Winter 12-4-1968

University Council Meeting, December 04, 1968

Academic Senate
Illinois State University

Follow this and additional works at: https://ir.library.illinoisstate.edu/senateminutes

Recommended Citation
https://ir.library.illinoisstate.edu/senateminutes/1004
MINUTES OF THE UNIVERSITY COUNCIL

December 4, 1968

Meetings of the University Council are open to members of the University community. Persons attending the meetings may participate in discussions with the consent of the Council.

Persons desiring to bring items to the attention of the Council may do so by contacting any member of the Council.

MEMBERS OF THE UNIVERSITY COUNCIL

1. Samuel Braden
   President
   8-2241

2. Richard Bond
   Dean of Faculties
   8-2261

3. George Drew
   Elementary Education
   8-2168

4. Scott Eatherly
   English
   8-2279

5. Elwood Egelston
   Education
   8-2549

6. John Ferrell
   Music
   8-2194

7. Frederick Fuess
   Agriculture
   8-5328

8. Charles Gray, Jr.
   Education
   8-8437

9. Dean Hage
   Special Education
   8-2274

10. Charles Hicklin
    Education
    8-2445

11. Richard Hulet
    Dean of Student Services
    8-2545

12. Jeannie James
    Home Economics
    8-2682

13. Eric Johnson
    Dean of Administrative Services
    8-2143

14. Frederick Kagy
    Industrial Arts
    8-2612

15. Walter Kohn
    Political Science
    8-8063

16. Thomas Martin
    Business Education
    8-7559

17. Charles Morris
    Mathematics
    8-7674

18. Warren Perry
    Business Education
    8-2377

19. Mary Rozum
    Metcalf
    8-2468

20. Joseph Wilson
    Music
    8-2194

21. William Zeller
    Education
    6-7250

Sandra Stevenson
Clerical Secretary
Institutional Studies
8-7274
MINUTES OF THE UNIVERSITY COUNCIL

December 4, 1968

Meetings of the University Council are open to members of the University community. Persons attending the meetings may participate in discussions with the consent of the Council.

Persons desiring to bring items to the attention of the Council may do so by contacting any member of the Council.

MEMBERS OF THE UNIVERSITY COUNCIL

   President Home Economics
   Dean of Faculties Dean of Administrative Services
3. George Drew 8-2168 14. Frederick Kagy 8-2612
   Elementary Education Industrial Arts
4. Scott Eatherly 8-2279 15. Walter Kohn 8-8063
   English Political Science
5. Elwood Egelston 8-2549 16. Thomas Martin 8-7559
   Education Business Education
   Music Mathematics
7. Frederick Fuess 8-5328 18. Warren Perry 8-2377
   Agriculture Business Education
8. Charles Gray, Jr. 8-8437 19. Mary Rozum 8-2468
   Education Metcalf
   Special Education Music
    Education
11. Richard Hulet 8-2545 Sandra Stevenson 8-7274
    Dean of Student Services Clerical Secretary
    Institutional Studies
### MINUTES OF THE UNIVERSITY COUNCIL

#### DECEMBER 4, 1968

### Table of Contents

1. **Appointment, Salary, Promotion, and Tenure Matter, Policy Regarding Handling of** ........................................ 2-Appendix

2. **Sabbatical Leave Policy and Procedures** ........................................ 2-Appendix

3. **College of Fine Arts, Seating of Council Representative** .................. 1

4. **Communications:**
   - Center for Economic Education ........................................ 3
   - Center for Higher Education ........................................ 3
   - Human Relations Board ........................................ 3
   - Larsen Lecture Committee ........................................ 3
DATE: December 4, 1968

MEMBERS PRESENT


MEMBERS ABSENT

1. John Ferrell
2. Jeannie James
3. Frederick Kagy
4. Joseph Wilson

CALL TO ORDER

Mr. Charles Hicklin, Chairman of the University Council, called the meeting to order at 3:30 p.m. in the third floor lounge of the University Union.

APPROVAL OF THE MINUTES

Mr. Kohn moved that the minutes of the November 6 meeting be approved as distributed. Mr. Johnson seconded the motion.

Mr. Kohn pointed out that there was an error on page 2. "History or Philosophy" should read "History of Philosophy".

The motion to approve the minutes as distributed carried unanimously by a voice vote.

SEATING OF COUNCIL REPRESENTATIVE FROM COLLEGE OF FINE ARTS

Mr. Hicklin suggested that the first item of business should be the seating of Mr. Wilson as the Council representative from the College of Fine Arts. This item did not appear on the agenda because the College of Fine Arts was not approved by the Board of Higher Education at the time the agenda was prepared.
Miss Rozum moved to take up an item not on the agenda. Mr. Perry seconded the motion. Motion carried unanimously by a voice vote.

Mr. Zeller moved that we seat Mr. Wilson as the representative from the newly established College of Fine Arts. Mr. Eatherly seconded the motion. The motion carried unanimously by a roll call vote.

POLICY REGARDING THE HANDLING OF APPOINTMENT, SALARY, PROMOTION, AND TENURE MATTERS AT ILLINOIS STATE UNIVERSITY

Mr. Egelston moved the adoption of the Policy Regarding the Handling of Appointment, Salary, Promotion, and Tenure Matters at Illinois State University. Mr. Perry seconded the motion.

A question was raised regarding the wording of the last sentence of I, C, 6, which read; "A telephone conversation may substitute for any letters and in the case of the supervising person, a telephone inquiry is mandatory." After some discussion the sentence was reworded and the change was accepted by Mr. Egelston and Mr. Perry as an editorial change. The correction is included in the attached copy of the policy.

It was pointed out that the new policy revised the membership of the Faculty Status Committee. The President will not be a member of the Faculty Status Committee.

It was suggested that the phrase "between May 15 and October 15" be inserted after "secret ballot" in the first sentence of section IV, A, 1. This also was accepted as an editorial change and is included in the attached policy.

It was pointed out that section II, B, 2 did not provide for retention of money for the purpose of appeals. It was agreed that "and (d) for appeals" should be added to the last sentence of the above section.

Miss Stein called attention to several cross-reference numbers which were incorrect due to the renumbering of the revised policy. These were accepted as editorial changes and are included in the attached policy.

A corrected copy of the policy is attached.

The motion was carried without negative votes and with Mr. Braden abstaining.

The Council agreed that this vote indicated approval of the section which specifies voting eligibility (section IV, A, 2) as an exception to the general rule for eligibility to vote.

12/4/68
SABBATICAL LEAVE POLICY AND PROCEDURES

Mr. Kohn moved that we accept the Sabbatical Leave Policy. Mr. Gray seconded the motion.

Mr. Bond suggested that the phrase "in order to maintain and improve skills and" be inserted after the words "faculty members" in section I, B. This addition had been suggested by the University Attorney. The addition was accepted as a part of the original motion.

It was pointed out that action was taken by the Council only on the policy. The procedures were included in the document for information only.

The motion was carried unanimously by a roll call vote.

A copy of the Sabbatical Leave Policy and Procedures is included.

The three Curriculum proposals (Arts and Science, Geology and Theater) which were included on the agenda were not considered due to the lateness of the hour. The Chairman of the Council indicated that these items will be included in the agenda of the December 18 meeting.

COMMUNICATIONS

Larsen Lecture Committee

A letter from Alice Eikenberry, Chairman of the Larsen Lecture Committee was read. The letter suggested that the Council examine the relationship of the Orientation Board and the Larsen Lecture Committee. The letter was referred to the Executive Committee for study.

Center for Higher Education

Attention was called to a request for the establishment of a Center for Higher Education. It was announced that this proposal would appear on the agenda of the next meeting.

Center for Economic Education

Attention was also called to a request for the establishment of a Center for Economic Education. This will also appear on the agenda of the next meeting.

University Human Relations Board

The secretary called attention to a memo circulated by the Human Relations Board regarding a follow-up of the Jack'n Jill Nursery communication which was included in the October 2, 1968 Council minutes. The Human Relations Board noted that the Normal Commission on Human Relations recommended that the matter be considered closed and stated that;

"While we as a committee cannot eliminate the possibility that elements of racial discrimination were present in this incident, there is certainly a reasonable doubt in our minds, and in the absence of any concrete evidence except the letter of Mrs. Bangeura, the contents of which are fully admitted by Mrs. Bentley as being accurate, and explained by her in a plausible manner, we must make the above recommendation.

12/4/68
The Human Relations Board did not take any action but suggested that the Council "... speak briefly but publicly for the University stating the University's continued concern that the Community of Normal eliminate discrimination practices from all aspects of its public and business life."

Mr. Hulet was requested to speak to this problem at the next meeting of the Council.

Correction of Minutes of November 6, 1968

A memo from Mr. J. L. Fisher was read. Mr. Fisher pointed out that the administrative shifts listed on page 5 of the November 6, 1968 minutes should read as follows:

"Records and Admissions were transferred from the Dean of Faculties to the Dean of Information and Research Services. The Office of Research Services and Grants was transferred from the Dean of Information and Research Services to the Dean of Faculties."

ADJOURNMENT

Mr. Hage moved to adjourn. Miss Rozum seconded the motion.

Motion carried by a voice vote.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Charles Hicklin, Chairman
Frederick Fuess, Secretary

CH/FF:ss

12/4/68
POLICY REGARDING THE HANDLING OF APPOINTMENT, SALARY, PROMOTION, AND TENURE MATTERS AT ILLINOIS STATE UNIVERSITY
AS ADOPTED BY THE UNIVERSITY COUNCIL, DECEMBER 4, 1968

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 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.
   1. 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 may not be present at or participate in salary, promotion, and tenure deliberations concerning individuals in their own department. No person at any level may participate in deliberations regarding his own salary.
   a. 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 C 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 his 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. A telephone inquiry is mandatory from this campus to the supervisor of the person being hired.
   a. The salary and rank 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. 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 IV, instructors, must not exceed one-fifth of the total faculty," Administrative faculty who hold academic rank do not count against these quotas.

   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) (Reporting).)

   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 Proceedings at ISU.
II. University Faculty Status Committee

A. Membership:

1. The University Faculty Status Committee shall consist of 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 (unless he is serving a partial term of eighteen months or less), 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. Each year, the committee shall elect one of its members to serve as co-chairman with the Dean of Faculties.
   a. 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. Responsibilities:

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

1. Assure that appropriate information and specific instructions are made available to the college and department APT committees.
2. 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, to (c) either relieve or deliberately establish inequalities between departmental allocations and (d) for appeals.
3. 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.
4. 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.
5. 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.
6. Coordinate college APT reports and make recommendations to the University Council.

7. Act as an appeal body to receive in writing the grievances of individual faculty members. (See III, C, 4) The committee shall investigate each case, make a final recommendation, and communicate that recommendation to the individual faculty member concerned.

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

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

10. 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.

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, C 2 (Reporting), also relate to the report of the college deans and the FSC.)
   a. The college dean may invite the vice-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.

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. The Dean of the Faculty shall see that appropriate arrangements are made for those departments not assigned to a college.

3. A faculty member of these committees may not be elected to succeed himself (unless he is serving a partial term of eighteen months or less) 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. The dean of the college will serve as chairman. Each year the committee shall elect one of its members to serve as vice-chairman.

B. Responsibilities:

Each college APT committee shall:

1. Establish a college statement of policy and evaluation criteria which must be reviewed by the FSC.
2. Review and approve departmental statement of policy and evaluation criteria.
3. 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. The information provided by the faculty member on the data sheets shall be considered by them in deciding salary, promotion and tenure. The college deans shall make the completed data sheets available to the FSC upon request.
4. 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.
5. Review recommendations from each department regarding salary, promotion, and tenure. (See IV, B, 3)
6. Coordinate department APT committee reports and make recommendations to the University Faculty Status Committee.
7. Review recommendations for new appointments to the rank of Associate Professor or Professor. The committee may exercise the option of reviewing any appointment.
8. Resolve inconsistencies in the implementation of policy within the departments of the college.
9. Prepare a final report summarizing the objectives, procedures, and formulas utilized by the committee to present to the University Faculty Status Committee.

C. 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 comment 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, he shall state his reasons in writing and the statement shall be appended to the report.

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. Dissenting members may be invited to meet with the FSC.

3. The College APT committee will report its recommendation regarding salary, promotion and tenure to the FSC.

4. After the FSC has prepared its recommendations, the faculty members will be informed through the appropriate channels in time for the faculty members to address any questions, especially the possibility of the omission of relevant information, through each level if necessary. The FSC serves as the final faculty appeal agency, but should be utilized only if differences cannot be resolved at the departmental or college level.

IV. Department APT Committees

A. Membership:

1. Each department shall determine annually by secret ballot, between May 15 and October 15, whether or not it will have an APT committee.

2. 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.

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 college APT committee.

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.
   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. Responsibilities:

Each department APT committee or head shall:

1. Establish specific written criteria for promotion, salary increment and tenure which will be consistent with criteria guidelines adopted by the University Council. Copies will be disseminated to all members of the department and will be filed with the college APT committee for approval and with the FSC.

2. Review information presented and data requested by the college APT committee and the University Faculty Status Committee, and seek additional information when necessary.

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

4. Recommend appointments in consultation with the members of the staff with tenure and the faculty teaching in the area of the appointment. (see I, C)

C. Reporting and Procedure:

1. After the election of an APT committee the department head will report the names and term of office of the committee members to the college dean.

2. 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 shall result from individual study and committee discussion. The department APT committee shall use the complete personal data sheets of faculty members as a guide to its deliberations, 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 shall be specified in writing, and this statement shall be appended to the report.

   a. This minority report shall be included in the college dean's report to the FSC. Copies of the letter(s) stating reasons for disagreement shall be made available to the members of the FSC if requested.

3. The department head shall recommend salary increases for member 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. A department head may ask members of the APT committee to assist him, but under no circumstances may a person participate in discussion of his own salary.
4. 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 and to the college dean. These letters shall be included in the department APT committee's report. Copies of the letters shall be made available to the FSC if requested.

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 a copy of the letter filed with the members of the FSC. (In 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.)
SABBATICAL LEAVE POLICY AND PROCEDURES

I. Policy:

A. The number will be governed by Board policy, should such policy exist; otherwise the number will be governed by financial considerations and the ability of departments to adjust their programs to the absence of the person (or persons) on sabbatical leave.

Current Board policy (Item VI, paragraph 5, p. 24 f) "Sabbatical leave may be granted each year in each university to one out of every twenty-five members of the faculty or major fraction thereof for not to exceed a year's leave of absence on half pay, or a portion of the year on full-pay, for the purpose of attending some institution of higher learning or of otherwise adding to his professional equipment or usefulness, provided that the person shall have already served at least five years in the institution. No person shall receive such a leave oftener than once in seven years. This person granted such a leave, however, shall agree to serve at least four semesters or six quarters, excluding summer term or quarter, in any state-supported institution of higher education in Illinois, and shall give a judgment note for the amount granted, said note to be cancelled at the end of the two years of service required or at the death of its maker. The leave of absence must be applied for not later than the April meeting of the Board, with the recommendation of the president.

"When a faculty member receives a grant such as a Fulbright Grant, he may be granted sabbatical leave with pay, and may accept the grant, provided the amount of such grant allocated to salary plus the amount of his salary on leave does not exceed his normal salary for the period of the sabbatical."

B. Sabbaticals are expected of faculty members in order to maintain and improve skills and as a continuation of their professional growth, subject to financial limitations and to judgment in each case of the benefit to the University and to the individual. Sabbaticals are not to be considered, however, a reward, a right or automatic. The final judgment is the responsibility of the President, based upon the recommendations of the Dean of Faculties and the Deans of the respective colleges.

C. A written report of the sabbatical or publications resulting therefrom will be included in merit evaluation the following year.
II. Procedures:

Early in 1968 I asked the Council on behalf of the college deans, to help us develop priority categories for the evaluation and ranking of sabbatical leave requests. The Council assigned the task to the Faculty Status Committee. The latter has acted, based upon consultation both with the University Council and the Council of Deans. The following general guidelines will be used this year. It is the opinion of the FSC that they be considered flexible guidelines to aid the judgment of the appropriate academic officials.

A. Priority categories (in approximate order of importance)

1. Faculty members with terminal degrees
   a. Project which will result in books, articles or other publications
   b. Proposed study project which will have direct bearing upon performance at the University
      (1) Performance in teaching and scholarly productivity
      (2) Performance in other University activity, including administration
   c. Supplemented by external professional grant leading toward improving professional performance

2. Faculty members not having terminal degree
   a. Completion of degree
   b. Completion of course requirement toward degree
   c. Course work toward degree

3. Travel directly related to University assignment

B. Criteria to be used in judgment (ranked in approximate order of importance)

1. Ability, based upon past performance, to complete proposal
2. Significance of the proposal to University goals
3. Contribution to national and state visibility of the University
4. Convenience to the University, except that a faculty member cannot be refused on this basis alone more than three successive years
5. Seniority
6. Recency of last sabbatical
7. Relative merit rating in previous evaluations
8. Contribution of the sabbatical to the personal welfare of the faculty member

12/4/68