University Council Meeting, November 15, 1967

Academic Senate
Illinois State University

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# MINUTES OF THE UNIVERSITY COUNCIL

NOVEMBER 15, 1967

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

DATE: November 15, 1967

MEMBERS PRESENT

MEMBER ABSENT
1. Samuel Braden

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 third floor lounge of the University Union. Mr. Shuman expressed President Braden's regrets at not being able to be present at the meeting because of a previous commitment.

APPROVAL OF THE MINUTES

Mr. Sweet moved to approve the minutes. Mr. Peterson seconded the motion.

Mr. Shuman brought to the attention of the University Council by means of a communication from Mr. Ralph Smith that Mr. Smith should have been listed as chairman of the entire Faculty Advisory and Hearing Panel and Mr. Irwin Spector as chairman of the Faculty Advisory Committee.

Mr. Stanley Escott should have been listed as the administrative representative on the Student Code Enforcement and Review Board on page 20 of the minutes.

Mr. Fuess commented that on page 17 of the minutes Mr. Frederick Kagy should have been listed as a College Representative on the University Council and that he should have been classified as a Member-At-Large.

Mr. Peterson stated that the minutes were very fine in light of the discussion at the previous meeting.

The minutes were approved as corrected by a voice vote.
REPORT BY THE UNIVERSITY CURRICULUM COMMITTEE

Mr. Bernard McCamey, chairman of the University Curriculum Committee, gave his report in three parts.

The first part of his presentation had to do with the proposed changes in the major-minor requirements of the Department of Psychology. These changes and the justifications advanced by the Department of Psychology for such changes are attached to the minutes.

Mr. Fuess moved the approval of the changes in the major-minor requirements of the Department of Psychology as approved by the University Curriculum Committee. Mr. Kohn seconded the motion.

The voting was as follows:

Voting "Yes"

Motion carried.

The second portion of Mr. McCarney's report concerned the functions of the Illinois State University Undergraduate Curriculum Committee as approved by the University Curriculum Committee. It was pointed out that the major change was for the University Curriculum Committee to delegate certain powers to the colleges which in turn may delegate some or all of the functions cited in the report to departments within the colleges. College curriculum committees will approve departmental recommendations. The formation of new departments must be approved by the University Curriculum Committee, the University Council, the Board of Regents, and the Board of Higher Education.

Mr. Harden moved that the report of the functions of the Illinois State University Undergraduate Curriculum Committee be adopted. Mr. Ferrell seconded the motion.

Mr. Shuman suggested the insertion of the words "or in the Weekly Calendar prior" in the last sentence of this part of the report following the word "previous."

Mr. Ferrell suggested that the word "appointed" be substituted for "chosen" in the second paragraph of the material.

The report containing the above changes is attached to the minutes.

It was suggested that the various college curriculum committees should communicate with one another by an exchange of minutes and proposals.
The voting was as follows:

Voting "Yes"

Motion carried.

The last part of Mr. McCarney's report related to the graduation requirements for students seeking Bachelor of Arts and Bachelor of Science degrees other than in Teacher Education. The material as presented is attached to the minutes.

Mr. Sweet moved to adopt the changes in graduation requirements in the non-teaching Bachelor of Arts and Science degrees with the stipulation that this revision in graduation requirements be made available to all students regardless of the time of their admission to the program. Miss Hall seconded the motion.

The voting was as follows:

Voting "Yes"

Motion carried.

REPORT BY FACULTY STATUS COMMITTEE CONCERNING THE STATEMENT OF POLICY REGARDING THE HANDLING OF APPOINTMENT, SALARY, PROMOTION, AND TENURE AT ILLINOIS STATE UNIVERSITY.

Mr. Patterson, chairman of the Faculty Status Committee, gave the following reasons for the revisions presented by his committee:

1. There is a great need for a unified statement of policy that incorporates all of the approved changes made by the Council. At the present time the faculty, various APT committees, and the College Deans must look through a host of University Council minutes to determine policy.
2. The changes that have been made in the University organization have made it necessary to revise, omit, or change certain policy statements.
3. Many of the changes have been made for clarification, improvement in grammar, and better organization.
He pointed out that there will be a need for constant change in such policies in the years to come.

Mr. Sweet moved the adoption of the revised statement of policy. Mr. Harden seconded the motion.

In answer to a question concerning I. A. 1., it was stated that each departmental committee draws up its own rules and acts as an advisory to the College APT Committees.

Mr. Kohn moved to amend I. C. 6 so that it reads "A candidate for the rank of Assistant Professor or Instructor should be seen and interviewed by a faculty member officially representing the department." Miss Hall 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>
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<tbody>
<tr>
<td>1. Richard Bond</td>
<td>1. George Drew</td>
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<td>2. Charles Gray</td>
<td>2. John Ferrell</td>
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<tr>
<td>3. Dean Hage</td>
<td>3. Fred Fuess</td>
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<td>7. Richard Hulet</td>
<td>11. Carroll Peterson</td>
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<td>8. Eric Johnson</td>
<td>12. Mary Rozum</td>
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<tr>
<td>10. Walter Kohn</td>
<td>14. Eunice Speer</td>
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</table>

Motion carried.

It was agreed to insert the phrase "of institutions of higher learning" after the first sentence in I. D. 2. b. and to insert quotation marks after the last sentence in I. D. 3. b.

In discussion of II. C. 3. a. it was pointed out that the formula used in allocating salary increases is not published because it is difficult to interpret.

Mr. Bond moved that the Faculty Status Committee be asked to examine IV. A. 2. before new policies are set up next year. Mr. Ferrell 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>
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<tbody>
<tr>
<td>1. Richard Bond</td>
<td>1. Warren Harden</td>
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<td>2. George Drew</td>
<td>2. Walter Kohn</td>
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<td>4. Fred Fuess</td>
<td>6. Dean Hage</td>
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<td>5. Charles Gray</td>
<td>11. Fred Kagy</td>
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<tr>
<td>7. Barbara Hall</td>
<td>16. David Sweet</td>
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<td>8. Charles Hicklin</td>
<td>11. Carroll Peterson</td>
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Motion carried.
It was pointed out in regard to IV. A. 3. that departments did not have to rewrite their policies each year providing the department members approved them and that they were reviewed by the Faculty Status Committee.

It was agreed to rewrite the first sentence of IV. B. 3. to read as follows:

3. Department heads, after consultation with the department APT committee, shall make annual progress reports in writing to staff members not on tenure and to tenured staff members not doing satisfactory work.

This revision would then incorporate the items that had followed.

Discussion followed concerning IV. C. 2. in which Mr. Patterson expressed the need for ample justification for salary promotion, and tenure recommendations. Dean Bond indicated that he would be interested in how the whole department felt about a particular individual. Another point of view was that it was an insult to the Departmental APT Committees for each tenured member of a department (in the case of tenure) or each member of the department who holds higher rank (in the case of promotion) to have to express his concurrence or dissent.

Mr. Harden moved to include only the following under IV. C. 2.: "Recommendations for promotion and tenure must be accompanied by a complete professional history documenting the justification for the recommendation." Miss Hall seconded the motion.

The voting was as follows:

<table>
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<tr>
<th>Voting &quot;Yes&quot;</th>
<th>Voting &quot;No&quot;</th>
<th>Present</th>
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Motion carried.

The voting was then held on Mr. Sweet's motion to adopt the revised statement of policy.

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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</table>
Motion carried.

A revised statement of policy regarding the handling of appointment, salary, promotion, and tenure matters at Illinois State University is attached.

Dean Bond asked that the Faculty Status Committee present guidelines in terms of the criteria for salary increment and promotion to the University Council at the December meeting.

REPORT CONCERNING STATEMENT OF POLICY REGARDING FACULTY DISMISSAL PROCEEDINGS AT ILLINOIS STATE UNIVERSITY

Mr. Ralph Smith, Chairman of the Committee to Revise Dismissal Proceedings, presented the revisions requested at the September meeting of the University Council. The last three sentences of the third paragraph in the preface were rewritten. In Part IV, the second sentence was revised. Part IV, B. 1, was rewritten, but the duties remained the same although they were lettered rather than numbered.

Mr. Harden moved that the Statement of Policy Regarding Faculty Dismissal Proceedings at Illinois State University as revised be adopted. Mr. Kohn seconded the motion.

The voting was as follows:

Voting "Yes"

The motion carried.

It was pointed out that the word "tenure" should be deleted from the first sentence in I. A.

The revised document is attached to the minutes.

REPORT BY AD HOC BOARD STUDYING THE SMOKING PROBLEM ON CAMPUS

Mr. Francis Kenel, Chairman of the Ad Hoc Board Studying the Smoking Problem on Campus, stated that wide publicity of the problem relating to smoking would seem to be the best procedure until a Safety Coordinator or Director can be employed by the University. As an interim measure, the Committee recommended:

1. That publicity be given the problem that presently exists, both as a fire hazard and defacing of property.
2. In those buildings where smoking is restricted, post at each entrance a list or building plan identifying those areas in which smoking is permitted.

3. Insure ash trays in adequate numbers and size, (fastened to the wall or floor) to meet identifiable needs in those areas in which smoking is permitted.

It was further recommended that in the event a formal policy on smoking be desired, a committee consisting of equal representation from residence halls, student body at large, faculty, staff, security and maintenance be appointed to develop such a policy. In addition to detailed information relative to the potential hazards existent in each building, major considerations of this committee will of necessity include implementation, cost, and enforcement.

Mr. Shuman read a communication from Mr. Bradford Barber in which he cited smoking on campus as a problem, especially in respect to classrooms.

Mr. Sweet moved the acceptance of the report and that the Council refer it to the Vice President of the University and Dean of Administrative Services. Mr. Hicklin 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>2. George Drew</td>
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<td>15. Carroll Peterson</td>
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<td>16. Mary Rozum</td>
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<td>17. Stanley Shuman</td>
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<td>18. Eunice Speer</td>
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<td>19. David Sweet</td>
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Motion carried.

REPORT BY THE COMMITTEE TO DRAW UP STANDING RULES OF PROCEDURES FOR THE UNIVERSITY COUNCIL MEETINGS

Dean Johnson presented the report which is attached to the minutes. Council members were encouraged to convey their comments to the committee before the December meeting at which time action will be taken on the report.

REPORT BY STEERING COMMITTEE FOR INAUGURATION OF DR. BRADEN

Mr. Harden, chairman of the Steering Committee, reported that all the committees are at work. He indicated that a major change has been made in respect to the Theme Committee. Because of limited funds, six major speakers will be chosen from various areas pertinent to the theme.
REPORT FROM RETREAT COMMITTEE

Mr. Drew who was chairman of the Retreat Committee indicated that the main intention of his committee was to cause the participants at the Retreat to realize that the issue of general education is still alive. It was felt that the Retreat was successful in doing that.

Mr. Sweet moved that the Retreat Committee be empowered to print and distribute the position papers and other related material procuring the funds from wherever they are available. Mr. Hicklin seconded the motion.

The voting was as follows:

Voting "Yes"

Motion carried.

It was the consensus of the group that the Retreat Committee should design an evaluation sheet to be sent to the participants for their reactions.

Mr. Drew moved that the Executive Committee of the University Council be empowered to appoint next year's Retreat Committee at the December meeting. Mr. Sweet seconded the motion.

The voting was as follows:

Voting "Yes"

The motion carried.

DISCUSSION OF STUDENT EVALUATION OF FACULTY MEMBERS

Mr. Hicklin introduced the subject. He indicated that he disliked the idea of anonymous evaluations of faculty members.
Some of the opinions expressed by members of the University Council were that a reliable student group could handle such an evaluation, that reliable reporting is necessary, and that the University Council could critique any evaluation that was carried on.

Mr. Jim Murray, a member of the Academic Affairs Committee of the Student Senate, was given an opportunity to present his committee's plans for a faculty evaluation. Departmental clubs and other organizations will be given an opportunity to read the materials to be used and to evaluate them. A questionnaire used at Brandeis University will be revised and will include education courses before being used on our campus. The class size will determine the size of the sample, however, the results will not be printed if the sampling is not adequate. Members of the faculty will be contacted for help in the evaluation project. The final results will be published and distributed through departmental clubs and at the University Union and Milner Library at the time of registration.

Mr. Harden expressed a hope that all the material concerning faculty members won't be of just a critical nature.

COMMUNICATIONS

Selection Committee for Head of the Department of Business Education

Mr. Shuman read a communication from Dean Bond including the following names for the Selection Committee for the Head of the Department of Business Education: George Drew, chairman, Harold Gibson, administrative representative, Tom Martin, Jane Irvin, and Arnold Condon.

Larsen Lecture Committee

Mr. Shuman announced the names of the following people to constitute the committee: Alice Eikenberry, chairman, Mary Huser, Ivo Grief, Gordon Ferguson, and Milford Jochums.

Petition for the Formation of a Department of Religion

A petition was read by the chairman to establish a Department of Religion on campus. It was pointed out that there are a number of steps from a petition to the actual formation of a new department. It was reviewed that the formation of a Department of Philosophy came out of program expansion and followed by the appointment of an ad hoc committee.

Mr. Sweet moved that the petition be referred to the Dean of the College of Arts and Sciences. Mr. Fuess seconded the motion.
The voting was as follows:

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Motion carried.

There was some discussion as to where recommendations of the Deans of colleges involved and subsequent committees would send their recommendations. Mr. Harden as Coordinator of Academic Planning was suggested as a possibility.

Dean Bond moved that the Executive Committee of the University Council be asked to establish an ad hoc committee to study procedures for the establishment of instructional units and report back to the Council. Mr. Fuess seconded the motion.

The voting was as follows:

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<tr>
<th>Voting &quot;Yes&quot;</th>
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Motion carried.

Open Occupancy

A letter from Mr. Walter Dare, president of the Student Senate, had been received by the members of the University Council prior to the meeting in which he recommended action by the University Council on the matter of open occupancy. Mr. Shuman read a communication from Mr. Peterson concerning the same issue.

Mr. Peterson moved that the Council place on the agenda of its next meeting to discuss the taking of a position on the open housing problem in Normal, and that an ad hoc Council committee be appointed by the chairman to prepare and distribute to the members of the University Council by December 6, a tentative position on open housing in order to facilitate that discussion. Mr. Kagy seconded the motion.
The voting was as follows:

Voting "Yes"
1. Richard Bond
2. George Drew
3. John Ferrell
4. Fred Fuess
5. Charles Gray
6. Dean Hage
7. Barbara Hall
8. Warren Harden
9. Charles Hicklin
10. Richard Hulet
11. Eric Johnson
12. Fred Kagy
13. Walter Kohn
14. Warren Perry
15. Carroll Peterson
16. Mary Rozum
17. Stanley Shuman
18. Eunice Speer
19. David Sweet

The motion carried.

Mr. Shuman asked Mr. Peterson to serve as chairman of the ad hoc committee and Mr. Kagy and Mr. Kohn to serve on the committee with him.

The statement was made that the matter of open occupancy is a question of bread and butter in terms of the faculty and that the problem affects the welfare of married students as well as graduate students.

Student Membership on University Curriculum Committee, Council for General Education, and Council for Teacher Education.

Dean Bond moved that the Student Senate be asked to appoint two students each to the University Curriculum Committee, the Council for General Education, and the Council for Teacher Education as advisory members to those bodies. Mr. Sweet seconded the motion.

Mr. Sweet moved postponement until the next University Council meeting. Mr. Perry seconded the motion. The motion carried by a voice vote.

Mr. Hicklin also asked that a discussion of student representation on boards be placed on the agenda for December.

Examination Schedule

Dean Bond announced that the examination schedule has been extended through June 6, 1968, in order to provide for a Study Day.

Council on General Education

Dean Bond reported that the Council for General Education had agreed to substitute "theatre" for "drama" in Bunder Group III on page 16 of the report of the Subcommittee on General Education in the minutes of July 19, 1967.
December 13, Date of Next University Council Meeting

Because of the Christmas holiday, the next meeting will be on December 13, 1967.

ADJOURNMENT

Mr. Fues moved that the meeting be adjourned. Mr. Harden seconded the motion. The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Stanley Shuman, Chairman
Mary Rozum, Secretary
CHANGES IN THE MAJOR-MINOR REQUIREMENTS OF THE DEPARTMENT OF PSYCHOLOGY

The University Curriculum Committee has approved the following changes in the undergraduate major-minor requirements for Psychology.

Change the requirements for the undergraduate majors and minors in Psychology to:

The following courses are required of all majors: Psychology 111, 330, and 340. In addition, majors must take at least four of the six courses, Psychology 301 or 302, 320, 331, 334, 350 and 360. Either 301 or 302 may be counted as one of the four required courses, but not both. Additional courses to complete a total of 27 hours of Psychology must be elected. In addition, a student majoring in Psychology will be required to take Math 107, unless he has had 1 1/2 years of high school Algebra, in which case he will take Math 110. If students have the equivalent of Math 110, they are exempted from this requirement.

Students majoring in Psychology in preparation for teaching in secondary schools must fulfill the above requirements, but must have a total of 32 hours in Psychology.

The following courses are required for minors in Psychology: Psychology 111, 330 and 340. Electives to complete a total of 18 semester hours in Psychology.

The following justifications, advanced by the Department of Psychology, were accepted by the University Curriculum Committee.

The Department of Psychology wishes to put the above program into effect for the following reasons:

A. The present major in Psychology requires 32 hours which the Department feels is excessive and does not allow as much flexibility in programming to the individual needs of the students as we would like.

B. The courses required at the present time are somewhat biased in favor of those students who are pursuing a degree who wish to teach Psychology in the public school.

C. Only 9 s.h. of work are required with some options in 12 s.h. This leaves 6 s.h. of free electives within the Department.
D. The requirements as set forth in our new program are more consistent with the programs of major departments in the United States.

E. This program will guarantee more than the previous one that students completing a major in Psychology at either the undergraduate or graduate level at least in terms of the courses they will take will be knowledgeable about the discipline and not allow the individual to be very narrow in the courses they select at either the undergraduate or graduate level.

FUNCTIONS OF THE ILLINOIS STATE UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE

The Bylaws, Governing Policies and Practices of the Board of Governors specify that the faculty organization to achieve democratic participation has as one of its functions "to participate in the determination of the University Curriculum." The University Curriculum Committee has been designated by the University Council as the agency responsible for this curriculum work. The University Curriculum Committee shall be concerned with curriculum policy, program planning, curriculum problems which cut across college lines, and review of existing programs as well as review of proposed programs. The University Curriculum Committee may initiate proposals for curriculum innovations either to colleges or to the University Council. When the Curriculum Committee makes recommendations for major changes concerning the University as a whole, its recommendations are made to the University Council. Such changes include introduction of new majors and minors, the deletion of majors and minors, changes which would increase the requirements in majors and minors, and other changes of a major nature.

The University Curriculum Committee shall consist of two members appointed from each college, two members chosen from the unaffiliated departments (if such exist), an executive secretary, the Dean of the Faculties, and a chairman. The chairman may be from any college or from an unaffiliated department even though this may mean that his college or the unaffiliated department as a group may have more than two committee members. No member of the College Curriculum Committee may simultaneously serve on the University Curriculum Committee.

A Curriculum Committee shall be established by each college in the University. Each college curriculum committee shall be concerned with the following items in the departments within the college:

1. The introduction of new majors and minors.

2. The sequences of courses within majors and minors as well as changes in hours for majors and minors.

3. Change in content of courses.

4. Change in semester hours of courses.
5. Adding or deleting courses from the catalog.

6. The College Curriculum Committee shall be concerned with curriculum policy, program planning, curriculum problems which cut across department lines, and review of existing programs as well as review of proposed programs.

The college curriculum committee may delegate some or all of the above functions to departments within the college.

All approvals by the college curriculum committees shall be referred to the University Curriculum Committee and the members of other college curriculum committees. No curriculum changes other than those delegated by the University Council to the Councils on General Education or Teacher Education shall be effective until approved by the University Curriculum Committee and if needed, approved by the University Council and other groups or agencies which may be involved. The agenda of each University Curriculum Committee meeting will be published at least three days previous or in the Weekly Calendar prior to the meeting.

GRADUATION REQUIREMENTS FOR STUDENTS SEEKING BACHELOR OF ARTS AND BACHELOR OF SCIENCE DEGREES OTHER THAN IN TEACHER EDUCATION

A number of departments have reported that their students have difficulty in arranging desirable sequences leading to the non-teaching Bachelor of Arts and Bachelor of Science degrees. Specifically, students have difficulty in meeting the requirement of 43 semester hours of credit in courses numbered 200 or higher. Furthermore, it is possible that an interpretation of the present requirement regarding electives might prevent a student from pursuing desired sequences in fields related to the major and minor.

The specific regulation under consideration is that "None of the electives may be from a student's major or minor field...." Two illustrations will suffice. One, the proposed major in psychology requires a student to complete 27 hours in psychology, plus some work in mathematics. Since the math is required as part of the major, it might be considered as being in the major field; and the student, therefore, would be prevented from electing further work in mathematics, even though mathematics electives might be desirable in the educational scheme for the psychology major. Two, a major in political science must complete a minimum of 23 semester hours in political science. In addition, the student is required to take a minimum of 18 semester hours in other social sciences (history, economics, and sociology-anthropology) with at least one course in each of these categories. One interpretation of the present graduation requirement would prevent a student from counting more than 18 hours in the other social sciences toward a degree.

In order to alleviate the situation concerning the 43 semester hour requirement in courses numbered 200 or above, it is recommended that the departments be urged to examine carefully their numbering of courses at the 100 level. It might even be argued that an
excessive number of courses at the 100 level in a major field is undesirable since it indicates a tendency toward specialization too early in the college career.

In an effort to provide greater flexibility and to make it possible for students to elect some work in fields related to their major fields, the following proposal was approved by the University Curriculum Committee.

If a student meets specified course requirements for graduation, including those in general education and major-minor concentration, with fewer than 128 semester hours of credit, up to 12 remaining hours to total 128 may be taken as free electives. Any remaining hours beyond 12 will be considered as guided electives to be approved by the student's academic adviser. If a major requires fewer than 36 semester hours of credit, a student may use electives from his major department to make a total of 36 hours in that department. If the minor requires fewer than 24 semester hours of credit, the student may elect additional hours in his minor to total 24. Otherwise, none of the electives within the 128 hours may be taken in the major and minor departments.

The above recommendations were approved by the University Curriculum Committee on October 25, 1967.

Bernard J. McCamey, Chairman
University Curriculum Committee
REVISED STATEMENT OF POLICY REGARDING THE HANDLING OF APPOINTMENT, SALARY, PROMOTION, AND TENURE MATTERS AT ILLINOIS STATE UNIVERSITY

AS ADOPTED BY THE UNIVERSITY COUNCIL, November 15, 1967

Appointing and retaining a faculty composed of competent professional persons is a major function of the University. The procedure for handling appointment, promotion, and tenure (APT) as well as salary increases at Illinois State University is a democratic system which involves the faculty in the evaluation of professional competence. General guidelines are set forth in the Governing Policies and Practices of the Board of Regents. The structure for evaluating professional competence at ISU includes a single University Faculty Status Committee, a College APT Committee in each college of the University, and a Department APT committee in each department which elects to have such a committee. Department APT recommendations are of primary importance in that these recommendations are critical in obtaining and retaining highly qualified staff members.

I. General Policies

A. Committees:

1. It is understood that all committees act only in an advisory capacity to the President who has the ultimate responsibility for making recommendations regarding appointment, salary, promotion and tenure to the Board of Regents.
2. The members of the University Faculty Status Committee and the College APT committees will be elected before May 15. The department APT committees shall be elected after May 15 and prior to October 15.
3. Elected members of the University Council shall not be eligible for election to the University Faculty Status Committee.

B. Procedure:

1. Final reports of the University Faculty Status Committee on salary, promotion, and tenure shall be presented to the University Council in executive session for appropriate action.
   a. The final report containing individual recommendations for salary, promotion, and tenure shall be available in the President's office and the office of the Dean of the Faculty for forty-eight hours prior to the Council meeting which acts on it. Council members may present suggestions or comments in writing to the President.
   l. There shall be no oral discussion of salaries of individual faculty members during executive session, only written comments given to the President prior to the Council meeting.
b. The final report containing a summary of objectives, procedures, and formulas utilized shall be presented at the same meeting of the University Council.

2. Elected members of the University Faculty Status Committee and the college APT committees do not participate in making salary, promotion, and tenure decisions concerning individuals in their own department. No person may participate in deliberations regarding his own salary.
   a. The department member on the department APT committee, on the College APT committee and on the FSC must absent himself during both reporting and deliberation of his salary.
   b. The department APT committee may accompany the department head when he makes his report to the college APT committee. The department APT committee may make comments and ask questions at this time. However, all departmental APT committee members must absent themselves when the college APT committee deliberates on the recommendations for them and the members of their department. (See III B 1)

3. 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.
   a. 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.
   b. Copies of letters of consultation between the head of the major department and the head of the minor department shall be included in the department head's report to the college APT committee. Copies of the letters shall be made available to the FSC if requested. The head of the major department shall (in writing) inform the head of the minor department of the recommended salary before he reports the recommendation to the college APT committee.
C. Appointments:

1. While it is understood that each department head in consultation with his APT committee is responsible for the recruitment of new staff members, the dean of each college shall have the basic responsibility for the appointment of personnel within the college. College deans, however, shall consult with the Dean of the Faculty in decisions regarding appointment and the salary of new staff members. The Dean of the Faculty must approve all new appointments.

2. Recommendations for appointment shall be made by the department head to the dean of the college on the appointment sheet provided for that purpose. The appointment sheet shall designate whether the appointment is permanent or temporary as well as the rank, salary, and maximum probationary period before the person is to be considered for tenure.

3. Recommendations for appointments usually shall have the approval of the majority of all department APT committee members and majority of all members of the department with tenure.

4. If any staff member abstains or votes "no" on an appointment sheet, he must state his reasons in writing.

5. The dean of the college shall study the appointment sheet and request additional signatures if he considers them necessary. The dean of the college with the approval of the Dean of the Faculty or his representative may adjust the signature requirements as necessary to expedite specific decisions.

6. A candidate for the rank of Assistant Professor or Instructor should be seen and interviewed by a faculty member officially representing the department. It is desirable but not mandatory that the candidate come to the campus for the interview. At least three letters of recommendation should be required. One of these should come from his immediate supervisor where the candidate is now employed or studying. A telephone conversation may substitute for any of the letters and in the case of the supervising person, a telephone inquiry is mandatory.
   a. The salary limits for the Instructor and Assistant Professor will be determined cooperatively by the department APT committee, department head, and the college dean.

7. In case an applicant shall have duties in more than one department or area, the recommendation for appointment shall originate with the major department. The recommendation for appointment of a person working in more than one department or area, however, shall be made only after consultation among the supervisors of all areas to which he would be assigned. Cooperative interviews are encouraged.
   a. The written appointment form shall include the signature of the head of the minor department and shall be accompanied by a written agreement stating the terms of employment signed by both the head of the major and minor departments. These written agreements shall be included in the college dean's file and copies shall be made available to the FSC if requested.
D. Promotion and Tenure:

1. Promotion and tenure recommendations must conform with stated policies of the Board of Regents, and reference should be made to current regulations as published by the Board.

2. Tenure is not automatically attained. In order to achieve tenure, staff members must serve a probationary period, be recommended for tenure by the department APT committee, or in those departments which have no APT Committee, by the department head, and meet the requirements of the Board of Regents.
   a. A person who has a sabbatical or a non-sabbatical leave during his probation years postpones his date of tenure for each year of leave.
   b. The probationary period on this campus may not exceed seven years. This period may be reduced to four years by service on other faculties of institutions of higher learning. Departments are not encouraged to recommend early tenure except under unusual circumstances. The absolute minimum, under current board policy, is three years unless specifically approved by the Board.
   c. The requirements for tenure and promotion shall be clarified for the candidate by the administrators concerned with his employment. Under no circumstances should a candidate be promised or in any way assured of tenure and/or promotion.

3. Promotions are not automatic, and are not based solely upon the completion of degree or credit hour requirements which constitute only minimum requirements or qualifications for consideration.
   a. For promotion from associate professor to full professor a minimum of four years in rank shall ordinarily be required. (Except in the case of department heads and some other administrative positions, since a professorship would necessarily be granted were someone outside the University hired for these positions.) Only in exceptional cases should promotion from assistant to associate professor be granted to those who have been on the faculty only one year.
   b. Indirectly, there is a limitation on the number of faculty members who may be promoted. The Board ruling states, "One-fifth to one-fourth of the total faculty is permitted in the rank of full professors; Group II, associate professors, is restricted to one-fourth to two-fifths; Group III, assistant professors, is restricted to one-fourth to two-fifths; Group IV, instructors, must not exceed one-fifth of the total faculty."
   c. Recommendations for any change in rank should not be made unless it is planned to retain the person on the permanent staff; that is, recommend only those for whom tenure would also be recommended at this time were the person eligible for tenure.
d. Promotion of an assistant professor without the earned doctoral degree to associate professor requires the special action as outlined in the Board of Regents Policy. Copies of this action should be distributed to the department heads by the college dean when requested.

4. Appropriate certification of the completion of degrees or credit hours necessary for consideration for tenure or promotion must ordinarily be obtained by April first if to be considered in recommending tenure or promotion for the following academic year. The Dean of the Faculty, however, may use discretion in interpreting "appropriate certification" and authorize promotion, tenure, and salary increases contingent upon the completion of degree or credit hours in June or August.

E. Termination of Employment:

1. Notification of termination of employment must conform with the stated policy of the Board of Regents, and reference should be made to current regulations as published by the Board. (See IV (Department APT committee) B (Reporting) 5.)
   a. If a tenured or non-tenured faculty member protests his termination of employment or dismissal, the FSC should recommend to him the resources outlined in the Statement of Policy Regarding Dismissal Preceedings at ISU.

II. University Faculty Status Committee

A. Membership:

1. The University Faculty Status Committee shall consist of the President, the Dean of the Faculty, and six faculty members.
2. Faculty members of the committee shall be elected by the University Council for three year terms of office, and the Council shall fill vacancies by election.
3. A faculty member of the committee may not be elected to succeed himself, and may not serve on a college or department APT committee. Not more than two faculty members from any one college may be elected to the committee.
4. The committee shall elect its own chairman each year from among the elected faculty members.
   a. The chairman and the committee personnel shall continue serving on the committee until their recommendations are approved by the Governing Board and until all unfinished business is completed.
B. Reporting:

1. The dean of each college shall meet with the University Faculty Status Committee to present and discuss the report of the college APT committee (Items in III, College APT committees, B, 2 (Reporting), also relate to the report of the college deans and the FSC.)
   a. It is recommended that the college dean, if he so desires, invite the chairman of his college APT committee to present the report to the FSC with him.
2. The written reports of the University Faculty Status Committee signed by the members of the committee shall be discussed and acted upon by the University Council in executive session. If any member of the committee disagrees with any part of the report, he shall state his reasons in writing and this statement shall be appended to the report.

C. Responsibilities:
(Items related to this section are also found under III, College APT committees, B (Reporting) and C (Responsibilities).)

1. Assure that appropriate information and specific instructions are made available to the college and department APT committees.
2. Secure estimates for personal services budgets from the colleges and communicate these needs to the appropriate persons.
3. Provide allotments to the colleges for salary increases. The allocation for salary increases shall be computed by the FSC after consultation with the University Budget Committee and the college deans. 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 inequalities between departmental allocations.
4. Prepare a schedule for reporting by college deans which will enable individual faculty members to appeal to the University Faculty Status Committee before the committee presents its recommendations to the University Council.
5. Review recommendations from each college regarding salary, promotion, and tenure.
   a. The FSC shall give special attention to individual faculty members having joint appointments and major and minor assignments.
6. Provide adequate review of recommendations for administrators holding faculty rank.
   a. 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.
7. Coordinate college APT reports and make recommendations to the University Council.

8. Act as an appeal body to receive in writing the grievances of individual faculty members. (See III, B, 3.) The committee shall investigate each case, make a final recommendation, and communicate that recommendation to the individual faculty member concerned.

9. Resolve inconsistencies in the implementation of policy in the colleges.

10. Prepare a final report summarizing the objectives, procedures, and formulas utilized by the committee to present to the University Council.

11. The University Faculty Status Committee will study criteria and recommend procedures for evaluation of professional competence including requirements for granting promotion and tenure, the evaluation of department heads, and handling of APT recommendations for both teaching and administrative faculty.
   a. This is not a responsibility assigned exclusively to the committee. They should assume such study when appropriate. They should recommend such needed study to the University Council and work in cooperation with special study committees appointed by the University Council.

III. College APT Committees

A. Membership

1. Each college APT committee in colleges with five or more departments shall consist of the dean of the college and six faculty members. Each college APT committee in colleges with four or fewer departments shall consist of the dean of the college and three faculty members.
   a. At the beginning of each school year the FSC shall request from the college dean (on a form provided) a report of the membership policy of the college APT committee and a list of the members of the committee.

2. Faculty members of each college APT committee shall be elected by their college council or equivalent for three year terms of office, and each college council or equivalent shall fill vacancies by election. (Prior to the establishment of college councils, the dean of each college shall conduct an election among the faculty of the college to select college APT committee members. Until 1968, the Dean of the Faculty shall see that appropriate arrangements are made for those departments not assigned to a college.) (The intent of this article is clear. The transition from a direct election to a council election is to be worked out by each college.)

3. A faculty member of these committees may not be elected to succeed himself, and may not serve on the University Faculty Status Committee or his department APT committee. Department heads are not eligible for election. Not more than two faculty members from any one department may be elected to a college APT committee.

4. Each committee shall elect its own chairman from among the elected faculty members.
B. Reporting:

1. The head of each department shall meet at least once with his college APT committee to present and discuss the report of the department APT committee. The departmental APT committee members may accompany the department head when he makes his report to the college APT committee. The departmental members may make comments and ask questions at this time on any aspect of the report. The college APT committee may in turn question the departmental APT committee members if it chooses to do so. The department head shall not reveal the recommendations for the department APT committee members during his report if any member is present. The departmental APT committee must absent themselves when the college APT committee deliberates on the recommendations for them and the members of their department. If any member of the department APT committee has disagreed with any part of the report of his department APT committee, the head shall discuss this in detail with the college APT committee.

2. The written report of the college APT committee signed by the members of the committee shall be presented to the University Faculty Status Committee for appropriate action. If any member of the college committee disagrees with any part of the report, he shall state his reasons in writing and this statement shall be appended to the report. This minority report shall be included in the report of the college deans to the FSC.

3. When the report of the college APT committee is prepared, the dean of each college shall report immediately the recommendations of the College APT committee for each department to the appropriate department heads who, in turn, shall inform the department APT committee. The department head shall also inform individual faculty members immediately of recommendations pertaining to them made by the college APT committee (with the understanding that the recommendation is not final at this point) so that time is allowed for faculty members, if they believe that some relevant factors have been ignored, to address a written appeal to the University Faculty Status Committee.

   a. The head of the department should stress that this is not the final report. He should urge any dissatisfied faculty member to talk over his grievance with the department APT committee and the college APT committee before addressing a written appeal to the FSC but at no time should he discourage the faculty member from using this channel.

   b. The head of the department should inform the individual faculty member of the recommendation of the college APT committee. He should not report the recommendation of the department APT committee. Final salary recommendations result from careful cooperative consideration by the College APT committee and the FSC. To give the faculty member a report of the department recommendation at this early stage could give him a false picture.

   c. The dean of the college should be notified by the department head that the individual faculty members have been informed of their recommended salaries before he presents his report to the FSC.
C. Responsibilities:

Each college APT committee shall:

1. 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.

2. Provide allotments to the departments for salary increases. The FSC shall
   be informed of the amounts, criteria and procedures used in proposed
   allotments one week before final allocation.

3. Prepare a schedule for reporting by department heads which conforms with
   the schedule established by the University Faculty Status Committee.

4. Review recommendations from each department regarding salary, promotion,
   and tenure. (See IV, C, 2)

5. Coordinate department APT committee reports and make recommendations to
   the University Faculty Status Committee.
   a. Report forms shall be provided by the FSC for the use of heads of de-
      partments, for the college APT committees and the college deans.

6. Review recommendations for new appointments to the rank of Associate
   Professor or Professor. The committee may exercise the option of re-
   viewing any appointment.

7. Resolve inconsistencies in the implementation of policy within the de-
   partments of the college.

8. Prepare a final report summarizing the objectives, procedures, and formulas
   utilized by the committee to present to the University Faculty Status
   Committee.

IV. Department APT Committees

A. Membership:

1. Only permanent department members who have completed at least one
   regular semester of full-time service at the instructor level or higher
   at the University shall be eligible to participate in any election on APT
   matters. Faculty members of each department APT committee shall be
   elected by a vote of only the permanent department members who have
   completed at least one semester at the University.
a. "A full-time faculty member whose appointment is annually reviewed by the Board of Regents, but who in all other aspects is considered to be regular faculty by his Department and the Dean of the Faculty, may participate in all department, college, and University elections after one year's service." (October 19, 1966)

2. Each department shall have an APT committee unless, by secret ballot, the department votes to allow its head to function alone in making recommendations on APT matters. This decision shall be voted upon annually.

3. Each department with an APT committee shall establish a written policy with regard to its APT committee. These policies shall be approved by the department and reviewed by the University Faculty Status Committee.
   a. After November 1 each year the FSC shall request (on a form provided) a written statement of these policies. This report should (a) show adherence to the minimal requirements expressed in IV, A (Membership), (b) indicate that methods and procedures listed under IV, B and C, are understood and are being followed as stipulated and (c) list names of the committee members for the current year and expiration date of each.

4. Each department APT policy statement shall provide that:
   a. Each person whose major appointment is in a department shall be eligible to participate in APT matters, if they are otherwise eligible. A person holding a minor appointment in a department may participate with the permission of a majority of those holding a major appointment in the department. This permission must be voted on annually by secret ballot.
   b. A faculty member will be eligible to serve on APT committees only where he has a major assignment. (December 14, 1966)
   c. The number of members and term of office of members of the department APT committee shall be decided by department vote. Staggered terms of at least two years to provide for continuity are recommended.
   d. The department head shall automatically be a member of the department APT committee and serve as chairman. Department heads may not delegate responsibility of the chairmanship to another.
   e. A faculty member of the committee may not be elected to more than two consecutive terms. After the lapse of one year, he may again be eligible for election.

B. Reporting and Procedure:

1. The written report of the department APT committee signed by the members of the committee shall be presented to the college APT committee for appropriate action. Department recommendations regarding salary, appointment, promotion, and tenure should result from individual study and committee discussion. The department APT committee should use the completed personal data sheets of faculty members as a guide to its deliberation, but may seek additional information more directly as
necessary and desirable. If any member of the committee takes exception to any part of the final department recommendations, the reasons should be specified in writing, and this statement shall be appended to the report.

2. The department head shall recommend salary increases for members of the APT committee, withhold funds for this purpose from the department allocation, and then report to the APT committee the amount of money available for distribution to other staff members.

3. Department heads, after consultation with the department APT committee, shall make annual progress reports in writing to staff members not on tenure and to tenured staff members not doing satisfactory work. A copy should be sent to the staff member, to the college APT committee, and to the University Faculty Status Committee. These letters shall be included in the department APT committee's report to the college APT committee and a copy filed with the dean of the college. Copies of the letters shall be made available to the FSC if requested.

4. When an across-the-board salary increment is withheld for any staff member, the department head shall send an explanatory letter to the staff member involved with copies to the college APT committee and the University Faculty Status Committee. Explanatory letters shall be included in the college dean's report to the FSC and copies filed with the FSC. Letters are not sent to those staff members who have reached the salary ceiling. In those cases "no increase" or only "across-the-board-increase" should not be construed to mean less than satisfactory work. The faculty members shall be so informed.

5. A recommendation for the termination of employment during a probationary period must follow regulations of the Board of Regents. Such recommendations shall be made in cooperation with the department APT committee, and the department head shall send a report of such action to the dean of the college and the University Faculty Status Committee. Letters of notification shall be included in the college dean's report to the FSC and copies filed with the members of the FSC. (In the case of a faculty member during the first year of permanent appointment, the department APT committee— if one exists— shall review his performance in time that if the decision is made not to re-appoint the faculty member the following September, proper notification may be made prior to March 1. During the second and subsequent years of the probationary period, this review shall occur so that notification can be made prior to December 1.)

C. Responsibilities:

Each department APT committee shall:
1. Review information presented and data requested by the college APT committee and the University Faculty Status Committee, and seek additional information when necessary.

2. Evaluate the work of each individual faculty member and make recommendations with regard to salary, promotion, and tenure as appropriate. Recommendations for promotion and tenure must be accompanied by a complete professional history documenting the justification for the recommendation.

3. Recommend appointments in consultation with the members of the staff with tenure and the faculty teaching in the area of the appointment.

James Patterson, Chairman
Faculty Status Committee
STATEMENT OF POLICY REGARDING FACULTY DISMISSAL PROCEEDINGS AT ILLINOIS STATE UNIVERSITY

Individual human rights and institutional integrity require that a procedure be established for handling faculty dismissal cases when they arise at Illinois State University. General guidelines for this procedure of academic due process are set forth in the "By-Laws, Governing Policies and Practices"¹ of the Board of Governors and in the joint statements of the Association of American Colleges and the American Association of University Professors: "Statement of Principles on Academic Freedom and Tenure"² and "Statement on Procedural Standards in Faculty Dismissal Proceedings."³

A Faculty Advisory and Hearing Panel shall be elected by the faculty of Illinois State University to ensure cooperation of teaching and administrative faculty in resolving the difficulty problems which arise when a decision must be made whether to retain or dismiss a faculty member. A Faculty Advisory Committee and, as necessary, Faculty Hearing Committees shall be constituted as sub-committees of the Faculty Advisory and Hearing Panel for purposes of implementing a democratic procedure for handling faculty dismissal cases.

The general policy of the University shall be to assure thorough and careful deliberation by elected members of the faculty prior to dismissal of a member of the academic staff. When reason arises to question the fitness of a faculty member, the appropriate administrative officers (Department Head, Dean of the College, and/or Dean of the Faculty as appropriate to the circumstances of the case) should discuss the matter with him in personal conference. The matter may be terminated by mutual consent at this point. In the event the matter is not terminated, the faculty member may now seek advice from the Faculty Advisory Committee (See III below). If an agreement is not reached at lower administrative levels, the matter may be appealed to the President. After consultation with the Faculty Advisory Committee, if agreement has not resulted, the procedure outlined in Part IV of this statement shall take effect.

1. "By-Laws, Governing Policies and Practices," Teachers College Board (renamed Board of Governors of State Universities and Colleges), October 1, 1961. Governing Policy V5 states: "The Board is concerned that matters such as appointment, promotion, and removal of all members of the academic staff be accomplished through the actual cooperation of administrative officers, department heads, and elected representatives of the faculty beyond the area of the particular department involved." Governing Policy VI2d sets forth procedural standards to be followed in faculty dismissal cases using the specific language of the joint "Statement of Principles of Academic Freedom and Tenure" of the Association of American Colleges and American Association of University Professors.


I. A Faculty Advisory and Hearing Panel consisting of fifteen members of the faculty shall be created as follows:

A. Each year, every department shall nominate by election within the department one faculty member. Department heads, members of the University Council, and members of the Faculty Status Committee shall not be eligible for nomination.

B. The nominees from each department shall be placed on the ballot, and the ballot shall be distributed to the whole faculty. The election shall be conducted by the Elections Committee of the University Council during the second semester following the University Council elections.

C. The five faculty members with the highest number of votes shall be declared elected for three-year terms of office. Initially, each department shall nominate two and the fifteen faculty members with the highest number of votes shall be declared elected to the committee with the five highest designated for three-year terms, the next five highest for two-year terms, and the next five highest for one-year terms. Any vacancy occurring between elections shall be filled by the first eligible person of those who at the last election received the highest number of votes after those elected. If the list of eligible persons should be exhausted, the University Council shall choose an eligible member from the faculty. A member named to fill a vacancy shall serve until the next regular election, at which time the faculty shall elect a member to serve the unexpired term.

II. The Faculty Advisory and Hearing Panel shall meet within one week after the election each year to elect a Chairman and a Faculty Advisory Committee from among its membership. The Chairman, who shall not be eligible for election to the Faculty Advisory Committee or a Faculty Hearing Committee, shall have the following duties: (1) keep the faculty at large informed on the procedure to be followed in faculty dismissal cases, (2) to call and preside over meetings of the Panel, as necessary, for the purpose of electing members of the Faculty Advisory Committee and Faculty Hearing Committees, and (3) to ensure to the best of his ability that proper procedure is followed in handling faculty dismissal cases.

III. The Faculty Advisory Committee which shall be elected each year shall consist of three members, and shall elect its own chairman. When the fitness of a faculty member is questioned, the committee shall have the following duties:

A. To meet with the faculty member, if the faculty member so desires, and render confidential advice.

B. To inform the faculty member of his rights and responsibilities.

C. To inquire into the situation.
D. To effect an adjustment if possible.

E. To recommend a hearing if appropriate when a satisfactory adjustment is not effected.

IV. The Faculty Advisory and Hearing Panel shall elect from among its membership a separate five-member Faculty Hearing Committee for each dismissal case which arises that necessitates a hearing. A Faculty Hearing Committee must be constituted, if, after consultation with the Faculty Advisory Committee, the faculty member requests it, and if one of the following conditions obtains: (i) when a faculty member with tenure is dismissed or threatened with dismissal (2) when a faculty member on probationary appointment alleges that a decision not to reappoint him is caused by considerations violative of academic freedom and when the Faculty Advisory Committee concludes that there is probable cause for such allegation, or (3) when any faculty member is dismissed or threatened with dismissal during the term of an appointment. In addition, the President may request a hearing regardless of the status of the faculty member, and, if the faculty member agrees, a Faculty Hearing Committee shall be constituted. It is understood that suspension of a faculty member during the proceedings involving him is justified only if immediate harm to himself or others is threatened by his continuance.

A. In constituting a Faculty Hearing Committee, the following conditions shall be observed:

1. The Chairman of the Faculty Advisory and Hearing Panel shall supervise the election procedure until such time as the Faculty Hearing Committee is fully constituted in accordance with the provisions of this section. Once fully constituted, the Faculty Hearing Committee shall elect a chairman from among its own membership.

2. Any member of the Faculty Advisory and Hearing Panel not desiring to serve on a particular hearing committee may petition to the Chairman in writing not to serve, stating his reasons for not desiring to serve.

3. Any member of the Faculty Advisory and Hearing Panel who has previously been concerned with a particular case or is a member of the same department as the person for whom the hearing will be held shall not serve on the hearing committee.

4. The faculty member for whom the hearing will be held shall have the right to challenge no more than two members selected for the hearing committee. The President shall have the right to challenge no more than two members selected for the hearing committee. Potential members of the hearing committee so challenged shall be replaced by election from among the remaining members of the Faculty Advisory and Hearing Panel.
B. A Faculty Hearing Committee shall have the following duties:

1. In cases concerning a tenured faculty member and any faculty member involved in a dismissal situation during the term of an appointment the burden of proof shall rest upon the President as the duties below are undertaken.

   a. To determine if the faculty member desires a hearing. If the faculty member does not desire a hearing, the committee shall consider the case on the basis of the obtainable information and decide whether he should be removed; otherwise the hearing should go forward in accordance with the provision of this section.

   b. To ensure that a written statement of the allegations (the grounds proposed for the dismissal) has been formulated by the President and delivered to the faculty member and members of the Faculty Hearing Committee.

   c. To ensure that the opportunity for a written statement by the faculty member in reply to the President's letter is provided, and that the statement is delivered to the President and members of the Faculty Hearing Committee.

   d. To set a specific time and place for the hearing, allowing the faculty member sufficient time to prepare his defense.

   e. To inquire thoroughly into the situation by collecting evidence important to the case and hearing testimony.

   f. To question witnesses and ensure that the faculty member has the opportunity to be confronted by all witnesses adverse to him.

   g. To ensure that the faculty member and the President may attend all sessions.

   h. To decide in consultation with the faculty member and the President whether the hearing should be public or private.

   i. To ensure that the faculty member and the President have the option of assistance by counsel.

   j. To arrange for a stenographic record of all hearings.

   k. To provide the faculty member and the President with the opportunity for oral argument before the committee.

   l. To help assure that a minimum of publicity shall be given to the case before the conclusion of the hearing.
m. To reach a majority decision in conference on the basis of the hearings, and present the decision and the reasons for it in a written report to the faculty member and the President.

n. To assure that all the procedural rights guaranteed in the "Governing Policies" of the Board of Governors and in the joint "Statement on Procedural Standards in Faculty Dismissal Cases" of the Association of University Professors are provided.

2. In cases concerning a non-tenured faculty member who, with the concurrence of the Faculty Advisory Committee, alleges that the decision to terminate his probationary appointment, is in violation of his academic freedom, the burden of proof shall rest upon the faculty member as the duties a through n above are undertaken. However, duties b, c, and f are worded as follows taking into account the faculty member in the non-tenured position.

b. To ensure that a written statement of the allegations (the grounds indicative of denial of academic freedom) has been formulated by the faculty member and delivered to the President and members of the Faculty Hearing Committee.

c. To ensure that the opportunity for a written statement by the President in reply to the faculty member's letter is provided, and that the statement is delivered to the faculty member and members of the Faculty Hearing Committee.

def. To question witnesses and ensure that the President has the opportunity to confront all witnesses appearing on behalf of the faculty member.

V. The President shall transmit the full report of the Faculty Hearing Committee to the Board of Governors. If the Board of Governors chooses to review the case, it is hoped that the following procedures will be employed in keeping with the spirit of cooperation expressed in its Governing Policies: The Board review should be based on the record of the previous hearing. Opportunity should be provided for argument, oral or written or both, by the principals at the hearing or their representatives. If the decision of the Faculty Hearing Committee is not sustained, the case shall be returned to the Faculty Hearing Committee with objections specified. The Hearing Committee shall then reconsider its decision, taking into account the stated objections and receiving new evidence if necessary. The Hearing Committee should then frame its decision and communicate it as before. Only after study of the Faculty Hearing Committee's reconsideration should the Board of Governors make a final decision overruling the committee.

Ralph Smith, Chairman
Faculty Advisory and Hearing Panel
REPORT CONCERNING STANDING RULES OF PROCEDURES FOR UNIVERSITY COUNCIL MEETINGS

This report is concerned with two points related to University Council procedures. The first is that of placing items on the agenda for consideration by the University Council at a regular meeting. The second is concerned with retention of Council membership in those instances where members are granted leaves of absence or sabbatical leaves of at least one semester's duration.

Present Council procedures specify that the agenda for the regular meetings will be developed by the Executive Committee in sufficient time in advance of the meeting to allow for prior publication of the agenda. It is deemed desirable that the faculty have advance notification of items placed on the agenda so that they may be present to hear discussions on matters of interest or concern to them.

The section of the agenda contained within "Communications" has been questioned. The communications received by the Council either prior to a meeting or during the course of a meeting are usually matters of information for Council members or those requiring some action or recommendation. It is neither possible nor desirable to restrict receipt by the Council of communications designed to be informative. It is recommended, therefore, that the Council consider modification of its procedures in handling of communications which require action or recommendation. It is recommended that no final disposition be made of any item introduced as a communication subsequent to the publication of the agenda for the Council meeting. It is further recommended that while discussion of the unpublished item may take place, final disposition of the item should not take place until at least the next regular meeting of the Council, at which time it will be carried on the published agenda. The Committee recognizes that there will be occasions when the interests of the University will make it desirable that there be more immediate consideration of a topic. It is recommended, therefore, that the Council require a two-thirds vote of the total membership of the Council to place such an item on the agenda for immediate action. It is considered desirable that a two-thirds vote be interpreted as related to total membership rather than members present at any meeting.

The Committee recognizes that it is important for the Council to have a full roster of active members of the Council at all regular meetings. It also recognizes that in the regular operation of the University it is important that there be a program of sabbatical leaves and leaves of absence. It further recognizes that it is of basic importance to the faculty member granted a leave that he be encouraged to disassociate himself with the immediate concerns of the campus. The Committee recommends, therefore, that in the event a leave is granted to a faculty member for at least one semester's duration, and that faculty member is a member of the University Council, that position be automatically vacated and be filled by the next eligible faculty member in accordance with existing University Council regulations.

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