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Fall 10-1-1969

University Council Meeting, October 01, 1969

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Illinois State University

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UNIVERSITY COUNCIL MINUTES

DATE: October 1, 1969

#10

MEMBERS PRESENT

- | | | | |
|-------------------|--------------------|--------------------|-----------------------|
| 1. Richard Bond | 5. John Ferrell | 9. Charles Hicklin | 13. Warren Perry |
| 2. Samuel Braden | 6. Frederick Fuess | 10. Frederick Kagy | 14. Milton Weisbecker |
| 3. George Drew | 7. Dean Hage | 11. Walter Kohn | 15. Joseph Wilson |
| 4. Scott Eatherly | 8. Barbara Hall | 12. Charles Morris | 16. William Zeller |

CALL TO ORDER

Mr. Charles Hicklin, Chairman of the University Council, called the meeting to order at 3:30 p.m. in Room 401 of Stevenson Hall.

Mr. Perry moved that the minutes of the September 17, 1969, meeting be approved as distributed. Mr. Gray seconded the motion.

Mr. Fuess pointed out that in the section under Honors Council on page 3, Dean Bond's statement should outline the "function and policies" rather than the "future duties" of the Honors Council, and also that the date of presentation should be October 15 rather than October 1.

It was also pointed out that in the section under Disability Protection on page 4, Mr. Harden should be included rather than Mr. Hrudka.

The motion to approve the minutes (as corrected) carried unanimously.

CONSIDERATION OF REVISIONS OF FSC PROCEDURES

Mr. Grupp, Chairman of the Faculty Status Committee, reported that the Committee had attempted to make changes in the policy to accommodate the changes the University Council allowed when it approved the College of Fine Arts By-Laws. He emphasized the fact that other exceptions were possible in the future and that the statement at the bottom of the first page of the document was included for this reason.

Mr. Grupp reported that the FSC was strongly opposed to "proxy members" on the College APT Committee and to temporary faculty voting on APT matters. The FSC was less strongly opposed to a College Council serving as a College APT Committee.

Mr. Eatherly moved to accept the F.S.C. procedures as circulated. Mr. Kohn seconded the motion.

During the discussion of the document, it was pointed out that several references were made to "Board of Regents Policy". Some members of the Council questioned where these policies existed. Similar policies do not seem to be stated in the Governing Policy for the Regency Universities of the State of Illinois, but rather seems to be a carry over from the Board of Governors of the State Colleges and Universities of Illinois By-Laws. It was decided that this problem should be investigated by the Faculty Advisory Committee to the Board of Regents (see motion on page 2).

It was pointed out that the section on non-reappointment on page 10 was not consistent with the policy in the Governing Policy for the Regency Universities of the State of Illinois. It was suggested that the wording of the Board policy be inserted in the document. Mr. Eatherly and Mr. Kohn (mover and seconder) agree that this was a friendly amendment and it was included as a part of the original motion.

There was considerable discussion as to the status of the College of Fine Arts By-Laws if the new FSC procedures were approved. Since there were obvious conflicts between the two documents, the question was raised as to which document had priority (see motion below). The vote on the motion was as follows:

| <u>Voting "Yes"</u> | | <u>Voting "No"</u> | <u>Voting "Present"</u> |
|---------------------|-------------------|----------------------------|-------------------------|
| Richard Bond | Charles Hicklin | William Zeller | John Ferrell |
| Samuel Braden | Frederick Kagy | | |
| George Drew | Walter Kohn | | |
| Scott Eatherly | Charles Morris | | |
| Frederick Fuess | Warren Perry | | |
| Dean Hage | Milton Weisbecker | | |
| Barbara Hall | Joseph Wilson | <u>The motion carried.</u> | |

A copy of the procedures as corrected is attached.

Mr. Kohn moved that the University Council strongly recommend to the College of Fine Arts that it amend its By-Laws so that proxy voting not be permitted in cases of APT matters. Mr. Ferrell seconded the motion. The voting was as follows:

| <u>Voting "Yes"</u> | | <u>Voting "No"</u> | <u>Voting "Present"</u> |
|---------------------|-----------------|----------------------------|-------------------------|
| Richard Bond | Charles Hicklin | George Drew | Samuel Braden |
| Scott Eatherly | Frederick Kagy | | Warren Perry |
| John Ferrell | Walter Kohn | | Milton Weisbecker |
| Frederick Fuess | Charles Morris | | |
| Dean Hage | Joseph Wilson | | |
| Barbara Hall | William Zeller | <u>The motion carried.</u> | |

ELECTION OF MEMBERS OF FACULTY ADVISORY COMMITTEE TO THE BOARD OF REGENTS

As provided in the motion of September 17, 1969, (page 3), the following Council members were elected by secret ballot to serve on the Faculty Advisory Board to the Board of Regents "until such time as the new constitution is in effect:"

| | | | |
|-----------------|-----------------|---------------|----------------|
| Elwood Egelston | Charles Hicklin | Thomas Martin | Charles Morris |
|-----------------|-----------------|---------------|----------------|

Mr. Zeller moved that the Faculty Advisory Committee request immediate clarification of the relationship between the new governing policy and the policies of the September 1, 1966, governing document, commonly known as the Blue Book. Mr. Perry seconded the motion.

The motion carried unanimously.

REPORT ON STUDENT ENROLLMENT, 1969-70

Mr. Venerable, Dean of Admission and Records, indicated that the data he would present was out-dated as the University started today to accept applications for the Fall of 1970. Mr. Venerable circulated a break-down of the students. A copy of the report is attached.

There was some discussion with respect to the number of upper and lower division students. It was pointed out that lower division enrollment would be frozen as of the Fall of 1970.

COMMUNICATIONS

Departmental Voting Privileges

The Chairman read a memo from Mr. H. R. Roberts, Acting Chairman of the Department of Political Science. The Department requested action on the proposition that "each Department should determine for all types of elections and business the qualifications for voting." Mr. Hicklin indicated that this item would be placed on the agenda of a future meeting.

Report of Retreat Committee

The Council was reminded that the University Council Retreat was scheduled for December 5 and 6 at Starved Rock State Park Lodge. Departments without representatives on the University Council had been requested to send names of their representatives to the Committee.

Some members of the Council felt that there should be more opportunity for non-council members to attend the retreat. It was suggested that a Council member should be permitted to appoint another member of his department to attend in his place. No action was taken. This item was to be referred to the Retreat Committee.

Fall Faculty Meeting

The President reported that a University Faculty Meeting was scheduled for October 14. He reported that he would present a President's Report at that time and requested suggestions for topics to be included.

Laboratory Schools

President Braden circulated the following statement regarding the laboratory schools:

The report of the study committee on the laboratory schools and the attendant discussions within and without the College of Education have brought us closer to a redefinition of the role of the schools in the teacher education process. In my State of the University address on October 14, I will offer a set of guidelines for future development of the laboratory schools. These guidelines will reflect my reasoned conviction that Illinois State University should have laboratories in the area of professional education and that new organizational relationships and methods of operation must be developed for them. I am working with the Dean of Faculties and the Dean of the College of Education to formulate the guidelines within which the future of educational laboratories seems most secure. I will do my best to support their continuation within these guidelines.

University's Role in the Boeckmann Case

The President reported that the University Attorney, Mr. Lenz, had been requested to investigate the case and to make a written evaluation of its nature so that we would know what the appropriate legal response on the part of the University should be. The evaluation had not yet been received.

Security of University Buildings

The President reported that discussion of security action started when various bills were being passed in the Legislature. The Board of Regents notified Illinois State University to take steps toward security of buildings. Mr. Johnson and Mr. Scott discussed the problem with the University Attorney and the Board Attorney and designed the statements to be placed on the buildings.

There was considerable discussion from the Council and visitors concerning the security regulations. Concern was voiced about the lack of faculty participation or consultation in the formation of these rules and regulations. Several members felt that the rules and regulations should have been communicated to the faculty prior to the news release. Others pointed out that anyone could telephone Security and offer a false name as identification. Attention was also called to the fact that graduate students did not always have access to a telephone but might find it necessary to be in a building after the closing hour.

Mr. Keith Scott reported that he had considered this an administrative decision and therefore, had not consulted the University Council or the faculty.

Report on Negotiations with the Union

President Braden referred to a memo, signed by Mr. Joel Verner, which requested answers to several questions about the conditions leading up to the recent strike. Mr. Braden said that there were reasonable answers to all of these questions and that he would include further information in this October 14 address.

The President said that he was prepared to respond to questions from the Council at this time. Due to the lateness of the hour, there was little discussion.

Mr. Morris moved that the meeting be adjourned. Mr. Weisbecker seconded the motion.

The motion carried unanimously.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Charles Hicklin, Chairman
Frederick Fuess, Secretary

CH/FF/lh

POLICY REGARDING THE HANDLING OF APPOINTMENT,
SALARY, PROMOTION, AND TENURE MATTERS AT
ILLINOIS STATE UNIVERSITY
AS
ADOPTED BY THE UNIVERSITY COUNCIL, OCTOBER 1, 1969*

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 committee 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. Procedures:

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.

*Departures from these policies can be made only in those specific instances where the University Council has given formal approval for the exception.

- 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, C 6)
 - 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. 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.

C. 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 at least six faculty members. Each college APT committee in colleges with four or fewer departments shall consist of the dean of the college and at least 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.
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. A member may not appoint a proxy to serve during his absence. 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. Any extensions or additions to University Council Policy and FSC Criteria Guidelines must be reviewed by 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. 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 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 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. 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 faculty members not on tenure and to tenured faculty 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. At the time he is notified of his projected salary for the coming year, the faculty member has a right to know his ratings and the criteria used to make them.
6. 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. (Non-tenure appointments shall guarantee the following dates of notification concerning the university's decision not to renew the appointment: (1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of the year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination. (2) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination. (3) At least twelve months before the expiration of an appointment after two or more years in the institution.)

ILLINOIS STATE UNIVERSITY
OFFICE OF ADMISSIONS AND RECORDS

1968 and 1969 First Semester Comparative Enrollment

| 1. HEADCOUNT BY CLASS: | ALL STUDENTS | | NEW STUDENTS | |
|---------------------------------|----------------|-------------|----------------|-------------|
| | <u>1968</u> | <u>1969</u> | <u>1968</u> | <u>1969</u> |
| Freshmen | 3544 | 4020 | 2943 | 3295 |
| Sophomore | 2825 | 3178 | 452 | 526 |
| Lower Division | 6369 | 7198 | 3395 | 3821 |
| Junior | 2447 | 2616 | 467 | 223 |
| Senior | 2510 | 2876 | 33 | 31 |
| Unclassified | 386 | 326 | 169 | 89 |
| Upper Division | 5343 | 5818 | 669 | 343 |
| Graduate I | 1347 | 1572 | 362 | 472 |
| Graduate II | <u>104</u> | <u>99</u> | <u>18</u> | <u>12</u> |
| TOTAL | 13163 | 14687 | 4444 | 4648 |
| | -----1968----- | | -----1969----- | |
| 2. PERCENTAGE OF MEN AND WOMEN: | Men | Women | Men | Women |
| Undergraduate | 43.0% | 57.0% | 44.5% | 55.5% |
| Graduate | 59.0% | 41.0% | 61.8% | 38.2% |
| TOTAL | 44.8% | 55.2% | 46.5% | 53.5% |
| 3. RESIDENCY | | | | |
| Resident | 97.9% | | 97.8% | |
| Non-Resident | 2.1% | | 2.2% | |
| 4. ENROLLMENT STATUS | | | | |
| Full-time | 83.7% | | 84.5% | |
| Part-time | 16.3% | | 15.5% | |
| 5. MARITAL STATUS | | | | |
| Single | 82.8% | | 82.8% | |
| Married | 17.2% | | 17.2% | |