON SELECTION FOR DEAN OF THE COLLEGE OF BUSINESS

The following nominees were elected by the Council: Roger Champagne, Thomas Comfort, and Robert Moore.
COMMITTEES ON SELECTION OF HEADS OF THE VARIOUS DEPARTMENTS REPRESENTED IN THE COLLEGE OF BUSINESS

Dean Bond was of the opinion that the new dean of the College of Business should have a very active role in the selection of the heads of the departments in that college. He suggested that the Council postpone any consideration of selecting the members of such committees until the next meeting.

Mr. Kohn moved that we postpone action on this matter until the next meeting. Mr. Ferrell seconded the motion.

The voting was as follows:

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<tr>
<th>Voting &quot;Yes&quot;</th>
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<tr>
<td>1. Richard Bone</td>
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<td>2. Robert Bone</td>
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<td>3. George Drew</td>
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<td>4. John Ferrell</td>
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<td>5. Fred Fuess</td>
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<td>6. Dean Hage</td>
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<td>7. Warren Harden</td>
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<td>8. Charles Hicklin</td>
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<td>9. Fred Kagy</td>
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<td>10. Walter Kohn</td>
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<td>11. Warren Perry</td>
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<td>12. Carroll Peterson</td>
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<td>13. Mary Rozum</td>
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<tr>
<td>14. Stanley Shuman</td>
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<tr>
<td>15. Eunice Speer</td>
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<tr>
<td>16. David Sweet</td>
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The motion carried.

REPORT OF ELECTIONS COMMITTEE

Miss Mary Rozum, chairman of the Elections Committee, gave the following report:

1. The election of the faculty to the Faculty Advisory and Hearing Committee Panel was conducted on May 23 through May 25, 1967.

2. There were 228 ballots cast.

3. The five faculty members with the highest number of votes were:
   a. Irwin Spector
   b. Bernard McCarney
   c. Conrad Carroll
   d. Margaret Parret
   e. Archie Harris
   These persons will serve for three years.

4. Paul Brand and James Brubeck were elected to fill the unexpired terms of Stanley Grupp and Walter Kohn who resigned because of being elected to the Faculty Status Committee and the University Council respectively. They will serve until May, 1968.

COMMUNICATIONS

Resignation of David Sweet

Mr. Shuman read a letter from Mr. David in which he asked permission to withdraw his resignation since he resumed his full-time responsibilities on campus on June 1.

Mr. Hage moved to allow Mr. Sweet to withdraw his resignation from the Council. Mr. Harden seconded the motion. The motion carried by a voice vote.

Letter of Appreciation from President Bone

Mr. Shuman read a letter of appreciation from President Bone in which he thanked the University Council for the gift given to him at the spring dinner and also for the special
dinner on May 18 and the scroll presented at that time. President Bone included Mrs. Bone’s appreciation in his letter.

Resolution from AAUP

Mr. Shuman read the following resolution submitted by the members of the Illinois State University Chapter of AAUP:

Whereas the releasing of confidential faculty communications appears to be a possible outcome of court action which involves certain members of the Department of English; and
Whereas the release of any confidential faculty communications is a separate issue about which the faculty is legitimately concerned; and
Whereas confidential faculty and administrative communications are an essential part of the periodic evaluation necessary to the proper functioning of university departments or divisions; and
Whereas if such evaluations are to be thorough, confidential information needs to be requested, especially when staff members are involved and when their salaries, promotions, and schedules are affected by the recommendations of their superior officers; and it is for this reason that the dean or president requests that written statements be signed and stipulates that the information given will be held in confidence; and
Whereas a need exists to clarify present policy because the confidentiality of such communications may be violated in that the University Council and Board of Governors apparently have no stated policy for protecting the confidentiality of such communications;

Therefore be it resolved:

1.) That the members of the Illinois State University Chapter of the American Association of University Professors go on record as supporting the principle that communications requested in confidence in the process of evaluation will be held in confidence, and

2.) That the members of the Illinois State University Chapter of the American Association of University Professors urge the University Council to adopt formally the principle stated in 1.) above and to request that the Board of Governors also adopt this principle.

Mr. Harden moved that the chairman of the Council appoint a committee composed of three members to draw up a statement in respect to the resolution and report to the Council at the next meeting. Mr. Sweet seconded the motion.

The voting was as follows:

Voting "Yes"

The motion carried.
Mr. Shuman appointed John Ferrell, chairman, George Drew, and Charles Hicklin to the committee mentioned above.

Ad Hoc Board to Study Smoking Regulations on Campus

The chairman, Mr. Shuman, appointed the following persons to the Ad Hoc Board: Francis Kenel, chairman, Marjorie Lewis, Richard Smith, Harvey Zeidenstein, James Peterson, acting president of the Student Senate, and Susan Franz, a University student.

ADJOURNMENT

Mr. Harden moved that the meeting be adjourned. President Bone seconded the motion. The meeting was adjourned at 11:45 p.m.

Respectfully submitted,

Stanley Shuman, chairman

Mary Rozum, secretary

SS/MR:kb
REVISIONS IN CODE PROPOSED BY PARKING BOARD

Vehicle registration fees for part-time commuter students shall be:
- $15.00 for the school year Sept. 10 - Sept. 10 -- $5.00 each additional vehicle
- $7.50 for Semester I Sept. 10 - Feb. 1 -- $5.00 each additional vehicle
- $7.50 for Semester II Feb. 1 - June 15 -- $5.00 each additional vehicle
- $5.00 for Summer Session June 15 - Sept. 10 -- $3.00 each additional vehicle

Vehicle registration fees for off-campus students who live within one mile of the campus shall be:
- $10.00 for the school year Sept. 10 - Sept. 10 -- $5.00 each additional vehicle
- $5.00 for Semester I Sept. 10 - Feb. 1 -- $5.00 each additional vehicle
- $5.00 for Semester II Feb. 1 - June 15 -- $5.00 each additional vehicle
- $5.00 for Summer Session June 15 - Sept. 10 -- $3.00 each additional vehicle

Vehicle registration fees for all faculty, staff, on-campus students, and full-time commuter students shall be:
- $25.00 for Semester I Sept. 10 - Sept. 10 -- $10.00 each additional vehicle
- $12.50 for Semester I Sept. 10 - Feb. 1 -- $5.00 each additional vehicle
- $12.50 for Semester II Feb. 1 - Sept. 10 -- $5.00 each additional vehicle
- $5.00 for Summer Session June 15 - Sept. 10 -- $3.00 each additional vehicle

Proof of ownership must be presented for the registration of "each additional vehicle".

MONETARY PENALTIES FOR VIOLATION OF THE GENERAL REGULATIONS ON TRAFFIC AND PARKING

Failure to register vehicle $25.00 penalty plus immediate registration of vehicle for current semester

Unsafe driving for conditions $10.00 penalty (this was formerly $5.00)
TO: UNIVERSITY COUNCIL
FROM: CLAUDE M. DILLINGER
RE: PROCEEDINGS IN DISMISSAL CASES
DATE: JUNE 20, 1967

It is my belief that clarification is needed of the Board policy concerning the involuntary release of faculty members during the term of an appointment, or the involuntary release of faculty members who have served two or more years in a regular appointment but who do not have tenure.

A review of the history of the problem may be helpful.

The October 1, 1961, edition of the Board Policies, stated (p. 38, item 12, last 5 lines): "The involuntary release of faculty members who have not acquired tenure must have, if requested by the faculty member, the consideration of the faculty council or committee and their recommendations shall be reported to the Board."

On August 13, 1964, Dr. McKelvey wrote Dr. James W. Beach of Northern Illinois University, Chairman of the Joint Faculty Policy Committee, that "... at a recent meeting the Council of Presidents approved the omission" of the above statement.

On October 20, 1964, the JFPC expressed opposition to the omission of the statement, and on May 11, 1965, voted to ask the Board to reconsider the matter. I was designated to make the written appeal for the JFPC. A copy of my letter follows:

"The Joint Faculty Policy Committee of the institutions under the Teachers College Board met at Normal on May 11, 1965. At this meeting the Committee again expressed its opposition, as it did at the October 20, 1964, meeting, to the deletion of the last five lines of item 12, page 38 of the By-Laws, Governing Policies and Practices, 1961, of the Teachers College Board.

The Committee has requested that I write you explaining our opposition to the change. The principal reason is we believe that as a matter of fair play, a person is entitled to a hearing before he is dismissed. (The Committee understands that the lines in question did not apply to persons on temporary appointment.) There is also a question in the minds of some of the Committee as to whether there might be legal complications involved in such a dismissal. We believe that institutions such as ours should serve as models of good practice in such matters and are in honor bound to provide such a hearing even though not legally required to do so.

It is our understanding that the AAUP chapter in each of the four institutions has gone on record as opposing the deletion, as have at least two of the representative faculty structures described on page 27, items 7 and 8 of the Governing Policies. As far as the Committee knows, only one of these faculty structures supports the deletion. While the "Comment" (in your letter to Dr. Beach of August 13, 1964) that such a hearing is generally not necessary may be correct, we believe such hearings should be available even though they might be rarely held.

I am sure that the Joint Faculty Policy Committee or its representatives would be glad to meet with representatives of the Board to discuss the matter."
While this letter is written at the request of the Committee, I assume full responsibility for the contents.

On October 18, 1965, the JFPC met with the Board and the Presidents to discuss the matter.

On February 21, 1966, the Board adopted the following statement to replace the previous one (p. 37, item 12, last 9 lines of the September 1, 1966 Board Policies): "The involuntary release of faculty members during the term of an appointment, or the involuntary release of faculty members who have served two or more years in a regular appointment at the time of notification but who have not acquired tenure must have, if requested by the faculty member, the consideration of the faculty council or committee and their recommendations shall be reported to the Board."

It is my belief that the Board did not, in either the 1961 or the 1966 statement, intend the wording..."must have the consideration of the faculty council or committee..." to mean a hearing such as that described on p. 21, item 2d of the 1966 Board Policies, which pertains to "Termination for cause of a permanent tenure appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment..." I certainly did not so intend when I wrote Dr. McKelvey and I do not believe the JFPC so intended when it asked me to write. This would put the non-tenured person on the same basis as the tenured one and would defeat the purpose of a probationary period.

I strongly recommend that the position of the FSC on this matter be reduced to writing and included in the statement of APT Policy. This should be done this summer or early next fall, before a situation involving the policy could arise.

The Statement of APT Policy and that of Policy Regarding Faculty Dismissal Proceedings (attached to University Council Minutes for May 18, 1966) should be examined and any possible differences resolved.
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 basically of five 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 University 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 University Elections Committee with a list of the names of those within the college who are eligible to vote. The University 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 University Elections Committee shall conduct a final election for selecting the three members of the committee.
   e. The Dean of the Faculty may determine that up to two additional members may be added. The methods of selection of such members shall be determined by the University Council upon the recommendation of the Dean of the Faculty, with the stipulation that the majority of the committee will be within the college involved.
f. 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.

g. 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.

h. 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 work closely with and 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 both from among the faculty and from those not presently serving on the University faculty in a manner designed to insure candidates of highest quality. 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 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 the 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 Regents for approval, the President shall inform the University Council and the Selection Committee and shall solicit written reactions from individual Council members. Only after the Board approves the appointment shall it be publicly announced.

5. Modifications or interpretations of these procedures must be approved by the University Council upon recommendation of the President or the Dean of the Faculty. Once the procedures have been initiated in an instance, they should not be modified.