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University Council Meeting, December 13, 1967

Academic Senate

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# MINUTES OF THE UNIVERSITY COUNCIL

## DECEMBER 13, 1967

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

DATE: December 13, 1967

MEMBERS PRESENT  

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.

APPROVAL OF THE MINUTES

Mr. Sweet moved the approval of the minutes. Mr. Ferrell seconded the motion.

Miss Hall indicated that on page 2, the last sentence of the fourth paragraph should have read, "The formation of programs in new departments must be approved by the University Curriculum Committee, the University Council, the Board of Regents, and the Board of Higher Education."

The minutes were approved as corrected by a voice vote.

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

Mr. Johnson moved that no final disposition be made of any item requiring University Council action which is introduced as a communication subsequent to the publication of the agenda for a Council meeting. Although the discussion of the unpublished item may take place, final disposition should not take place until at least the next regular meeting of the Council, at which time it will be carried on the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. When immediate consideration of an item is deemed desirable the Council will require a two-thirds vote of the total membership of the Council to place such an item on the agenda for early action. 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 at the beginning of the leave and be filled by the next eligible faculty member in accordance with existing University Council regulations. Mr. Harden seconded the motion.

The voting was as follows:
The motion carried.

REPORT FROM FACULTY STATUS COMMITTEE

The discussion was centered on the printed report which the Faculty Status Committee had circulated prior to the meeting of the University Council.

Mr. Hicklin moved that in keeping with good personnel practice which dictates that rewards systems should be promulgated to personnel in sufficient time to allow for conforming behavior, it is recommended that the implementation category of the scholarly production not be invoked retroactively thus changing the period for the implementation of this from February 1967 to February 1968. Mr. Kohn seconded the motion.

It was pointed out that publications of the faculty have always been a part of the evaluation process. Some members of the Council were of the opinion that the sheet entitled, "Report of Faculty Evaluations, 1968" gives the impression that each column counts 50% toward the total. Mr. McCarthy, a member of the Faculty Status Committee, indicated that individual departments may see three areas rather than just two. Dean Bond indicated that the materials in the report are guidelines for individual departments and that the Faculty Status Committee purposely stayed away from weighing the items.

The matter of faculty members being able to publish within the time schedule proposed by the Faculty Status Committee was discussed.

Mr. McCarthy pointed out that departmental interpretations of the "Criteria Guidelines" will be subjected to the approval of the Faculty Status Committee and that this material will serve as a starting point and will undoubtedly need to be revised as time goes on.

The voting was as follows:

Voting "Yes"
2. Charles Gray 12. Eric Johnson
3. Dean Hage 13. Fred Kagy
5. Eunice Speer 15. Warren Perry
6. David Sweet

Voting "No"
1. Richard Bond 7. Fred Kagy
2. John Ferrell 8. Walter Kohn
3. Fred Fuess 9. Carroll Peterson
5. Richard Hulet 11. David Sweet
6. Eric Johnson

Voting "Present"
1. Samuel Braden

The motion failed.
Mr. Hicklin moved that the Faculty Status Committee set up procedures whereby the
category of scholarly productivity be applied to all academic personnel below the
rank of Vice President. Mr. Drew seconded the motion.

It was pointed out that all administrative personnel are processed through the Faculty
Status Committee but not through the College APT Committees.

Mr. Sweet moved a substitute motion stating it is the sense of the Council that criteria
guidelines for salary increments and promotion be applied to all persons holding faculty
rank. Mr. Ferrell seconded the motion.

The vote to substitute Mr. Sweet's motion was as follows:

|-----------------------|-----------------|--------------|-----------------|---------------|

| Voting "Present"    | 1. Samuel Braden | | | |

The motion carried.

The vote on Mr. Sweet's motion was as follows:

|-----------------------|-----------------|--------------|-----------------|---------------|

| Voting "Present"    | 1. Samuel Braden | | | |

The motion carried.

Mr. Hicklin proposed that the Faculty Status Committee be commended for its efforts
in respect to the "Criteria Guidelines".

Mr. Kohn moved that the Council go on record as accepting and approving the statement
as issued by the Faculty Status Committee. Mr. Fuess seconded the motion.

The voting was as follows:
Voting "Yes"

Voting "No"
1. Warren Harden

Voting "Present"
1. Richard Bond
2. Samuel Braden
3. Charles Hicklin

The motion carried.

Mr. Gray objected to the brief period of time that the Faculty Status report was in the hands of the Council members before they were asked for their reactions. It was also stated that it would have been wise for the Council members to have had time to secure opinions of their colleagues in regard to the "Criteria Guidelines".

The Committee to Draw Up Standing Rules for Council Meetings was asked to deliberate on what is involved in order to have an item of business on the agenda for a regular Council meeting.

It was pointed out that the Faculty Status Committee did not request any action on the report, but wished that the "Criteria Guidelines" appear in the minutes for the benefit of the faculty.

The report is attached to the minutes as requested.

REPORT OF AD HOC COMMITTEE ON OPEN OCCUPANCY

Mr. Peterson, chairman of the committee, reviewed the parts of the resolution which had been distributed to the Council members prior to the meeting.

Mr. Peterson moved that the proposed resolution on open housing be adopted as the Council's position. Mr. Sweet seconded the motion.

It was stated that this issue is of interest to all members of the University community. There was some concern that such a resolution might invite others on social policy that the Council won't want to take a stand on.

In regard to a question concerning number three, it was pointed out that the University had been enforcing its policy of open housing both in on-campus and approved off-campus housing.

A question was asked as to why the Dean of Faculties rather than the Dean of Students was included in number six. The answer was because the former recruits faculty members and issues lists of housing agencies.
Mr. Harderi moved to delete the fourth paragraph in the resolution. Mr. Fuess seconded the motion.

The voting was as follows:

Voting "Yes"  
2. Fred Fuess 7. Fred Kagy  
3. Charles Gray 8. Warren Perry  
4. Dean Hage 9. Mary Rozum  
5. Barbara Hall 10. Stanley Shuman

Voting "No"  
1. Richard Bond 6. Walter Kohn  
2. George Drew 7. Carroll Peterson  
3. Charles Hicklin 8. Eunice Speer  
5. Eric Johnson

Voting "Present"  
1. Samuel Braden

The motion carried.

Mr. Harden moved to place a period after the word "ordinances" in number 2, Mr. Ferrell seconded the motion.

The voting was as follows:

Voting "Yes"  
1. Richard Bond 7. Eric Johnson  
2. John Ferrell 8. Fred Kagy  
3. Fred Fuess 9. Warren Perry  
4. Dean Hage 10. Mary Rozum  
5. Barbara Hall 11. Stanley Shuman  

Voting "No"  
1. George Drew 2. Charles Hicklin  
2. Charles Gray 3. Richard Hulet  
4. Walter Kohn 5. Carroll Peterson  
6. David Sweet

Voting "Present"  
1. Samuel Braden 2. Charles Gray

The motion carried.

The following editorial changes were agreed upon by the Council members. In the seventh paragraph the wording should read "Be it further resolved that the University Council shares with the Student Senate the desire to achieve the goal of housing opened to all regardless of race, creed, color, or national origin; and". In the first and sixth paragraphs that the word "lease" be inserted after the word "sale". In number 2, "express their opinions" be substituted for "speak out".

Mr. Bond moved that the phrase "with regard to faculty housing" be inserted at the beginning of number six. Mr. Harden seconded the motion.

The voting was as follows:


Voting "Yes" 13. Eunice Speer


The motion carried.

Mr. Sweet moved to leave in the fourth paragraph and to add the words "has often" after the words "Whereas history". Mr. Kohn seconded the motion.

The voting was as follows:


Voting "Yes" 13. Eunice Speer


The motion carried.

The vote on the resolution as amended was as follows:


The motion carried.

A copy of the amended resolution is attached to the minutes.

President Braden stated that because on some occasions he must serve as conciliator, on others as judge, and still others as implementor or enforcer, there will be many issues on which his having taken a prior stand will weaken or even jeopardize his effectiveness in doing his job. Therefore, on this issue he voted present, although he affirms his full acceptance of the Council's call to practice non-discrimination in his personal and professional life.
Mr. Hulet moved that the chairman of the Council send to the Chairman of the Civil
Service Council a copy of the resolution with an invitation for that Council to consider
adopting some similar position for the University staff employees. Mr. Johnson
seconded the motion.

The voting was as follows:

<table>
<thead>
<tr>
<th>Voting &quot;Yes&quot;</th>
<th>Voting &quot;No&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Richard Bond</td>
<td>6. Charles Gray</td>
</tr>
<tr>
<td>2. Samuel Braden</td>
<td>7. Dean Hage</td>
</tr>
<tr>
<td>5. Fred Fuess</td>
<td>10. Charles Hicklin</td>
</tr>
<tr>
<td>15. Warren Perry</td>
<td>16. Carroll Peterson</td>
</tr>
<tr>
<td>17. Mary Rozum</td>
<td>18. Stanley Shuman</td>
</tr>
<tr>
<td>19. Eunice Speer</td>
<td>20. David Sweet</td>
</tr>
</tbody>
</table>

The motion carried.

DISCUSSION OF THE APPOINTMENT OF TWO STUDENTS TO THE UNIVERSITY CURRICULUM
COMMITTEE, TO THE COUNCIL FOR GENERAL EDUCATION, AND TO THE COUNCIL FOR
TEACHER EDUCATION

Dean Bond's motion on page 11 of the minutes of November 15th was brought before the
Council. It was pointed out that the original motion should be changed to read "to
nominate" rather than "to appoint".

Mr. Hicklin moved a substitute motion stating that the University Council appoint an
ad hoc committee composed of Council members and Student Senate members to examine
the role of student involvement in University affairs and the composition of student-
faculty boards. Mr. Gray seconded the motion.

The vote to substitute the motion was as follows:

<table>
<thead>
<tr>
<th>Voting &quot;Yes&quot;</th>
<th>Voting &quot;No&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. George Drew</td>
<td>7. Fred Kagy</td>
</tr>
<tr>
<td>2. John Ferrell</td>
<td>8. Walter Kohn</td>
</tr>
<tr>
<td>4. Barbara Hall</td>
<td>10. Mary Rozum</td>
</tr>
</tbody>
</table>

The motion carried.

The vote on the substitute motion was as follows:

<table>
<thead>
<tr>
<th>Voting &quot;Yes&quot;</th>
<th>Voting &quot;No&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Richard Bond</td>
<td>7. Barbara Hall</td>
</tr>
<tr>
<td>2. Samuel Braden</td>
<td>8. Warren Harden</td>
</tr>
<tr>
<td>5. Fred Fuess</td>
<td>11. Fred Kagy</td>
</tr>
</tbody>
</table>

The motion carried.
Mr. Harden moved that the Student Senate be asked to nominate 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.

The voting was as follows:

<table>
<thead>
<tr>
<th>Voting &quot;Yes&quot;</th>
<th>Voting &quot;No&quot;</th>
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<tbody>
<tr>
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</tr>
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<td>3. Fred Fuess</td>
<td>3. Charles Gray</td>
</tr>
<tr>
<td>4. Dean Hage</td>
<td>4. Charles Hicklin</td>
</tr>
<tr>
<td>5. Barbara Hall</td>
<td>5. Warren Perry</td>
</tr>
<tr>
<td>11. Carroll Peterson</td>
<td>12. Mary Rozum</td>
</tr>
</tbody>
</table>

The motion carried.

DISCUSSION OF STUDENT REPRESENTATION ON BOARDS

Mr. Hicklin indicated that his concern about student representation on boards had been taken care of by the previous motion.

It was stated that a number of faculty members had complained that it was difficult to get students to attend meetings of boards. On the other hand, Dean Hulet indicated that the vast majority of students having such assignments had been active.

Mr. Hicklin moved that the Executive Committee appoint two University Council members to meet with representatives named by the Student Senate to examine the role of student involvement in University affairs and the composition of student-faculty boards as mentioned in a previous motion. Mr. Harden seconded the motion. The motion carried as a result of a voice vote.

REPORT OF THE UNIVERSITY COUNCIL ELECTIONS COMMITTEE

Mr. Bell, Chairman of the Elections Committee, presented the following report of the elections held to fill the vacancy for professor and instructor rank of the Faculty Salary Committee:

November 6, 1967

| 130 | Ballots mailed to professors          |
| 90  | Ballots returned                      |
| 90  | Professors nominated                  |
| 156 | Ballots mailed to instructors         |
| 74  | Ballots returned                      |
| 71  | Instructors nominated                 |
Ballots mailed to professors
101

Ballots returned

Hicklin, Charles  12
Brockman, Herman  8
Harden, Warren  6

Ballots mailed to instructors
156

Ballots returned

Foster, Jerry  6
Wisdom, Paul  6
Pendleton, Charles  5

Paul Wisdom was selected by lot.

Charles Hicklin was elected to serve until May, 1971.

Paul Wisdom was elected to serve until May, 1969.

Mr. Bell recommended the following procedure for the election of College Representatives to the University Council:

Before January 25, 1968, each college will conduct an election to select its Council Representative if such an election is necessary. (College of Business will elect a Council Representative in 1968)

A. The University Election Committee will provide each college with a list of persons eligible for election and a list of persons eligible to vote.

B. Each voting member of a college may recommend in writing two candidates from the list of eligible faculty. Primary election ballots will contain the names of all eligible faculty members for whom recommendations are made provided the faculty member consents. The two persons with the highest number of votes will be declared nominated and so announced within 24 hours after the balloting. In case of tie, the decision shall be made by lot.

C. Candidates may be nominated by petition as outlined in Article IV - 8 of the By-Laws of the University Council of Illinois State University.

D. Final ballots will contain the names of the two nominees and any candidates nominated by petition.

Members of the University Elections Committee will be available to assist the colleges in their election if requested.
He recommended the following procedure for the nomination of candidates for At-Large Members to the University Council:

Each college will hold a primary election for the purpose of nominating At-Large Members to the University Council. (Four At-Large Members will be elected in 1968.)

A. The University Elections Committee will provide each college with a list of persons eligible for election and a list of persons eligible to vote.

B. Between January 30, 1968 and February 1, 1968, the voting faculty of each college may recommend names of eligible candidates for inclusion on the primary ballot.

The voting faculty may recommend up to the number of candidates to be nominated by his college as prescribed by Article IV - 5 of the By-Laws of the University Council of Illinois State University.

<table>
<thead>
<tr>
<th>College</th>
<th>No. of Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science &amp; Tech.</td>
<td></td>
</tr>
<tr>
<td>Arts &amp; Science</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Unaffiliated Departments</td>
<td></td>
</tr>
</tbody>
</table>

C. On February 6, 1968, each college will hold a primary election for the purpose of nominating At-Large Members to the University Council.

D. Candidates may be nominated by petition as outlined in Article IV - 8 of the By-Laws of the University Council of Illinois State University. Petitions to nominate candidates must be submitted to the University Elections Committee before 5:00 p.m., February 20, 1968.

Members of the University Elections Committee will be available to assist the colleges in their election if requested.

The time schedule for the elections will be as follows:

- **January 25, 1968**: Prior to January 25, 1968, each college will conduct an election to elect its council representative if such an election is necessary.

  The College of Business will elect a representative during this election.
Voting faculty recommends names of candidates for inclusion on primary ballot in his college to nominate At-Large Members to the University Council.

The number of candidates nominated will be as prescribed by Article IV – 5 By-Laws of the University Council of Illinois State University.

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</tr>
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</table>

This information will be supplied by Dean Bond's office.

Primary Election in each college for nominating Members At-Large.

Before 5:00 p.m., February 20, 1968, members of a college may nominate Member At-Large Candidates by petition.

Voting faculty will obtain ballot from Department office and place in Campus Mail by 12:00 p.m., Friday, March 8, 1968 or in Ballot Box in University Mail Room by 12:00 p.m., Monday, March 11, 1968. (Four At-Large Members will be elected.)

Voting faculty will sign for ballots as they are received. All ballots will be accounted for by signature or by return to University Elections Committee.

Mr. Sweet moved the adoption of the report as presented by the Elections Committee. Mr. Harden seconded the motion.

After some discussion, Mr. Bell asked the Council's reaction to having absentee ballots. Mr. Shuman described the procedure used last year and it was agreed that absentee ballots would be made available.
The Unaffiliated Departments will handle their elections through Dr. Desmond.

The voting on the motion was as follows:

Voting "Yes"

The motion carried.

DISCUSSION OF BUDGETING AND FEES BY PRESIDENT BRADEN

This discussion was postponed until the January meeting of the University Council.

COMMUNICATIONS

Appointment of Retreat Committee

Mr. Shuman named the following persons to the Retreat Committee: Mr. Fred Kagy, chairman, Mr. Charles Gray, and Mr. Carroll Peterson.

Committee to Study Procedures for Establishment of Instructional Units

The chairman appointed the following persons to the Committee: Dean Olsen, chairman, Mr. Edmund Ficek, Department of Business Education, Mr. Richard Litherland, Department of Agriculture, Mr. Joseph Wilson, Department of Music, and Mr. Morton Waimon, Department of Education.

Communication from Bruce Hansen of the Student Senate

Mr. Shuman read a letter from Mr. Bruce Hansen, First Vice President of the Student Senate, in which he requested that the University Council submit (Normal City) Ordinance 681 to the Illinois Attorney General for review of its constitutionality.

It was stated by Mr. Johnson that the University does not have the right to make a direct request of the Attorney General for an opinion.

Teacher Evaluation Board

A communication from the Teacher Evaluation Board was distributed. In this letter the Board requests that the University Council either consent to the change in function which they propose or provide information clarifying the status of the Board and indicating possible sources of financial support.
Mr. Peterson moved that the Council request from the Committee on Committees a clarification of the functions of the Teacher Evaluation Board. Mr. Kohn seconded the motion. The motion carried by a voice vote.

Further discussion of the Teacher Evaluation Board will be placed on the agenda for January.

**Change in Name of the Department of Industrial Arts**

Dean Bond moved that on the basis of the recommendation of the department itself, and the Dean of the College of Applied Science and Technology, that the name of the Department of Industrial Arts be changed to the Department of Industrial Technology, effective immediately. Mr. Harden seconded the motion.

Dean Bond moved to postpone the vote. Miss Speer seconded the motion.

**Domestic Student Exchange Program**

In order to enrich the geographic and presumably cultural diversity of our student body, it is proposed that Illinois State University enter into a one year exchange of students with other colleges and universities at distant points around the country. Those institutions which have indicated interest in this idea are the Universities of Alabama, Georgia, Massachusetts - Boston, Montana, Oregon, San Francisco State College, and Illinois State University. The desired number for the first year of operation, 1968-69, is eight to ten.

A number of these institutions met at the recent Association of State Colleges and Universities meeting and laid down the following guidelines for initial discussions of the program:

1. That students participating in the exchange should be in their sophomore or junior year.
2. That the student should have a 2.5 average on a four point academic scale, or a 1.5 on a three point scale, to be eligible for exchange.
3. That the student would register and pay academic tuition and fees at his home institution, but would pay room and board fees at the host institution.
4. That the institution participating in the exchange would use considerable effort to involve students in the initiation of this program since the success of this exchange will lie largely in the awareness and enthusiasm of the students.
5. That it would be desirable at the earliest stage to check the details of this program with registrars, treasurers, etc. to see that each institution could handle the technicalities of registration of grades, fees, etc.

Dean Bond asked members of the Council to forward to him any reactions that they might have.
ADJOURNMENT

Mr. Harden moved that the meeting be adjourned. Mr. Johnson seconded the motion. The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Stanley Shuman, Chairman
Mary Rozum, Secretary

SS/MR:kb
CRITERIA GUIDELINES FOR SALARY INCREMENTS AND PROMOTION OF TEACHING FACULTY

Introduction

The continued growth and development of Illinois State University depends upon the continued growth and development of its individual faculty members. Such growth can be assured only if the reward system is consonant with those factors which contribute to the stature of the University. A true merit system is one in which merit is measured in terms of stated University goals by departmental peers and accountable administrative faculty most nearly in positions to make professional judgments.

It is recognized that persons differ in terms of their abilities and in the kinds of contributions they choose or are assigned to make to the University and that colleges and departments, too, have differences which must be taken into consideration.

Teaching, research and community service being the stated functions of this University, the contribution of each faculty member should be measured with relation to each of these functions, to the departmental goals and to the specific assignment of the faculty member. Salary increments and promotion should be based upon a tri-partite review of each faculty member: (1) base adjustment of salary for minimum satisfactory performance, (2) merit increase for teaching and service, and (3) merit increase for scholarly productivity. These factors should be evaluated separately and independently so that faculty members can be rewarded for either meritorious teaching or meritorious scholarly activity, but in most cases the greatest rewards will accrue to those who distinguish themselves in both categories. In order for these evaluations to be effective and to make appropriate distinctions, department APT committees or department heads will be asked to rank the members of their department into five levels of achievement: unusual merit, considerable merit, some merit, minimum acceptable performance, and inadequate performance for each of the two categories described above as (2) merit for teaching and service and (3) scholarly productivity. (See I on reporting form.) In each case the rankings are to be without regard to proposed salary increments.

It is recognized that no set of guidelines can cover explicitly every situation that will arise and that there is a need to allow for special consideration to cover extraordinary contributions not adequately covered in the previous categories and to provide in unusual circumstances for adjustments for salary inequities. Recommendations for such special consideration should be extremely rare and should be evaluated carefully by all APT committees (see II on reporting form).

Implicit in these statements is the assumption that merit can be judged, based upon appropriate criteria. It is imperative that these criteria be enumerated and that the criteria for evaluation of departmental members be communicated to all those affected. To these ends, guidelines for the establishment of these criteria follow:
Guidelines for the Establishment of Evaluation Criteria for Salary Increments and Promotions

Recognizing that departments differ in objectives and process, the main responsibility for the elucidation of criteria for the evaluation of faculty will rest with the department and the college. In the development and implementation of criteria, highest priority is to be given to those measures of merit which contribute to the University goals of excellence of its educational product and the visibility and stature of the University in the wider academic professional community. The following criteria should be included and, with the exception of the cost-of-living adjustment, must be demonstrated by the individual involved: the evaluations are to be adequately supported and systematically documented by the department.

1. **Base adjustment.** This includes a cost of living adjustment or any other necessary university-wide adjustments. It will be calculated by the FSC for the University as a whole, and will be applied as a base increase where the work by the faculty member meets minimum performance levels.

Minimum performance levels should be specifically stated by each department to include minimum teaching standards, minimum maintenance of professional currency and minimum levels of departmental collegial interaction.

2. **Merit for teaching and service.** This should call for a specific and systematic review of the faculty member's teaching assignment and his success in carrying it out. It is important that the teaching of general education and service courses be adequately recognized along with the teaching of advanced departmental courses.

The difficulty of evaluating teaching is recognized, but each department should attempt to do so for all who have teaching assignments and who hope to receive recognition for meritorious teaching. Since college APT committees and the FSC will require the department APT committee and the department head to provide specific objective evidence for and support of the merit rankings of its faculty members, the department APT committee should spell out both the criteria for meritorious teaching and the specific measures and procedures which have been used for evaluation. For example, among the former are demonstration of resourcefulness and creativity in course organization or presentation, meritorious subject mastery, impact of the faculty member on the student outside the classroom and some consideration of teaching load. Among the measures or demonstrations of teaching effectiveness which might be used would be visitation of classes by colleagues, submission of evidence of student performance, course syllabi, student evaluation, and evaluation of graduates. The faculty member who hopes to receive recognition for meritorious teaching should encourage careful and objective evaluation of his teaching performance. Academic counseling is considered to be a part of teaching.

Service as defined here includes two functions. The first, which is a form of extended teaching, consists of non-compensated extra-mural activity related to one's professional assignment, such as professional consulting or service in one's professional organization in responsible positions. Examples should be
spelled out in departmental criteria. The second consists of non-compensated service to the department, college or University in administrative, committee or other functions. Minimum levels of such activities should be assumed as a part of University citizenship; meritorious service should be judged on the basis of the quality of committee service and the significance of the assignment.

3. Merit for scholarly productivity. Recognition of the faculty member in the wider academic community is through his scholarly productivity. It is expected that a sizeable (and variable) portion of a department will be productive scholars. The criteria for the measurement of this productivity should be clear at the departmental level and will be expected by the Faculty Status Committee in any APT recommendations. While evaluation of scholarly activity should recognize time spent in research (with differential recognition of individual contributions in team research), and may take into consideration research or other scholarly activity in progress, the premium should be placed upon the public dissemination of results whether by publication, the delivery of papers or other means appropriate to the field (e.g., exhibits or performances). Criteria and judgments regarding recognition of both the quantity and quality or significance of any publications should be the responsibility of the department. For example, national recognition would normally exceed state or local recognition and a monograph would outweigh occasional papers. In addition to subject research, the dissemination of new ideas or the results of new programs or teaching strategies should be considered meritorious and should be included in the rewards for scholarly activity.

Due consideration and allowance should be made for the amount of released time which has been available for the scholarly activity. A higher productivity level should be expected of those who have reduced teaching loads.

December 7, 1967

PROCEDURAL GUIDELINES FOR DEPARTMENT APT COMMITTEES

I. SALARY INCREMENTS

1. Develop criteria for evaluation of faculty within the department according to guidelines prepared by FSC. It is critical that the problems and specifics of the department be built into these criteria. These should include the criteria for meritorious evaluation of teaching and of research, being as complete as possible.

2. Submit copies of the criteria to the college APT committee and the FSC for comments prior to February 1.

3. Using the criteria, submit ratings of each faculty member along with supporting documentation as mentioned in the guidelines by February 15. These are to be reported in duplicate to the college APT committee on the attached form, with the individuals' names placed in the appropriate categories in both columns. (e.g., A faculty member may be ranked in the second category in the teaching and service column and in the fourth category in the scholarly activity column.) Ratings should be made for the period of February 1, 1967 to February 1, 1968.
The supporting documentation will include:
   a. The personal data sheets
   b. For meritorious teaching and service, the bases which the committee used to arrive at the particular placement of each individual. (A simple statement that "he is a good teacher," for example, will not suffice.)
   c. For meritorious scholarly productivity, the justification for the evaluations if it is not included in the personal data sheets.

4. Shortly after February 15 (after the evaluations are received) allocations will be made for funding the evaluations and for the department APT committees to recommend specific salary increments for the department members.

II. PROMOTION AND EARLY TENURE
1. Recommendations for early tenure should be the exception and not the rule.
2. Recommendations for promotion and early tenure should be provided to the college APT committee by February 15, along with the evaluations.
3. In addition to the information requested above, the following should accompany recommendations for both promotion and early tenure.
   a. Completion of the professional history form (to be provided by the FSC).
   b. A statement by the departmental committee justifying the recommendation in terms of teaching ability (including service) and scholarly productivity and promise. The candidate should be compared with others in the department and in the profession elsewhere who hold the proposed rank.
REPORT OF FACULTY EVALUATIONS, 1968

DEPARTMENT OF ________

Please list each faculty member in the department in the appropriate evaluation block in each of the two columns below. Ratings should be for the period Feb. 1, 1967 - Feb. 1, 1968.

<table>
<thead>
<tr>
<th>I.</th>
<th>Teaching and Service</th>
<th>Scholarly Productivity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unusual merit beyond minimum acceptable performance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Considerable merit beyond minimum acceptable performance</td>
<td></td>
<td></td>
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<tr>
<td>Some merit beyond minimum acceptable performance</td>
<td></td>
<td></td>
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<tr>
<td>Minimum acceptable performance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inadequate performance</td>
<td></td>
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</tr>
</tbody>
</table>

II. Special considerations:
UNIVERSITY COUNCIL
Resolution on Open Housing

Whereas the possibility still exists in the town of Normal for discriminatory practices in the sale, lease, and rental of housing for both students and faculty; and

Whereas Illinois State University will continue to employ faculty members and admit students without regard to race, creed, color, or national origin; and

Whereas discrimination on the basis of race, creed, color or national origin is not only damaging to our faculty recruitment and student admissions but also degrading to men and women; and

Whereas history has often demonstrated the dangers of the silence of a university community on issues of social justice;

Therefore be it resolved that the University Council strongly reaffirms the University policy of non-discrimination as previously adopted by the Board in 1871, expanded by the University Council in 1962, and the policy included in the Student Code of 1967; and

Be it further resolved that the University Council earnestly desires and actively seeks a community in which housing for sale, lease, or rental to the faculty and students of I.S.U. is available without discrimination because of race, creed, color, or national origin and affirms the right of its faculty and students to secure housing without such discrimination; and

Be it further resolved that the University Council shares with the Student Senate the desire to achieve the goal of housing open to all, regardless of race, creed, color, or national origin; and

Be it further resolved that the University take the steps listed below in order to further these affirmed goals:

1. The University Council shall convey to the Town Council its willingness to cooperate or provide any appropriate services in the solution of the problem.

2. The University Council reaffirms the right of faculty members to express their opinions as individual citizens and as citizen or professional groups with regard to specific laws or ordinances.

3. The University shall vigorously enforce its policy of open housing both in on-campus and approved off-campus housing.

4. The University shall consider ways to investigate and publicize any instances of discrimination against either faculty or students, whether or not such housing is under the jurisdiction of the University.
5. The University Housing Office shall list only housing (whether for approved or non-approved use) in which pledges of non-discrimination have been secured.

6. With regard to faculty housing, the Dean of Faculties shall study the feasibility of securing pledges from real estate agents that they will neither handle property with restrictive sales nor handle any property which has been offered privately for sale on a discriminatory basis.

And be it finally resolved that the University Council, in order to accomplish the principles expressed in this resolution, calls on every member of the university community to practice non-discrimination in his professional and private life.