

AGENDA

For the Faculty Meeting of September 2, 1985

1. Call to Order (7:00 p.m., Thompson Recital Hall)
2. Approval of Previous Minutes
3. Reports from Coordinating Committees
 - Academic Policy and Planning (Professor Robert Weiss)
Announcements
Motion on Women's Studies Committee (to be removed from the table)
 - Faculty
Announcements
 - Management of Academic Operations (Professor John Wilson)
Announcements
 - Scholastic Achievement (Professor Tom Hagaman)
Announcements
4. Reports from Other Committeee
5. Communications from the President and Others
6. Old Business
7. New Business
 - COF Vacancies (Professor Stanley Warren)
8. Announcements
9. Adjournment

THE FACULTY OF DEPAUW UNIVERSITY

Minutes of the Meeting of September 2, 1985

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Vice President Cooper at 7:01 p.m. in the Thompson Recital Hall of the Performing Arts Center. Approximately 120 were in attendance.

APPROVAL OF THE MINUTES

Professor Newton pointed out that there had been an omission on page 5 of the minutes of the May meeting. The second full paragraph of that page should read:

The administration's attitude toward the Committee during this unfortunate episode contributes to our belief that the Committee's recommendations in personnel decisions are less valued by the administration than they ought to be. For instance, the outside evaluation in tenure cases increasingly becomes the decisive factor, even though the use and weight of such evaluation have not been established by the Faculty. (In at least four cases this year, the outside evaluations have contained material which is different from the departmental reports in substantive ways.) Also, the Committee perceives that criteria for tenure and promotion have become more extensive and stringent--without Faculty confirmation and authorization. In addition, departmental recommendations are not thought by the administration to be sufficiently rigorous or trustworthy, and the COF has been charged by administration and individual faculty with uncritically accepting the judgment of departments.

Professor Newton also pointed out an error on page 6, item 7:

If so, how can they best be used to improve the University without pitting insiders against outsiders, administration against departments and COF?

The minutes were then approved as corrected.

CHANGE IN ORDER

Presiding Officer Cooper requested permission to change the order in the agenda in order to allow department chairs to introduce new faculty members; however, an objection was voiced, so he moved to the next item on the agenda.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
WOMEN'S STUDIES COMMITTEE**

For CAPP, Professor Weiss moved to remove from the table the motion

to amend the faculty by-laws to include a Women's Studies Committee as an executive committee.

The motion to remove from the table passed. Professor Weiss then moved to adopt the motion, the full text of which appears in the minutes of the May 1985 meeting. The motion passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING:
ANNOUNCEMENTS**

For Capp, Professor Weiss announced that the committee endorsed the recommendation of the Resource Allocation Subcommittee (RAS) that the position of Coordinator of Public Services be allocated the Roy O. West Library, with the understanding that this position will be absorbed into the faculty pool at the time of an appropriate retirement, resignation, or other opening.

For CAPP, Professor Weiss also noted that the committee endorsed further exploration of a potential DePauw program in Buenos Aires, with the understanding that CAPP is not currently endorsing any specific program proposal.

**COMMITTEE ON FACULTY (COF):
ANNOUNCEMENTS**

For COF, Professor Michael Johnson indicated that in the spring the committee had completed all the interim and tenure reports (with the exception of one which would be finished in

early September), had finished reviews of department chairs, had not worked on promotions, then had adjourned for the summer. Professor Johnson observed that in its informal business, the committee had concluded that external evaluations should be conducted earlier in the year and had suggested that faculty make this recommendation. According to Professor Johnson, committee members had also revised the policy letter sent to faculty undergoing tenure and interim review.

The only remaining member of the previous year's committee, Professor Michael Johnson then announced his resignation. Indicating that this was a difficult decision, he cited his reasons as the amount of work, the problem of unsettled legal issues, the frustration and futility arising from the amount of time and energy expended on personnel recommendations as compared with the attention by the administration to those recommendations, and the erosion of good will between faculty and administration. Speculating that the community might be as well served without a Committee on Faculty, he observed that while a Committee on Faculty made up of all new members could be a short-term solution to current difficulties, it might not offer a long-term resolution of these concerns.

Professor Anthony Catanese then asked that other committee members state their reasons for resignation in such a way that the community could move in the direction of strengthening the committee. In response, Professors Newton, McKelligan, Rainbolt, and Madison (whose term had expired) stated concerns similar to those of Professor Johnson. Some members noted that the administration apparently did not consider the committee's recommendations of much value; most supported the continued existence of the committee.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
ADDITION OF COURSE TO DISTRIBUTION REQUIREMENTS**

For MAO, Professor Wilson moved to remove from the table the motion

to add Music 333, Opera Literature, 1/2 course credit,
to Group Three of the Distribution Requirements.

The motion to remove from the table passed. Professor Wilson then moved to approve the original motion; Professor Gray seconded, and the motion passed.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS:
ALTERNATIVE WAYS OF FULFILLING THE ORAL COMMUNICATIONS
REQUIREMENT**

For MAO, Professor Wilson moved to remove from the table the motion

to approve alternative ways of fulfilling the oral communications requirement proposal, the full text of which was printed in the minutes of the Faculty Meeting of May 6, 1985.

Professor McFarland moved to amend Item 5 (Minutes of the Faculty Meeting of May 6, 1985, page 11) to:

The activity must be initiated by the first semester of the senior year and may extend into the second semester but cannot be initiated in the second semester.

The motion to amend the proposal passed.

The question reverted to the main motion as amended which passed and will be implemented during the current academic year.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS:
BULLETIN STATEMENT ON ACCEPTING COLLEGE TRANSFER
CREDIT**

For MAO, Professor Wilson moved to remove from the table the motion

to approve the proposed Bulletin statement (Minutes of the Faculty Meeting of May 6, 1985) on accepting college transfer credit.

Both the motion to remove from the table and the original motion passed.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC):

For SAC, Professor Hagaman indicated that the committee had not met over the summer and that it will hold its first meeting at noon on the third Monday of September.

**COMMUNICATIONS FROM THE ASSISTANT VICE PRESIDENT
OF ADMISSIONS AND FINANCIAL AID**

Assistant Vice President Murray indicated the year had been a good one, both in terms of applications and scores. 690 students matriculated this fall as compared with 636 last year; 41% of this year's incoming freshmen were in the top 10% of their class, while 66% were in the top 20%. In the discussion that followed Professor Sedlack pointed out the need for academic planning in order to accommodate large freshmen classes. Professor Baughman inquired about class sizes and Registrar Ypma stated that the average last fall was 22.5, and this past spring, 20.6. Professor Anthony Catanese asked how faculty could help attract bright students and Vice President Murray pointed to the Science Scholarship competition, a program which brought together top science students (80% in the top 10% of their graduating classes) and which generated a 47% yield among those offered scholarships.

COMMUNICATIONS FROM THE EXECUTIVE VICE PRESIDENT

Executive Vice President Bottoms announced that the monthly faculty luncheon will be held September 9, then reiterated Assistant Vice President Murray's comments on the successful year for admissions. In the area of fund raising, he noted that an anonymous donor had committed \$1,000,000 toward the \$3,500,000 renovation of the Roy O. West Library and also indicated plans for a substantial increase in instructional equipment. After announcing that Professors Gilmer and Metzger will replace Professors Sutton and Steinson on the University Priorities Committee for this year, he stated that Violeta Correa de Belaunde, wife of the immediate past president of Peru, will be here on September 25 to receive an honorary degree and asked faculty to attend the ceremony.

Professor Cavanaugh then asked if the administration would express its reaction to the COF's resignations and Vice President Cooper agreed to respond if no one objected to his doing so at this point in the procedures.

COMMUNICATIONS FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Vice President Cooper spoke from the following text:

No one would accuse the COF and the administration of having lived in harmony in the last half-decade. Indeed, the increasing level of frustration among all parties led the administration last January to ask the Academic Affairs Committee of the Board of Trustees to take a more active interest in academic personnel policy and decision making. The Committee recommended and the Board created a Task Force to consider such policymaking. That Task Force met through the spring and in the summer, arriving at a compromise report that its members expect will soon be released to you and to the Board for the consideration of all. It is my hope that the proposed reforms will be adopted to reduce the levels of tension and to eliminate some areas of current contention.

Helpful as I believe the Board Task Force Report to be, it will not eradicate all differences between faculty and administrative perspectives, and it will not lead administrators to take all the advice faculty members offer. I can appreciate the disappointment department or committee members feel when an administration reaches a different judgment and accordingly exercises the authority which the Board has delegated to it. I can tell you that it's not fun to "stay in the kitchen" when colleagues get disappointed and feel inadequately appreciated. Yet I share Harry Truman's belief that duty requires both forbearance and steadfastness. Decisions must be based on information from and assessments of a wide variety of groups and individuals. In the end, the president weighs them all and judges what decision is in the institution's best interest. Since the information and often the advisor's judgments are disparate, few decisions satisfy everyone. We must nonetheless continue to try to reach as much agreement as is feasible, even while recognizing how elusive is the achievement of consensus.

The Vice President then said he regretted the resignations of the committee members. He observed that the Committee on Faculty had worked extensively and that he understood members' frustrations when the administration had not accepted a committee's recommendation. He concluded with the hope that the future would be somewhat different from the past.

NEW BUSINESS

Professor Warren then announced the possibility of having a special election for the replacement of Professors Cornell, Rainbolt, McKelligan, Newton, Johnson, and Wilcox (the resigning members of the Committee on Faculty), and asked for discussion,

Professor Loring moved that

a special election be held to replace resigning members of the Committee on Faculty.

Professor Emery seconded the motion.

Various faculty members then discussed the historical role of the committee, the advisability of electing new members, and the possibility of waiting for the Board of Trustees Task Force report. When asked how tenure decisions would be handled if there were no committee, Vice President Cooper stated that it was the desire of the administration to make these decisions and that it preferred to do so in consultation with the faculty.

Professor Loring then

withdrew the motion that a special election be held to replace resigning members of the Committee on Faculty.

Professor Emery withdrew his second to the motion.

Professor Baughman moved

that the Secretary of the Faculty write a letter to the Board of Trustees explaining that the faculty and the administration had reached a state of impasse.

Professor Walters seconded the motion which then passed. (Faculty members wishing to examine the Secretary's letter to the Board should contact their Division Chairs, each of whom as a copy of the letter.)

INTRODUCTION OF NEW FACULTY MEMBERS

At the request of the Presiding Officer the following persons introduced new faculty members:

Bob Weiss, Acting Chair of the Department of Communication Arts
and Sciences
Jeffrey McCall, Assistant Professor of Communication Arts
and Sciences

Ralph Gray, Chair of the Department of Economics and Management
Wassim Shahin, Instructor of Economics

Jack Wilson, Professor of History
John Dittmer, Associate Professor of History and Chair of
the Department of History

Jana Bradley, Director of Libraries
Pei-Ling Wu, Coordinator of Technical Services

Cassel Grubb, Director of the School of Music
Cleveland Johnson, Assistant Professor of Music

Bob Newton, Chair of the Department of Philosophy and Religion
Kathleen Erndl, Instructor of Philosophy and Religion
Naomi Steinberg, Assistant Professor of Philosophy and
Religion

Bill Daynes, Chair of the Department of Political Science
James Simmons, Assistant Professor of Political Science

Bob Garrett, Chair of the Department of Psychology
Joan Dietrich, Assistant Professor of Psychology

Gordon Walters, Chair of the Department of Romance Languages
Francoise Coulont-Henderson, Assistant Professor of
Romance Languages
Arthur Evans, Instructor of Romance Languages

The faculty greeted these introductions with applause.

ANNOUNCEMENTS

Vice President for Finance Silander announced a reorganization in the Office of the Bursar and noted that Mr. Carlson had graciously agreed to teach part-time in the Evening Division.

Chaplain Lamar announced that Violeta Correa de Belaunde, wife of the immediate past president of Peru, will be here on September 25 to receive an honorary degree and asked faculty to attend the ceremony.

Secretary Miller requested that when faculty members are unable to reach her at her office number (929-8154), they leave a message with the Secretary of the School of Nursing, Kay Holycross (929-8153).

She then announced the following changes in the committee memberships:

Professor B. Weiss (87) replaces Professor Howlett as Division II representative to CAPP.

Professor Rainbolt (87) replaces Professor Mennenga as Division II representative to Scholastic Standing.

Division II officers are reported incorrectly in the May 6, 1985 faculty minutes. Officers are as follows: Chairman, Orcenith Smith; Secretary, Tom Mont; Third Member, Catherine Fruhan.

Presiding Officer Cooper then thanked faculty members for their services during registration the previous Saturday, noted their helpful and caring attitudes, and commended them for their willingness to accommodate extra students.

ADJOURNMENT

The meeting was adjourned at 9:02.

Respectfully Submitted,

Ann Miller, Secretary
Catherine Fueglein, Assistant

NOTE: CHANGE OF MEETING PLACE

AGENDA

For the Faculty Meeting of October 7, 1985

1. Call to Order (7:00 p.m., Auditorium, Julian SMC)
2. Approval of Previous Minutes
3. Reports from Coordinating Committees
 - Academic Policy and Planning (Professor Robert Weiss)
 - Announcements
 - Motion on revision of the number of credits College of Liberal Arts students can apply toward degree
 - Faculty Announcements
 - Management of Academic Operations (Professor Howard Brooks)
 - Announcements
 - Motion on addition of courses to distribution requirements (to be tabled)
 - Motion on addition of course to Bulletin
 - Motion on adoption of items regarding transfer credit and advanced placement
 - Scholastic Achievement (Professor Tom Hagaman)
 - Announcements
4. Reports from Other Committees
5. Communications from the Executive Vice President and Others
6. Old Business
7. New Business
8. Announcements
9. Adjournment

THE FACULTY OF DEPAUW UNIVERSITY

Minutes of the Meeting of October 7, 1985

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Vice President Cooper at 7:00 in the Auditorium of the Julian Science and Mathematics Center. Approximately 120 were in attendance.

APPROVAL OF THE MINUTES

Professor Sedlack expressed concern that the September faculty minutes did not contain the letter that the faculty had directed the Secretary to write to the Chairman of the Board of Trustees, and he requested that it be inserted in September or October minutes. (Note: The letter has been incorporated into the faculty minutes for October.)

The minutes of the previous meeting were then approved.

CHANGE IN ORDER

Presiding Officer Cooper then requested permission to alter the agenda as follows:

Secretary Anna Miller

To read letter from Mr. Eugene Delves,
Chairman of the Board of Trustees

Acting President Robert Bottoms

To announce a resolution passed by the
Board of Trustees during its
October meeting.

Professor Richard Kelly,

To present motions on behalf of the DePauw
Chapter of the American Association
of University Professors

There being no objection, the suggested order was followed.

**CORRESPONDENCE BETWEEN THE SECRETARY OF THE FACULTY
AND THE CHAIRMAN OF THE BOARD OF TRUSTEES**

Secretary Miller read the following two letters:

September 6, 1985

Mr. Eugene L. Delves
Chairman, Board of Trustees
DePauw University
Greencastle, Indiana 46135

Dear Mr. Delves:

As the Secretary to the Faculty of DePauw University, I have been directed by the Faculty to inform you in writing that an impasse has developed between the Faculty and the Administration of the University.

At this time, 6 of the 8 members of the Committee on Faculty have resigned their positions, effective immediately. The 2 remaining COF members were elected this spring and have not yet functioned as committee members. The Committee on Faculty is one of four coordinating committees that are an integral aspect of faculty governance at DePauw University. Enclosed find descriptions of the role of the coordinating committees in general, and the COF in particular, taken from the By-Laws of the Faculty, 1980.

At the September 2, 1985, faculty meeting, resigning COF members reported to the Faculty their reasons for resignation. A major factor was the sense of frustration the members of the COF have experienced regarding their personnel recommendations to the administration. They report that both the recommendations and the supporting documentation have received little attention by the administration, particularly when compared with the amount of time and energy required to complete their tasks. Several persons spoke to declining faculty morale and a feeling of an erosion of goodwill between faculty and administration. There also was concern that electing a new COF would not resolve these basic issues. In the ensuing discussion, it was clear that faculty, including former COF members, value the role of the COF in faculty governance, but that the present strained working relationship with the administration is not productive.

As result of their deliberations, the Faculty declined to call a special election to fill the existing COF vacancies. Although a motion to call a

special election was made by a division officer and seconded, both the motion and the second were withdrawn during the ensuing discussion. The Faculty then voted overwhelmingly to direct me, as Secretary, to write a letter to the Board of Trustees, informing them of this impasse between faculty and administration.

These issues and concerns will be reported more fully in the Minutes of the Faculty Meeting for September 2, 1985, which can be made available to you at your request. The faculty would appreciate your sharing these concerns with other members of the Board of Trustees.

Sincerely,

Anna M. Miller
Assistant Professor of Nursing
Secretary to the Faculty
DePauw University

cc: Robert Bottoms, Exec. Vice President
DePauw University

October 7, 1985

Professor Anna Miller
Secretary of the Faculty
DePauw University
Greencastle, IN 46135

Dear Professor Miller:

This letter is in response to your letter of September 6, 1985.

At its meeting on Thursday, October 3, 1985, the Academic Affairs Committee of the Board of Trustees discussed the report of the Faculty Personnel Policy Task Force and the broader issue of the strained working relationship between Faculty and Administration. As you know, the Academic Affairs Committee also met with Faculty members on Thursday afternoon. The discussion there also dealt with both the Report and the broader relationship issue. The Academic Affairs Committee then brought all of this to the meeting of the full Board on Friday, October 4, 1985, where discussion ensued at length.

The Board of Trustees does not delude itself into thinking that there can be complete harmony between any faculty and administration. However, when disharmony reaches a level where the smooth operation of the University is impaired and the proper instruction of our students is threatened, the Board must take action. Some will say that that level has already been reached; others will say it has not. In either case, a problem exists, and it must be resolved.

Although the Board took no action on the Task Force report except to receive it for further study until the January 1986 meeting, it does believe that many of the recommendations in the report will help to clarify roles and responsibilities and streamline processes in the whole matter of governance. It is hoped that this will help to improve working relationships between Faculty and Administration. However, no clarification of roles or streamlining of procedures can improve relationships unless all parties are willing to cooperate in good faith and with mutual respect. The Task Force report made this point clear in its preamble:

It is the belief of the Task force that the recommendations of this report, as well as any other which might be devised, are likely to be only as effective as those involved in their implementation allow them to be; and that any lasting progress in the area of faculty personnel policy requires a thorough-going effort on the part of all constituencies of the University to make them work as intended. Close cooperation between Faculty and Administration and a mutual sensitivity to the concerns of each are indispensable.

Obviously, the Board cannot mandate mutual sensitivity, but it can state its expectations that all parties will do everything in their powers to establish such mutual sensitivities. Accordingly, the Board, through resolution, has directed Dr. Bottoms to take the initiative in the reconciliation of differences between the Faculty and Administration. By means of this letter, the Board is also expressing its expectations that the Faculty will fully cooperate with Dr. Bottoms in this reconciliation process.

The Board is fully aware that the reconciliation of differences and reestablishment of good working relationships may take time. In the meantime, the

University must continue to function. The immediate case in point is the promotion of certain Faculty members which were deferred last spring. The Board has therefore directed Dr. Bottoms, also through resolution, to proceed with action on these promotions. Also, by means of this letter, the Board is expressing its expectations that the Faculty will cooperate with Dr. Bottoms by discharging its responsibilities in this and other personnel matters within the present governance structure.

Dr. Bottoms is in complete agreement with these resolutions.

The Board is confident that if all parties are willing to cooperate in good faith and with mutual respect good working relationships can be reestablished. It is clearly in everyone's best interest, and especially that of our students, tht this be done.

Very truly yours,

Eugene L. Delves

**RESOLUTION PASSED AT THE MEETING
OF THE BOARD OF TRUSTEES ON OCTOBER 4, 1985**

Acting President Robert Bottoms then read the following resolutions of the Board of Trustees:

RESOLVED, THAT the Board of Trustees calls upon the Administration and the Faculty, in the interest of the overall welfare of the University, to make every effort toward reconciliation of any differences between them and reestablishment of good working relations: and

FURTHER RESOLVED, THAT the Board of Trustees directs Dr. Robert G. Bottoms, Executive Vice President of the University and its Acting President during the sabbatical leave of Dr. Richard F. Rosser, to take the initiative on behalf of the Administration toward such ends in general and, specifically, to proceed with appropriate processing of any pending proposed Faculty promotions, including those on which action may have been deferred from the 1984-85 school year: and

FURTHER RESOLVED, THAT the Board of Trustees expresses its expectation that the Faculty will cooperate fully in such reconciliation and discharge its

responsibilities in the promotion process and other Faculty personnel matters in accordance with the present governance structure: and

FURTHER RESOLVED, THAT the chairman of the Board of Trustees be, and he hereby is, authorized and directed to communicate the foregoing to the Administration and the Faculty of the University.

The Acting President and Executive Vice President Robert Bottoms then reiterated that the Board had directed him to take the lead in the reconciliation process and to proceed with personnel decisions, particularly the promotions of the 1984-85 academic year. He expressed his desire to carry out the Board's directives and pleaded for the faculty's help so that he might be able to carry out this task.

MOTION TO ESTABLISH NEGOTIATION COMMITTEE

Professor Anthony Catanese then moved

that the faculty elect five faculty members empowered by the faculty to negotiate with Dr. Bottoms to end the intolerable tension between the faculty and administration.

Professor Morrill seconded the motion.

SUBSTITUTE MOTION TO ESTABLISH NEGOTIATION COMMITTEE

Professor Kelly then moved

to substitute Professor Catanese's motion with a motion that the faculty elect a negotiating team of five faculty (with nominations from the floor) to meet with the negotiators from the administration to arrive at an interim set of personnel procedures. In the negotiations paramount will be a consideration of the use of (1) outside evaluators and (2) confidential material. The faculty members should also recommend to the faculty a means to select a representative interim personnel committee. These faculty and administrators should report to the faculty at a special meeting held within the next two weeks.

In response to a question as to whether Professor Catanese's motion was out of order, Parliamentarian Weiss indicated that

it was not. Professor Catanese then spoke in favor of the substitute motion but in so doing did not withdraw his own. The motion to substitute Professor Kelly's motion for Professor Catanese's motion was seconded by Professor Cavanaugh and then passed. After some discussion, the substitute motion passed.

Professor Newton then named five faculty members who had consented to be nominated to the negotiation committee: Professors Carkeek, Eigenbrodt, Gilmer, Kelly, and Rainbolt. After Professors Schwartz, Gray, and Raines were nominated from the floor, the faculty voted, and tellers Lamar, Cavanaugh, and Meyer reported that the five original nominees had been elected to the committee.

MOTION REGARDING PERSONNEL PROCESSES

On behalf of the DePauw Chapter of the American Association of University Professors, Professor Kelly moved to table a motion

that the faculty will elect no members nor acknowledge any new appointees to the Committee on Faculty (COF) unless

- 1) the administration agrees to discourage and totally disallow as a factor in the decisions any confidential material which it does not share in total or in summary form with the person involved and with COF; and
- 2) the outside evaluation process be suspended until a consensus can be reached on its nature and use.

Professor Pankratz seconded the motion to table which then passed.

MOTION TO ESTABLISH A SPECIAL COMMITTEE ON PERSONNEL PROCEDURES

Professor Kelly moved that

in response to the impasse regarding personnel procedure, the report of the Task Force, and the invitation of the Chair of the Board of Trustees, and in order to formulate a faculty position and a revision of the Handbook, that the faculty elect a Special Committee on Personnel Procedures.

The Special Committee should present its recommendation to the Faculty at the November meeting with a motion that the Faculty amend, approve, or reject the proposal at the December meeting and that, if approved (after possible amendment), the committee will represent the Faculty position to the Board of Trustees when that body considers the Task Force Report and related faculty personnel policies (possibly at its January Executive Committee meeting).

Professor Madison seconded the motion which then passed.

**MOTION TO ELECT FACULTY MEMBERS TO THE
SPECIAL COMMITTEE ON PERSONNEL PROCEDURES**

Professor Kelly moved

that Professors Cavanaugh, Garrett, Jagger, Newton, Pankratz, and Schwartz be nominated to the Special Committee on Personnel Procedures and that after other nominations are received from the floor, an election be conducted during the meeting to elect the six members of the committee. The six nominees receiving the highest number of votes shall be elected.

Professor Gilmer seconded the motion which then passed.

After Professors Adams, McFarland, and Sedlack were nominated from the floor, voting took place. Later in the meeting, tellers Ott, Gray, and Mannon reported that the six original nominees had been elected.

**MOTION TO CONVENE SUBGROUPS TO MAKE RECOMMENDATIONS
TO THE SPECIAL COMMITTEE ON PERSONNEL PROCEDURES**

Professor Kelly then moved

that the following persons be appointed to convene the specified groups thereof to consider and make recommendations to the Special Committee by October 17 regarding those parts of the Faculty Handbook and the Task Force Report which affect the procedures and the role of each group. The groups and their conveners shall be:

Professor C. Smith, department chairs
 Part-Time Instructor K. Steele, part-time
 teachers
 Professor Raines, tenured faculty
 Professor Brooks, untenured faculty
 Library Director Bradley, faculty concerned
 about resource faculty
 Professor Gilmer, former members of the
 Committee on Faculty

Professor James Rambo seconded the motion which then passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
 MOTION ON NUMBER OF APPLIED MUSIC CREDITS
 COLLEGE OF LIBERAL ARTS STUDENTS CAN APPLY
 TOWARD DEGREE**

For CAPP, Professor Weiss moved

that the Bulletin statement "not more than two and one-half courses in applied music are applicable toward the Bachelor of Arts Degree or the Bachelor of Science in Nursing Degree" be changed to "not more than four courses in applied music are applicable toward the Bachelor of Arts Degree or the Bachelor of Science in Nursing Degree."

Professor Weiss then moved to table this motion; the motion to table passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
 MOTION TO DISCONTINUE THE DEGREE OF BACHELOR OF
 MUSIC IN PIANO PEDAGOGY**

For CAPP, Professor Weiss moved

that the Degree of Bachelor of Music in Piano Pedagogy be discontinued.

He then moved to table the motion; the motion to table passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
ANNOUNCEMENTS**

For CAPP, Professor Weiss announced that Professors Huffman and Lemon had been appointed to the Resource Allocation Subcommittee, with terms to continue to December 1988.

**COMMITTEE ON THE MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
MOTIONS TO ADD COURSES TO DISTRIBUTION REQUIREMENTS**

For MAO, Professor Brooks moved
to add Geology and Geography 112, Historical Geology
and
Geology and Geography 212, Environmental Geology
to Group 1 of the Distributions Requirements.

He then moved to table the motion, a motion which was passed.

For MAO, Professor Brooks then moved
to add Communications 213, History of the Theatre I
and
Communications 214, History of the Theatre II
to Group 3 of the Distribution Requirements.

He then moved to table the motion; the motion to table passed.

**COMMITTEE ON THE MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
MOTION TO ADD A COURSE TO THE CURRICULUM**

For MAO, Professor Brooks moved
to add English 260, Poetry and the Visual Arts to the
curriculum and allow it to be offered during the
Spring 1986 semester.

The motion passed.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
MOTION REGARDING TRANSFER CREDIT AND ADVANCED PLACEMENT**

For MAO, Professor Brooks moved to adopt the following proposed policy for accepting college credit earned by high school students and a modified policy for transferring credit. (Note: New policy is indicated in the text by bolding.)

Transfer Credit and Advanced Placement

- 1a. If a student is attending classes on a college or university campus with students who have already matriculated, and is taught by a regular college or university member, credit will be granted provided the student receives a grade of C or higher and provided that subsequent testing at DePauw, when appropriate, indicates satisfactory learning. Students may not earn composition credit unless they are exempt from English 130.
- b. Students who earn college credit from another college or university while attending classes in a high school setting will not receive credit until tested by the appropriate department at DePauw. Generally, students should expect to perform at the B level or higher before expecting to achieve a satisfactory score to earn transfer credit. Certain exceptions may be made for specific programs when the courses are part of the regular college or university curriculum, are taught by regular college faculty members, and are available to only the most academically talented students.
- c. **A maximum of eight courses may be earned by a combination of the above programs and other advanced placement programs, including credit by DePauw departmental examinations.**
- 2. College students (our own or transfers) may not receive credit from another university unless they perform at the **C level** or higher. Credit may be rescinded if subsequent work at DePauw University indicates insufficient background to complete satisfactorily subsequent courses drawing on content which should have been covered in the transferred course. **Students who have completed 4 semesters at college may not earn credit at a junior or community college.**
- 3. All courses should be of a liberal arts nature and of the type and level that might be offered at DePauw. **Intensive courses should meet at least 15 lecture**

hours for each semester hour of credit. Students attending summer sessions of 5 or 6 weeks should not enroll in more than the equivalent of two 3 hour courses. Students enrolled in 8 week sessions generally take two 3-5 semester hour courses.

- 4. All transcripts must have the University seal and signature of an appropriate official to be acceptable. **Transcripts will be accepted only if sent from the issuing institution directly to the Registrar's Office or the Office of Admissions.**

Rationale for Changes in Policy

- 1c. In many ways the high school programs are a form of advanced placement. Therefore it seems appropriate to include them in the B course limit placed on credit earned by advanced placement.
- 2. Experience suggests that the majority of students earning grades of C- elsewhere do not have adequate knowledge to continue at DePauw in higher level courses in the same discipline. Although we do not prohibit upperclass students from taking 100-200 level courses at DePauw, many unofficially admit that the academic expectations and quality of students in courses at community schools is not at all comparable to DePauw. In most cases these students have access to four-year institutions to take summer school courses.
- 3. Some schools are giving credit for courses meeting for 1 weekend. Other schools are shortening their summer sessions to 4 weeks. It seems appropriate to set some minimum level of academic contact time when accepting credit for intensive summer or weekend courses. Many schools do not place course load restrictions on non-degree students taking summer courses.
- 4. Several community colleges are sending transcripts in mailers without a seal. This is contrary to professional standards and invites potential tampering of transcripts.

Professor Hart then moved that the proposal be tabled; this motion passed.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):

For MAO, Professor Brooks announced that the committee had discussed the possibility of considering a change of the deadline by which students can withdraw from a class and still receive a grade of W. By an overwhelming show of hands, the faculty indicated their desire that the issue be considered.

Professor Brooks also announced the following deadlines for proposed course changes appearing in the next Bulletin:

October 15

Changes affecting the distribution requirements

October 31

Changes affecting other courses

He also indicated that because of the likelihood that DePauw will publish a two-year Bulletin for the 1986-87 and 1987-88 academic years, the calendar for 1987-88 will be developed during the first semester of the current academic year.

In conclusion, Professor Brooks noted that the committee will be considering methods to improve registration and will appreciate any suggestions.

**SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC):
ANNOUNCEMENTS**

Although claiming that he was not reporting for SAC, Professor Hagaman did state that the committee would meet on Thursday, October 10 at its usual place and would elect a chair.

**FACULTY DEVELOPMENT COMMITTEE (FDC):
ANNOUNCEMENTS**

For the Faculty Development Committee, Professor Bridges announced that the deadline for Fisher Fund and Sabbatical Leave applications will be October 19. In regard to Special Winter Term Leaves, Professor Bridges explained that few were granted because of the numbers of faculty receiving regular leaves and participating in faculty workshops.

NEW BUSINESS

Professor Newton moved that the faculty meet on Monday, October 21, to hear from the negotiation committee. After Acting President Bottoms remarked that he too recommended meeting at this time, the faculty agreed by consensus to convene in two weeks.

Professor Kelly moved that the faculty commend the Board of Trustees for its phenomenal achievement in surpassing the \$100,000,000 campaign goal. Professor Emery seconded the motion which then passed.

COMMUNICATIONS FROM THE EXECUTIVE VICE PRESIDENT

The Acting President and Executive Vice President, Robert Bottoms, announced that the Hewlett Mellon Foundation had awarded the University \$150,000 which is to be matched on a 3:1 basis. The grant and matching funds will constitute a permanently restricted endowment (totalling \$600,000) in the form of a Presidential Discretionary Fund, the income of which will be used for institutional renewal, primarily for faculty and curricular development.

After announcing that the October Faculty luncheon will be held Tuesday, October 15, he expressed his deep appreciation to the faculty for the meeting and said he was personally very encouraged by the cooperative spirit. He noted that the alumni's strong support of DePauw is based in large part on fond memories of faculty members. He spoke of the importance of faculty and administration working together, particularly in this time when both the Sesquicentennial Campaign and the Admissions Program are going well. In conclusion, he jested about faculty's attempt to influence negotiations by placing both his priest and his organist on the negotiating committee. This last remark was received with much laughter.

ANNOUNCEMENTS

Professor Raines pointed out that on a recent Friday morning after an approved all-campus party the previous evening, class attendance was down significantly. He expressed some concern about the practice of arranging such parties on the evenings before classes.

Professor Sedlack announced that both the Department of English and the Department of Communication Arts and Sciences were sponsoring "Belle of Amherst," a one woman show depicting the life and works of Emily Dickinson. Laura Whyte will perform at 7:30 on Wednesday, October 23 in Meharry Hall.

Chaplain Lamar reminded faculty of the Mendenhall Series scheduled for Wednesday, October 30 and invited them to participate in the discussions on the nature of knowledge in the university:

Minority Issues and the Ideal of Unity in the Liberal
Arts,
Common Values in a Pluralistic Academic Community, and
The University in Transition: Problems and
Opportunities.

ADJOURNMENT

The meeting was adjourned at 8:35.

Respectfully submitted,

Ann Miller, Secretary
Catherine Fueglein, Assistant

MOTIONS

1. To add Biology & Geography 112 "Historical Geology" and Geology & Geography 112 "Environmental Geology" to the list of courses meeting the Group 1 distribution requirements. (to be tabled)
 2. To add Communications 213 "History of the Theatre I" and Communications 214 "History of the Theatre II" to the list of courses meeting Group 3 distribution requirements. (to be tabled)
 3. To add English 260 "Poetry and the Visual Arts" to the catalog and allow it to be offered during the Spring 1986 semester.
 4. To adopt the following items regarding transfer credit and advanced placement: (a complete statement is included on the next page)
- (c) A maximum of eight courses may be earned by a combination of the above programs and other advanced placement programs, including credit by DePaul departmental examinations.
2. Students may not transfer credit from another university unless they perform at the C level or higher.
- Students who have completed four semesters at college may not earn credit at a junior or community college.
3. Intensive courses should meet at least 15 lecture hours for each semester hour of credit.
 4. Transcripts will be accepted only if sent from the issuing institution directly to the Registrar's Office or the Office of Admissions.

ANNOUNCEMENTS

1. Consideration of the withdrawal date
2. Deadlines for proposed course changes which would appear in the next catalog.
October 15 : for changes affecting the distribution requirements
October 31 : for changes in all other courses
3. Calendar for 1987-88 will be developed during this semester.
4. It is quite likely that DePaul will publish a two year catalog for the 1986-87 and 87-88 academic years.
5. The committee will be considering methods to improve registration and would appreciate any suggestions.

Proposed policy for accepting college credit earned by students while in high school and modifications to our current policy for transferring credit.

NOTE: NEW POLICY IS INDICATED BY BRACKETSE]

1. a) If a student is attending classes on a college or university campus with students who have already matriculated, and is taught by a regular college or university member, credit will be granted provided the student receives a grade of C or higher and provided that subsequent testing at DePauw, when appropriate, indicates satisfactory learning. Students may not earn composition credit unless they are exempt from English 130.

b) Students who earn college credit from another college or university while attending classes in a high school setting will not receive credit until tested by the appropriate department at DePauw. Generally, students should expect to perform at the B level or higher before expecting to achieve a satisfactory score to earn transfer credit. Certain exceptions may be made for specific programs when the courses are part of the regular college or university curriculum, are taught by regular college faculty members, and are available to only the most academically talented students.

[c) A maximum of eight courses may be earned by a combination of the above programs and other advanced placement programs, including credit by DePauw departmental examinations.]

2. College students (our own or transfers) may not receive credit from another university unless they perform at the [C level] or higher. Credit may be rescinded if subsequent work at DePauw University indicates insufficient background to complete satisfactorily subsequent courses drawing on content which should have been covered in the transferred courses. [Students who have completed 4 semesters at college may not earn credit at a junior or community college.]

3. All courses should be of a liberal arts nature and of the type and level that might be offered at DePauw. [Intensive courses should meet at least 15 lecture hours for each semester hour of credit.] Students attending summer sessions of 5 or 6 weeks should not enroll in more than the equivalent of two 3 hour courses. Students enrolled in 8 week sessions generally take two 3-5 semester hour courses.

4. All transcripts must have the University seal and signature of an appropriate official to be acceptable. [Transcripts will be accepted only if sent from the issuing institution directly to the Registrar's Office or the Office of Admissions.]

Items 1 a) and b) were adopted by the faculty on September 2, 1985.

Rationale for changes in policy

1. c) In many ways the high school programs are a form of advanced placement. Therefore it seems appropriate to include them in the 8 course limit placed on credit earned by advanced placement.

2. Experience suggests that the majority of students earning grades of C- elsewhere do not have adequate knowledge to continue at DePauw in higher level courses in the same discipline.

Although we do not prohibit upperclass students from taking 100-200 level courses at DePauw, many unofficially admit that the academic expectations and quality of students in courses at community schools is not at all comparable to DePauw. In most cases these students have access to four-year institutions to take summer school courses.

3. Some schools are giving credit for courses meeting for 1 - weekend. Other schools are shortening their summer sessions to 4 weeks. It seems appropriate to set some minimum level of academic contact time when accepting credit for intensive summer or weekend courses. Many schools do not place course load restrictions on non-degree students taking summer courses.

4. Several community colleges are sending transcripts in mailers without a seal. This is contrary to professional standards and invites potential tampering of transcripts.

MOTION I:

000140

In response to the impasse regarding personnel procedure, the report of the Task Force, and the invitation of the chair of the Board of Trustees, and in order to formulate a faculty position and a revision of the Handbook, we move that the faculty elect a Special Committee on Personnel Procedures.

The Special Committee should present its recommendation to the Faculty at the November meeting with a motion that the Faculty amend, approve, or reject the proposal at the December meeting and that, if approved (after possible amendment), the committee will represent the Faculty position to the Board of Trustees when that body considers the Task Force Report and related faculty personnel policies (possibly at its January Executive Committee meeting).

MOTION II: (If Motion I is passed)

We move that the following six persons (see attached ballot) be nominated to the Special Committee on Personnel Procedures and that after other nominations are received from the floor, an election, receiving ballots of six names, be conducted during the meeting to elect the six members of the committee. The six nominees receiving the highest number of votes shall be elected.¹

MOTION III: (If Motion I is passed)

We move that the following persons be appointed to convene the specified groups or subgroups thereof to consider and make recommendations to the Special Committee by October 17 regarding those parts of the Faculty Handbook and the Task Force Report which affect the procedures and the role of each group. The groups² and their conveners³ shall be:

- 1) Sherry Smith - department chairs
- 2) Kitty Steele - part-time teachers
- 3) Steve Raines - tenured faculty
- 4) Howard Brooks - probationary faculty
- 5) Jana Bradley - faculty concerned about resource faculty designation
- 6) Walker Gilmer - former members of the Committee on Faculty

¹The first meeting of the committee shall be Tuesday, October 8, at 4:00 p.m. in the Faculty Lounge, East College.

²The meeting of these groups shall be at 4:00 p.m. on October 10. They will gather in the Faculty Lounge and proceed to rooms as designated.

³If possible, conveners will meet briefly with the Special Committee at its Tuesday meeting.

MOTION:

We move that the faculty elect a negotiating team of five faculty (with nominations from the floor) to meet with the negotiators from the administration to arrive at an interim set of personnel procedures. In the negotiations paramount will be a consideration of the use of (1) outside evaluators and (2) confidential material. The faculty members should also recommend to the faculty a means to select a representative interim personnel committee. These faculty and administrators should report to the faculty at a special meeting held within the next two weeks.

NOTE: MEETING IN MEHARRY HALL, 7:00 P.M.

AGENDA

For the Faculty Meeting of October 21, 1985

1. Call to Order
2. Approval of Minutes
3. Report from Negotiation Committee
(Professors Carkeek, Eigenbrodt,
Gilmer, Kelly, and Rainbolt)
4. Report from Executive Vice President
5. Old Business
6. New Business
7. Announcements

THE FACULTY OF DEPAUW UNIVERSITY

Minutes of the Meeting of October 21, 1985

CALL TO ORDER

A special meeting of the Faculty of DePauw University was called to order by Academic Vice President Cooper at 7:00 in Meharry Hall. There were approximately 100 in attendance.

APPROVAL OF THE MINUTES

The minutes of the previous meeting were approved as distributed.

**THE NEGOTIATION COMMITTEE:
MOTION ON CONFIDENTIALITY AND OUTSIDE EVALUATION**

After summarizing recent events related to personnel policies and procedures, Professor Gilmer spoke of the negotiating committee's work toward healing the serious breach between faculty and administration and he commended Acting President Bottoms for his conciliatory efforts in this regard. Professor Kelly then presented the following recommendations unanimously supported by the committee:

CONFIDENTIALITY AND OUTSIDE EVALUATION

1. All documents from all publics must be signed and appear in the one and only personnel folder. There will be no secret files. All decisions will be based on materials in this folder.
2. All interviews, except those with students, must be conducted in front of the elected members of the Committee on Faculty (COF). In the case of any written report composed as a result of these interviews, the name will not be included in the folder, but the substance of the interviews will be included.
3. Outside evaluation will be suspended for the 1985-86 academic year.

4. There will be discussions between faculty and administration on the subject of external evaluations. Administrative participants will be Acting President Bottoms, Vice President Cooper, and Vice President Silander. Members of the Special Committee on Personnel Procedures (Professors Cavanaugh, Garrett, Jagger, Newton, Pankratz, and Schwartz) will represent the faculty.
5. The faculty will receive a progress report at the December faculty meeting.

Professor Carkeek then explained that the phrase "all publics" referred to the various audiences of a faculty member: students, administrators, colleagues, alumni, etc. He also noted that each faculty member will have a single personnel file, that at the time of a review the faculty member will select items from the personnel file to place in a "decision" file. Professor Eigenbrodt then indicated that the negotiation team recommended that the Special Committee on Personnel Procedures represent the faculty in discussing the matter of external evaluations: if they should be, what they should be, and how they should be administered. On behalf of the administrators, Acting President Bottoms said that the current issue was one of trust, that the negotiation efforts had been successful because of honest and forthright discussions, and that other unresolved questions also need to be addressed.

Professor Kelly then moved

to adopt the recommendations of the Negotiation Committee.

Professor Michael Johnson seconded the motion.

In the discussion that followed, various questions were raised:

Are confidential sources maintained in an appeals process? What about confidential materials currently in files?

The Negotiation Committee did not discuss these issues but recommends that the Special Committee on Personnel Procedures do so.

Is the personnel file of a faculty member open to that faculty member even if (s)he is not up for review? Yes, but a clearance process will have to be developed for confidential materials submitted prior to this time.

Can Committee on Faculty minutes go to appeals committees?

Yes, short of names.

Does President Rosser agree to the recommendations of the Negotiation Committee?

Yes.

Did the Negotiation Committee consider the American Association of University Professors (AAUP) statement on personnel procedures?

According to William Welch, Trustee and Chair of the Faculty Personnel Task Force, implementation of this document is within the purview of the Board of Trustees, not the administration or faculty.

Professor Gass then called the question. The faculty voted by secret ballot and tellers Loring and McFarland reported later in the evening that the motion had passed, 84-4.

**THE NEGOTIATION COMMITTEE:
MOTION ON SPECIAL INTERIM PERSONNEL COMMITTEE**

In introducing the following recommendations, Professor Rainbolt made it clear that the Special Interim Personnel Committee was not permanently to replace the Committee on Faculty (COF):

**SPECIAL INTERIM PERSONNEL
COMMITTEE (SIPC)**

1. Members will be elected by the faculty at large, probably at its November meeting. They will be nominated by the faculty on the negotiating team, and there will be nominations from the floor.
2. All nominees will be former COF members, who will agree to serve only for the remainder of this academic year. (There will be an election in the spring; nominees will be elected, some for a two year term, some for three years.)
3. The SIPC will include Professors Raines and James George who were elected to the COF last spring; Professor Dudley will be nominated from the floor by one of the group of five. (Note: Professor Dudley withdrew his nomination to the committee.)
4. A faculty member, elected by the other members, will chair the committee. The Vice President for Academic Affairs will serve as a non-voting member of the committee.

5. The eight faculty members of the SIPC would be offered their choice of one course released time or an overload stipend, since in just over one semester they will have to do two years of promotions, as well as one year of reviews for department chairs, interim and tenure candidates.

6. At a very early meeting of the SIPC, a lawyer will be present to outline the possible jeopardy which any committee member might be in and how to avoid, if possible, such jeopardy.

7. This committee will be given permission, as long as cleared through the Executive Vice President, to have one consultation with an area lawyer of its choice for information purposes, if this became necessary in the judgment of the committee.

8. The President will come to a meeting of the SIPC at least two times for each set of candidates; first, early in the process to relay any concerns that the administration might have about any candidate; secondly, late in the process, but before a final decision is made, to discuss any areas of possible disagreement.

9. Also at a very early meeting, there will be a kind of orientation session, in which both faculty and administrators will discuss a hypothetical difficult case and the procedures for dealing with such cases.

10. The faculty members of the SIPC will be able to meet by themselves, that is, without administrators present, whenever they feel the need to do so.

11. If the SIPC requests it, a secretary will be made available to the committee to expedite the working of the committee in any way it feels would be beneficial.

Professor Kelly then moved

to adopt the recommendation on the Special Interim Personnel Committee.

Professor Brandt Steele seconded the motion.

Asked if the function of the Special Interim Personnel Committee was the same as the function of the Committee on Faculty, the negotiation team responded that this was its intent. Acting President Bottoms indicated that the resolution of the Board (Faculty Minutes, October 7, 1985) had stated the expectation that the faculty would discharge its responsibilities

in the promotion process and other faculty personnel matters in accordance with the present governance structure. Negotiation Committee members confirmed that in recommending the establishment of the Special Interim Personnel Committee they were doing so under this directive of the Board.

During the following brief discussion it was confirmed that the availability of released time or overload compensation was not a precedent and it was recommended that candidates consider departmental needs before accepting nominations. Professor Gass then called the question, and the faculty voted by secret ballot. Later during the meeting, tellers Jagger and Serlin reported that the motion had passed, 84-5.

Later in the meeting, Professor Jagger observed that although in conversations colleagues frequently spoke of the Special Committee on Personnel Procedures as rewriting the by-laws, in fact the committee's scope was limited to revising sections of the personnel procedures.

Professor Newton then noted that because of questions raised by the faculty, the Special Committee on Personnel Procedures would consider not only the personnel section of the Faculty Handbook but also the constitution of the Committee on Faculty and some aspects of the appeal procedure.

NEW BUSINESS

Professor Newton indicated that former COF members had prepared a statement on external evaluations which was available from its signers (Professors Cornell, Madison, McKelligan, Newton, and Rainbolt) upon request. Professor Newton noted that these faculty members had intentionally waited until the completion of the Negotiation Committee's work to distribute the document.

MOTIONS

Professor Cornell then moved

to acknowledge the efforts of both faculty and administrative participants on the negotiation team.

Professor McKelligan seconded the motion which then passed.

Professor Garrett then moved

that the Secretary of the Faculty write to the Board of Trustees informing them of the outcome of the deliberations on personnel procedures.

Professor Anthony Catanese seconded the motion which then passed.

(The Secretary subsequently drafted and mailed the letter which follows.)

October 28, 1985

Mr. Eugene P. Delves
Chairman, Board of Trustees
DePauw University
Arthur Andersen & Company
69 West Washington Street
Chicago, IL 60602

Dear Mr. Delves,

At the request of the faculty of DePauw University, I am writing to inform you of the outcome of the negotiations between faculty and administration.

At its regular October 7, 1985 meeting, the faculty elected five persons who were to meet with representatives of the administration and begin the process of reconciliation through a negotiation of differences. At a called meeting on October 21, faculty negotiators (Professors Carkeek, Gilmer, Eigenbrodt, Kelly, and Rainbolt) and administration negotiators (Executive Vice-President Bottoms and Dr. Silander) gave a report to the faculty of their joint recommendations. The recommendations dealt with the issues of confidentiality and outside evaluation, as well as the creation of a Special Interim Personnel Committee. This committee is to be composed of former Committee on Faculty (COF) members and would fulfill the usual functions of the COF. Committee members are to be elected at the next regular faculty meeting, Nov. 4, 1985. All recommendations received overwhelming faculty support.

Also, at its October 7 meeting, the faculty elected a six-member Special Committee on Personnel Procedures whose task is to formulate and propose revisions in the personnel policies contained in the Faculty Handbook. This committee (Professors Cavanaugh, Garrett, Jagger, Newton, Pankratz, and Schwartz) has sought input from the faculty and is to present its recommendations to the faculty at its regular November meeting.

The faculty also voted overwhelmingly to express thanks and appreciation to both the administration and faculty negotiators

for their considerable efforts toward reconciliation, as those efforts have begun to move us past the serious impasse over personnel policies. For your information, I am enclosing a copy of the recommendations presented by the negotiators, passed by the faculty, and recorded in the minutes for October 21, 1985.

I take great pleasure in responding to the faculty's request to convey this information to you, and wish to thank you for your support and concern for this reconciliation process.

Sincerely,

Anna M. Miller
Assistant Professor
Secretary to the Faculty
DePauw University

cc: Dr. Robert Bottoms
Dr. James Cooper

ANNOUNCEMENTS

Professor Baughman, University Marshall, reminded faculty of the Honorary Degree ceremony to be held on Wednesday, October 30, and asked those possessing robes to participate in the academic procession.

Chaplain Lamar noted that three of the Honorary Degree recipients (Paul Reinert, Julius Scott, and James Laney) will be hosting symposia and he invited faculty to attend.

Professor Newton announced the availability of advance copies of Professor Farley's lecture "The Redemption of Knowledge in University Education."

Professor Raines announced the Africa Day Dinner being held Sunday, October 27. Of the \$5.00 ticket price, \$1.00 will be contributed to the African Fund.

ADJOURNMENT

At 8:02, the meeting was adjourned.

Respectfully submitted,

Ann Miller, Secretary
Catherine Fueglein, Assistant

AGENDA

000150

For the Faculty Meeting of November 4, 1985

1. Call to Order (7:00 p.m., Thompson Recital Hall)
2. Approval of Previous Minutes
3. Reports from Coordinating Committees
 - Academic Policy and Planning (Professor Weiss)
 - Announcements
 - Motion to increase the number of applied music credits that College of Liberal Arts students can apply toward degree (to be removed from the table)
 - Motion to discontinue the degree of Bachelor of Music in Piano Pedagogy (to be removed from the table)
 - Faculty Announcements
 - Management of Academic Operations (Professor Brooks)
 - Announcements
 - Motions to add and delete courses
 - Motion to add courses to distribution requirements (to be removed from the table)
 - Motion to adopt items on transfer credit and advanced placement (to be removed from the table)
 - Scholastic Achievement (Professor Rizner)
 - Announcements
4. Reports from Other Committees
 - Negotiating Team
 - Election of Special Interim Personnel Committee Members
5. Communications from the Executive Vice President and Others
6. Old Business
7. New Business
8. Announcements
9. Adjournment

THE FACULTY OF DEPAUW UNIVERSITY

Minutes of the Meeting of November 4, 1985

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Vice President Cooper at 7:00 p.m. in the Thompson Recital Hall of the Performing Arts Center. Approximately 80 were in attendance.

APPROVAL OF THE MINUTES

The minutes of the previous meeting were approved as distributed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION ON NUMBER OF APPLIED MUSIC CREDITS
THAT COLLEGE OF LIBERAL ARTS STUDENTS CAN APPLY
TOWARD DEGREE**

For CAPP, Professor Weiss moved to remove from the table the motion

that the Bulletin statement "not more than two and one-half courses in applied music are applicable toward the Bachelor of Arts Degree or the Bachelor of Science in Nursing Degree" be changed to "not more than four courses in applied music are applicable toward the Bachelor of Arts Degree or the Bachelor of Science in Nursing Degree."

The motion to remove from the table passed.

AMENDMENT TO THE MOTION ON APPLIED MUSIC CREDITS

Professor Gustavsson then moved

to amend the motion by increasing the number of courses to seven.

Professor Raines seconded the motion to amend.

After discussion, the question was called and the faculty defeated the substitute motion. The main motion then passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION ON IMPLEMENTATION OF THE NEW POLICY ON
APPLIED MUSIC CREDITS**

Some time later, Professor Weiss moved

that the motion increasing the number of applied music credits become effective immediately.

The motion passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO DISCONTINUE THE DEGREE OF BACHELOR OF
MUSIC IN PIANO PEDAGOGY**

For CAPP, Professor Weiss moved

to remove from the table the motion that the Degree of Bachelor of Music in Piano Pedagogy be discontinued.

The motion to remove from the table passed, then the motion passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO ABOLISH THE MAJOR IN PRE-MEDICAL SCIENCE**

For CAPP, Professor Weiss then asked the faculty's permission to conduct two business items not listed on the agenda. Receiving the faculty's consent, he moved

to abolish the major in Pre-Medical Science.

He then moved to place the motion on the table, a motion which passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO ABOLISH THE MAJOR IN COMPUTATIONAL
MATHEMATICS**

For CAPP, Professor Weiss moved to place on the table the motion

to abolish the major in Computational Mathematics.

The motion to place on the table passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
RESOURCE ALLOCATION SUBCOMMITTEE (RAS)**

For RAS, Professor Steele announced that the subcommittee has been meeting several times a week and that it will submit recommendations to CAPP the week before Thanksgiving vacation so that possibly they will be announced at the December faculty meeting. Professor Steele then noted that before making recommendations, RAS interviews members of all departments submitting requests, then considers all pending positions collectively.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
COURSE CHANGES**

For MAO, Professor Brooks announced the following title and number changes:

Nursing 204, Nursing as a Profession (1 course credit)
has become

Nursing 204, Health Care: History, Trends, and Issues
(1 course credit);

German and Russian 111-112, Elementary German
(1 course credit)

has become

German and Russian 111-112, Elementary German I-II;

German and Russian 121-122, Elementary Russian
(1 course credit)

has become

German and Russian 121-122, Elementary Russian I-II;

Mathematics 310, Intermediate Programming
(1 course credit)
has become
Mathematics 212, Intermediate Programming
(1 course credit).

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
COURSE DELETIONS**

For MAO, Professor Brooks moved to delete from the curriculum

German and Russian 225, Russian Civilization (1 course credit),
German and Russian 326, Twentieth Century Russian Literature
(1 course credit), and
History 250, Modern East Asia (1 course credit).

The motion passed.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
COURSE ADDITIONS**

For MAO, Professor Brooks moved that the following courses be added to the curriculum

German and Russian 33, The Russian Experience
(1 course credit)
and
History 251, Vietnam: The Hundred Years' War
(1 course credit)

The motion passed.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
CHANGE IN CREDIT**

For MAO, Professor Brooks moved that

Physics 490, Selected Topics in Astronomy (1/2 to 1
course credits)

be changed to

Physics 490, Selected Topics in Astronomy (1/4 to 1/2
course credits)

The motion passed.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
COURSES MOVED TO THE CURRICULUM FROM THE EXPERIMENTAL
DIVISION**

For MAO, Professor Brooks moved that the following courses
be moved to the curriculum from the Experimental Division

Experimental Division AAA, Going to the Movies
(1 course credit)

which will be known as

General Studies 243, Going to the Movies
(1 course credit)

and

Experimental Division EEE, Practicum for Oral
Communication Consultants (1/2 course credit)

which will be known as

General Studies 300, Practicum for Oral Communication
Consultants (1/2 course credit)

Professor Welliver moved to amend the motion

to include a course title change for Experimental AAA
that more clearly identifies its substance.

Professor Mannon seconded the amendment which then passed.

After some discussion on the placement of both courses in
the Department of General Studies, Professor Baughman moved

to send the motion back to the Committee on Management
of Academic Operations.

Professor Gass seconded the Baughman motion which then passed.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
ANNOUNCEMENTS**

For MAO, Professor Brooks announced that the committee had approved an interdisciplinary minor in Asian Studies.

He also announced that proposed calendars for 1987-1988 will be distributed by November 15 and that an open meeting to discuss the calendar will be held on November 19 at 4:00 in Room 123 of the Julian Science and Math Center. Professor Brooks indicated that one of the possible calendars will consider moving Winter Term to the end of the spring semester. Professor Morrill then noted that any adjustment in the Winter Term schedule would have to be approved by official action of the faculty.

**NEGOTIATING TEAM:
ELECTION OF SPECIAL INTERIM PERSONNEL COMMITTEE**

Professor Gilmer presented the following slate of candidates for the Special Interim Personnel Committee: Professors Carkeek, Cavanaugh, Gray, Kissinger, Schwartz, Steele. Professor Gilmer indicated that the seventh and eighth members will be Professors Raines and James George, both of whom had been elected in May to the Committee on Faculty. Professor Morrill then moved that

the eight persons nominated by the Negotiating Team be confirmed by the faculty.

Professor Emery seconded the motion which then passed.

**FACULTY DEVELOPMENT COMMITTEE (FDC):
ANNOUNCEMENTS**

For FDC, Professor Bridges announced that the committee had been considering General Fund, Sabbatical, Fisher Fellow, and Lilly applications. She then reminded faculty that requests for the One-Day Conference Fund, like requests for other funds, must be submitted before the conference and that reimbursement will occur after receipts of expenditures are presented to the committee. In conclusion, she named the members of the committee: Professors Bridges, Fruhan, D. La Lone, Rambo, Ryujin, and Salman as elected members and Professors A. Catanese and White as ex-officio members.

**GRADUATE COUNCIL:
MOTION TO DELETE COURSES**

For Graduate Council, Professor Madison moved
to discontinue Physics and Astronomy 501-502, Advanced
Laboratory Projects (1/4 - 1 course credit)
and
to add Physics and Astronomy 590, Selected Topics (1/4 - 1
course credit).

The motion passed.

**COMMUNICATIONS FROM THE EXECUTIVE VICE PRESIDENT
AND OTHERS**

Executive Vice President Bottoms announced that over a four-year period the University will contribute \$100,000 toward the purchase of a fire truck and that a friend of one of the DePauw parents had offered to serve as a professional consultant to both the community and the college on fire equipment issues.

On other community related matters, the Executive Vice President called upon Vice President Silander who discussed DePauw's disposal of waste materials, particularly an incident this summer involving paint-related materials allegedly disposed near Blackstock Stadium and affecting the quality of ground water in the area. He indicated that more recently additional questions had surfaced about the alleged incident and that the University had issued a statement in the Banner-Graphic (October 31, 1985) outlining what officials knew on the subject. The Vice President noted that the University had called the State Board of Health to examine waste disposal methods, is tightening procedures, and will continue to work on the issue.

Vice President Silander then referred to two campus situations, one in the Julian Science and Math Center, where destruction of old equipment has been delayed to Thanksgiving break, and the Art Center where systems for exhaust fumes are being developed. Throughout his remarks, the Vice President insisted on the importance of waste disposal issues and the need for the University to use correct procedures.

When Professor Loring noted zoning ordinances forbidding these activities, Vice President Silander indicated that DePauw personnel had misinterpreted the definition of "transfer station," that the University was wrong, and that procedures are being changed.

Executive Vice President Bottoms then spoke of the University Priorities Committee which is brainstorming on the question, "If unlimited funds were available, how might DePauw put them to use in order to enhance the academic environment?" In light of the \$103,000,000 raised in the Sesquicentennial Campaign, Dr. Bottoms invited all faculty to share possibilities with members of the committee.

After thanking faculty for attending the Mendenhall lectures and symposia, the Executive Vice President canceled the faculty luncheon so that everyone might attend Senator Quayle's open hearing scheduled at that time (November 11, 12:15, Recital Hall).

**NEW BUSINESS:
SPECIAL COMMITTEE ON PERSONNEL PROCEDURES**

Professor Newton, Secretary for the Special Committee on Personnel Procedures, indicated that the committee will circulate its report in sufficient time for faculty to consider it before it is presented at the December faculty meeting and discussed with the Academic Affairs Committee of the Board of Trustees on December 12. Professor Newton remarked that many of the items suggested by specified groups (Faculty Minutes, October 7, 1985, pages 8-9) had been incorporated into the report. He invited individual faculty members to contribute their ideas and noted that on November 20 at 4:00, the committee will hold an open meeting for discussion of the report.

ANNOUNCEMENTS

Professor Weiss announced that on Tuesday, November 5, the S faculty will have breakfast in the Hub.

Professor Gass noted that Channel 6 news anchorman Howard Caldwell had interviewed Professor Emery on "Howard's Indiana" featuring John Jakes just before the faculty meeting. Professor Gass then commented on the few numbers of faculty members attending the Parent Day mixer.

Professor Miller announced the following members of the Women's Studies Committee:

Division 1, Professor Fruhan
Division 2, Professor Csicsery-Ronay
Division 3, Professor Berrio
Division 4, Professor Wachter

Professor Miller also announced that Professor David Field will replace Professor Mennenga on Graduate Council.

Executive Vice President Bottoms reminded faculty that the first Faculty Lecture of the season will feature Professor Dittmer who will deliver the paper "In the Name of Freedom: The Politics of the Mississippi Movement, 1954-1964," in the Faculty-Trustees Meeting Room at 7:00 p.m. on November 13.

ADJOURNMENT

At 8:40 p.m. the meeting was adjourned.

Respectfully submitted,

Ann Miller, Secretary
Catherine Fueglein, Assistant

AGENDA

For the Faculty Meeting of December 2, 1985

1. Call to Order (7:00 p.m., Thompson Recital Hall)
2. Approval of Previous Minutes
3. Reports from Coordinating Committees
 - Committee on Academic Policy and Planning (Professor Weiss)
 - Announcements
 - Motion to abolish the major in Pre-Medical Science
(to be removed from the table)
 - Motion to abolish the major in Computational
Mathematics (to be removed from the table)
 - Resource Allocation Subcommittee
 - Announcements on position recommendations
 - Graduate Council
 - Motions on admissions procedures
 - Motions on graduation requirements
 - Motions on graduate assistants
 - Special Interim Committee on Personnel (Professor Raines)
 - Announcements
 - Committee on Management of Academic Operations (Professor Brooks)
 - Announcements
 - Motion to add and delete courses
 - Motion to change credit in courses
 - Committee on Scholastic Achievement (Professor Rizner)
 - Announcements
4. Reports from Other Committees
 - Special Committee on Personnel Procedures (Professor Newton)
 - Motion to Revise Handbook (to be tabled)
 - Faculty Development Committee (Professor Bridges)
5. Communications from the Executive Vice President and Others
6. Old Business
7. New Business
8. Announcements
9. Adjournment

THE FACULTY OF DEPAUW UNIVERSITY

Minutes of the Meeting of December 2, 1985

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Vice President for Academic Affairs Cooper at 7:00 p.m. in the Thompson Recital Hall of the Performing Arts Center. Approximately 70 were in attendance.

CORRECTION AND APPROVAL OF THE MINUTES

Professor Brooks noted that three motions from the Committee on the Management of Academic Operations had been omitted from the November minutes.

**Committee on the Management of Academic Operations (MAO):
Motion to Add Courses to Group One of the Distribution
Requirements**

For Mao, Professor Brooks moved to add the following courses to the first group of the distribution requirements:

Geology and Geography 112, Historical Geology
(1 course credit)

and

Geology and Geography 212, Environmental Geology
(1 course credit).

The motion passed.

**Committee on the Management of Academic Operations (MAO):
Motion to Add Courses to Group Three of the Distribution
Requirements**

For Mao, Professor Brooks moved to add the following courses to the third group of the distribution requirements:

Communication Arts and Sciences 213, History of the
Theatre I (1 course credit)

and

Communication Arts and Sciences 214, History of the
Theatre II (1 course credit).

The motion passed.

**Committee on the Management of Academic Operations (MAO):
Motion Regarding Transfer Credit and Advanced Placement**

For MAO, Professor Brooks moved

to adopt a policy for accepting college credit earned by high school students and a modified policy for transferring credit.

(Note: The text of each of these policies is printed in the Faculty Minutes of November 1985.)

The motion passed.

With the addition of these motions, the minutes of the previous meeting were approved.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO ABOLISH THE MAJOR IN PRE-MEDICAL SCIENCE**

For CAPP, Professor Weiss moved to remove from the table the motion

to abolish the major in Pre-Medical Science.

The motion to remove from the table passed, then the motion passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO ABOLISH THE MAJOR IN COMPUTATIONAL MATHEMATICS**

For CAPP, Professor Weiss moved to remove from the table the motion

to abolish the major in Computational Mathematics.

The motion to remove from the table passed, then the motion passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO RAISE LEVEL OF COURSES APPLICABLE TOWARD
MASTER'S DEGREE**

For CAPP and upon the recommendation of Graduate Council,
Professor Weiss moved to place on the table a motion

to raise the level of courses applicable toward a
Master's Degree from the 300-level to 400 and above,
and to remove the following sentence from page 69 of
the Bulletin: "Beginning courses in a particular
field may be taken if needed to strengthen a particular
teaching area."

The motion to place on the table passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO INCREASED NUMBER OF UPPER LEVEL COURSES
REQUIRED FOR MASTER OF ARTS DEGREE**

For CAPP and upon the recommendation of Graduate Council,
Professor Weiss moved to place on the table a motion

to increase the minimum number of 500-level courses
required for the Master of Arts Degree from three
courses to four, plus the one to two courses of Thesis.

The motion to place on the table passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
REPORT FROM RESOURCE ALLOCATION SUBCOMMITTEE**

For CAPP, Professor Weiss called on Professor Steele to
report for the Resource Allocation Subcommittee. Professor
Steele announced that the subcommittee had made the following
position recommendations to CAPP:

Chemistry

One tenure-track position for an organic biochemist
One five-year position for an analytical chemist

Education

One three-year position

English

One tenure-track position as requested

Mathematics and Computer Science

One tenure-track position with computer science component
One five-year position in mathematics

Music

One tenure-track position as requested to replace
a term position

Political Science

One tenure-track position as requested

Psychology

One tenure-track position as requested

Sociology and Anthropology

No additional position granted

Professor Steele indicated that CAPP had not yet acted on the recommendations but hoped to finish its review within the week.

**SPECIAL INTERIM PERSONNEL COMMITTEE (SIPC):
ANNOUNCEMENTS**

For the SIPC, Professor Raines announced that the committee had held its first meeting on November 19 and that it had been developing the following agenda items (among others) for its first meeting with Vice President Cooper:

1. The SIPC will request that by December 15 concerned faculty members be able to review purged personnel files which will then be available to the SIPC by January 2.
2. The subcommittee on promotions wishes to be able to report on the previous year's candidates to the SIPC by the first meeting in February.
3. The SIPC hopes to arrive at firm dates with the Vice President for Academic Affairs on deadlines for interim reviews, promotions, and tenure.
4. Recognizing that the Vice President for Academic Affairs is a member of the SIPC and that he will want to discuss various matters

with the committee but that faculty members of the committee are expected to deliberate in the absence of the Vice President, the SIPC wishes to discuss the entire relationship of the Vice President to the committee.

5. The SIPC wishes to discuss the published criteria to be employed in tenure decisions.
6. As soon as possible, the SIPC wishes to have a list of those undergoing tenure, interim and promotion reviews.

Professor Raines also reported that he and Professor Carkeek will co-chair the SIPC this year.

**COMMITTEE ON THE MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
CHANGES IN COURSE TITLES AND NUMBERS**

For MAO, Professor Brooks announced the following course changes:

Art 220, Contemporary Art: The Shock of the New
(1 course credit) has become

Art 220, Modern Art: The Shock of the New (1 course
credit);

Classical Studies 101-102, Elementary Greek (1 course
credit each semester) has become

Classical Studies 101-102, Elementary Greek I and II (1
course credit each semester);

Classical Studies 123-124, Elementary Latin (1 course
credit) has become

Classical Studies 123-124, Elementary Latin I and II
(1 course credit each semester);

Classical Studies 258, Introduction to Greek Archaeology (1
course credit) has become

Classical Studies 258, Introduction to Greek Art and
Archaeology (1 course credit);

Classical Studies 259, Introduction to Roman Archaeology
(1 course credit) has become

Classical Studies 259, Introduction to Roman Art and
Archaeology (1 course credit);

History 101, Introduction to European Civilization
(1 course credit) has become
History 101, Foundations of Western Civilization (1 course
credit);

History 102, Modern Europe to 1914 (1 course credit)
has become
History 102, Introduction to Modern Europe (1 course
credit);

Philosophy and Religion 360, Topics in the Study of Religion
(1 course credit) has become
Philosophy and Religion 360, Topics (1 course credit); and

History 210, The Ancient World (1 course credit) has become
History 100, The Ancient World (1 course credit).

**COMMITTEE ON THE MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
MOTION TO ADD COURSES TO THE CURRICULUM**

For MAO, Professor Brooks moved to add the following
courses to the curriculum:

Mathematics and Computer Science 416, File Processing (1
course credit), formerly Mathematics and Computer
Science Topics 492C

and

Mathematics and Computer Science 417, Compilers (1 course
credit), formerly Mathematics and Computer Science
Topics 492E.

The motion passed.

**COMMITTEE ON THE MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
MOTION TO ADD TOPICS TO TOPICS COURSE**

For MAO, Professor Brooks moved to add the following topics
to Math 492, Computer Science Topics (1/2 to 1 course credit):

C: Advanced Modeling and Simulation
E: Operating Systems
H: Artificial Intelligence
J: Graphics
(A, B, D, F, and G remain unchanged.)

The motion passed.

**COMMITTEE ON THE MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
MOTION TO CHANGE CREDIT**

For MAO, Professor Brooks moved that

Psychology 325, Psychological Tests and Measurements (1
course credit) become
Psychology 325, Psychological Tests and Measurements (1/2
to 1 course credit).

The motion passed.

**COMMITTEE ON THE MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
MOTIONS TO TRANSFER COURSES FROM THE EXPERIMENTAL DIVISION**

For MAO, Professor Brooks moved that

Experimental Course AAA, Going to the Movies (1 course
credit) become
General Studies 243, Film Criticism (1 course credit).

The motion passed.

For MAO, Professor Brooks also moved

that Experimental Course EEE, Practicum for Oral
Communication Consultants become
General Studies 300, Practicum for Oral Communication
Consultants (1 course credit).

The motion passed.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION TO GO INTO COMMITTEE OF THE WHOLE TO DISCUSS
REVISION OF FACULTY HANDBOOK**

Professor Newton, Secretary of the Special Committee on
Personnel Procedures moved that

the faculty go into a committee of the whole in order
to consider SCPP's recommendations on the Faculty
Handbook.

The motion passed.

After reporting that the SCPP had met with Acting President Bottoms to discuss external evaluation and other items, Professor Newton observed that he and Professor Garrett had been designated to represent the SCPP and the faculty on December 12 when the Academic Affairs Committee of the Board of Trustees will meet to consider the Welch report which will be discussed by the entire Board in January.

Professor Newton then moved

that, in light of its recent deliberations, the present review committee be requested to make recommendations on grievance and disciplinary procedures.

The motion passed and became part of the SCPP report.

After observing that the SCPP had not been able to consider policies for Part-Time Faculty, Professor Newton then indicated that the committee of the whole would discuss the revision of the Faculty Handbook, entertain and act upon any proposed amendments, then submit the amended revision as a report of the committee of the whole. At Professor Newton's invitation, Professor Jagger summarized the committee's work to date. Professor Newton acknowledged Part-Time Instructor Steele for her stylistic contributions to the document and then announced the changes that were added to the proposed Faculty Handbook revision as the result of faculty suggestions. (These changes are reflected in the attached revision dated December 2, 1985.)

**Committee of the Whole: Amendments to Faculty Handbook Revision
(Motions on Rank of Senior Professor)**

In the following discussion, Professor Gass moved
that the title of Senior Professor be retained.

Professor Hogarth seconded the motion.

Subsequently Professor Morrill proposed a substitute motion to reword Section I-A-1-a-(4) under **By-Laws and Standing Rules of the Faculty** to say

"This staff includes those persons appointed to the **senior professor rank,**"

and Section I-B-1-b under **By-Laws and Standing Rules of the Faculty** to say

"Members of the Faculty shall be drawn from persons appointed to the above staff positions and shall consist of the following: . . . Those persons on the teaching staff who are appointed **senior professors, professors, associate professors, assistant professors, instructors, and lecturers** on full-time appointment."

Professor Cavanaugh seconded the substitute motion which then passed.

**Committee of the Whole:
Amendments to Faculty Handbook Revision
(Motion on Teaching Credit for Faculty on Term
Contracts)**

Professor Nolte then moved to add the following statement to Section I-D-5 under Faculty Personnel Policies:

At this time a faculty member may negotiate for tenure and promotion credits based on previous service at other institutions.

Professor Daynes seconded the motion. In the accompanying discussion, faculty members pointed out that

- a) tenure-track faculty do not have the opportunity to apply teaching credit from other institutions toward promotion; and
- b) the American Association of University Professors recommends that term appointments do not occur indefinitely.

It was also noted that the motion did not include provision for sabbatical leave credit. The motion passed.

**Committee of the Whole:
Amendments to Faculty Handbook Revision
(Motion on Rank Beyond Full Professor)**

Professor Daynes moved

that the University establish a rank beyond that of full professor.

Professor Mannon seconded the motion which failed after discussion.

**Committee of the Whole:
Discussion on Effect of Adoption of
Faculty Handbook Revision**

Asking about the effect of the faculty's adoption of the Faculty Handbook Revision, particularly when some provisions are under the jurisdiction of the Board of Trustees rather than the faculty, Professor Morrill then expressed the possibility of the Board's operating under one set of guidelines and the faculty another. Professor Newton explained in essence the Faculty Handbook Revision was the faculty's response to the Welsh report as requested by the Board and that if approved by the Board, would become University policy. Professor Morrill then suggested that the Handbook include a distinction between faculty and University responsibilities.

**Committee of the Whole:
Revision of Faculty Handbook
(Motion on Resource Personnel)**

Acting on behalf of a member of the Department of Health, Physical Education, and Recreation, Professor Schwartz moved

to delete the words "athletic coaches" from the sentence, "This group includes but is not limited to some librarians, athletic coaches, counsellors, and student service administrators." (Section I-A-1-b under **By-Laws and Standing Rules of the Faculty**)

Professor Morrill then offered a substitute motion

to delete the entire sentence from Section I-A-a-b.

Professor Steele seconded the substitute which then passed.

**Committee of the Whole:
Conclusion**

The discussion and action of the committee of the whole having been concluded, Presiding Officer Cooper announced that the faculty was no longer deliberating as a committee of the whole.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION ON AMENDED FACULTY HANDBOOK REVISION**

For SCPP, Professor Newton moved

to place on the table the amended Faculty Handbook revision.

Professor Lemon seconded the motion which then passed.

After pointing out that the document will remain on the table until February before it can be approved, but that the Board will consider the material in January, Professor Baughman suggested affixing a ballot to the amended document being mailed to faculty so that it might receive faculty approval before Board consideration. In response to queries, Acting President Bottoms indicated that the Board intended to discuss points of the Welch report, that it might act on some sections and defer others, and that it did not expect to revise the Faculty Handbook.

**FACULTY DEVELOPMENT COMMITTEE (FDC):
REPORT**

For the FDC, Professor Bridges reported that the committee had sent its recommendations on sabbatical and Lilly Open Fellowship applications to the administration. She also invited faculty to apply for the currently uncommitted money in General Conference Funds (\$16,000) and Professional Conference Funds (\$26,000).

WOMEN'S STUDIES COMMITTEE

For the Women's Studies Committee, Professor Csicery-Ronay announced that the following are members:

Support Staff: Brenda McBride
Contract Staff: Marion McInnes
Part-Time Faculty: Kathleen Steele
Independent Scholars: Etelka de Laczay

REPORT FROM THE ACTING PRESIDENT

Indicating that the University Priorities Committee was continuing its discussion on possible ways to improve the intellectual life of the DePauw community, Acting President Bottoms invited faculty members to discuss possibilities at a two-hour faculty luncheon beginning at 11:00 on December 16.

ANNOUNCEMENTS

Registrar Ypma requested that faculty submit grade sheets by 9:00 a.m. on Monday, December 23. In response to a question from Professor Gass about drop slips being sent to faculty, Dr. Ypma indicated that the MAO committee had previously indicated they were unnecessary.

Professor Sedlack solicited names for the commencement speaker and for honorary degree candidates.

Professor Stark announced that there were 150 candidates for the Science Scholarship Day scheduled for December 8, 1985.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

PROPOSED REVISION OF

THE FACULTY HANDBOOK

December 2, 1985

The following document represents the proposals of the Special Committee on handbook revision on most of the major issues raised by the Welch Report and the current problems of personnel procedures. The Committee intends to present other documents as soon as the issues can be considered and proposals formulated, including part-time teachers, disciplinary procedure, and review (grievance) procedure.

The Committee intends to move this document for discussion, amendment, and then to place it on the table at the December meeting of the Faculty. Thereby the Committee hopes to test its thinking and to see if there is broad faculty support. This is important because the Committee has been instructed by the Faculty to represent faculty concerns to the Board of Trustees. The first occasion for this will be December 12, when there will be a meeting of the Academic Affairs Committee of the Board, at which the Welch Report will be considered. The next occasion, at present, is the January meeting of the Board, at which there is good likelihood that the Welch Report will be adopted, at least in part, by the Board.

The following technique has been used. Material in brackets [] refers to sources and rationale. **Bolded Text approximates material already in the Faculty Handbook (1980).** *Italicized text is the Special Committee's recommendations in response to the Welch Report.* Ordinary text is other recommendations of the Special Committee.

REVISION OF THE

BY-LAWS AND STANDING RULES OF THE FACULTY

I. The Educational Staff of the University and the Faculty (See the Charter and By-Laws of DePauw University, amended 1984, Article V, printed in the Appendix of this handbook, Section III.)

A. The Educational Staff of the University

1. **The educational staff of the University is defined as those persons required by the educational program of the University who are appointed by the President subject to review by the Board. (By-Laws of DePauw University, amended 1984, Article V.) [Faculty Handbook, 4]**

a. **The teaching staff is defined as those persons appointed to academic rank and teaching responsibilities in the academic disciplines. This staff includes:**

- (1) **those persons appointed to probationary and tenured full-time and part-time teaching positions;**
- (2) **those persons appointed to term teaching positions;**
- (3) **those persons appointed to part-time teaching positions;**
- (4) **those persons appointed to senior professor rank.**

b. *The educational resource staff is defined as those persons appointed to nominal rank (i.e., who are appointed "with rank of" instructor, assistant professor, etc., who have significant instructional responsibilities but do not carry a full academic teaching load.*

[The Educational Staff of the University and the Faculty . . .]

c. **The educational administrative staff is defined as those persons appointed with academic or nominal rank to executive and administrative positions in the offices of the President, the Executive Vice President, the Vice President for Academic Affairs, and the Vice President for Finance. (See the Charter and By-Laws of DePauw University, amended 1984, Article IV.)**

B. **The Constitution of the Faculty (Faculty Membership) [Faculty Handbook, 5]**

1. **Members of the Faculty shall be drawn from persons appointed to the above staff positions and shall consist of the following. (See Charter and By-Laws of DePauw University, amended 1984, Article V.)**

a. **The President.**

b. **Those persons on the teaching staff who are appointed seniors professors, professors, associate professors, assistant professors, instructors, and lecturers on full-time appointment. (Where two persons are appointed to a single full-time position, each shall be considered a member of the Faculty.)**

c. **educational administrative staff members, who are appointed with academic or nominal rank.**

d. *educational resource staff members, who are appointed with nominal rank.*

II. . . .

III. **The Officers**

A. **The Presiding Officer**

The President of the University shall be the head of all educational departments of the University. **The President or a designated representative shall preside at all meetings of the Faculty. In his or her absence the Academic Vice President shall preside. (See Charter and By-Laws of DePauw University, amended 1984; Faculty Handbook (1980), 7.)**

B. . . .

IV. **Schools and Departments**

[This section brings together in one place the materials relating to school directors, department chairs, and departmental personnel and search committees. Also, it emphasizes the primary role of the school and department in personnel matters, a principle evident in the Welch Report, page 4.]

A. **Appointment to Teaching Positions**

Members of the teaching staff shall be appointed to positions in schools or departments.

B. **Schools and departments shall have immediate supervision over:**

1. **their respective fields and disciplines and the courses of instruction;**

2. *the definition of teaching positions in those fields and disciplines [Welch, 4];*

[Schools and Departments . . .]

- 3. recruitment, appointment, evaluation, tenure, and promotion of their faculty members [Welch, 4];
- 4. the definition of major and minor concentrations of studies in their respective fields and disciplines;
- 5. their schedules of courses and laboratories;
- 6. their organizational structure, except where specified by Faculty action;
- 7. and the support personnel and budget needed to carry out their respective missions.

C. Schools and departments shall have the following committees and any others they deem necessary in carrying out their responsibilities.

1. School or Department Personnel Committee

a. *Membership.* A personnel committee shall consist of all continuing full-time members and less than full-time tenure track members of the department except the person being reviewed, those in their first year of service, and those on leave. (If there are fewer than three eligible department members, the committee shall select additional members from related departments.) The department chair serves as the committee chair and communicates in writing the decisions of the committee to the candidate, the Committee on Faculty, and the Academic Vice President, including any separate reports which may be written by members of the committee. A personnel committee, when conducting a search or considering a recommendation from a search committee, shall include two members from other departments. (See below IV.C.2.a.) A personnel committee may delegate responsibilities to subcommittees.

[This is a rewriting of the departmental tenure committee specification in the Faculty Handbook (1980), 31; Welch, 4.]

b. *Function.* (i) The personnel committee writes the job description to meet publicly defined criteria and stated policies of equal opportunity and affirmative action; sends requests to appropriate faculty committees and administrative officers; prepares and sends advertisement to appropriate journals, receives the report of the search committee and makes the recommendation to hire. (ii) It insures that job candidates are fully apprised of the primacy of teaching, the nature of student-faculty relationships, and the kinds of professional and service activities required for a successful run towards tenure.* [This addresses a question raised by the special group of probationary faculty.] (iii) It informs the Committee on Faculty and the Academic Vice President about the nature of the position and the department's expectations of successful candidates. (iv) The committee investigates, considers evidence, and makes recommendations regarding personnel decisions affecting members of the department. [Welch, 4]

*The job description and the school or department expectations should be given to the Committee on Faculty prior to campus interviews of candidates.

2. School or Department Search Committee

a. *Membership.* If not identical with the personnel committee, a search committee shall be constituted by the department with three or more members drawn from its continuing full-time members and less than full-time tenure track members. In special circumstances, members may be appointed from other staff of the department, such as those who are leaving the department or the University at the end of the year, emeriti, and part-time teachers. Two members, one from each

[Schools and Departments . . .]

of two other departments, appointed by the Academic Vice President upon recommendation from and consultation with the chair of the search committee, shall also be members. (If there are fewer than three eligible department members, the personnel committee shall select additional search committee members from related departments.) The chair of the department shall be responsible for the organization of the committee and may be its chair. [See Memorandum of Nov. 15, 1979 from Provost Johnson reporting the recommendation of the Committee on Faculty regarding departmental search committees; Welch, 4]

- b. Function. (i) The committee screens applicants, arranges off- and on-campus interviews, including those with the Academic Vice President and President, if appropriate; arranges on-campus presentations and performances. (ii) It confers with all regular members of the department and others, such as emeriti and part-time teachers, regarding assessment of the candidates interviewed. (iii) It formulates a recommendation and brings it to the personnel committee. [Welch, 4]

D. Director of the School; Chair of the Department [See Faculty Handbook (1980), 49; Welch, 13-14]

1. Directors and chairs are expected to be leaders within the University at large through consultation with the administration and committees. They shall meet from time to time as a body to discuss mutual concerns and share expertise. They may select officers, organize committees, conduct workshops, etc., to expedite their work.
2. Directors and chairs are appointed by the President on the recommendation of members of the department and the Committee on Faculty, and in consultation with the Academic Vice President. The term of appointment is three years, with evaluation in the third year of the term and the possibility of renewal. A director or chair receives a stipend and/or carries a reduced teaching load according to a published schedule. [See Memorandum of April 3, 1979 to Provost Johnson from President Rosser, subsequently amended.] If there are co-directors or chairs or associate directors or chairs, similar arrangements shall be followed.
3. Directors or chairs lead curriculum planning within the school or department, chair the personnel committee, and prepare and administer the school or department budget. In all of these areas they should lead, but also consult others in the school or department and involve them in the decision-making process. They are responsible for maintaining good morale within the school or department and for encouraging excellence in teaching and other professional activities.
4. Directors or chairs link department and other University constituencies, serving as a spokesman for departmental interests, but also interpreting for the department the larger needs and goals of the University. [Faculty Handbook (1980), 49; Welch, 13-14]
5. Directors or chairs serve as mentors to the members of the school or department, particularly the newer members, informing them of development opportunities, facilitating peer teacher observations, communicating University and departmental expectations, and helping faculty to meet those expectations. For purposes of school or department self-study, the directors or chairs confer annually with individual members about their role in, and expectations for, the school's or department's mission in the University. [See recommendations of the special group of department chairs; Welch, 13-14.]
6. Directors or chairs assist school or department members in preparing materials for personnel reviews and assure that the school or department has thoroughly investigated and submitted all relevant information. [See recommendations of the special group of department chairs.]

[Schools and Departments . . .]

7. Directors or chairs participate in disciplinary procedures of the school or department. [Welch, 9, 13.]

V. The Divisions . . .

VI. Faculty Committees

- A. . . .
- B. . . .
- C. . . .
- D. Eligibility Restrictions, Terms

1. Members of the Faculty who are part of the teaching and resource staffs are eligible for elected positions on all faculty committees, except the Committee on Faculty which has added restrictions. (See VII.B.2.)
2. Members of the teaching, resource, and administrative staffs are eligible for appointed positions on all faculty committees, where such positions exist and subject to restrictions that may be imposed on each committee.
3. All terms of service on faculty committees filled by elections shall be three years, unless otherwise specified. Members may be re-elected.

VII. Coordinating Committees

- A. . . .
- B. Committee on Faculty

1. Function. The Committee shall represent the Faculty by
 - a. recommending policy and procedures for personnel decisions to the Faculty;
 - b. communicating procedures for personnel decisions to faculty members [The special group of probationary faculty expressed desire for a special meeting with the Committee on Faculty to discuss procedures];
 - c. interviewing candidates for initial appointment, informing them of procedures and criteria by which they will be evaluated, and responding to the school's or department's recommendation to hire;
 - d. discussing policies for faculty development and communicating policy guidelines to the Committee on Faculty development [Faculty Handbook (1980), 13];
 - e. considering evidence and testimony and consulting with and making recommendations to the President of the University in the following areas: appointment of new faculty members; retention, advancement to tenure, promotion and dismissal of faculty members; and appointment, reappointment, and evaluation of school directors and department chairs. The committee shall perform these functions on the basis of policies established by the Faculty.

[Faculty Handbook (1980), 13; the special group of department chairs recommended that the Committee on Faculty continue to have a role in

the appointment and evaluation of school directors and department chairs and that directors and chairs be apprised of the result of the evaluation. See IV.C. above.]

- f. *considering the legal propriety and risks of all faculty personnel procedures, including those at the school and department levels; and informing all faculty participants in personnel procedures of possible legal concerns. The Committee should consult, when needed, with a lawyer knowledgeable in the application of law to higher educational institutions. Permission and support for such consultation should be given by the highest administrative officer under the President (normally, the Executive Vice President).*

[See Recommendations of the Negotiating Committee; Welch, 16-17; report of the special group of tenured faculty. The AAUP holds that "Colleges and universities have a responsibility for assuring legal representation and indemnification to members of their faculties who are subject to lawsuits stemming from their professional performance in institutional service . . . The policy should include all stages of legal action, threatened or pending, in a judicial or administrative proceeding." AAUP Policy Documents and Reports (1984), 72. The Special Committee agrees with the AAUP position and believes that faculty members involved in personnel decisions at any level, personnel committees or Committee on Faculty, should have institutional support because the University needs ready and willing participation by all faculty members in personnel processes. DePauw would be much less well served if faculty members declined such responsibilities when legal jeopardy was added to increasing differential emphasis on research, publication, and performance. Such jeopardy is more likely in a litigious climate and can take many forms, as recognized by the AAUP statement, "threatened or pending," "judicial or administrative." We recommend that there should be a fund, administered by some Faculty officer, such as the secretary of the Faculty, which could be drawn upon, with limits, by any faculty member (1) involved in personnel processes, (2) who has been alleged to have acted improperly relative to those processes either in or outside those processes and (3) who is being investigated administratively or judicially. Such a fund should pay only for an initial consultation with an appropriate lawyer, not retained by the University, one for whom there could be no conflict of interest. Also, we recommend that the University should provide liability insurance to protect faculty members in legal actions related to the personnel processes.]

2. **Membership: Ten tenured faculty members each with at least four years of service at DePauw. Six shall be elected at large and one full professor by each division. No more than three may be from one division and no more than two from one school or department.**

[Faculty Handbook, 1980, 13; The recommendation to increase membership from eight to ten follows the suggestion of the special group of former Committee on Faculty members and the question in Professor Johnson's notes. The argument is that the proposed withdrawal of committee members from deliberation and vote from cases where their interests might be directly involved or involving a school or department colleague might deplete the committee on crucial cases. See III.E.2-3 below. Also the addition of two members would facilitate the work of subcommittees. Specifying that the four divisions elect full professors

guarantees at least this number to be available for the subcommittee on promotions. See 4, below.]

The Academic Vice President meets with the Committee when it hears testimony (hearings sessions), organizes itself, and plans its agenda but not when the committee deliberates and votes (deliberations sessions).

[See Faculty Handbook (1980), 13; Welch, 6; the argument respects the Welch Report principle that no person should participate in a personnel decision at more than one level. See III.E.3.b below. Nevertheless, the Academic Vice President and the Committee on Faculty should make their respective decisions using the same evidence. Therefore, the Academic Vice President meets with the Committee when it is receiving evidence but withdraws when deliberations and voting begin. Were the Academic Vice President to remain during deliberations, his or her participating at more than one level would occur.]

3. Organization and Orientation

- a. Members of the Committee shall be elected by the Faculty during the 1st semester of the academic year (nearly one year before their terms begin).
- b. The chair shall be a committee member who served on the committee in any preceding year. [Pro Welch, 6; contra Faculty Handbook (1980), 13] He or she shall be elected as soon as possible by the committee for the coming academic year so that arrangements can be made for the departmental replacement to be reflected in the schedule.
- c. A quorum shall consist of the chair and five other committee members.
- d. At an early meeting in the academic year, there shall be an orientation to the work of the Committee, in which both faculty members of the committee and administrators will discuss their respective roles, the personnel decision calendar, types of admissible evidence, hypothetical difficult cases and the procedures for dealing with such cases, and legal guidelines and risks. [See Recommendations of the negotiating committee.]

4. Subcommittees.

- a. The Promotions Subcommittee shall be four or more full professors elected from its members by the committee and shall recommend promotions, subject to concurrence by the whole Committee on Faculty, minus those who have withdrawn.*

*See below FACULTY PERSONNEL POLICIES, III.E.

[Welch, 15; the argument is that the promotion decision involves the same kinds of materials and issues as other personnel decisions and the separation of functions would create problems of consistency and coordination.]

- b. The Committee on Faculty may form other subcommittees (e.g., those to consider interims, reviews, faculty and staff searches, review of school directors or department chairs), but the entire committee, minus those who have withdrawn,* shall act on all tenure decisions.

*See below FACULTY PERSONNEL POLICIES, III.E.

5. Responsibilities and Privileges of the Chair of the Committee.
 - a. The chair together with the Academic Vice President, shall arrange the agenda of the committee, setting the calendar [Welch, 6] for its orientation, hearings, and deliberations sessions and the consultative sessions with the administration; and shall arrange the keeping of personnel documents.
 - b. The chair shall preside at the sessions of the committee, and report to the Faculty and the University community regarding the progress of the Committee.
 - c. The chair, assisted by designated members of the committee, shall provide notice and guidance to those participating in personnel matters (school or department personnel committees, nominations for promotions, candidates for personnel action, etc.) regarding the time and form of recommendations, procedures for gathering and evaluating evidence, and statement of reasons for the recommendations.
 - d. With the consent of the respective school or department personnel committee, the chair may reduce his or her teaching duties (equivalent to one course each semester). Or the chair may choose to receive an overload stipend. If the former, replacement in the school or department curriculum should be provided, through part-time support, overload stipend for a colleague, or a shift of assigned duties.

6. Secretary of the Committee. [Recommendations of the negotiating committee]
 - a. The secretary shall be a professional staff person provided by the office of the Academic Vice President.
 - b. The secretary shall attend and keep the minutes of the organization and hearings sessions of the Committee but shall not be present for deliberations sessions. (During deliberations sessions the Committee shall appoint one of its members to record its actions and the accompanying reasons.)
 - c. The secretary shall assist the chair, the Academic Vice President, and the chairs of subcommittees in preparing and maintaining documents, including model documents that might be helpful to the school or department personnel committees, to recommenders, and to candidates for personnel actions, and in communicating with others participating in personnel matters.

PROPOSED REVISION OF

FACULTY PERSONNEL POLICIES

Faculty should have primary responsibility for decisions regarding faculty status and related matters [See AAUP Policy Documents and Reports (1984), 109.], subject to the final authority of the Board of Trustees as described in the Charter and By-Laws of the University. [Faculty Handbook (1980), 26] Personnel policies described in the Faculty Handbook necessarily presume that the recommendations and decisions are the result of a thorough and deliberate examination of all available evidence about a faculty member's work. These recommendations carry the full force of all gathered testimony in and out of the institution. The Faculty Handbook is the document which guarantees process and principles. A faculty member is entitled to expect fair treatment according to a system of rules. Our system guarantees this by carefully describing the duties of the faculty in studying all available evidence in order to arrive at defensible and just recommendations.

[FACULTY PERSONNEL POLICIES . . .]

I. Recruitment, Appointment, and Rank

A. Recruitment and Initial Appointment

1. Teaching Faculty

Schools or departments, through their personnel and search committees, are the responsible agencies in recruitment and hiring. They shall define positions, recruit candidates, and make the primary recommendations to hire, according to the goals of the University and their respective missions. [See above under Schools and Departments; Welch, 4.]

2. Educational Resource Faculty

When an opening in the resource faculty appears, the Academic Vice President appoints a search committee which shall include resource faculty from the department or unit where the vacancy occurs, persons representing the faculty in the area of expertise of the applicants, the administrative supervisor, and faculty members involved with the University program to be served. Contracts should be for a specific rank based on the degrees held, should be for a specific period of time, and should clearly state whether or not the contract may be extended. At the time of appointment the faculty member should be fully informed of how and by whom he or she will be evaluated. [Welch, 12]

B. The Committee on Faculty or a subcommittee thereof should participate in the interviews and advise regarding the school or department recommendation. Also the Committee should make sure candidates receive clear and complete information regarding the policies and procedures, both school or department and University, under which they will work and by which they will be judged.

C. Notice of Terms or Conditions of Initial Appointment

- 1. All contracts are for one fiscal year only. [Faculty Handbook (1980), 26] **"The precise terms or conditions of every appointment should be stated in writing and be in the possession of both the institution and the appointee before the appointment is consummated."** [Quotation from AAUP Policy Documents and Reports (1984), 4; also stated in the Faculty Handbook (1980), 30]
- 2. **If not specified in the contract, faculty status (including rank), as well as both University and school or department procedures and criteria employed in decisions affecting reappointment, tenure, and duties, should be specified in a written document or documents.** [Faculty Handbook (1980), 30; the special group of probationary faculty was concerned specifically about school or department procedures and criteria. This expresses the intent of statements in AAUP Policy Documents and Reports (1984), 15, 21.]
- 3. **If the probationary period is adjusted on the basis of the appointee's prior service elsewhere, the probationary period at DePauw and time of interim review should be stated in writing and be in the possession of both the institution and the appointee at the time of the appointment.** [Faculty Handbook (1980), 30; AAUP Policy Documents and Reports (1984), 4]

D. Term Appointment [This distinction and specification of term and probationary appointments tries to answer questions raised in the special group of probationary faculty.] In addition to teaching faculty appointed for terms, resource faculty also are appointed for terms specified at the time of initial appointment.

[Recruitment, Appointment, and Rank . . .]

1. The standards for notice of non-reappointment of probationary faculty shall be observed for faculty members in term appointments, both the teaching faculty and the educational resource faculty. (See AAUP Policy Documents and Reports (1984), 31; see Section VI. below.)
2. Term appointments shall carry rank appropriate to the degree and experience of the appointee.
3. The initial appointment in the term shall be for one year. Both parties must be satisfied before the appointment is continued. [Faculty Handbook (1980), 27; language adapted from probationary appointment]
4. Term appointments may be renewed. The possibility and conditions of renewal should be specified at the time of initial appointment. Full-time members of the teaching staff may serve term appointments amounting to no more than six years, unless their administrative duties make them ineligible for tenure. [See AAUP Policy Documents and Reports, 1984, 35-42.] Members of the educational resource and administrative staffs may serve in term appointments indefinitely.
5. If faculty members in term appointments are appointed to probationary positions, the years spent in the term appointment should count in the probationary period. At this time a faculty member may negotiate for tenure and promotion credits based on previous service at other institutions.
6. Faculty members in term appointments should observe the same requirements for periodic evaluation as probationary faculty members. Those having completed two years of service and being considered for reappointment to another term should be evaluated in a manner similar to the interim review for probationary faculty members. [Request for clarification came from special group of probationary faculty members.]
7. Faculty members in term appointments shall be eligible for consideration for promotion, but the time sequence for promotion in nominal rank may differ widely from that of academic rank owing to differences in patterns of career development. Nomination and evaluation shall be conducted in a manner similar to that of probationary and tenured faculty. The Committee on Faculty should be involved in the promotion process only to the extent to which it was involved in the hiring process.

E. Probationary Appointment (Appointment to Tenurable Positions)

1. **Appointment as Instructor** [Faculty Handbook (1980), 27; see Memorandum to Department Chairmen, October 10, 1982, from Provost Johnson reporting for the Committee on Faculty.]

The initial appointment as instructor is for one year. Both parties must be satisfied before the appointment is continued. In the final year of the probationary period, the instructor must be either granted tenure or given a one-year terminal contract.

Candidates for an initial appointment as an instructor must have at least the M.A. or M.S. degree. (Exceptions may be made for temporary appointments or when there are compensating factors.) Normally, it shall be a contractual matter that promotion shall follow upon completion of requirements for the Ph.D, or the appropriate terminal degree for the field or discipline.

2. **Appointment as Assistant Professor** [Faculty Handbook (1980), 27; see Memorandum to the Faculty, October 10, 1985, from Provost Johnson reporting for the Committee on Faculty]

The initial appointment as assistant professor is for one year. Both parties must be satisfied before the appointment is continued. In the final year of the probationary period, the assistant professor must be either granted tenure or given a one-year terminal contract. However, if the assistant professor has completed five years in rank at DePauw at the time of the tenure decision

(i.e., whose initial appointment was at that rank), he or she shall be either granted tenure and considered for promotion or given a one-year terminal contract.

[This parallels and modifies a recommendation of the special group of former Committee on Faculty members. The argument is that in almost all cases 1) the separation of qualities required for tenure and for promotion, having been in rank five years, would be a distinction without a difference; 2) the five years in rank, without the burden of finishing the terminal degree and with the supportive and evaluative procedures of the probationary period, are sufficient for the candidate to demonstrate the qualities requisite for promotion and therefore for tenure; 3) the judgment that a person can be considered for tenure but not for promotion, when the probationary period for both is identical, has the appearance of arbitrariness; and 4) the possible combination of both decisions into one would reduce the work load of the Committee on Faculty. If this is accepted by the Faculty, it would be necessary to review all cases of persons who, in recent years, have been tenured but not considered for promotion to associate professor to ascertain that clear and sufficient reasons do, in fact, exist for this condition. In view of these considerations, the Special Committee was inclined--in this special case of a faculty member who had served the requisite minimum of five years entirely at DePauw--to link the tenure and promotion decision, so that if tenure were granted the candidate would be promoted to associate professor, paralleling the present rule that if the candidate is promoted to associate professor tenure is granted. The Special Committee did not recommend mandating this link because we perceive an administrative slowdown of promotions intending, perhaps, a spreading out of faculty members in ranks, especially the rank of assistant professor, and an increasing intention to connect promotion in a more compelling way to the reward structure of the institution. Therefore, increasing the expectations for promotions could become an additional source of jeopardy to tenure candidates if their promotion were to be tied to the tenure decision. For this reason we were hesitant to make the link.]

For the rank of assistant professor a candidate must have the Ph. D. degree, or equivalent qualifications. Generally an assistant professor shall have completed at least five years at DePauw before becoming eligible for consideration for promotion.

3. Appointment as Associate Professor [Faculty Handbook (1980), 27; see Memorandum to the Faculty, October 10, 1985, from Provost Johnson reporting for the Committee on Faculty.]

The initial appointment as associate professor is for one year. Both parties must be satisfied before the appointment is continued. The total probationary time for a person appointed initially as associate professor shall not be longer than three years. In the final year of the probationary period, an associate professor must be given tenure or a one-year terminal contract.

When a faculty member is promoted to the rank of associate professor, he or she is entitled to tenure at that rank.

An initial appointment or a promotion to the rank of associate professor ordinarily is conditioned upon the candidate's having a Ph. D. Generally, an associate professor shall have completed at least seven years at DePauw before becoming eligible for consideration for promotion.

[Recruitment, Appointment, and Rank . . .]

- 4. Appointment as Professor [Faculty Handbook (1980), 27; see Memorandum to the Faculty, October 10, 1982, from Provost Johnson, reporting for the Committee on Faculty.]

The initial appointment at this rank may carry tenure, but normally involves a probationary period of not longer than three years.

There is no promotion or appointment beyond the rank of Professor. [Contra Welch, 9; this follows the suggestion of the special group of tenured faculty.]

11. Periodic Evaluation

A. Evaluation of Probationary Faculty

- 1. Early in the second semester of the first year of appointment, the Academic Vice President consults with the school director or department chair as to whether the faculty member should be reappointed. In any case where non-reappointment is a possibility, the Academic Vice President will consult with the Committee on Faculty before making a recommendation to the President. Notification of non-reappointment shall be given before March 1 of that academic year. [Faculty Handbook (1980), 31]
- 2. At the end of each year (except the interim and tenure review years) of the probationary period, the faculty member shall submit in writing to the school director or department chair a reasonably detailed evaluation of his or her performance of that year relative to the stated criteria for the award of tenure. [Faculty Handbook (1980), 31]
- 3. At the end of each semester of the probationary period, faculty members shall arrange to have written student comments taken in each course, as approved by the Committee on Faculty. The comments of the first year are returned only to the faculty member. The comments of subsequent years are placed with the personnel file used by the Committee on Faculty and the Academic Vice President, with copies sent to the faculty member.
- 4. At the mid-point of the probationary period, an interim evaluation shall be made according to the following schedule. [Memorandum to the Faculty, September 6, 1979, from Provost Johnson reporting for the Committee on Faculty]

<u>Probationary Period</u>	<u>Interim Review</u>
6 years	3rd year
5 years	3rd year
4 years	2nd year
3 years	At the faculty member's option unless requested by the chair, the Committee on Faculty, or the Academic Vice President

- 5. *Project Reviews.* Probationary faculty may request special leaves; released time for research, service, and innovative teaching programs; and grants for research projects, equipment, and continuing education. These requests are reviewed by designated faculty committees and approved by appropriate University officers if they lead to toward professional development of the faculty member and further the goals of the University.
- 6. *Consultation with school director or department chair.* For purposes of departmental self-study, the school director or department chair shall confer annually with individual members of the school or department about their role in, and expectations for, the school's or department's mission in the University. (See statement on department chairs.) [Welch, 8]

7. In the final year of the probationary period, the tenure evaluation and decision are made, according to stated procedures and criteria.

B. Evaluation of Tenured Faculty

1. Guidelines for Evaluations

- a. Evaluations of tenured faculty should be carried out with considerable skill and both actual and perceived fairness, lest there be unacceptable costs in time expended and faculty morale. [Welch, 7]
- b. Evaluations of tenured faculty should intrude as little as possible into the time and professional activities of those who evaluate and are evaluated.
- c. Evaluations of tenured faculty should be designed primarily for purposes of professional growth and development of the faculty member, in so far as these are of benefit to the University. [pro and contra Welch, 7]

2. Types of Evaluation

- a. *Periodic Student Comments.* Every third semester, student comments from each currently taught course of the tenured faculty member shall be taken according to procedures approved by the Committee on Faculty. These comments shall be returned to the faculty member for his or her own personal development and improvement. [Welch, 8]
- b. *Promotion Evaluations.* These shall be carried out for candidates nominated for promotion to associate and full professor, using the stated guidelines, procedures, and criteria for promotion. (See below.) [Welch, 8]
- c. *Project Reviews.* Tenured faculty may request sabbatical and special leaves; released time for research, service, and innovative teaching programs; and grants for research projects, equipment, and continuing education. These requests are reviewed by designated faculty committees and approved by appropriate University officers if they lead to toward professional development of the faculty member and further the goals of the University. [Welch, 8]
- d. *Consultation with School Director or Department Chair.* For purposes of school or department self-study, the school director or department chair shall confer annually with individual members of the school or department about their role in, and expectations for, the school's or department's mission in the University. (See statement on department Chairs.) [Welch, 8; the special group of department chairs recommended that chairs should have a mentoring role which supports and encourages excellence in teaching.]

C. Evaluation of Resource Faculty

Resource faculty shall be evaluated by their peers and by the University constituencies which they serve.

1. In their capacity as instructors or classroom teachers, resource faculty shall be evaluated according to the guidelines and criteria of the probationary appointments.
2. In their capacity as administrators or in carrying out other duties, resource faculty shall be

[Periodic Evaluation . . .]

evaluated according to a predetermined and agreed upon procedure stated at the time of initial appointment and conducted by their supervisors. [Welch, 12]

III. Guidelines for Decisions on Faculty Status

A. **Criteria for personnel decisions, should be regarded as long-term standards, and changes may be made only after full discussion, agreement among all parties, and ample time for adjustments. In particular, candidates for tenure should be judged by a consistent set of criteria throughout the probationary period. Decisions must be fair, efficient, and effective, with all possible respect for candidates under review, who should not be left in any doubt for undue periods of time regarding their status, unless there is good reason.** [Welch, 5; these concerns were also expressed by special groups of probationary and tenured faculty.]

B. **Decisions affecting faculty status, such as the granting of tenure and promotions in rank, should both serve the programs and purposes of the University as well as the particular missions of the various departments within it and express judgments about the candidates' merit and service. (Tenure and promotion decisions based upon extrinsic factors, such as the hypothesis of better qualified teachers available elsewhere or a limit on tenurable positions, conflict with these principles.)**

[Faculty Handbook (1980), 28; for policy on tenure quotas see AAUP Policy and Documents (1984), 32-33. It might seem that programs and purposes of the University might be served by considering extrinsic factors such as market conditions of supply of teachers, but the argument for this guideline, accepting that these factors may legitimately operate at the time of recruitment, holds that the retention of probationary faculty because it would be difficult to find a replacement or the discharge of probationary faculty because it would be easy to find a replacement, in the long run, would undermine loyalty and the good will that is essential to the programs and purposes of the University.]

C. **Decisions should use the principle of equity which considers each individual faculty member in terms of his or her unique talents, abilities, and accomplishments. The criteria for personnel decisions (See Section V. below.) state the factors all of which must be considered in thorough evaluations.**

[The principle of equity enables those making decisions to take individual talents and contributions into consideration rather than expecting identical contributions that would be expected by a principle of absolute equality.]

1. **In all cases, effective teaching is required.** Significant performance is expected in either professional competence or service to school, department or University. At least adequate performance is expected in the other category.

[This rewrites the language in the Faculty Handbook (1980), 28; this position was reaffirmed by Committee on Faculty in COF PROCEDURES, accompanying Memorandum to Department Chairs, October 10, 1982 from Provost Johnson, reporting for the Committee on Faculty.]

a. **The interim review and the decision to grant tenure should be based upon effective teaching during the probationary period and evidence of the capability of professional competence and contribution to school, department, or University programs. Furthermore, no tenure should be granted without evidence of effective teaching in the school or department in which tenure will be granted. [This partially answers a request of the special group of probationary faculty and a particular question raised by a department chair.]**

[Guidelines for Decisions on Faculty Status . . .]

- b. The decision to promote to associate or full professor should be based upon continued effectiveness of teaching, significant achievement or contribution in either professional competence or service to the school, department, or the University since the initial appointment to the preceding rank, and at least adequate performance in the other category.
- 2. All relevant activities and contributions should be evaluated in terms of quality as well as quantity. A large quantity of activity per se does not necessarily contribute to a superior academic environment. [Faculty Handbook (1980), 28; this position was reaffirmed by Committee on Faculty in COF PROCEDURES accompanying Memorandum to Department Chairs, October 10, 1982 from Provost Johnson.]
- D. The faculty member must meet the publicly stated requirements for the status for which he or she is being considered. [Faculty Handbook (1980), 28]
- E. All personnel decisions (including appointment, tenure, and promotion) shall eliminate special interest and double influence, in so far as possible. [Welch, 6, 16]
 - 1. faculty and administrators should withdraw themselves from deliberations and votes involving members of their immediate family (parents, children, spouses) or intimate personal friends.

[Welch, 16; That there should be no further restriction on employment of family members, see AAUP Policy Documents and Reports, 1984, 101.]
 - 2. faculty and administrators should withdraw themselves from deliberations and votes which directly affect their own interests. [Welch, 16] For example:
 - a. a non-tenured faculty member in a tenurable position should not participate by deliberation and vote in tenure decisions which would directly affect a corresponding decision in respect to his or her own case.
 - b. a faculty member approaching promotion should not participate by deliberation and vote in a promotion decision which would directly affect a corresponding decision in respect to his or her own case.
 - 3. faculty and administrators should not participate by deliberation or vote in a decision at more than one level of the personnel process.
 - a. Faculty members of the Committee on Faculty whose school or department colleague is being considered at the school or department and Committee on Faculty levels should withdraw themselves from the corresponding deliberations and voting of the Committee on Faculty. [Welch, 16]
 - b. The Academic Vice President, who makes separate recommendations from those of the committee and participates in the decision at the administrative level [pro Welch, 6], should withdraw when the committee deliberates and votes. [contra Welch, 6]
- F. The candidate shall have access to the evidence used in evaluating him or her and to knowledge regarding the source of such evidence.
 - 1. All documents used in personnel decisions must be signed and placed in personnel files open to inspection by the candidate.

[Guidelines for Decisions on Faculty Status . . .]

[See recommendation of the Negotiating Committee. See also the recommendation of the special group of probationary faculty.]

- 2. All interviews, except those with students, must be conducted in front of the whole committee or body considering the evidence. Minutes of oral testimony, including the names of persons giving the testimony,* shall be taken and relevant portions placed in the personnel files used respectively by the personnel committee, the Committee on Faculty, and the administration and open to inspection by the candidate. [See Recommendations of the negotiating committee and the Faculty Handbook (1980), p. 32.]

*If persons giving testimony request the withholding of their names, the name will not be entered into the minutes, but that testimony must be corroborated by at least one other person or purged from the record.
- 3. The candidate shall have opportunity to respond, in person and in writing, to all testimony and evidence prior to the decisions of the respective committees or bodies considering the evidence. [Faculty Handbook (1980), 32]
- 4. All decisions shall be based entirely and exclusively upon the material in the candidate's personnel file and on the criteria stated in the Faculty Handbook and only those additional conditions that have been clearly and publicly stated at the time of initial appointment or established later by mutual consent. [Welch, 4; Faculty Handbook (1980), 28]

IV. Procedures for Personnel Decisions

[See Faculty Handbook (1980), 31-32. For the most recent statement of procedures see COF PROCEDURES and Memorandum to Department Chairmen, October 10, 1982, from Provost Johnson, reporting for the Committee on Faculty]

- G. *Interim reviews and recommendations for tenure and promotion shall originate with the personnel committee of the school or department.*

[This is an extension of the critical role of the school or department in job description, recruitment, and hiring; Welch, 4; this was also supported by the special group of probationary faculty.]

However, other tenured faculty members may nominate a colleague for promotion. Such nomination should be sent to the relevant personnel committee and the Committee on Faculty. Receiving such nomination and the consent of the nominee, the personnel committee shall prepare and send a recommendation to the Committee on Faculty.

[See C.O.F. PROCEDURES and Memorandum to Departmental Chairmen, October 10, 1982, from Provost Johnson, reporting for the Committee on Faculty. The special group of department chairs asked that chairs, and by implication personnel committees, should be informed of such nominations by others. The procedure stated in this document sees full consideration and positive or negative recommendation for promotion as the work of the personnel committee, the body with primary responsibility for personnel decision. However, this committee cannot avoid, for good or bad reasons, considering a person eligible for promotion, if that person is nominated by someone outside the school or department. Of course, the Committee on Faculty can recommend differently than the personnel committee, for good and sufficient reasons. Finally, this document recommends that tenure and promotion decisions be carried out by identical procedures; this

recognizes that promotion decisions will require no less deliberation than tenure decisions, as envisioned in the Welch Report, 6-9.]

H. Preliminary Steps

- a. The director of the school or chair of the department shall be notified by the Academic Vice President and requested to proceed.
- b. The Committee on Faculty shall meet with candidates preparing for personnel decisions in order to explain the processes and answer questions.

[The special group of probationary faculty expressed desire for a special meeting with the Committee on Faculty to discuss procedures.]

- c. The chair of the Committee on Faculty shall make known the names of persons being considered for interim review, tenure, and promotion and request relevant information.
- d. Any member of the educational staff who feels that he or she has information which would be helpful in the tenure decision of any candidate should submit this information in writing and signed to the chair of the Committee on Faculty, who shall deliver a copy to the Academic Vice President, the personnel committee of the school or department, and place another copy in the candidate's personnel file. [Faculty Handbook (1980), 32] Alternatively, such a faculty member may request an interview with the personnel committee and the Committee on Faculty.

I. Personnel Committee Procedure

1. The candidate shall submit material to the personnel committee of the school or department including evaluation of the candidate's merits by persons in and possibly out of the University who are qualified to judge them. [Faculty Handbook (1980), 31]
2. The Personnel committee shall gather, investigate, and evaluate evidence relevant to the decision, including evidence originating outside the school or department, e.g., the administration, colleagues, students, and persons outside the University, who are qualified to judge the candidate's merits. It shall admit proper and exclude improper evidence and keep an account of both.

[Faculty Handbook (1980), 31; either the faculty member or the personnel committee should be able to obtain evidence and evaluation from sources inside and outside the University, if expert judgment is needed and not available from University personnel, subject to consistency with the terms stated at the time of initial appointment to the tenurable position. Resources should be available, upon request to the Academic Vice President, to support these procedures.]

- a. The personnel committee may solicit the opinion of a representative sample of students who have had course work under the candidate regarding the candidate's teaching effectiveness. [Faculty Handbook (1980), 31] This evidence shall be placed in the personnel file.
- b. The personnel committee may solicit the judgment of colleagues in the University who are qualified to judge regarding the candidate's teaching effectiveness, professional competence, and service. [Faculty Handbook (1980), 31] This evidence shall be placed in the personnel file.
- c. The personnel committee may solicit the judgment of persons outside the University who are qualified to judge an appropriate aspect of the candidate's professional competence. [Faculty

Handbook (1980), 31] However, if the candidate requests it, the committee shall solicit such judgment, selecting the external evaluator(s) agreeable to both the candidate and the committee. External evaluation should be limited to assessment of professional competence, according to one or more of the evidences cited in Section V.B. of this handbook. It should not contain a recommendation regarding the personnel decision itself because this decision will be based on additional factors. This evidence shall be placed in the personnel file.

[Outside evaluation of teaching is much more problematic, and trustworthy evaluation would be an expensive endeavor. The AAUP position is given in the following quotation. "Reliable outside judgments about an individual's teaching, however, are difficult to secure. It would be a mistake to suppose that a college teacher's scholarly reputation is an accurate measure of his . . . teaching. Visiting teams from the outside, given ample time to observe the teacher, to talk with students, and to examine relevant data, might prove a useful, though expensive, means of improving the quality of evaluation. Information and opinions from faculty members in other schools or departments and from persons outside the University should be sought when an individual's teaching assignment and the informant's firsthand knowledge appear to justify their use. . .

. The emphasis in evaluation should be upon obtaining firsthand evidence of teaching competence, which is most likely to be found among the faculty of a department or college and the students who receive instruction. . . ." AAUP Policy Documents and Reports (1984), 156]

3. the personnel committee shall provide opportunity for the candidate to inspect the files being used in its consideration, to make written response, and to respond in person. [Faculty Handbook (1980), 32]
4. The personnel committee shall 1) in the case of interim review, make an assessment of the strengths and weaknesses of the candidate according to the criteria for tenure, clearly stating areas of desirable or necessary improvement or 2) in the cases of tenure and promotion, make a recommendation, stating clearly the evidence admitted and excluded and the reasons for the recommendation. If members of the personnel committee do not agree with the report, they shall write separate reports or a statement of their reasons for not agreeing. The committee report, documentary evidence, and any separate reports shall be sent to the Committee on Faculty and the Academic Vice President.

J. Committee on Faculty Procedure

[For rationale of the distinction among preliminary, hearings, and deliberations stages, please see above BY-LAWS AND STANDING RULES OF THE FACULTY, VI.B.2.]

1. Preliminary Steps. In order to identify areas for consideration and possible investigation, the Committee on Faculty shall:
 - a. receive the documents and recommendation of the personnel committee;
 - b. receive any related information from the President and/or Academic Vice President [See recommendations of negotiating committee.];
 - c. receive further written evidence that might be offered;
 - d. read previous Committee on Faculty and administrative reports in the personnel file.

[Procedures for Personnel Decisions . . .]

2. Hearings Sessions. The Committee on Faculty shall:
 - a. interview any faculty member who has indicated that this is the manner in which he or she wishes to communicate relevant information.
 - b. call for interview any other persons in the University who are able to provide needed information about the candidate's teaching effectiveness, professional competence, and service. Minutes of this testimony shall be placed in the candidate's personnel file.
 - c. interview the chair of the personnel committee, normally the school director or department chair. Minutes of this testimony shall be placed in the candidate's personnel file.
3. Pre-deliberation Procedure. The Committee on Faculty shall:
 - a. provide opportunity for the candidate to inspect the files being used in its consideration, to make written response, and to respond in person; [Faculty Handbook (1980), 32]
 - b. receive the interim review, the tenure, or promotion recommendation with reasons of the Academic Vice President, in writing or in person.

[Pro and contra Welch, 6; the preparation of this recommendation does not involve extra work for the Academic Vice President because he or she must prepare it for the President anyway. It is important that this not be an attempt to determine the committee's recommendation but to present, for purpose of the committee's review, an administrative recommendation alongside that of the personnel committee. For rationale of this procedure see above BY-LAWS AND STANDING RULES OF THE FACULTY, VI.B.2.]

4. Deliberation Procedure

a. Interim Review

The Committee on Faculty shall assess the performance of the faculty member, stating strengths and weaknesses and indicating areas of desirable or necessary improvement, and promptly send copies to the Academic Vice President, the personnel committee and the faculty member, so that the candidate is not left in doubt for undue periods of time. [Welch, 5] This concludes the procedure for the Interim Review.

b. Tenure and Promotion Decision

[The distinction below between disputed and undisputed cases adapts the suggestion of the special group of former Committee on Faculty members.]

- (1) The Committee on Faculty shall consider the following questions, using the criteria stated in Section V. and the appropriate additional criteria of the school or department:

[The following is adapted from Review Procedure, Faculty Handbook (1980), 41]

- (a) Were satisfactory and appropriate procedures used in gathering and evaluating evidence for the recommendation?

- (b) Were all proper evidence admitted and improper evidence excluded in the process of arriving at the recommendation?
 - (c) Is the recommendation justified by the accompanying evidence and reasons?
 - (d) Do the concerns and recommendation of the administration contain, or indicate the possibility of, evidence that should lead to reversal of the recommendation?
- (2) If the first three questions can be answered affirmatively and the fourth negatively, the committee shall concur with the recommendation of the personnel committee or the nominator, write a brief summary of its deliberations and statement of its concurrence, and submit, in conference by the chair, the recommendation, the summary, and the statement to the President and the Academic Vice President, the candidate, and the personnel committee.
- (3) If the questions cannot be answered as indicated just above, the committee may proceed in either of the following ways:
- (a) It may ask the personnel committee to reconsider the recommendation using better procedures and all and only appropriate evidence. Then receiving the reconsidered recommendation, the committee shall proceed as in 2. above. Or
 - (b) it may investigate the matter in order to remedy discrepancies in respect to procedures, evidence, or justification of the recommendation or to resolve a conflict between the recommendation and the concerns of the administration. Then it shall write its own recommendation with reasons, submitted in conference by the chair, along with the original recommendation, to the President and the Academic Vice President.
5. Consequent to submission of its conclusions (concurrences or recommendations), the committee shall hold a joint meeting with the President, and perhaps the Academic Vice President, arranged by the chair, to interpret the conclusions and the supporting reasons.
6. Prior to publication of the final decision by the President, the committee shall receive in writing the projected decision with reasons and, after a reasonable time for consideration, shall consult with the President.

[This proposal adapts and modifies the suggestion of Professor George that there be some kind of accountability for the final decision. The Special Committee was reluctant to draw the Board of Trustees, even one of its committees, into the administration of the University and was cognizant that the President's delegated authority is final. But the Special Committee accepted the thrust of George's proposal by proposing a non-binding forum for Faculty judgment where the final decision counters one or more of the Faculty recommendations.]

- a. If the President's projected decision agrees with the recommendation of the personnel committee and the concurrence or recommendation of the Committee on Faculty, the procedure terminates.
- b. If the President's projected decision disagrees* with any of the recommendations received, the committee shall examine the reasons given by the President, conclude that the decision is or is not justifiable,** and send this conclusion to the President, the candidate, and the personnel committee of the school or department. This terminates the procedure.

[Procedures for Personnel Decisions . . .]

*Such disagreement should occur only "in rare instances and for compelling reasons which should be stated in detail."

[From the statement adopted by the American Association of University Professors and commended by the American Council on Education and the Association of Governing Boards of Universities and Colleges. AAUP Policy Documents and Reports (1984), 109.]

**"Justifiable" means that the decision is appropriate to, if not demanded by, the evidence. Thus the committee is required to declare that, in its view, the decision is or is not at least cogent, if not compelling.

V. Criteria for Decisions on Faculty Status

[This section reproduces the corresponding parts of the Faculty Handbook (1980), 29 and portions of "Factors for Assessing Faculty Performance" sent to candidates by the Academic Vice President.]

- A. **Teaching effectiveness shall be considered paramount in all personnel decisions and evidenced by all of the following:**
 - 1. relevant and current **teaching in the classroom and in other delegated instructional responsibilities;**
 - 2. and effective and creative use of teaching methods and materials, including syllabi;
 - 3. and accessibility to students and relations with students which are conducive to the learning process;
 - 4. and professional integrity and fairness in carrying out pedagogical obligations to students.

- B. **Professional competence should be given full consideration in personnel decisions. One or more of the following shall be considered as evidence of professional competence:**
 - 1. competence in one's field(s) or discipline(s): evidenced by written publications or papers presented at scholarly meetings, book reviews, public creativity, exhibition or performance at a professional level;
 - 2. or keeping up with one's field(s) or discipline(s): evidenced in leave projects and summer activity, conference, workshop, and seminar attendance, and travel for professional purposes;
 - 3. or scholarly outreach: evidenced in consultation with or participation on relevant off-campus boards, panels, or organizations; external research or enrichment grants; application of professional expertise in ways which benefit others outside the University.
 - 4. or intellectual liveliness within the University community: evidenced in guest lectures, forums, special seminars, panel discussions, performances, exhibitions, informal intellectual exchange as testified by letters from colleagues.

- C. **Service to the school, department, and the University should be considered in personnel decisions. One or more of the following shall be considered as evidence of such service:**

[Criteria for Decisions on Faculty Status . . .]

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1. constructive participation in school, department or University governance, including committee assignments;
2. or constructive participation in program development and resource acquisition within the school, department, or the University;
3. or constructive participation in and curricular development for school, department, competence, special, or general education programs;
4. or effective counseling and advising of individual students and student organizations related to academic life.

VI. Standards for Release and Non-reappointment

A. Release (at the end of the contractual year)

1. Faculty members in term appointments, probationary (for tenure) appointments, and tenured appointments may be released at the end of any contractual year. This action may be taken by the President after consultation with the school director or department chair, the Committee on Faculty, and the Academic Vice President, and it must follow a stated procedure. [Faculty Handbook (1980), 26]
2. Reasons. Release must be based on one or more of the following:
 - a. physical or mental disability;
 - b. moral conduct unfitting the position;
 - c. service which falls distinctly below the standards which the University may justly expect in terms of the criteria for personnel decisions;
 - d. bona fide financial exigency;
 - e. discontinuance of program, school, or department.

[The above section is from the Faculty Handbook (1980), 26.]

B. Non-reappointment (before the end of the term or probationary period)

1. Conditions. Term and probationary appointments may be terminated (and tenure denied, if applicable) before the end of the term or probationary period only if the following conditions are met:
 - a. the decision does not violate the faculty member's academic freedom or punish him or her for exercising academic freedom in the performance of duties inside the University or responsible civil activities; [See AAUP Policy Documents and Reports, 1984, pp. 3-4.]
 - b. the decision is not arbitrary or capricious;
 - c. the decision represents the deliberate exercise of professional judgments in the particular institutional circumstances.

[The above section from Faculty Handbook (1980), 30.]

[Standards for Release and Non-Reappointment . . .]

2. Reasons. Term and probationary appointments may be terminated before the end of the term or probationary period if the decision is based upon one or more of the following reasons:
 - a. failure to meet the institution's stated conditions for reappointment, such as receipt of terminal degree by a specified date;
 - b. undistinguished performance, according to the institution's stated criteria for personnel decisions (See V. above.);
 - c. substantial change in the institution's academic program requiring a change in the job description under which the probationary faculty member was hired;
 - d. bona fide budgetary constraints necessitate elimination of the faculty member's position;
 - e. discontinuance of an academic program or department.

[The above section from Faculty Handbook (1980), 30.]

3. Notice of Non-reappointment for Probationary and Term Appointees shall be given:
 - a. not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination. [Faculty Handbook (1980), 26; AAUP Policy Documents and Reports (1984), 31]
 - b. 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. [Faculty Handbook (1980), 26; AAUP Policy Documents and Reports (1984), 31]
 - c. at least twelve months before the expiration of an appointment after two or more years in the institution. [Faculty Handbook (1980), 26; AAUP Policy Documents and Reports (1984), 31]

VII. Reconsideration and Review in Release and Non-reappointment Cases

Even with the best standards and procedures, candidates who have been released or not reappointed may believe that they have been improperly judged or unfairly treated and may wish a reconsideration or review of the case. Such candidates should have such an opportunity, and the reconsideration or review should be in accordance with the Faculty Review Procedure. [Faculty Handbook (1980), 33]

NOTE: Please bring copies of the Board of Trustees' Resolution (attached) and the proposed Faculty Handbook Revision (included in the December minutes) to the faculty meeting.

AGENDA

For the Faculty Meeting of February 3, 1986

1. Call to Order (7:00 p.m., Thompson Recital Hall)
2. Approval of Previous Minutes
3. Election of Honorary Degree Candidates
4. Reports from Coordinating Committees
 - Academic Policy and Planning (Professor Weiss)
 - Announcements
 - Motion on raising level of courses applicable toward Master's Degree (to be removed from the table)
 - Motion on increasing number of upper level courses required for Master of Arts Degree (to be removed from the table)
 - Possible motion on teacher certification
 - Special Interim Personnel Committee (Professor Raines)
 - Announcements
 - Management of Academic Operations (Professor Brooks)
 - Announcements
 - Motion on change in course credit
 - Scholastic Achievement (Professor Rizner)
 - Announcements
5. Reports from Other Committees
 - Special Committee on Personnel Procedures (Professor Newton)
 - Discussion of Board of Trustees' Resolution relating to the Welch Report (**See attachment**)
 - Motion on amending proposed Handbook Revision
 - Possible vote on part or all of motion on amended Faculty Handbook Revision
 - Faculty Development Committee (Professor Bridges)
6. Communications from the President and Others
7. Old Business
8. New Business (Secretary Miller)
 - Motion on approving changes in existing Faculty Handbook (to be placed on the table)
9. Announcements
10. Adjournment

THE FACULTY OF DEPAUW UNIVERSITY

Minutes of the Meeting of February 3, 1986

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Vice President for Academic Affairs Cooper at 7:00 p.m. in the Thompson Recital Hall of the Performing Arts Center. There were approximately 70 in attendance.

CORRECTION AND APPROVAL OF THE MINUTES

Professor Brooks noted that General Studies 300, Practicum for Oral Communication, should be listed as having 1/2 course credit rather than 1 course credit (December minutes, page 7). With this correction, the minutes of the previous meeting were approved.

HONORARY DEGREES

The Honorary Degree ballots having been distributed before the meeting, President Rosser thanked the selection committee --Professors Gustavsson, Raymond, and Sedlack--for its work, then spoke briefly about the candidates' qualifications. Ballots were marked and collected.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO RAISE LEVEL OF COURSES APPLICABLE TOWARD
MASTER'S DEGREE**

For CAPP and upon the recommendation of Graduate Council, Professor Weiss moved to remove from the table the motion

to raise the level of courses applicable toward a Master's Degree from the 300-level to 400 and above, and to remove the following sentence from page 69 of the Bulletin: "Beginning courses in a particular field may be taken if needed to strengthen a particular teaching area."

The motion to remove from the table, then the motion, passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO INCREASE NUMBER OF UPPER LEVEL COURSES
REQUIRED FOR MASTER OF ARTS DEGREE**

For CAPP and upon the recommendation of Graduate Council, Professor Weiss moved to place on the table a motion

to increase the minimum number of 500-level courses required for the Master of Arts Degree from three courses to four, plus the one to two courses of Thesis.

Both the motion to remove from the table and the motion itself passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
ANNOUNCEMENTS**

For CAPP, Professor Weiss announced that the committee had considered and approved in principle the Graduate Council's recommendations on Teacher Certification Renewal Unit guidelines. According to Professor Weiss, CAPP asked Graduate Council to reconsider some details of the proposal.

Professor Weiss also indicated that at the request of Off-Campus Study Director LaLone, the committee had approved the proposal to explore the feasibility of an off campus program in Buenos Aires.

In conclusion, Professor Weiss indicated that CAPP had been considering ways for improving the university's academic climate and may have open meetings on the subject some time in the future.

**SPECIAL INTERIM PERSONNEL COMMITTEE (SIPC):
ANNOUNCEMENTS**

For SIPC, Professor Raines announced that during Winter Term the promotion subcommittee members who were on campus had attempted to read and assess decision file materials of 1984-1985 promotion candidates. He indicated that all subcommittee members had returned to campus and that promotion evaluations will proceed with the greatest possible speed.

The co-chair of the committee also noted that all available members of SIPC had met with President-Elect Bottoms to assist in developing a slate of members for the Academic Vice President search committee. Members of the committee include President-Elect Bottoms, Professors Dittmer, Glausser, Grubb, Jagger, Kelly, Raybern, and Vice President for Finance Silander.

Professor Raines then stated that SIPC, in an effort to insure that only clearly positive recommendations are passed along for consideration by the Academic Vice President and the President, had adopted a policy whereby a tenure or promotion candidate must receive six or more positive votes from the eight committee members in order to receive a positive recommendation; thus, a simple majority vote of 5-3 will not be considered an endorsement. Professor Raines added that the committee members had agreed that no dissenting or minority reports will accompany final recommendations.

In conclusion, Professor Raines indicated that the committee had asked President Rosser if the new personnel file procedures adopted by the Academic Affairs Office also applied to personnel files held by the President. According to Professor Raines, Dr. Rosser responded that his assessment of a candidate is derived from an accumulation of information from discussion with faculty, students, and the candidate--information not usually submitted to written record. Professor Raines also said the President had indicated that any personnel file document relevant to the evaluation process will certainly be included in the individual's decision file but that the contents of the presidential personnel files are essentially contracts and personal correspondence with individuals.

Vice President Cooper then announced that Mr. Kent Weeks, an attorney and editor of Lex Collegii, will meet with SIPC the afternoon of February 4 and with interested faculty in the evening in order to discuss faculty members' legal situations as professionals.

**COMMITTEE ON THE MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
MOTION ON CHANGES IN COURSE CREDIT**

For MAO, Professor Brooks moved to change

Aerospace Studies 101-102, The Air Force Today, from 1/4
course credit to 1/2 course credit each semester
and

Aerospace Studies 201-202, The Development of Air Power,
from 1/4 course credit to 1/2 course credit each
semester.

The motion passed.

**COMMITTEE ON THE MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
ANNOUNCEMENTS**

For MAO, Professor Brooks announced that the 1987-1988 academic calendar had been adopted. He also indicated that the Registrar's Office is developing new registration procedures which should eliminate some of the current difficulties. Professor Brooks observed that faculty will have an opportunity to comment on the registration procedures before they are put into final form. Then he noted that MAO will be asking for faculty suggestions concerning time banks.

**SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC):
MOTION TO REMOVE MENTION OF UNION BOARD FROM BY-LAWS**

For SAC, Professor Rizner moved

to remove all mention of Union Board from the faculty by-laws.

Professor Rizner then moved to place this motion on the table, a motion which passed.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION TO AMEND FACULTY HANDBOOK REVISION BY
APPENDING PART-TIME DOCUMENT**

For SCPP, Professor Newton moved

to take the Faculty Handbook revision from the table.

This motion having passed, Professor Newton then moved

to append the following Part-Time document to the Faculty Handbook revision.

VIII. Part Time

Part-time faculty are recognized as members of the teaching staff and are accorded some of the rights and privileges of teachers with full faculty status. However, part-time faculty cannot be granted tenure as long as they are part-time; they are not voting members of the faculty, though they may attend faculty meetings and participate in debate; and they may not serve on the faculty's coordinating or executive committees, though they may have appointments to special and ad hoc committees. [Welch, 9]

In principle, part-time appointments should meet emergency needs and certain on-going needs of the schools and departments which may require special expertise or routine assistance where full-time appointments may be unwarranted.

Part-time teachers should be current and pursue professional development in their fields, and they should be afforded all due professional courtesies and supports.

A. Initial Appointment

Appointments should be made by the President or the Academic Vice President after consultation with the school director or department chair who requests such appointments. Each appointment should carry with it a designation of rank and should be for a specific semester or academic year. No announcement of courses to be staffed by part-time faculty should be made without prior approval of the Academic Vice President. Contracts stating conditions should be executed in all cases, and these should make provision for possible cancellation based upon registration. The contract should include a provision for compensation for preparation time for courses that have been cancelled by the University (e.g., when a course does not reach an agreed-upon minimum enrollment). Contracts should be executed in a timely fashion and as soon as possible after agreement has been reached. [Welch, 10]

B. Compensation

The basis for compensation of part-time faculty should reflect both prevailing market conditions and the levels of compensation paid to full-time

teachers holding the same rank and having comparable experience. This basis for compensation as defined by the President of the University should be uniformly applied. Compensation may be related to the number of students enrolled in a particular course and standards for enrollment minimums should be alike for both full and part-time teachers. Part-time teachers who must commute more than 50 miles (one way to the campus) should receive a travel allowance according to a policy defined by the President of the University. [Welch, 11]

C. Continuation of Employment

The University, by employing a part-time faculty member once or repeatedly, is not undertaking a commitment to provide future employment. Nevertheless, when part-time teachers have satisfactorily performed their contractual obligations, they should receive special consideration when a school, department or program selects part-time faculty in their discipline. The University recognizes the valuable contributions made by part-time faculty. Those part-time faculty who have had a continuing relationship with the University should be given adequate advance notice of whether or not their contracts are to be renewed or extended for succeeding semesters or academic years. [Welch, 10]

D. Evaluation

The director of school or program or the department chair should be responsible for continuing evaluation of part-time faculty members, as described in the Faculty Handbook. Course evaluation, including student comments, should be required on a regular basis and made part of the personnel files of all part-time faculty members, beginning with the third semester of teaching at DePauw. Peer evaluation, professional activities, service to the University and participation in faculty development should also figure in the evaluation. In determining the impact of the evaluation, the Academic Vice President will consult with the chair or director concerned, but, in view of the limited term of part-time teachers and of the fact that they are ineligible for tenure, the decision of the Academic Vice President about compensation and

continued employment should be final. [Welch, 10]

E. Rights, Privileges and Obligations

With regard to faculty governance, the Faculty will define rights and privileges of part-time faculty. Part-time teachers may apply for funds for professional development, including faculty development and travel funds according to guidelines determined by the Faculty Development Committee and the Administration. They are also entitled to participate in other faculty development programs and activities. Part-time faculty should be given the same initial instruction and continuing information concerning academic and community affairs as is given to full-time faculty. Each part-time faculty member should be required to post and hold regular office hours and each should have access to the University's instructional services, including office space, telephone, secretarial aid and library and audio visual support. [Welch, 11]

Professor Schwartz then seconded the motion which passed.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
UPDATING OF FACULTY HANDBOOK**

For SCPP, Professor Newton indicated that Secretary Miller had collected items of faculty action taken after the printing of the current handbook. After indicating that the SCPP will consider those items bearing on the Faculty Handbook revision, Professor Newton thanked Secretary Miller for her work.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
REPORT AND DISCUSSION ON THE RECOMMENDATIONS OF THE
TRUSTEES' ACADEMIC AFFAIRS COMMITTEE AND RESOLUTION
OF THE BOARD OF TRUSTEES**

For SCPP, Professor Newton invited Professor Garrett to comment on the recommendations of the Trustees' Academic Affairs Committee and the resolution of the Board of Trustees, both of which follow.

Letter from the Chairman of the Board of Trustees

January 30, 1986

MEMORANDUM TO: The Faculty and Administration

FROM: Eugene L. Delves
Chairman, Board of Trustees

The Faculty Personnel Policy Task Force Report was again one of the main topics on the agenda of our most recent Board of Trustees meeting January 20, 1986. The previous day the Academic Affairs Committee of the Board met to discuss and agree upon the recommendations it subsequently made to the Board. A copy of these recommendations is Attachment #1 to this memorandum.

The recommendations are divided into several groups. First, a reaffirmation of the Board's delegation of primary responsibility for personnel policies to the President; second, the endorsement of certain task force recommendations which should be incorporated in a revised handbook; third, a series of recommendations which are endorsed in principle, but need further advise and counsel from the Faculty; and fourth, recommendations with respect to which there is agreement in principle but which fall peculiarly within the province of the Faculty for determination. To the extent that a recommendation in the Task Force Report was not dealt with in these recommendations, the committee felt that it was a matter which would require resolution through an evolutionary process and took no position at the time.

The Board heard a point by point presentation of these recommendations and, after discussion voted unanimously to adopt them.

The Board then heard a resolution also introduced by the Academic Affairs Committee requesting the Administration working with the Faculty to develop the DePauw University Academic Handbook, incorporating the philosophy and policy guidelines contained in the recommendations it had just approved. A copy of this resolution is Attachment #2 to this memo. The Board also adopted this resolution unanimously.

The Board is confident that the spirit of mutual trust and respect between the Faculty and Administration which began to be restored last fall will greatly facilitate the implementation of this resolution.

Recommendations on Faculty Personnel Policy Task Force Report

A. The Board of Trustees reaffirms its delegation of primary responsibility for personnel policy, decision-making, and related matters to the President. The President will call upon the assistance of the university's chief academic officer where such policy and decisions affect faculty status. In keeping with the long-standing traditions of DePauw and other high quality universities, the President will also seek the advice of appropriate members of the faculty before implementing new policies or procedures or reaching decisions on faculty status. All decisions on faculty status should be made following due process, consistent with the recognized principles of academic freedom, and in a timely fashion.

B. The Board of Trustees endorses the following recommendations of the Task Force on Faculty Personnel Policy and instructs the administration to place them in the "university's academic handbook" in appropriate language:

1. . . . the University recognize the critical nature of the recruitment process in determining what is expected from faculty and that policies and procedures be established to insure that the expectations are clear, that the interview process and written materials reflect those expectations, and that the department be the responsible agency for recommending definitions of positions, recruiting candidates and making the recommendation for hire.
2. . . . state the . . . principle that the criteria for tenure (and promotion) should be regarded as long-term standards and that changes should be the result of full discussion and as much consensus as possible between the administration and the faculty.
3. . . . the AVP will receive the recommendations of the COF, which he will then pass on to the President with his full concurrence, with whatever reservations he wishes to express, or in addition to his own list of recommendations.

4. Recognize the responsibility of the President for salary administration. Merit salary increases for faculty members may be associated with a tenure or promotion decision or market conditions and . . . equity adjustments to salary compensation be made through the use of a regular system of general application.
5. . . . the Administration should deal with the periodic assessment of tenured faculty members in the manner endorsed by the 1983 Wingspread Conference. . . . This would include a more careful monitoring of reviews of external grant applications and publications, of conference attendance and participation, of the development and outcome of leaves, and of complaints concerning performance, the last of which should provide adequate information for disciplinary or other actions in extraordinary cases. The Task Force believes the University does not need an additional evaluation system for this purpose.
6. The current arrangement of student evaluations of tenured faculty . . . be continued. . .
7. Department chairs should be responsible for ongoing review of each faculty member in their respective departments with regard to the individual's professional goals, objectives, and accomplishments, all to be related to the mission and goals of the department and the university.
8. Sabbatical leaves should be granted to those faculty members who have demonstrated significant achievement in their teaching, research, and service, or who have potential for such achievement. In any event, sabbaticals should be granted only to faculty whose proposals for work during their leaves will be of clear benefit to themselves and to the University.

9. Grants for research projects, or for other programs, should be encouraged for those faculty who have demonstrated achievements or have the potential for achievement
10. Faculty who are active in research, service, or innovative teaching programs should be encouraged in these efforts by being granted released time during the academic year to pursue such activities.
11. In addition to travel funds for attending professional meetings special monies should be made available to encourage faculty to attend national and international meetings to present papers or serve in leadership capacities.
12. . . . an effort be made to develop a more detailed description of the authority and responsibility of the department chairs in teaching, administration, and faculty governance; and to develop the means of implementation, or enforcement, thereof.
13. DePauw University stands behind its personnel as regards their duly assigned functions and responsibilities and will defend their legitimate performance thereof. There can and should be, however, no deviation from, or compromise with, the basic rule that any retention of counsel with the expectation that the cost thereof will be borne in whole or in part by the University must be cleared in advance through the President, or in his absence, the Executive Vice President. Further, the contact with counsel should be made by the President or by the Executive Vice President; and if made by any other person, should be done only upon the express delegated authority of the President or the Executive Vice President. Necessary administrative control in this area can be assured only by strict adherence of the foregoing.

. . . in case of any doubt whether the University should underwrite the cost of legal representation for any individual or entity other than the University itself, the question should be referred to the

University's regular counsel. Such counsel, upon being informed of the facts and circumstances regarding the matter at hand, should be in a position to advise whether or not assumption of such legal expenses by the University is warranted.

C. The Board of Trustees endorses the recommendations of the Task Force on Faculty Personnel Policy in principle for (1) regularizing the appointment and status of part-time faculty members; (2) establishing the rank of University Professor especially for temporary appointments to the faculty; (3) creating appropriate disciplinary procedures; (4) establishing a category for "Resource Faculty" or Professional Support Staff (with the understanding that the administration will not change the status of any current faculty member to this category without the consent of that faculty member); (5) considering carefully the nature of the tenure review process and determining if the interim review is fulfilling what is expected of it; (6) considering whether a series of informal annual reviews conducted by the department chairs would be appropriate preparation for the interim and final tenure reviews; and (7) considering the length of the term of the chairs and a new process for review and recommendations for appointment of chairs which would operate to reduce the workload of the Faculty Committee on Faculty. The Board instructs the administration to seek the further advice of the faculty and to report its recommendations to the Academic Affairs Committee of the Board at its Spring 1986 meeting.

D. The Board of Trustees believes that the faculty should have primary responsibility for acting on those recommendations of the Task Force on Faculty Personnel Policy which concern the faculty's own by-laws. These recommendations concern the Committee on Faculty membership, chairmanship, calendar, and functions. The Board does commend each recommendation to the faculty for its consideration, and it encourages the faculty to provide its advice to the administration in a timely fashion and only from persons who are disinterested in the particular decision.

Resolutions to the Board of Trustees

RESOLVED, That the Board of Trustees requests the Administration, working with the Faculty, to submit for approval at the April, 1986, meeting a revised DePauw University Academic Handbook containing Faculty by-laws, Faculty personnel policies and general policies. The Board wants the revision to incorporate the philosophy and policy guidelines contained in the attached resolution passed by the Board at its meeting of January 20, 1986.

The Board understands the complexity of the requested revision, and realizes that only certain sections may be available for consideration at its spring meeting. If this is so, the Board requests the Administration to present those sections which are in most urgent need of revision for the orderly functioning of the personnel process. The Board will expect a progress report and revised timetable for the remaining sections to be revised.

In preparing this revision, the Board expects the Faculty to have primary responsibility for drafting the section on Faculty by-laws, and the Administration to have primary responsibility for drafting the sections on Faculty personnel policies and general policies.

After noting that the Faculty Handbook revision was prepared in response to the Board's request for faculty reaction to the Faculty Personnel Policy Task Force Report, Professor Garrett indicated that he and Professor Newton had represented the faculty at the Board's Academic Affairs Committee in January and found committee members willing to modify their views as indicated in their recommendations. Professor Garrett observed that Board members had not at that time reviewed the Handbook Revision but by resolution had asked faculty and administration to work together in devising personnel policies and to present results at the Board's April meeting. Professor Garrett then commented on individual recommendations made by the Academic Affairs Committee.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION TO EXTEND MANDATE OF COMMITTEE**

For SCPP, Professor Newton moved

to extend the mandate of the faculty to the Special Committee on Personnel Procedures to include not only formulation of an external evaluation policy but also cooperation with the university administration in reconciling the remaining differences between the proposed handbook revision and the philosophy of the Board of Trustees resolutions. The first two items considered under the extended mandate will be

- a) the functions of the Committee on Faculty, and
- b) legal guidance and support for faculty members involved in the personnel process.

The deadline for formulations on these two issues will be the April faculty meeting; the aim for final formulation on all items will also be the April faculty meeting.

Professor Anthony Catanese seconded the motion which then passed.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP)
MOTION TO DIVIDE THE QUESTION**

For SCPP, Professor Newton then moved

to divide the question into two parts in order to vote on one part. One part shall consist of the following sections of the Faculty Handbook Revision:

- a) VII-B-3-a
- b) VII-B-3-b
- c) VII-B-5-d

The other part shall include all remaining items.

Professor McFarland seconded the motion which then passed.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION ON THE FIRST PART OF THE QUESTION**

For SCPP, Professor Newton moved

to approve the first part of the question:

- a) VII-B-3-a
Members of the Committee on Faculty shall be elected by the faculty during the first semester of the academic year (nearly one year before their term begins).
- b) VII-B-3-b
The Chair shall be a committee member who served on the committee in any preceding year. He or she shall be elected as soon as possible by the committee for the coming academic year so that arrangements can be made for the departmental replacement to be reflected in the schedule.
- c) VII-B-5-d
With the consent of the respective school or department personnel committee, the chair may reduce his or her teaching duties (equivalent to one course each semester). Or the chair may choose to receive an overload stipend. If the former, replacement in the school or department curriculum should be provided, through part-time support, overload stipend for a colleague, or a shift in duties.

Professor Cavanaugh seconded the motion which then passed.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION TO RETURN THE SECOND PART OF THE QUESTION
TO THE TABLE**

For SCPP, Professor Newton moved

to return the second part of the question to the table.

The motion passed.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
REVISION OF REVIEW PROCEDURES**

For SCPP, and at the invitation of Professor Newton, Professor Hanna moved

that its mandate to rework the Review Committee's procedures be limited only to the review procedures and that it not include disciplinary procedures.

Professor Morrill seconded the motion which then passed.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION TO ESTABLISH COMMITTEE ON DISCIPLINARY PROCEDURES**

For SCPP, Professor Newton moved

that the Special Interim Personnel Committee be mandated to establish a committee to discuss, formulate, and enact a policy for disciplinary procedures.

Professor Gustavsson seconded the motion which then passed.

**FACULTY DEVELOPMENT COMMITTEE (FDC):
ANNOUNCEMENTS**

For the FDC, Professor Bridges indicated that of the six Fisher Time-Outs for 1986-1987, one had been allocated. After reminding faculty that these time-outs consist of released time from one course or its equivalent for manuscript, performance, or exhibit preparation, she announced that March 1, 1986 will be the application deadline for the five remaining openings. Professor Bridges then asked faculty to submit research and development fund applications serially rather than simultaneously for the year and to include lists of expenses and manuscripts for article-length work, receipts and manuscripts for book-length work. Concerning the University Priorities Committee, Professor Bridges said FDC had met with the committee to discuss ways of enhancing the intellectual environment among faculty. Increasing frequency of sabbaticals and amount of money for professional development were among the possibilities discussed, according to Professor Bridges.

COMMUNICATIONS FROM THE PRESIDENT

Speaking primarily of preparations for the Sesquicentennial, President Rosser indicated that Professor Phillips was editing a major illustrated history of DePauw, that most academic departments were writing their histories, and that the Sesquicentennial Committee hoped to involve all departments in conferences, symposia, and lectures. He then invited faculty members to an informal luncheon on February 17 to discuss these and additional ideas for the celebration.

**NEW BUSINESS:
UPDATING FACULTY HANDBOOK**

Secretary Miller submitted the following document to be included in the minutes.

Update of By-Laws and Standing Rules of the Faculty**A. Changes since 1980 ed. of Faculty Handbook****II. Faculty Meetings****(B) Voting**

Insert new item 2:

"A quorum shall consist of 60 voting members."

(Faculty decision, 12/03/84, p. 10)

(C) Order of Business

Change item #5 from "Communications from the President of the Board of Trustees" to: "Communications from the President." (Faculty decision, 11/17/80, p.16)

III. Officers**(B) The Secretary**

Add: "The Assistant to the Academic Dean will assist the Secretary by preparing the first draft of the minutes of the Faculty Meeting and assist with faculty elections and filling vacancies on Faculty Committees. The Secretary shall have responsibility for the tabulation of all ballots in any Faculty election." (Based on Faculty decision, 09/20/82, p.1)

V. Faculty Committees

(E) Method of Election

Delete reference to preferential voting; insert: "The candidate who gains a plurality is considered elected." (Faculty decision, 09/14/81, p. 5)

VIII. Committees of the Administration

Change title of Joint Committee on Honorary Degrees to Committee on Honorary Degrees. (Faculty decision, 05/10/82, p.2)

X. Special Committees

Substitute plurality voting for preferential voting, as above.

XIV. Standing Rules

(A) The regular meeting of the Faculty shall be at 7:00 p.m., on the first Monday of each month. (Faculty decision, 12/12/83, p.1)

APPENDIX (p. 21)

I. Descriptions of Administration Committees

(C) Joint Committee on Honorary Degrees

Change title to "Committee on Honorary Degrees" Change function and membership description to correspond with Faculty decision of 05/10/82, p.2):

"That the Trustees and Faculty delegate the approval of an honorary degree for the commencement speaker to a joint subcommittee of the Nominations and Trusteeship of the Board of Trustees, composed of three Trustees, including the Chairman of the Board, and three faculty members elected by the faculty. An affirmative vote shall require approval of four of the six members."
(Discussion clarified that these three faculty members were assumed to be members of COHODE)

B. Recommended changes in By-Laws

IV. The Divisions

(F) Interim Appointments

1. In the event of a vacancy in a position of a representative of a division to a faculty committee, the divisional nominating committee shall appoint a replacement who will serve until the position can be filled through the regular faculty election process. (Former wording: "until the position can be filled at the next divisional meeting.")

2. In the event of a vacancy in a position of a member elected at-large to a faculty committee, the nominating committee of that member's division shall appoint a replacement who will serve until the position can be filled by the Faculty at the next election. (Last sentence deleted here and made a separate item.)

3. In the event of new committee positions created between regular Faculty elections, the divisional nominating committees shall make temporary appointments for both divisional and at-large representatives until the positions can be filled through the regular faculty election process. (Covers situations such as in minutes of 10/19/81 and establishment of Women's Studies Committee 09/02/85)

4. No persons shall be appointed to any vacancy without their consent. (Formerly part of item 2.)

5. All interim and temporary appointments shall be reported to the Secretary of the Faculty by the secretary of the division making the appointment.

V. Faculty Committees

(E) Method of Election

Insert new item 2:

"A fall election may be held at the discretion of the Secretary of the Faculty to fill committee vacancies. Other special elections may be held at the discretion of the Secretary of the Faculty or at the direction of the Faculty.

C. Recommendations for By-Laws Update

VI. Coordinating Committees

Add existing standing committees to all coordinating committees, including function and membership as for other committees.

VII. Executive Committees

Add executive committees created since the 1980 edition, including function and membership as for other committees.

APPENDIX

1. Add descriptions of other Administration committees and update descriptions of those on pp. 21-22, 1980 Handbook, according to current practice.
2. Replace Article V of the Amended By-Laws of DePauw University (1969) (p. 23, 1980 Handbook) with:

The Educational Staff of the University and the Faculty from the Charter and By-Laws of DePauw University, amended 1984, Article V. (See Dec. 1985 Proposed Revision of the By-Laws and Standing Rules of the Faculty, Section I.)

Faculty Personnel Policies

Update Section VII, Faculty Review Procedure, based on current experience with process, and correcting grammatical error in item G.

Secretary Miller then moved to place Section B of the document on the table. After being seconded by Professor Gray, the motion was passed.

**NEW BUSINESS:
OTHER**

Issuing a complaint about the renovation of the Prevo Science Library, Professor James George indicated that cubicles were too narrow and stacks crowded. Vice President Cooper asked Professor George to send him a list of problem areas.

ANNOUNCEMENTS

Presiding Officer Cooper announced that Professor Powell was serving as Acting Director of the School of Nursing this semester during Professor Smith's leave.

Secretary Miller reported that second semester committee vacancies are in the process of being filled and will possibly be announced at the next meeting.

ADJOURNMENT

The meeting was adjourned at 8:15 p.m.

AGENDA

For the Faculty Meeting of March 3, 1986

1. Call to Order (7:00 p.m., Thompson Recital Hall)
2. Approval of Previous Minutes
3. Reports from Coordinating Committees
 - Committee on Academic Policy and Planning (Professor Weiss)
 - Announcements
 - Motion approving Teacher Certification Renewal Unit guidelines (to be placed on the table)
 - Possible Motion approving Buenos Aires Program
 - Special Interim Committee on Personnel (Professor Raines)
 - Announcements
 - Committee on Management of Academic Operations (Professor Brooks)
 - Announcements
 - Motions changing course credit
 - Motions adding courses to curriculum
 - Motion regarding course priorities
 - Committee on Scholastic Achievement (Professor Mayer)
 - Announcements
 - Motion removing mention of Union Board from faculty by-laws (to be removed from the table)
4. Reports from Other Committees
 - Special Committee on Personnel Procedures (Professor Newton)
5. Communications from the Executive Vice President and Others
6. Old Business
7. New Business
8. Announcements
9. Adjournment

THE FACULTY OF DEPAUW UNIVERSITY

Minutes of the Meeting of March 3, 1986

000219

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Vice President for Academic Affairs Cooper at 7:00 p.m. in the Thompson Recital Hall of the Performing Arts Center. There were approximately 70 in attendance.

APPROVAL OF THE MINUTES

The minutes of the previous meeting were approved as distributed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
ANNOUNCEMENTS**

For CAPP, Professor Weiss announced that the committee was continuing to consider ways of improving the intellectual climate of the university and that CAPP appreciated the faculty's response to its recent questionnaire on the subject.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO IMPLEMENT PROGRAM ON TEACHER CERTIFICATION
RENEWAL UNITS**

For CAPP, Professor Weiss moved to place on the table the motion to approve the following proposal.

Program on Teacher Certification Renewal Units

Certification Renewal Units are the method by which the Indiana Department of Education certifies continuing education for teachers licensed in Indiana. A certain number of CRU's are required every five to ten years depending on whether the teacher has a Master's Degree. CRU's are generally non-credit educational programs or workshops of short duration. One CRU equals two contact hours. Credit courses may

also be converted to CRU's (one semester hour equals fifteen CRU's). Any credit offering will follow normal University procedures for implementation within existing programs (Graduate and Evening Division). This proposal is to implement the non-credit portion of the program for area teachers. The following guidelines will be followed:

1. Proposals for CRU programs must be submitted to DePauw's certification agent for approval 100 days prior to the date of program implementation. There should be a statement of objectives and the level of the program offering (beginning, intermediate, advanced), an outline of the program, information about the presenter's credentials and expertise in the area, materials to be used, and the method of evaluation of successful participation in the program and evaluation of the program itself. After institutional approval by the Graduate Council and the Education Department, the proposals are submitted to the Teacher Training advisory committee at least 90 days prior to the planned program.
2. Programs must provide experiences that assist in maintaining and/or improving professional capabilities in the participant's area(s) of licensure or professional education. All DePauw sponsored programs must include a formal evaluation procedure at the end.
3. Non-credit (CRU) activities have no minimum CRU unit restrictions and may be as short as 2 hours but generally will be longer. Since CRU's are only offered in whole units, offerings should be in multiples of 2 hours. Non-credit CRU programs may not be converted to academic credit.
4. The Registrar's Office will keep CRU accumulations on a permanent record but separate from any academic work for credit. In addition the program sponsor shall issue to each participant a uniform certificate of completion denoting the number of hours attended and the CRU's earned. Program participants are responsible for submitting verification of CRU units to the State Board of Education for license renewal.

- 000221
5. Any full or part-time faculty or staff member or other approved individuals may propose and present CRU programs.
 6. Fees for CRU programs will be computed based on the salary of the instructor, any instructional materials needed, a small fee for instruction costs (10-15% of the total budget), and the number expected to attend.
 7. Compensation for instructors for CRU's will vary depending on the length of the program and the amount of expertise and/or preparation time required. Generally compensation will be determined by the number of contact hours of each program.
 8. Students seeking academic courses for credit to apply toward Certification Renewal requirements must be admitted to the Evening Division as a special or graduate student. Courses already in our curriculum may be submitted to meet the certification renewal requirement. New credit course offerings to apply toward this program would be approved through normal faculty channels prior to submission to the State Department. Certification of completion of these courses would be by academic transcript.

The motion to place the document on the table passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
PROGRAM IN BUENOS AIRES**

For CAPP, Professor Weiss moved to place the motion to approve the following guidelines for a program in Buenos Aires.

The DePauw First Year Program in Buenos Aires

The International Education Committee has recommended that DePauw initiate a one semester first-year level program in Buenos Aires, to begin in February of 1987. The object of the program is not to send DePauw students to Argentina, but instead to offer DePauw courses in Argentina for qualified students who may then continue their education here. The program will be structured as follows:

1. DePauw will work with the cooperation and facilities of the American Community Schools in Buenos Aires.
2. A DePauw faculty member will be selected to serve as faculty in residence in Buenos Aires, and will offer two courses in the program.
3. Two additional courses will be offered by qualified local faculty hired and supervised through DePauw.
4. With the administrative and faculty supervision at DePauw, the DePauw faculty member and the local academic liaison will then assure the integrity of course offerings in a program allowing qualified students to earn up to four course credits.
5. The program will be monitored and evaluated through the International Education Committee and Off-Campus Study Office. A decision to continue or to cancel the program will be made following the third semester, although the program could be abandoned before that time if necessary.

After Professor LaLone summarized guidelines for the program and indicated that 27 faculty members from 14 departments had expressed interest in serving on the program, the motion to place the proposal on the table passed.

SPECIAL INTERIM PERSONNEL COMMITTEE (SIPC) ANNOUNCEMENTS

For SIPC, Co-chair Raines indicated that the committee members had met with Attorney Kent Weeks to discuss legal concerns and issues related to their personnel service. After observing that the committee was meeting bi-weekly, Professor Raines reported that members had met with President Rosser and Vice President Cooper to discuss hypothetical cases in which differences of interpretation might occur. According to the co-chair, the committee had also met to discuss individual promotions held over from the previous year, had sought additional information when appropriate, and had begun considering candidates. He then stated that SIPC had begun reading tenure files and planned to meet with the administration to discuss those candidates within the week. In conclusion,

Professor Raines noted that the committee planned to submit promotion and tenure recommendations collectively rather than singly. 000003

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
ANNOUNCEMENTS**

For MAO, Professor Brooks announced the following changes in course numbers and titles:

Chemistry 301, Introduction to Organic Chemistry
(1 course credit) has become

Chemistry 201, Introduction to Organic Chemistry
(1 course credit);

Chemistry 401, Introductory Physical Chemistry
(1 course credit) has become

Chemistry 311, Introductory Physical Chemistry
(1 course credit); and

International Studies Western Europe 380c, Topics:
Current Themes in Contemporary European Politics
and Economics (1 course credit) has become
Western Europe 330, Contemporary European Politics and
Economics (1 course credit).

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
MOTION TO CHANGE COURSE CREDIT**

For MAO, Professor Brooks moved

to change International Studies (Mediterranean
Studies 370), Greek Language and Culture from 1/2
course credit to 1 course credit.

The motion passed.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
MOTION TO ADD COURSE TO CURRICULUM**

For MAO, Professor Brooks moved

to add to the curriculum Education 280, Comparative
Education (1 course credit) and to offer the course in
Spring 1987.

The motion passed.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO): 060224
DELETION OF COURSE FROM DISTRIBUTION REQUIREMENTS

For MAO, Professor Brooks moved to place on the table a motion

to delete from Group I of the distribution requirements Sociology and Anthropology 153, (Introduction to Anthropology: Human Origins) and to make the deletion effective for the 1987-1988 academic year.

The motion to place on the table passed.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
UNIVERSITY GUIDELINES FOR COURSE PRIORITIES

For MAO, Professor Brooks moved to approve the following proposal.

University Guidelines for Course Priorities

Departments are encouraged to tailor priorities for each course offering within the following guidelines:

1. Seniors get priority in 300 and 400 level courses, then juniors. Upperclass majors or majors in cognate departments may get priority over other upperclass students if the department wishes.
2. Students of appropriate classification who have not earned certification in a competence area or are not currently enrolled in that competence get priority over other students. In certain cases, majors of specific departments may also have priority in a course meeting a competence requirement.
3. Because we do not wish to encourage sophomores to declare majors before the fourth semester, 200 level courses for which it is appropriate to save space for potential sophomore majors must be pre-enrolled by departments as has been done on a limited basis in the past.
4. Departments are strongly encouraged to limit enrollments of juniors and seniors in 100 and 200 level courses, i.e., save spaces for sophomores and freshmen.

5. Seniors get last priority in 100 level courses. 000225
 Seniors who have special needs, (i.e. meeting distribution requirements) may be admitted to 100 level courses by special permission, particularly in this transitional year.

Proposed circumstances in which students may pre-enroll in courses:

1. Freshmen and sophomores may pre-enroll in one course, providing the adviser certifies that the course either
 - a) is a course which will help select or begin a major or
 - b) is a course for sophomores that meets the W course requirement.
2. Juniors and seniors may pre-enroll in up to two courses provided the courses are
 - a) in the major,
 - b) a competence requirement or
 - c) needed to fulfill a distribution requirement.

The motion passed.

Some time later in the meeting, a faculty member asked if it was the adviser's responsibility to decide whether or not a student needed a course. Noting that the question pertained to second semester, Registrar Ypma indicated that the responsibility was the adviser's.

**SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC):
 MOTION TO REMOVE MENTION OF UNION BOARD FROM BY-LAWS**

For SAC, Professor Mayer moved to remove from the table the motion

to remove all mention of Union Board from the faculty by-laws.

After Professor Mayer indicated that the incentive for the motion had come from Professor Dudley, a member of the committee, who had reported the Union Board had not met for five years, various faculty speculated on how the committee had come into being. Although no decisive answer was forthcoming, the faculty voted to pass the motion.

**FACULTY DEVELOPMENT COMMITTEE (FDC):
ANNOUNCEMENTS**

For FDC, Professor Bridges announced that the committee had considered all sabbatical requests. Noting that \$5,860.00 remained in the General Fund and \$1,270.00 in the Professional Conference Fund, she suggested that those interested quickly apply and asked anyone deciding not to use money already approved to notify the committee.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
REPORT**

For SCPP, Professor Newton announced that the committee and administration had been meeting bi-weekly to discuss the handbook revision, particularly focusing on the future Committee on Faculty and its procedures in the deliberation of interim, tenure, and promotion cases. He also indicated that the committee will be reviewing disciplinary procedure models submitted by other institutions. In response to requests about when the revision will be removed from the table, whether the document will be considered in whole or in part, and when faculty will be able to raise questions about revisions, Professor Newton indicated that motion will be removed from the table at the April faculty meeting and will be divided as appropriate.

COMMUNICATIONS FROM THE PRESIDENT

After commenting on the importance of the Faculty Handbook revision, President Rosser announced that next year faculty salaries will increase approximately 6%, a rate he hopes will keep DePauw in the top third of GLCA salaries. Next the President reported that sesquicentennial plans were in the formative stages and asked faculty, particularly those in the humanities, to make recommendations for speakers and symposia. He then outlined the following schedule of possible theme panels:

November 7-8

Science, Technology, and Human Values

November 14

Environmental Issues

March

Impact of Evolution on Natural Social Sciences

April

Civic Responsibility

COMMUNICATIONS FROM THE EXECUTIVE VICE PRESIDENT

Having circulated the job description for the position of Vice President for Academic Affairs, Executive Vice President Bottoms noted that the search committee was vigorously recruiting women and minority candidates. Inviting faculty to submit nominations, he indicated a hope that candidates could be brought to campus at the end of April or the first of May. According to the Vice President, these candidates will meet with groups of department chairs, untenured faculty, Committee on Faculty members, and others. Candidates will also make a presentation to the community at large.

OLD BUSINESS

In response to a question about Honorary Degree candidates, Secretary Miller noted that all had been approved.

ANNOUNCEMENTS

Secretary Miller reported that ballots for the Committee on Faculty election will be distributed within the next ten days.

Professor Raines announced the Pornography Symposium, a cooperative venture between the DePauw and the Putnam County Library, will take place from March 7 through March 14.

ADJOURNMENT

The meeting was adjourned at 7:45.

Respectfully submitted,

Ann Miller, Secretary
Catherine Fueglein, Assistant

AGENDA

For the Faculty Meeting of April 7, 1986

1. Call to Order (7:00 p.m., Thompson Recital Hall)
2. Approval of Previous Minutes
3. Reports from Coordinating Committees
 - Committee on Academic Policy and Planning (Professor Weiss)
 - Announcements
 - Motion to implement program on teacher certification renewal units (to be removed from the table)
 - Motion to approve program in Buenos Aires (to be removed from the table)
 - Special Interim Committee on Personnel (Professor Raines)
 - Announcements
 - Committee on Management of Academic Operations (Professor Brooks)
 - Announcements
 - Motion to delete courses from distribution requirements (to be removed from the table)
 - Committee on Scholastic Achievement (Professor Rizner)
 - Announcements
4. Reports from Other Committees
 - Faculty Development Committee (Professor Bridges)
 - Special Committee on Personnel Procedures (Professor Newton)
 - Possible Motion on Faculty Handbook Revision
5. Communications from the Executive Vice President and Others
6. Old Business
7. New Business
 - Confirmation of divisional representatives to the Committee on Faculty
 - Announcement of at-large members to the Committee on Faculty
8. Announcements
9. Adjournment

THE FACULTY OF DEPAUW UNIVERSITY

Minutes of the Meeting of April 7, 1986

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Vice President for Academic Affairs Cooper at 7:00 p.m. in the Thompson Recital Hall of the Performing Arts Center. There were approximately 70 in attendance.

CORRECTION AND APPROVAL OF THE MINUTES

Professor Mayer indicated that on Page 7 of the March minutes under the Scholastic Achievement Committee motion to remove mention of the Union Board from the by-laws, Professor Dudley should be listed as having been a member of the Union Board. The minutes were then approved as corrected.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
MOTION TO IMPLEMENT PROGRAM ON TEACHER
CERTIFICATION RENEWAL UNITS**

For CAPP, Professor Wachter moved

to remove from the table the motion to approve the Program on Teacher Certification Renewal Units as printed in the March 1986 Faculty Meeting Minutes.

The motion to remove from the table passed. After Professor Raybern explained that the motion addressed current legislation on teacher certification and that renewal units were not graduate credit, the motion passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
PROGRAM IN BUENOS AIRES**

For CAPP, Professor Wachter moved

to remove from the table the motion to approve the guidelines for the Buenos Aires program as printed in the March Faculty Meeting Minutes.

The motion to remove from the table, and the motion, passed.

**COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP):
ANNOUNCEMENTS**

For CAPP, Professor Wachter reported that there were three vacancies on the Resource Allocation Subcommittee and asked faculty to volunteer or submit nominations to him by the end of the week.

**SPECIAL INTERIM PERSONNEL COMMITTEE (SIPC):
ANNOUNCEMENTS**

For SIPC, Professor Raines indicated that the committee was continuing to hold interviews regarding candidates and that it was following a review process similar to the one proposed in the Handbook revision. Professor Raines also noted that initially the committee had intended to make recommendations on all candidates within a category (promotion, interim, or tenure) simultaneously; however, because of time constraints, the committee will abandon the group concept and vote on those whose reviews have been completed.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
DELETION OF COURSE FROM DISTRIBUTION REQUIREMENTS**

For MAO, Professor Brooks moved

to remove from the table the motion to delete from Group I of the distribution requirements Sociology and Anthropology 153, (Introduction to Anthropology: Human Origins) and to make the deletion effective for the 1987-1988 academic year.

The motion to remove from the table, and the motion, passed.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
ANNOUNCEMENTS**

For MAO, Professor Brooks thanked faculty members for their response to the survey on withdrawal dates and indicated that a period of four weeks was the most popular choice. He also noted that MAO had not yet discussed the results.

**FACULTY DEVELOPMENT COMMITTEE (FDC):
ANNOUNCEMENTS**

For FDC, Professor Bridges reminded faculty to submit requests for Professional Conference funds and Research and Development funds by May 1. Professor Bridges indicated that although all of the Professional Conference funds had been allocated, not all had been spent because some faculty members had not requested their approved funds. She said that anyone requesting Professional Conference money will be placed in a queue and suggested that if faculty members decided not to use allocated money, they should let the committee know.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION TO SUBSTITUTE HANDBOOK REVISIONS**

For SCPP, Professor Newton moved

to remove from the table the motion to approve the Faculty Handbook revision.

The motion to remove from the table passed.

For SCPP, Professor Newton then moved

to substitute the motion with a more current revision circulated among the faculty the previous week.

Professor Gilmer seconded the motion which then passed. (Note: Because the text of this document has already been distributed, it will not be included in these minutes; however, the entire text will be incorporated into the minutes of the meeting during which action is taken on the revision.)

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION TO HOLD SPECIAL MEETINGS**

For SCPP, Professor Newton then moved

- 1) to hold an open meeting of the faculty for discussion of the document on April 10 at 4:00 p.m. in East College, Room 106, and
- 2) to hold a special meeting of the faculty to vote on the document on April 15 at 7:00 p.m. in Harrison Hall, Room 318.

Professor Gilmer seconded the motion which passed after some discussion.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
DISCUSSION ON HANDBOOK REVISION**

Members of the SCPP then invited comments from the faculty. Discussion included the following:

- 1) a question as to whether the document represented faculty viewpoint or a compromise between administration and faculty;
- 2) the meaning of the proposed interim and tenure standard, "capability of professional competence;"
- 3) rationale for separating tenure and promotion (to associate professor) decision;
- 4) role of the Vice President for Academic Affairs in Committee on Faculty meetings, particularly during deliberative sessions and in light of the principle that no one should participate on more than one level of personnel decisions;
- 5) status of senior professors;
- 6) possibility of deleting the word "creative" from the promotion criteria for teaching effectiveness;
- 7) desirability of written annual reports after consultation with department chairs;
- 8) the decision to delay consideration of external evaluation until later, probably 1986-87; and
- 9) comments by SIPC Chair Raines, indicating that the most recent Handbook revisions reflect substantive concessions on the part of the administration.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION TO AMEND HANDBOOK STATEMENT ON RESOURCE
PERSONNEL**

Professor Morrill moved

to amend statement I-A-4 under FACULTY PERSONNEL
POLICIES to include academic rank as follows:

Resource staff positions carry academic or nominal rank and are held for a specified period of time (e.g., three years). Ordinarily, they support instructional responsibilities but do not carry a full teaching load.

Professor Glausser then seconded the motion. After some discussion about which faculty are included in this category, the motion passed.

COMMUNICATIONS FROM THE PRESIDENT

President Rosser indicated that in its meeting on April 11 and 12, the Board of Visitors will talk with the University Priorities Committee and also discuss the Glenmede proposal. He added that the Board of Trustees will meet on April 24 and 25. In conclusion, he announced that the faculty-staff dinner will be held on Friday, May 16, instead of Saturday, May 17.

COMMUNICATIONS FROM THE EXECUTIVE VICE PRESIDENT

Executive Vice President Bottoms reported that the search committee for the Vice President for Academic Affairs had sifted through approximately 80 applications, had conducted several off-campus interviews, and had scheduled three additional ones. The Executive Vice President speculated that finalists will be brought to campus at the end of April and the beginning of May. He asked that faculty members submit questions they would like to see candidates address.

**NEW BUSINESS:
CONFIRMATION OF DIVISIONAL REPRESENTATIVES
TO THE COMMITTEE ON FACULTY**

Secretary Miller moved

to confirm the following divisional representatives
elected to the Committee on Faculty:

Division 1, Professor Fitzpatrick, '89
Division 2, Professor Weiss, '87
Division 4, Professor Eigenbrodt, '88

The motion passed.

Secretary Miller then reported that the faculty had elected
the following at-large representatives to the Committee on
Faculty:

Professor Berrio, '87
Professor Carkeek, '87
Professor Gilmer, '88
Professor Lemon, '89
Professor Newton, '89

She thanked faculty members for participating in the special
election and within the next few weeks noted that she will
distribute information on the regular election.

ANNOUNCEMENTS

Professor Loring announced that DePauw was seeking
membership in an athletic conference and that Phillip Wendell
had received an NCAA post-graduate scholarship.

Professor Henninger reported that Physics 100, Principles
of Astronomy, will not be offered in the fall of 1986.

Professor Powell announced that the Nursing School will
hold its annual Health Fair on April 17. She also indicated
that the Virginia B. Kremer lecturer, Dr. Eileen Jacobi, will
speak about "International Health and Nursing" on April 11 at
the Indianapolis Midway Motor Inn from 9:30 to 11:30.

Professor Raybern announced that nine members of the accrediting team from the Indiana Department of Education will hold their on-site visit April 9-11. She expressed her appreciation to all who contributed materials for the self-study conducted in preparation for the visit.

Professor Newton noted that the new advising procedures require considerable additional support from faculty advisers. He indicated he had spent as much as forty-five minutes to two hours with each advisee.

Professor Michael Johnson announced that the Cleveland Hickman memorial speaker, Christine Johnson, will lecture on "Dolphins of Australia and Hawaii" in Room 318 of Harrison Hall at 7:30 on April 14.

Registrar Ypma indicated that an open meeting on the new advising procedures will be held on April 15 at 9:00 a.m. in the Julian Science and Math Center.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Ann Miller, Secretary
Catherine Fueglein, Assistant

SPECIAL FACULTY MEETING SPECIAL FACULTY MEETING SPECIAL FACULTY MEETING

SPECIAL FACULTY MEETING
7:00, Tuesday, April 15, 1986
Harrison Hall, Room 318

AGENDA

1. Call to Order
2. Special Committee on Personnel Procedures (Professor Newton)
Motion to revise Faculty Handbook (to be removed
from the table)
3. Old Business (Secretary Miller)
Possible motion on charges in by-laws
proposed during the February Faculty
Meeting (to be removed from the table)

SPECIAL FACULTY MEETING SPECIAL FACULTY MEETING SPECIAL FACULTY MEETING

SPECIAL FACULTY MEETING
Tuesday, April 22, 1986
4:00-5:30*
Auditorium, Julian Science & Math Center

*If we do not complete our business by 5:30, we will reconvene at 8:00.

AGENDA

1. Call to Order
2. Special Committee on Personnel Procedures (Professor Newton)
Motion to revise Faculty Handbook (to be removed
from the table)
3. Old Business (Secretary Miller)
Possible motion on changes in by-laws
proposed during the February Faculty
Meeting (to be removed from the table)

THE FACULTY OF DEPAUW UNIVERSITY

Minutes of the Special Meeting of April 22, 1986

CALL TO ORDER

A special meeting of the Faculty of DePauw University was called to order by Academic Vice President Cooper at 4:05 p.m. in the auditorium of the Julian Science and Mathematics Center. There were approximately 85 in attendance.

SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION ON REVISION OF ACADEMIC¹ HANDBOOK

For the Special Committee on Personnel Procedures (SCPP), Professor Newton moved

to remove from the table the motion² to approve the amended Academic Handbook revision.

After noting that the amended Academic Handbook requires action by both the faculty and the Board of Trustees, Professor Newton led the discussion on the amendments proposed by various constituents.

BY-LAWS AND STANDING RULES OF THE FACULTY,
FACULTY PERSONNEL POLICIES:
MOTION ON GENERAL EDITORIAL CHANGES

For SCPP, Professor Newton moved

to approve the following editorial changes.

¹Throughout these minutes, additions will be underlined, deletions ~~struck-out~~.

²The text of the amended Academic Handbook revision, as approved during this meeting, follows the minutes.

BY-LAWS AND STANDING RULES OF THE FACULTY

IV-C-1-b

Function. (1) The personnel committee ~~recommends~~ makes requests for faculty ~~the~~ positions to the appropriate faculty committee(s) and administrative officer(s), ~~When-the-position-is-approved,~~ (2) ~~the-committee~~ writes the job description to meet publicly defined criteria and stated policies of equal opportunity and affirmative action, and ~~it~~ (3) prepares the advertisement for appropriate journals. It may act as the search committee or receive the report of the search committee; and it makes the recommendation to hire. (4) It insures that job candidates are fully apprised of the primacy of teaching, the nature of student-faculty relationships, and the kinds of professional and service activities required by the University and any departmental expectations for tenure and promotion.* (5) The committee investigates, considers evidence, and makes recommendations regarding all other personnel decisions affecting members of the department.

*The job description and the school or department expectations shall be given to the committee on faculty prior to campus interviews of candidates.

IV-C-1-c

Chair. The department chair serves as committee chair and communicates in writing the recommendations of the committee to the candidates for promotion or tenure, the committee on faculty, and the academic vice president, including any separate reports by members of the committee.

IV-C-3-10

Change "3. Director . . ." to "D. Director . . ." and change numbers 4-10 to 1-7.

IV-D-2

Directors and chairs are expected to be leaders within the university at large through consultation with the administration and committees. They ~~shall~~ meet from time to time as a body to discuss mutual concerns and share expertise. They may select officers, organize committees, conduct workshops, etc., to expedite their work.

VII-A-3-b

The committee of the coming year shall elect as its chair a member ~~who has served on the committee in any preceding year~~ with experience on the committee.

VII-B-4-b

The committee on faculty may form other subcommittees (e.g., those to consider interims, reviews, ~~searches~~ candidate interviews, review of school directors or department chairs), but the committee shall act on all recommendations.

FACULTY PERSONNEL POLICIES

I-E-2

Insert space before "If . . ."

I-E-2

Normally, an **assistant professor** must have the Ph.D. or equivalent degree. (Exceptions may be made for temporary appointments and when there are compensating factors.) He or she must have completed five years in rank at DePauw to be considered for promotion (ten years, if without the terminal degree). Exceptional performance ~~(as determined by the committee on faculty)~~ may be considered for shortening the time in rank. In such cases, prior service elsewhere may also be considered as a factor in early promotion. If the assistant professor has completed five years in rank at DePauw at the time of the tenure decision (i.e., whose initial appointment was at that rank), he or she shall be either granted tenure and considered for promotion or given a one-year terminal contract.

I-E-3

Normally, an **associate professor** must have the Ph.D. or equivalent degree. (Exceptions may be made when there are compensating factors.) He or she must have completed seven years in rank at DePauw to be considered for promotion (ten years if without the terminal degree). Exceptional performance ~~(as determined by the committee on faculty)~~ may be considered for shortening the time in rank. When a faculty member is promoted to the rank of associate professor, he or she is entitled to tenure at that rank.

II-D

Insert period (.) after "II.A.4."

III-D

Insert period (.) after "e.g)."

IV-C

Delete final letter "s" from "procedures."

IV-C-3-c

Delete two spaces before "However."

IV-D-1

Insert "(h)" before "provide opportunity . . ."

V-A

Delete letter "d" from evidenced."

V-C-3

Delete word "and" in "in and curricular."

VI-B

Make sure letter B. precedes heading "Non-reappointment . . ."

Professor McFarland seconded the motion which then passed.

BY-LAWS AND STANDING RULES OF THE FACULTY:

MOTION ON MEMBERSHIP OF THE COMMITTEE ON FACULTY (VII-B-2)

For SCPP, Professor Newton then moved to amend Section VII-B-2 as follows:

Membership. Ten tenured faculty members each with at least four years of service at DePauw. Six shall be elected at large and one full professor by each division. No more than three may be from one division and no more than two from one school or department.

~~While the committee may meet without the academic vice president, the business of the committee will normally be conducted together with the academic vice president.~~

The Committee may meet without the academic vice president, and the academic vice president does not vote. Otherwise, the academic vice president shall have the privileges granted to members of the committee, including receipt of minutes and opportunity to hear all testimony.

The president and the committee shall meet together upon request of either.

Professor Gilmer seconded the motion which then passed.

**FACULTY PERSONNEL POLICIES:
MOTION ON DISCUSSION AND COMMUNICATION OF PERSONNEL
DECISIONS (IV-D-3 AND IV-D-4)**

For SCPP, Professor Newton moved to amend Sections IV-D-3 and IV-D-4, as follows:

- c. The chair of the committee shall communicate the action of the committee to the president who may meet with the committee for further clarification.
- ~~3. If the president's decision disagrees with the recommendation of the committee on faculty, the president shall give the reasons in writing to the committee. Following consideration of the president's statement, during which the committee may meet with the president, the committee shall report its assessment to the president, in which it may agree with the president or continue to disagree.~~
 3. If the president is considering a decision against the recommendation of the committee on faculty, he or she shall communicate this and the reasons to the committee. The committee shall respond to the president regarding the decision and the reasons.
 4. The president shall inform the candidate of the decision in writing.

Professor Raymond then moved

to separate Sections IV-D-3 and IV-D-4.

Professor Cavanaugh seconded the motion which then passed.

**FACULTY PERSONNEL POLICIES:
MOTION ON DISCUSSION OF PERSONNEL DECISIONS (IV-D-3)**

The deletion of the words "in writing" was central to the discussion on Section IV-D-3. Various parties noted that this amendment concerned the period during which the president was still in the process of making the decision. Professor Jagger called the question; the motion to approve the amendment of Section IV-D-3 passed.

**FACULTY PERSONNEL DECISIONS:
MOTION ON COMMUNICATION OF PERSONNEL DECISIONS (IV-D-4)**

For SCPP, Professor Newton moved

to approve Section IV-D-4:
The President shall inform the candidate of the decision ~~in-writing~~.

Professor Serlin seconded the motion.

Professor Bhattacharyya then moved to cause the motion to comply with guidelines of the American Association of University Professors (AAUP) by amending it

to state that the president shall inform the candidate of the decision in writing and shall state the reasons orally. Upon the candidate's request, the president shall provide the reasons in writing.

Professor Morrill seconded the motion. Professor Newton then indicated that if SCPP concurred, he would withdraw his motion. Various members of SCPP nodded assent and Professor Serlin also withdrew his second. Professor Bhattacharyya's motion passed.

**FACULTY PERSONNEL POLICIES:
MOTION ON CRITERIA FOR DECISIONS ON FACULTY STATUS (V)**

For SCPP, Professor Newton moved to pass the amendment on Section V (opening paragraphs), as follows:

Decisions should express judgments about candidates' merit and service using the principle of **equity**, which considers each individual faculty member in terms of his or her unique talents, abilities, and accomplishments in relation to the criteria for personnel decisions, and **quality**. A large amount of activity **per se** does not necessarily contribute to a superior academic environment.

Criteria for possible dismissal (VI-A below) are also applicable to decisions on faculty status.

Professor Rainbolt seconded the motion which then passed.

**FACULTY PERSONNEL POLICIES:
MOTION ON PERIODIC EVALUATION AND ANNUAL CONSULTATION
(II-B-1)**

For SCPP, Professor Newton invited other members of the DePauw community to submit their motions. Professor Grubb proposed to amend Section II-B-1, as follows:

At the end of each year (except the interim and tenure review years) of the probationary period, the faculty member shall submit in writing to the school director or department chair a reasonably detailed evaluation of his or her performance of that year relative to the stated criteria for the award of tenure. A written response to the faculty member should be made by the director or chair following the consultation and written report.

Professor Newton moved the amendment; Professor Grubb seconded the motion which then passed.

**FACULTY PERSONNEL POLICIES:
MOTION ON RELEASE OF INFORMATION FROM COMMITTEE ON FACULTY
(IV-D-5)**

Indicating that the subsequent motion was the result of the consensus of a faculty-administrative group after the recent open meeting, Professor Newton moved to amend Section IV-D-5 as follows:

After the president has informed the candidate and if ~~either~~ the candidate ~~or the personnel committee~~ requests, the committee on faculty (may) release its initial recommendation and/or final assessment.

Professor Steele seconded the motion which then passed.

**FACULTY PERSONNEL POLICIES:
MOTION ON SIMULTANEITY OF TENURE AND PROMOTION (I-E-2)**

Professor Newton invited Professor Walters to submit his motion; Professor Walters moved to amend Section I-E-2 as follows:

Normally an assistant professor must have the Ph.D. or equivalent degree. (Exceptions may be made for temporary appointments and when there are compensating factors.) He or she must have completed five years in rank at DePauw to be considered for promotion (ten years, if without the terminal degree). Exceptional performance (as determined by the committee on faculty) may be considered for shortening the time in rank. In such cases, prior service elsewhere may also be considered as a factor in early promotion. If the assistant professor has completed five years in rank at DePauw at the time of the tenure decision (i.e., whose ~~initial~~ first-year appointment was at that rank), he or she shall be either granted tenure and considered for promotion promoted to the rank of Associate Professor or given a one-year terminal contract.

Professor Serlin seconded the motion which then passed.

**FACULTY PERSONNEL POLICIES:
MOTION ON RELEASE OF INFORMATION FROM COMMITTEE ON FACULTY
(IV-D-5)**

Professor Pankratz moved to amend Section IV-D-5 as follows:

After the president has informed the candidate and if the candidate requests, the committee on faculty may shall release its initial recommendation and/or final assessment.

Professor Raymond seconded the motion which then passed.

**FACULTY PERSONNEL POLICIES:
MOTION ON CRITERIA FOR DECISIONS ON FACULTY STATUS (V)**

After noting that Professor Morrill and Professors Walters and Evans had submitted separate proposals on criteria, Professor Newton asked that one of the amendments be brought to the floor. Professor Morrill moved to amend Section V (opening paragraphs) as follows:

~~Interim review and tenure decisions. Required: effective teaching during the probationary period and evidence of the capability of professional competence and contribution to school, department, or university programs. (No tenure may be granted without evidence of effective teaching in the school or department in which tenure will be granted).~~

Interim Review. Required: effective teaching during the probationary period, satisfactory growth in the professional competence category, and contribution to school, department, or university program.

Tenure Decision. Required: effective teaching ~~during the probationary period~~; demonstrable achievement or clear promise of accomplishment in the professional competence category; and contribution to school, department, or university programs. ~~(No tenure may be granted without evidence of effective teaching in the school or department in which tenure will be granted.)~~

Professor McFarland seconded the motion which then passed. Professor Walters and Evans indicated they would submit a related amendment later in the meeting.

**FACULTY PERSONNEL POLICIES:
MOTION ON CRITERIA FOR DECISIONS ON FACULTY STATUS**

Professor Walters then moved to amend the following sections as indicated:

V-A-1

relevant and ~~current~~ up-to-date teaching . . .

V-A-2

effective and ~~creative~~ use of teaching methods . . .

V-B

Professional ~~competence~~ growth shall be given full consideration . . .

Professor Pankratz seconded the motion.

Professor Morrill then moved

to replace the word "competence" with
"growth" throughout the handbook.

Professor Newton pointed out that to approve the Morrill motion would be to change the name of this entire category of criteria. Professor Morrill withdrew his motion.

The Walters motion then passed.

**BY-LAWS AND STANDING RULES OF THE FACULTY,
FACULTY PERSONNEL POLICIES:
MOTION ON CATEGORY OF RESOURCE FACULTY**

Professor Klooster moved

to remove the category of resource faculty from the Handbook and to amend the proposed revision as follows:

000249

BY-LAWS AND STANDING RULES OF THE FACULTY

I-A

The faculty consists of the president and those persons appointed to tenure, term, or part-time positions with **academic rank** in a discipline ~~or to resource or administrative staff positions with nominal rank ("with rank of . . .")~~; or to term or administrative staff positions with nominal rank ("with rank of . . .").

FACULTY PERSONNEL POLICIES

I-A-2

Term positions carry academic or nominal rank and are held for a specified period of time (e.g., two years). Ordinarily, they support a full load of teaching, advising, and committee responsibilities. They may be renewable.

Some term appointments (Directors of Competence Centers and librarians, ~~for example~~) support instructional and administrative responsibilities. These positions are made for fixed periods of time, renewable at the end of each period.

I-A-4

~~Resource staff positions carry nominal rank and are held for a specified period of time (e.g., three years). Ordinarily, they support instructional responsibilities but not a full teaching load.~~

I-B-1

Tenure and term positions. Schools or departments, through their personnel and search committees, are the primary agencies in recruitment. They recommend job descriptions, recruit, and make the recommendations to hire, according to the goals of the university and their respective missions.

The academic vice president appoints a search committee for term positions with administrative responsibilities.

I-B-2

~~Resource staff positions. When an opening in the resource faculty appears, the academic vice president appoints a search committee which shall include resource faculty from the department or unit where the vacancy occurs, persons representing the faculty in the area of expertise of the applicants, the administrative supervisor, and faculty members involved with the university program to be served.~~

I-D-2

The conditions of possible renewal of term appointments shall be specified at the time of initial appointment. Faculty members with academic or nominal rank may serve in term appointments no more than six years, unless their administrative duties make them ineligible for tenure.

I-E (Opening Paragraphs)

Qualifications for rank and promotion. Appointments shall carry rank appropriate to the degree and experience of the appointee.

Faculty members in tenure and term appointments shall be eligible for consideration for promotion according to the following schedule.

For promotion of resourcee persons with term appointments with administrative responsibilities and administrative staff and part-time faculty, the time sequence may differ from this schedule owing to differences in continuity and extent of service and in patterns of career development. Consideration shall be conducted in a manner similar to that for faculty in tenure and term appointment, except that bodies or persons other than the committee on faculty shall evaluate the administrative performance of the faculty member.

II-D-1 and II-D-2

- D. **Evaluation of faculty members in term appointments.** Such faculty shall be evaluated according to similar requirements for periodic evaluation as faculty members in tenurable positions. Those having completed two years of service and being considered for reappointment to another term shall be evaluated in a manner similar to the interim review of faculty members in tenurable positions. (See below II-A-4.)

Those term positions that combine both instructional and administrative responsibilities will be evaluated as follows:

1. In their capacity as instructors or classroom teachers, these faculty will be evaluated in a manner similar to the interim review of faculty members in tenurable positions.
2. In their administrative capacities, these faculty will be evaluated by their supervisors in accordance with their job descriptions.

II-E-1 and II-E-2

- B. ~~Evaluation of resource faculty. -- Resource faculty shall be evaluated by their peers and by the university constituencies which they serve.~~
 - 1. ~~In their capacity as instructors or classroom teachers, resource faculty shall be evaluated according to the guidelines and criteria used for faculty in tenurable appointments.~~
 - 2. ~~In carrying out other duties, resource faculty shall be evaluated by their supervisors in accordance with their job descriptions.~~

After Professor Csicsery-Ronay seconded the motion, Professor Klooster noted that the heart of the proposal was contained in the amendment of Section I-A (above) of the Faculty Personnel Policies. In response to questions, Professor Newton stated that the AAUP does not look favorably upon untenurable term positions. He also indicated that since those who would be classified as resource faculty are part-time faculty and part-time administrators, they do not fit neatly into either category. Professor Klooster said that although his amendment was clearly not within the letter of AAUP's guidelines, it reflected the spirit by aligning those in the proposed resource category with the faculty rather than with the administration.

Professor James George then moved

to delete "for example" from Section I-A-2.

Professor Raymond seconded the motion which then passed.

Professor James George moved

to insert "adjunct" with the title "with rank of instructor, assistant professor, associate professor, or professor."

The motion failed for lack of a second.

The Klooster motion then passed.

**FACULTY PERSONNEL POLICIES:
MOTION ON PROMOTION TO ASSOCIATE PROFESSOR (V)**

In relation to the Morrill amendment on Section V, Professor Walters moved

to amend the last of the opening paragraphs of Section V of the Procedures for Personnel Decisions by deleting "associate or" from the title.

Professor Rainbolt seconded the motion which then failed.

**FACULTY PERSONNEL POLICIES:
MOTION ON PART-TIME FACULTY (VIII)**

On behalf of Part-Time Assistant Professor Welliver, Professor Morrill moved to amend Section VIII as follows:

VIII. Part-Time Faculty

Part-time faculty are recognized as members of the faculty and are accorded some of the rights and privileges pertaining to faculty status. However, part-time faculty may not be granted tenure as long as they are part-time; they may attend faculty meetings and participate in debate, but not vote; and they may not serve on the faculty's coordinating or executive committees, though they may have accept appointments to other regular and ad hoc committees and subcommittees. In principle, part-time appointments should meet emergency needs and certain on-going needs of the schools and departments which may require special expertise or routine assistance where tenure or term appointments may be unwarranted.

Part-time teachers should be current and pursue professional development in their fields, and they should be afforded all due professional courtesies and supports.

- A. **Initial Appointment.** Appointments shall be made by the president or the academic vice president after consultation with the school director or department chair who requests such appointments. Each appointment should carry with it a designation of rank and should be for a specific semester or academic year. No announcement of courses to be staffed by part-time faculty should be made without prior approval of the academic vice president. Contracts stating conditions should be executed in all cases, and these should make provision for possible cancellation based upon

registration. The contract should include a provision for compensation for preparation time for courses that have been cancelled by the university ~~(e.g., when a course does not reach an agreed-upon minimum enrollment)~~. Appointments or contingency plans should be made in time to allow adequate course preparation and contracts. . . . Contracts should be executed ~~in a timely fashion and~~ as soon as possible after agreement has been reached. A person may receive reappointment at a higher rank consistent with degree status, teaching effectiveness, professional development, and quality of service.

B. Compensation. The basis for compensation of part-time faculty should reflect both prevailing market conditions and the levels of compensation paid to faculty in tenure or term positions holding the same rank and having comparable experience. This basis for compensation as defined by the president of the university should be consistently applied; ~~Compensation may be related to the number of students enrolled in a particular course and~~ however, in cases of special need for tutorial courses, compensation may be below the defined standard. Standards for enrollment minimums should be alike for tenure, term and part-time teachers. Part-time teachers who must commute more than 50 miles (one way to the campus) should receive a travel allowance according to a policy defined by the president of the university.

C. Continuation of Employment. The university, by employing a part-time faculty member once or repeatedly, is not undertaking a commitment to provide future employment. Nevertheless, when part-time teachers have satisfactorily performed their contractual obligations, they should receive special consideration when a school, department or program selects part-time faculty in their discipline. ~~The university recognizes the valuable contributions made by these faculty. Those who have had a continuing relationship with the university should be given adequate advance notice of whether or not their contracts are to be renewed or extended for succeeding semesters or academic years, and~~ should be informed as early as possible about the probability of their continued or repeated performance.

D. Evaluation. The director of school or program or the department chair should be responsible for continuing evaluation of part-time faculty members, as described in the **Academic Handbook**. Course evaluation, including student comments, should be required on a regular basis and made part of the personnel files of all part-time faculty members, beginning with the third semester of teaching at DePauw. Peer evaluation, professional activities, service to the university and participation in faculty

development should also figure in the evaluation. In determining the impact of the evaluation, the academic vice president will consult with the chair or director concerned, but, in view of the limited term of part-time teachers and of the fact that they are ineligible for tenure, the decision of the academic vice president about compensation and continued employment should be final.

- E. **Rights and Privileges and Obligations.** With regard to faculty governance, the faculty will define rights and privileges of part-time faculty. Part-time teachers may apply for funds for professional development, including faculty development and travel funds according to guidelines determined by the faculty development committee and the administration. They are also entitled to participate in other faculty development programs and activities. They should be given the same initial instruction and continuing information concerning academic and community affairs as is given to faculty in tenure and term positions. ~~Each part-time faculty member should be required to post and hold regular office hours and~~ Each part-time faculty member should have access to the university's instructional services, including office space, telephone, secretarial aid and library and audio visual support.

Professor Raines seconded the motion which then passed.

**FACULTY PERSONNEL POLICIES:
MOTION ON CRITERIA FOR PERSONNEL DECISIONS (V-C)**

Professor Opdahl moved

to amend Sections V-C-1, V-C-2, and V-C-3 by replacing the word "constructive" with "active."

Professor Madison seconded the motion.

Professor Cavanaugh then moved

to amend this motion by removing the word "constructive" from Sections V-C-1, V-C-2, and V-C-3.

Professors Opdahl and Madison agreed to the substitution; the motion failed.

Professor Calvert moved

to amend Sections V-C-1, V-C-2, and V-C-3 by replacing the word "constructive" with "effective."

Professor Raymond seconded the motion which then passed.

**FACULTY PERSONNEL POLICIES:
RELEASED TIME FOR CHAIR OF COMMITTEE ON FACULTY**

Professor Raines spoke in favor of securing released time for the Chair of the Committee on Faculty. Vice President Bottoms noted that in his opinion this was not a by-law issue and that such a policy might set a precedent for other committee chairs.

**SPECIAL COMMITTEE ON PERSONNEL PROCEDURES (SCPP):
MOTION ON ADOPTION OF THE ACADEMIC HANDBOOK**

Professor Serlin moved

to adopt the Academic Handbook as amended.

Professor Lemon seconded the motion.

Professor Gray then asked Executive Vice President Bottoms to comment on the following criteria for personnel decisions (Sections V-B-1, V-B-2, and V-B-3 of the Faculty Personnel Policies):

- B. Professional competence shall be given full consideration in personnel decisions. Candidates are required to show evidence in the following; however, for (2) and (3), more in one category may compensate for less in the other.
1. Continued development of professional competence in the field(s) or discipline(s);
 2. Professional contributions or scholarly outreach beyond the university community;
 3. Intellectual liveliness within the university community.

The Executive Vice President said the negotiation team had probably discussed this issue more than any other and he had proposed that the Committee on Faculty work with the Vice President for Academic Affairs and himself to draw up a statement on these criteria. Asked about a faculty member who might have many contributions under Item 3 but not under Item 2, Vice President Bottoms said the team had not discussed that possibility. When another faculty member indicated his understanding that the Executive Vice President thought Item 2 more important than Item 3, Vice President Bottoms said he had not meant to give that impression.

The motion to approve the amended Academic Handbook passed, amid much applause.

Professor Morrill moved

that the faculty extend its gratitude to Professor Newton and the members of the Special Committee on Personnel Procedures for their work on the Handbook.

The faculty did so with extended applause.

ADJOURNMENT

The meeting was adjourned at 5:40.

Respectfully submitted,

Ann Miller, Secretary
Catherine Fueglein, Assistant

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PROPOSED REVISION OF
THE ACADEMIC HANDBOOK OF DEPAUW UNIVERSITY

April 22, 1986

BY-LAWS AND STANDING RULES OF THE FACULTY

I. The Faculty

The faculty consists of the president and those persons appointed to tenure, term, or part-time positions with academic rank in a discipline or to term or administrative staff positions with nominal rank ("with rank of . . .").

II. Faculty Meetings

A. . . .

B. All faculty members may attend faculty meetings and participate freely in discussions.

C. Voting

1. Faculty members holding tenure and terms positions may vote.*

*Those faculty members who hold other positions at the time this revision is approved and who have been eligible to vote shall continue to enjoy this privilege.

2. . . .

3. . . .

4. . . .

III. The Officers

A. The president or a designated representative shall preside at all meetings of the faculty.

B. . . .

IV. Schools and Departments

A. **Academic positions.** Faculty members with academic rank shall be appointed to positions in schools or departments.

B. **Responsibilities.** Schools and departments shall have immediate supervision over (1) their respective fields and disciplines and the courses of instruction; (2) the definition of teaching positions in those fields and disciplines; (3) recruitment, appointment, evaluation, tenure, and promotion of their faculty members; (4) the definition of major and minor concentrations of studies in their respective fields and disciplines; (5) their schedules of courses and laboratories; (6) their organizational structure, except where specified by faculty action; (7) and the support personnel and budget needed to carry out their respective missions.

C. Committees

[Schools and Departments . . .]

1. Personnel Committee

- a. **Membership.** A personnel committee shall consist of all continuing tenure and term faculty members of the department except the person being reviewed, those in their first year of service, and those on leave. Nontenured members may withdraw from any case. If there are fewer than three eligible department members or if the tenured members do not constitute a majority, the committee shall select additional tenured members from related departments, according to a procedure established by the committee on faculty and the administration. When conducting a search or considering a recommendation from a search committee, a personnel committee shall include two members from other departments, approved by the academic vice president. (See below IV.C.2.a.) A personnel committee may delegate responsibilities to subcommittees.

- b. **Function.** (1) The personnel committee makes requests for faculty positions to the appropriate faculty committee(s) and administrative officer(s), (2) writes the job description to meet publicly defined criteria and stated policies of equal opportunity and affirmative action, and (3) prepares the advertisement for appropriate journals. (4) It may act as the search committee or receive the report of the search committee; and it makes the recommendation to hire. (3) It insures that job candidates are fully apprised of the primacy of teaching, the nature of student-faculty relationships, and the kinds of professional and service activities required by the University and any departmental expectations for tenure and promotion.* (4) The committee investigates, considers evidence, and makes recommendations regarding all other personnel decisions affecting members of the department.

*The job description and the school or department expectations shall be given to the committee on faculty prior to campus interviews of candidates.

- c. **Chair.** The department chair serves as committee chair and communicates in writing the recommendations of the committee to the candidate for promotion or tenure, the committee on faculty, and the academic vice president, including any separate reports by members of the committee.

2. Search Committee

- a. **Membership.** A search committee may be constituted by the department with three or more members drawn from its continuing tenure and term faculty members and two additional members from each of two other departments, chosen after consultation with the academic vice president. In special circumstances, members may be appointed from other faculty of the department, such as those who are leaving the department or the university at the end of the year. If there are fewer than three eligible department members, with approval of the academic vice president the personnel committee shall select additional search committee members from related departments.

[Schools and Departments . . .]

- b. **Function.** The committee (1) screens applicants, arranges off- and on-campus interviews, including those with the academic vice president and president, if appropriate; (2) arranges on-campus presentations and performances; (3) confers with all regular members of the department and others, such as emeriti and part-time teachers, regarding assessment of the candidates interviewed; and (4) formulates a recommendation and brings it to the personnel committee.
- c. **Organization and Chair.** The chair of the department shall be responsible for the organization of the committee and may be its chair.
- D. **Director of the School; Chair of the Department**
1. Directors and chairs are appointed by the president on the recommendation of members of the department and the committee on faculty, and in consultation with the academic vice president. The term of appointment is three years, with evaluation in the third year of the term and the possibility of renewal. A director or chair receives a stipend and/or carries a reduced teaching load according to a published schedule. If there are co-directors or co-chairs or associate directors or associate chairs, similar arrangements shall be followed.
 2. Directors and chairs are expected to be leaders within the university at large through consultation with the administration and committees. They meet from time to time as a body to discuss mutual concerns and share expertise. They may select officers, organize committees, conduct workshops, etc., to expedite their work.
 3. Directors or chairs lead curriculum planning within the school or department, chair the personnel committee, and prepare and administer the school or department budget. In all of these areas, they should lead, but also consult, others in the school or department and involve them in the decision-making process. They are responsible for maintaining good morale within the school or department and for encouraging excellence in teaching and other professional activities.
 4. Directors or chairs link department and other university constituencies, serving as a spokesmen for departmental interests, but also interpreting for the department the larger needs and goals of the university.
 5. Directors or chairs serve as mentors to the members of the school or department, particularly the newer members, informing them of development opportunities, facilitating peer teacher observations, communicating university and departmental expectations, and helping faculty to meet those expectations. For purposes of school or department self-study, the directors or chairs confer annually with individual members about their role in, and expectations for, the school's or department's mission in the university.
 6. Directors or chairs assist school or department members in preparing materials for personnel reviews and assure that the school or department has thoroughly investigated and submitted all relevant information.

[Schools and Departments . . .]

7. Directors or chairs participate in disciplinary procedures of the school or department.

V. The Divisions . . .

VI. Faculty Committees

- A. . . .
- B. . . .
- C. . . .

D. Eligibility, restrictions, terms

1. Faculty members appointed to tenure and term positions are eligible for elected positions on all faculty committees. (The committee on faculty has other restrictions. See VII.B.2.)
2. All faculty members are eligible for appointed positions on faculty committees, where such positions exist and subject to restrictions that may be imposed on each committee.
3. All terms of service on faculty committees filled by elections shall be three years, unless otherwise specified. Members may be re-elected.

VII. Coordinating Committees

A. . . .

B. Committee on Faculty

1. **Function.** The committee shall represent the faculty by (a) recommending policy and procedures for personnel decisions to the faculty; (b) communicating procedures for personnel decisions to faculty members; (c) interviewing candidates for initial appointment, informing them of procedures and criteria by which they will be evaluated, and responding to the school's or department's recommendation to hire; (d) considering evidence and testimony and consulting with and making recommendations to the president of the university in the following areas: appointment of new faculty members; retention, advancement to tenure, promotion and dismissal of faculty members; and appointment, reappointment, and evaluation of school directors and department chairs; (e) considering the legal propriety and risks of all faculty personnel procedures, including those at the school and department level; and informing all faculty participants in personnel procedures of possible legal concerns. The committee should be informed by a lawyer knowledgeable in the application of law to institutions of higher education.
2. **Membership.** Ten tenured faculty members each with at least four years of service at DePauw. Six shall be elected at large and one full professor by each division. No more than three may be from one division and no more than two from one school or department.

The Committee may meet without the academic vice president, and the academic vice president does not vote. Otherwise, the academic vice president shall

[Coordinating Committees . . .]

have the privileges granted to members of the committee, including receipt of minutes and opportunity to hear all testimony.

The president and the committee shall meet together upon request of either.

3. Organization and orientation

- a. Members of the committee shall be elected by the faculty during the first semester of the academic year (nearly one year before their terms begin).
- b. The committee of the coming year shall elect as its chair a member with experience on the committee.
- c. A quorum shall consist of the chair and five other committee members.
- d. At an early meeting in the academic year, there shall be an orientation to the work of the committee in which both faculty members of the committee and administrators will discuss their respective roles; the personnel decision calendar; types of admissible evidence; hypothetical difficult cases and the procedures for dealing with such; and legal guidelines and risks.

4. Subcommittees

- a. The promotions subcommittee shall be four or more full professors elected from its members by the committee and shall recommend promotions, subject to concurrence by the committee.
- b. The committee on faculty may form other subcommittees (e.g., those to consider interims, reviews, candidate interviews, review of school directors or department chairs), but the committee shall act on all recommendations.

5. Responsibilities and privileges of the chair

- a. The chair with the academic vice president shall arrange the agenda of the committee, setting the calendar for its orientation, the evidentiary and deliberative sessions, and shall arrange the keeping of personnel documents.
- b. The chair shall preside at the sessions of the committee and report to the faculty and the university community regarding the progress of the committee.
- c. The chair assisted by designated members of the committee shall provide notice and guidance to those participating in personnel matters (school or department personnel committees, nominations for promotions, candidates for personnel action, etc.) regarding the time and form of recommendations, procedures for gathering and evaluating evidence, and statement of reasons for the recommendations.

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[Coordinating Committees . . .]

6. Secretary of the Committee.

- a. The secretary shall be a professional staff person provided by the office of the academic vice president.
- b. The secretary shall attend and keep the minutes of the organization and hearings sessions of the committee but shall not be present for deliberations sessions. (During deliberation and decision sessions the committee shall appoint one of its members to record its actions and the accompanying reasons.)
- c. The secretary shall assist the chair, the academic vice president, and the chairs of subcommittees in preparing and maintaining documents, including model documents that might be helpful to the school or department personnel committees, to recommenders, and to candidates for personnel actions, and in communicating with others participating in personnel matters.

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FACULTY PERSONNEL POLICIES

The procedures in this section of the handbook are founded on the principles stated below and are intended to guarantee that the individual faculty members will receive fair treatment as the needs of the University are met.

The Board of Trustees has delegated to the President primary responsibility for personnel policy, decisions, and related matters. Where such policies and decisions affect faculty status, the President will call upon the assistance of the Academic Vice President and will seek the advice of the Committee on Faculty and other appropriate faculty members before initiating new policies or procedures or reaching decisions on individual faculty members. Faculty recommendations regarding faculty status will be made following thorough and deliberate examination of all available evidence about a faculty member's performance. Decisions on faculty status will be made with due recognition of the special expertise faculty have in evaluating the performance of their colleagues and will be made following due process, consistent with the recognized principles of academic freedom, in a timely fashion, and in consideration for both the needs of the institution and fairness to the individual.

I. Appointment

A. Types

- 1. **Tenure positions** carry academic rank and may be or are held without limit of time, subject to specified conditions. They may support either a full or partial load of teaching.
- 2. **Term positions** carry academic or nominal rank and are held for a specified period of time (e.g., two years). Ordinarily, they support a full load of teaching, advising, and committee responsibilities. They may be renewable.

Some term appointments (directors of competence centers and librarians) support instructional and administrative responsibilities. These positions are made for fixed periods of time, renewable at the end of each period.

- 3. **Part-time positions** carry academic rank and are held for a particular semester. Ordinarily, they support one or two courses during that semester.
- 4. **Administrative staff positions** carry nominal rank and are held for a specified period of time. Ordinarily, they support administrative responsibilities but not a teaching load.

B. Recruitment

- 1. **Tenure and term positions.** Schools or departments, through their personnel and search committees, are the primary agencies in recruitment. They recommend job descriptions, recruit, and make the recommendations to hire, according to the goals of the university and their respective missions.

The academic vice president appoints a search committee for term positions with administrative responsibilities.

[Appointment . . .]

2. A subcommittee of the committee on faculty shall participate in the interviews, make sure candidates receive clear and complete information regarding the policies and procedures (university, school or department) under which they will work and by which they will be judged, and advise the committee on faculty and the academic vice president regarding the school or department recommendation to hire.
- C. **Notice of Terms.** Financial contracts are for one fiscal year only. In addition to this contract, a written statement of the precise terms of appointment shall be give to the appointee before the appointment is consummated.
- D. **Time limits and renewal**
1. In the final year of the probationary period, the faculty member in a tenurable position must be either granted tenure or given a one-year terminal contract.
 2. The conditions of possible renewal of term appointments shall be specified at the time of initial appointment. Faculty members with academic or nominal rank may serve in term appointments no more than six years, unless their administrative duties make them ineligible for tenure.
- E. **Qualifications for rank and promotion.** Appointments shall carry rank appropriate to the degree and experience of the appointee.

Faculty members in tenure and term appointments shall be eligible for consideration for promotion according to the following schedule.

For promotion of persons with term appointments with administrative responsibilities and of administrative staff and part-time faculty, the time sequence may differ from this schedule owing to differences in continuity and extent of service and in patterns of career development. Consideration shall be conducted in a manner similar to that for faculty in tenure and term appointment, except that bodies or persons other than the committee on faculty shall evaluate the administrative performance of the faculty member.

1. Normally an instructor must have the M. A., M. S., or equivalent degree. Promotion will follow immediately upon completion of requirements of the doctorate or the appropriate terminal degree for the field or discipline.
2. Normally, an assistant professor must have the Ph. D.. or equivalent degree. (Exceptions may be made for temporary appointments and when there are compensating factors.) He or she must have completed five years in rank at DePauw to be considered for promotion (ten years, if without the terminal degree). Exceptional performance may be considered for shortening the time in rank. In such cases, prior service elsewhere may also be considered as a factor in early promotion. If the assistant professor has completed five years in rank at DePauw at the time of the tenure decision (i.e., whose first-year appointment was at that rank), he or she shall be either granted tenure and promoted to the rank of associate professor or given a one-year terminal contract. In unusual circumstances, tenure may be granted without

[Appointment . . .]

promotion, but the specific reasons for doing so must be made clear to all parties.

3. Normally, an associate professor must have the Ph. D. or equivalent degree. (Exceptions may be made when there are compensating factors.) He or she must have completed seven years in rank at DePauw to be considered for promotion (ten years if without the terminal degree). Exceptional performance may be considered for shortening the time in rank. When a faculty member is promoted to the rank of associate professor, he or she is entitled to tenure at that rank.
 4. Normally, a professor must have the Ph. D. or equivalent degree. (Exceptions may be made when there are compensating factors.) There is no promotion beyond the rank of professor, but appointment at senior professor rank may follow upon retirement accompanied by continued teaching responsibilities.
- F. **Probationary period and tenure.** Faculty appointed to tenurable positions shall serve a specified probationary period before being considered for tenure.
1. A faculty member in a tenurable position who is appointed for a seventh year is entitled to tenure, unless the contract specifies the appointment as terminal. However, the total probationary time for a person appointed initially as associate professor shall not be longer than three years. Initial appointment at the rank of professor may carry tenure, but normally it involves a probationary period of no longer than three years.
 2. Prior service may be considered for shortening the probationary period (normally, six years). If so, the amount of credit shall be expressed in the initial statement of conditions.
 3. If faculty members in term appointments are appointed to tenurable positions, the years spent in the term appointment shall count in the probationary period. At this time, a faculty member may negotiate for tenure and promotion credits based on previous service at other institutions.

II. Periodic Evaluation

- A. **Annual consultation.** For purposes of departmental self-study, the school director or department chair shall confer annually with individual members of the school or department about their role in, and expectations for, the school's or department's mission in the university. With tenurable faculty members between interim review and tenure decision, this consultation provides opportunity to review progress toward tenure. (See statement on department chairs.)
- B. Evaluation of faculty members in tenurable positions
1. At the end of each year (except the interim and tenure review years) of the probationary period, the faculty member shall submit in writing to the school director or department chair a reasonably detailed evaluation of his or her performance of that year relative to the stated criteria for the

[Periodic Evaluation . . .]

award of tenure. A written response to the faculty member shall be made by the director or chair following the consultation and written report.

2. At the end of each semester of the probationary period, faculty members shall arrange to have written student comments taken in each course, according to procedures approved by the committee on faculty and the administration. The comments of the first year are returned only to the faculty member. The comments received during the remaining years of the probationary period are kept with the personnel file used by the committee on faculty and the academic vice president, with copies sent to the faculty member.
3. Requests for special leaves; released time for research, service, and innovative teaching programs; and grants for research projects, equipment, and continuing education are reviewed by designated faculty committees and approved by appropriate university officers if they lead to toward professional development of the faculty member and further the goals of the university.
4. **Interim evaluation.** At the mid-point of the probationary period, an interim evaluation shall be made according to the following schedule.

<u>Probationary Period</u>	<u>Interim Review</u>
6 years	3rd year
5 years	3rd year
4 years	2nd year
3 years	At the faculty member's option unless requested by the chair, the committee on faculty, or the academic vice president

5. **Tenure evaluation.** In the final year of the probationary period, the tenure evaluation and decision are made, according to stated procedures and criteria.

C. Evaluation of tenured faculty

1. Every third semester, student comments from each currently taught course of the tenured faculty member shall be taken according to procedures approved by the committee on faculty and the administration. These comments shall be returned to the faculty member for his or her own personal development and improvement.
2. Promotion Evaluations (for associate professor and professor ranks) shall be carried out for candidates nominated for promotion to associate and full professor, using the stated guidelines, procedures, and criteria for promotion. (See below.)
3. Requests for sabbatical and special leaves; released time for research, service, and innovative teaching programs; and grants for research projects, equipment, and continuing education are reviewed by designated faculty committees and approved by appropriate university officers if they lead to

[Periodic Evaluation . . .]

toward professional development of the faculty member and further the goals of the university.

- D. **Evaluation of faculty members in term appointments.** Such faculty shall be evaluated according to similar requirements for periodic evaluation as faculty members in tenurable positions. Those having completed two years of service and being considered for reappointment to another term shall be evaluated in a manner similar to the interim review of faculty members in tenurable positions. (See below II.A.4.)

Those term positions that combine both instructional and administrative responsibilities shall be evaluated as follows:

1. In their capacity as instructors or classroom teachers, these faculty shall be evaluated in a manner similar to the interim review of faculty members in tenurable positions.
2. In their administrative capacities, these faculty shall be evaluated by their superiors in accordance with their job descriptions.

III. Guidelines for decisions on faculty status

- A. Decisions affecting faculty status, such as the granting of tenure and promotions in rank, shall both serve the programs and purposes of the university and the particular missions of the various departments within it.
- B. Criteria and expectations for achievement, particularly in regard to tenure, shall be regarded as long-term standards, and changes may be made only after full discussion, agreement among all parties, and ample time for adjustments.
- C. Candidates shall be promptly informed of the results of decisions and evaluations and, where appropriate, given clear specification of and adequate time for improvement in performance.
- D. Personnel decisions shall avoid special interest (e.g., family) and participation at more than one level of decision making (e.g., both department and committee on faculty).
- E. The reliability and credibility of those submitting information shall be tested or capable of being tested in a procedure which preserves the maximum possible openness of evidence consistent with the qualified privilege of confidentiality legally protecting those participating in personnel processes. Specifically, persons (employed by the university) giving and receiving information in personnel interviews shall be deemed to operate in the scope of their employment, thus enjoying the qualified privilege.
 1. All documents used in personnel decisions must be signed and placed in the decision file open to inspection by the candidate.
 2. Persons submitting information in committee interviews may have their names withheld from the record placed in the decision file (but not from committee minutes) if they so request. The committee shall test such information and

[Guidelines for Decisions on Faculty Status . . .]

place what is credible and the results of corresponding investigations in the decision file.

3. After the final decision has been rendered, the candidate shall be informed of the results of any investigations not included in the decision file and permitted to place such results in the personnel file.
- F. All decisions shall be based entirely and exclusively upon the material in the candidate's decision file with respect to the criteria stated in the Academic Handbook and only those additional criteria that have been clearly and publicly stated at the time of initial appointment or established later by mutual consent.
- G. The candidate shall have opportunity to respond in person and in writing to all testimony and evidence prior to the recommendations or decisions of the respective committees or bodies considering the evidence.

IV. Procedures for Personnel Decisions

- A. All personnel decisions shall be considered first by the personnel committee of the school or department. However, any tenured faculty member may nominate a colleague for promotion. Such nomination should be sent to the relevant personnel committee and the committee on faculty. Receiving such nomination and the consent of the nominee, the personnel committee shall prepare and send a recommendation to the committee on faculty.
- B. Preliminary steps. (1) The chair of the committee on faculty and the academic vice president shall meet with candidates preparing for personnel decisions in order to explain the processes and answer questions. (2) The chair of the committee on faculty shall make known the names of persons being considered for interim review, tenure, and promotion and request relevant information.
- C. Personnel committee procedure. The committee shall follow a standard procedure approved by the committee on faculty, the administration, and the faculty. It shall include the following steps.
1. The candidate shall submit material to the personnel committee of the school or department. This may include evaluation of the candidate's merits by persons in and outside the university who are qualified to judge them.
 2. Faculty members who feel that they have information which would be helpful in the tenure decision of any candidate should (a) submit this information in writing and signed to the chair of the personnel committee or committee on faculty or 2) request interviews with the personnel committee or the committee on faculty.
 3. The committee may solicit other relevant information from the following:
 - a. a representative sample of students who have had course work under the candidate regarding the candidate's teaching effectiveness.

[Procedures for Personnel Decisions . . .]

- b. colleagues in the university who are qualified to judge regarding the candidate's teaching effectiveness, professional competence, and service.
 - c. persons outside the university who are qualified to judge an appropriate aspect of the candidate's professional competence. However, if the candidate requests it, the committee shall solicit such judgment, selecting the external evaluator(s) agreeable to both the candidate and the committee.
4. All materials received or generated by the committee shall be placed in the candidate's decision file.
 5. The personnel committee shall provide opportunity for the candidate to inspect the decision file, make written response, and respond in person.
 6. **Report.** The personnel committee shall (a) in the case of interim review, make an assessment of the evidenced strengths and weaknesses of the candidate according to the criteria for tenure, clearly stating areas of desirable or necessary improvement or (b) in the cases of tenure and promotion, make a recommendation, stating clearly the evidence and the reasons for the recommendation. If members of the personnel committee do not agree with the report, they shall write separate reports or a statement of their reasons for not agreeing. The committee conclusions, documentary evidence, and any separate reports shall be sent to the committee on faculty and the academic vice president. In addition, the conclusions shall be sent to the candidate.
- D. Committee on faculty procedure
1. **Evidentiary sessions.** The committee shall (a) receive the documents and recommendation of the personnel committee; (b) receive any related information or concerns from the president and/or academic vice president; (c) receive further written evidence that might be offered; (d) read previous committee on faculty and administrative reports in the personnel file; (e) interview any faculty member who has indicated that this is the manner in which he or she wishes to communicate relevant information or from whom the committee wishes to solicit information; (f) interview the chair of the personnel committee, normally the school director or department chair; (g) review and evaluate the evidence with regard to its relevance and completeness; (h) provide opportunity for the candidate to inspect the decision file, make written response, and respond in person.
 2. **Deliberation and decision sessions**
 - a. The committee, using the criteria stated in Section V. and any additional criteria of the school or department, shall consider the (1) adequacy of the procedures, (2) the propriety of the evidence, (3) the warrants for the conclusion of the personnel committee, and (4) the relevance and value of the additional evidence.

[Procedures for Personnel Decisions . . .]

- b. The committee and the academic vice president present their tentative conclusions to each other and discuss their respective reasons with openness to any opposing points of view. The following options are possible.
- (1) If the report of the personnel committee is judged inadequate, that committee may be asked to reconsider and resubmit its report, at which time deliberation and decision recommence.
 - (2) The committee on faculty may investigate further and then return to deliberation and decision.
 - (3) If the personnel committee's conclusions are judged valid and the additional evidence at least not in conflict with that conclusion, the committee and the academic vice president, together or separately, shall either concur or conclude on their own, then submit such to the president.
 - (4) Either party (the committee or the academic vice president) not concurring with the personnel committee's conclusions shall make its own conclusion and submit it to the president.
- c. The chair of the committee shall communicate the action of the committee to the president who may meet with the committee for further clarification.
3. If the president is considering a decision against the recommendation of the committee on faculty, he or she shall communicate this and the reasons to the committee. The committee shall respond to the president regarding the decision and the reasons.
 4. The president shall inform the candidate of the decision in writing. Reasons for the president's decision will be presented to the candidate orally, and, at the candidate's request, in writing.
 5. After the president has informed the candidate and if the candidate requests, the committee on faculty shall release its initial recommendation and/or final assessment.

V. Criteria for Decisions on Faculty Status

Decisions should express judgments about candidates' merit and service using the principle of equity, which considers each individual faculty member in terms of his or her unique talents, abilities, and accomplishments in relation to the criteria for personnel decisions, and quality. A large amount of activity per se does not necessarily contribute to a superior academic environment.

Criteria for possible dismissal (VI.A. below) are also applicable to decisions on faculty status.

[Criteria for Personnel Decisions . . .]

Interim review. Required: effective teaching during the probationary period, satisfactory growth in the professional competence category, and contribution to school, department, or university programs.

Tenure decision. Required: effective teaching, including teaching in the school or department in which tenure will be granted, demonstrable achievement or unquestioned promise of accomplishment in the professional competence category; and contribution to school, department, or university programs.

Promotion to associate or full professor. Required: continued effectiveness of teaching; significant achievement or contribution in either professional competence or service to the school, department, or the university since the initial appointment to the preceding rank; and at least adequate performance in the other category.

- A. Teaching effectiveness shall be considered paramount in all personnel decisions. Candidates are required to show evidence in all of the following:
1. relevant and up-to-date teaching in the classroom and in other delegated instructional responsibilities;
 2. effective use of teaching methods and materials, including syllabi;
 3. accessibility to students and relations with students which are conducive to the learning process;
 4. professional integrity and fairness in carrying out pedagogical obligations to students.
- B. Professional growth shall be given full consideration in personnel decisions. Candidates are required to show evidence in the following; however, for (2) and (3), more in one category may compensate for less in the other.
1. Continued development of professional competence in the field(s) or disciplines(s);
 2. Professional contributions or scholarly outreach beyond the university community;
 3. Intellectual liveliness within the university community.
- C. Service to the school, department, and the university shall be considered in personnel decisions. Candidates are not required to show evidence in all or any one category unless there are special departmental requirements or responsibilities stated in the job description.
1. effective participation in school, department or university governance, including committee assignments;
 2. effective participation in program development and resource acquisition within the school, department, or the university;

[Criteria for Personnel Decisions . . .]

3. effective participation in curricular development for school, department, competence, special, or general education programs;
4. effective counseling and advising of individual students and student organizations related to academic life.

VI. Standards for Release, Dismissal, and Non-reappointment

- A. **Release and dismissal.** Faculty members in all categories of appointment may be released for stated reasons or dismissed for adequate cause. This action may be taken by the president after consultation with the school director or department chair, the committee on faculty, and the academic vice president, and it must follow a stated procedure.

Release must be based on one of the following reasons: (a) physical or mental disability; (b) bona fide financial exigency; or (c) discontinuance of program, school or department.

Dismissal must be based on adequate cause: (a) dishonesty in teaching or research; (b) substantial and clear neglect of duty; (c) personal conduct which substantially impairs the individual's fulfillment of his institutional responsibilities; (d) moral conduct unfitting the position; or (e) performance which falls distinctly below the standards which the university may justly expect in terms of the criteria for personnel decisions.

B. Non-reappointment (before the end of the term or probationary period)

1. **Conditions.** Term and probationary appointments may be terminated (and tenure denied, if applicable) before the end of the term or probationary period only if the following conditions are met: (a) the decision does not violate the faculty member's academic freedom or punish him or her for exercising academic freedom in the performance of duties inside the university or responsible civil activities; (b) the decision is not arbitrary or capricious; (c) the decision represents the deliberate exercise of professional judgments in the particular institutional circumstances.
2. **Reasons.** Term and probationary appointments may be terminated before the end of the term or probationary period if the decision is based upon one or more of the following reasons: (a) failure to meet the institution's stated conditions for reappointment, such as receipt of terminal degree by a specified date; (b) undistinguished performance, according to the institution's stated criteria for personnel decisions (See V. above.); (c) substantial change in the institution's academic program requiring a change in the job description under which the faculty member was hired; (d) violation of standards of integrity (not serious enough to warrant immediate dismissal); (e) bona fide budgetary constraints necessitate elimination of the faculty member's position; (f) discontinuance of an academic program or department.
3. **Notice.** Notice of non-reappointment shall be given: (a) in the first academic year of service, not later than March 1 if the appointment expires at the end of that year; or at least three months in advance of its termination if a one-year appointment terminates during an academic year; (b) in

[Standards for Release and Non-Reappointment . . .]

the second year of academic service, not later than December 15 if the appointment expires at the end of that year; or at least six months in advance of the termination if an initial two-year appointment terminates during an academic year; (c) after two or more years in the institution, at least twelve months before the expiration of an appointment.

VII. Reconsideration and Review in Release, Dismissal, and Non-reappointment Cases

Even with the best standards and procedures, faculty who have been released, dismissed, or not reappointed may believe that they have been improperly judged or unfairly treated and may wish a reconsideration or review of the case. Such faculty shall have such an opportunity, and the reconsideration or review shall be in accordance with the faculty review procedure.

Part-time Faculty

Part-time faculty are recognized as members of the faculty and are accorded some of the rights and privileges pertaining to faculty status. However, part-time faculty may not be granted tenure as long as they are part-time; they may attend faculty meetings and participate in debate, but not vote; and they may not serve on the faculty's coordinating or executive committees, though they may accept appointments to other regular and ad hoc committees and subcommittees. In principle, part-time appointments should meet emergency needs and certain on-going needs of the schools and departments which may require special expertise or routine assistance where tenure or term appointments may be unwarranted.

Part-time teachers should be current and pursue professional development in their fields, and they should be afforded all due professional courtesies and supports.

I. Initial Appointment.

Appointments shall be made by the president or the academic vice president after consultation with the school director or department chair who requests such appointments. Each appointment should carry with it a designation of rank and should be for a specific semester or academic year. No announcement of courses to be staffed by part-time faculty should be made without prior approval of the academic vice president. Contracts stating conditions should be executed in all cases, and these should make provision for possible cancellation based upon registration. The contract should include a provision for compensation for preparation time for courses that have been cancelled by the university. Appointments or contingency plans should be made in time to allow adequate course preparation, and contracts should be executed as soon as possible after agreement has been reached. A person may receive reappointment at a higher rank consistent with degree status, teaching effectiveness, professional development, and quality of service.

II. Compensation.

The basis for compensation of part-time faculty should reflect both prevailing market conditions and the levels of compensation paid to faculty in tenure or term positions holding the same rank and having comparable experience. This basis for compensation as defined by the president of the university should be consistently applied; however, in cases of special need for tutorial courses, compensation may be below the defined standard. Standards for enrollment minimums should be alike for tenure, term and part-time teachers. Part-time teachers who must commute more than 50 miles (one way to the campus) should receive a travel allowance according to a policy defined by the president of the university.

III. Continuation of Employment.

The university, by employing a part-time faculty member once or repeatedly, is not undertaking a commitment to provide future employment. Nevertheless, when part-time teachers have satisfactorily performed their contractual obligations, they should receive special consideration when a school, department or program selects part-time

[Part-Time Faculty]

faculty in their discipline and should be informed as early as possible about the probability of their continued or repeated employment.

IV. Evaluation.

The director of school or program or the department chair should be responsible for continuing evaluation of part-time faculty members, as described in the Academic Handbook. Course evaluation, including student comments, should be required on a regular basis and made part of the personnel files of all part-time faculty members, beginning with the third semester of teaching at DePauw. Peer evaluation, professional activities, service to the university and participation in faculty development should also figure in the evaluation. In determining the impact of the evaluation, the academic vice president will consult with the chair or director concerned, but, in view of the limited term of part-time teachers and of the fact that they are ineligible for tenure, the decision of the academic vice president about compensation and continued employment should be final.

V. Rights and Privileges.

With regard to faculty governance, the faculty will define rights and privileges of part-time faculty. Part-time teachers may apply for funds for professional development, including faculty development and travel funds according to guidelines determined by the faculty development committee and the administration. They are also entitled to participate in other faculty development programs and activities. They should be given the same initial instruction and continuing information concerning academic and community affairs as is given to faculty in tenure and term positions. Each should have access to the university's instructional services, including office space, telephone, secretarial aid and library and audio visual support.



000277

16 April 1986

TO: Members of the Faculty
FROM: Jim Cooper *JSC*
RE: Special Faculty Meeting 22 April

Unfortunately there was no quorum at last night's special faculty meeting on handbook revision. Those faculty who were present voted to schedule another special meeting for handbook deliberation so that results of faculty action can be presented to the Board of Trustees when they meet on 24-25 April.

Therefore, we will meet in the Julian Science and Math Center Auditorium on Tuesday, 22 April from 4:00-5:30. If we do not finish our business by 5:30, we will adjourn and then reconvene in the evening at the same place at 8:00.

Copies of the various proposals distributed at last night's gathering will be available from your department chair. They include:

Amendments proposed by the Special Committee on Personnel Procedures

Amendments regarding interim, tenure, and promotion reviews and decisions

Amendments concerning resource faculty

Amendments focusing on part-time faculty

Please make every effort to examine the proposed amendments and to attend the meeting on 22 April.

JLC/dw

AGENDA

For the Faculty Meeting of May 5, 1986

1. Call to Order (7:00 p.m., Thompson Recital Hall)
2. Approval of Previous Minutes
3. Reports from Coordinating Committees
 - Committee on Academic Policy and Planning (Professor Weiss)
Announcements
 - Special Interim Committee on Personnel (Professor Raines)
Announcements
 - Committee on Management of Academic Operations (Professor Brooks)
Announcements
Possible motion to add a course to the curriculum
 - Committee on Scholastic Achievement (Professor Rizner)
Announcements
4. Reports from Other Committees
5. Communications from the President and Others
6. Old Business (Secretary Miller)
 - Motion on by-law changes proposed in February faculty meeting
(to be removed from the table)
7. New Business
 - Motion to confer degrees
 - Motion to amend standing rules in order to hold the September
faculty meeting the second Monday of the month
(Professor Powell)
8. Announcements
9. Adjournment

THE FACULTY OF DEPAUW UNIVERSITY
Minutes of the Meeting of May 5, 1986

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Vice President for Academic Affairs Cooper at 7:00 p.m. in the Thompson Recital Hall of the Performing Arts Center. There were approximately 60 in attendance.

APPROVAL OF THE MINUTES

The minutes of April 7, 1986 were approved as distributed.

**SPECIAL INTERIM PERSONNEL COMMITTEE (SIPC):
ANNOUNCEMENTS**

For SIPC, Professor Raines reported that the committee had forwarded its recommendations on most tenure cases and all holdover promotions to the administration and that it was proceeding with the current year's promotions and interim reviews. He also noted that since the committee did not plan to interview all interim candidates, they should comment in writing on materials in their decision files or request interviews with the committee.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
ADDITION OF COURSE TO THE CURRICULUM**

For MAO, Professor Brooks moved

to add Biological Sciences 215, Molecular Basis of Diversity
(1 course credit) to the curriculum

The motion passed.

**COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO):
ANNOUNCEMENTS**

For MAO, Professor Brooks announced that the celebration of the sesquicentennial during the 1986-1987 academic year will occasionally require 10:00 classes to meet on Wednesday instead of Friday. According to Professor Brooks, a complete listing of the dates involved will be sent to faculty members before the end of the current semester. He then asked faculty members to send reactions to the new registration procedures along with the details of specific problems, to the chair of the committee. In conclusion (and with some reluctance), Professor Brooks reported that an unprecedented number of faculty leaves for 1986-1987 had left only two members on the committee; consequently, Professor Curry was elected secretary and Professor Brooks, chair.

COMMUNICATIONS FROM THE PRESIDENT

After announcing that the annual faculty-staff dinner dance will open with a reception at his home, President Rosser encouraged faculty to attend the special meeting concerning the future of the Putnam County Library on Tuesday, May 6, at 7:30 in Meharry Hall.

**OLD BUSINESS:
MOTION TO CHANGE BY-LAWS CONCERNING ELECTION PROCEDURES**

Secretary Miller moved

to remove from the table the motion to adopt the following by-law changes in election procedures.

RECOMMENDED CHANGES IN BY-LAWS

IV. The Divisions

F. Interim Appointments

1. In the event of a vacancy in a position of a representative of a division to a faculty committee,

the divisional nominating committee shall appoint a replacement who will serve until the position can be filled through the regular faculty election process ~~at the next divisional meeting.~~

2. In the event of a vacancy in a position of a member elected at-large to a faculty committee, the nominating committee of that member's division shall appoint a replacement who will serve until the position can be filled by the Faculty at the next election. ~~No persons shall be appointed to any vacancy without their consent.~~

3. In the event of new committee positions created between regular Faculty elections, the divisional nominating committees shall make temporary appointments for both divisional and at-large representatives until the positions can be filled through the regular faculty election process. [This procedure covers situations such as in minutes of 10/19/81 and establishment of Women's Studies Committee 09/02/85.]

4. Persons shall not be appointed to vacancies without their consent. [This statement was formerly part of item 2.]

5. All interim and temporary appointments shall be reported to the Secretary of the Faculty by the secretary of the division making the appointment.

V. Faculty Committees

(E) Method of Election

2. A fall election may be held at the discretion of the Secretary of the Faculty to fill committee vacancies. Other special elections may be held at the discretion of

the Secretary of the Faculty or at the direction of the Faculty.

The motion to remove from the table passed.

On the basis of concerns that Item IV-F-3 might pertain to all committees, Secretary Miller moved

to amend the motion by deleting Item IV-F-3.

Professor Morrill seconded the amendment which then passed. The main motion then passed.

**NEW BUSINESS:
MOTION TO CONFER DEGREES**

Registrar Ypma moved

that the Faculty authorize the Board of Trustees to advance those candidates certified by the Office of the Registrar to their various degrees,

Professor Cavanaugh seconded the motion which then passed.

Professor Morrill suggested that during this, the presiding officer's last faculty meeting, he make a ruling that the name of each degree candidate be read before the entire body of faculty. When Vice President Cooper graciously (and laughingly) declined, President Rosser raised a point of order, noting that the Charter of the University required that the faculty personally examine the credentials of all candidates before approving them for degrees. Presiding Officer Cooper noted that this was the most out-of-order statement in the entire meeting.

**NEW BUSINESS:
MOTION TO CHANGE TIME OF SEPTEMBER FACULTY MEETING**

Professor Powell moved

to amend the standing rules in order to hold the September faculty meeting the second Monday, rather than the first Monday, of the month.

Professor Loring seconded the motion which then passed.

**NEW BUSINESS:
DISCUSSION OF ACTION OF BOARD OF TRUSTEES ON FACULTY
BY-LAWS**

Professor Raines asked that someone from the negotiating team provide an assessment of its work for the year, particularly in light of the action of the Board of Trustees on the faculty by-laws. When there was no response, he expressed his understanding that the team was to negotiate whether to adopt external evaluation as a policy, not simply to develop the form of the evaluation, as stated in the April 28, 1986 letter from the Chairman of the Board. President-Elect Bottoms indicated that external evaluation was one of the tasks given to but not discussed by the negotiating team. He said that the Board had consistently been in favor of external evaluation, but had left the form and timing open. The President-Elect stated that if discussion with the new Academic Vice President and a faculty group couldn't resolve the issues, the Board would settle them. However, he expressed optimism that details would be worked out between faculty and administration. He also indicated that although external evaluation will not be used next year, discussion of the issue will be reopened at that time.

Professor Anthony Catanese asked why the Board disagreed on the linkage of tenure and promotion and on the inclusion of non-tenured faculty members on personnel committees. Professor Newton reported that the negotiating team had met with the Academic Affairs Committee of the Board of Trustees, had presented those items agreed and not agreed upon by faculty and administration, and had stated the reasons for faculty opinion. However, according to Professor Newton, there was no statement of counter reasons or declarations. Vice President Bottoms said he had stated the administration's opinions; he indicated that the Welch Personnel Task Force had felt inclusion of non-tenured faculty on personnel committees created a conflict of interest and that the Board had supported this conclusion.

Concerning the question of which by-laws currently governed the faculty, two views were expressed:

- 1) the old by-laws since the faculty had not yet expressed its will on the Trustees' actions; and
- 2) the new by-laws (integrated with the unrevised sections of the old by-laws), except for the items not approved by the Board of Trustees.

When questioned concerning the status of the negotiating team, Professor Newton speculated that its term expired at the end of the current academic year. Professor Morrill expressed a strong sentiment for dealing with unresolved issues by early fall.

ANNOUNCEMENTS

In reporting on the new registration procedures, Registrar Ypma noted that the following numbers of students received full schedules (within a position):

Freshmen	65%
Sophomores	68%
Juniors	61%
Seniors	64%

Through implementing the process, the Registrar's Office discovered that first come, first served is not a workable policy; too long a time passes between students' submission of schedules and their notification of actual courses; and further education for both students and faculty is needed. Positive aspects were the year-long schedule and the demand analysis report. Faculty requested that in the future registration occur earlier in the year and that the need for double consultation by students be decreased.

Professor Emery introduced Mr. Drake Mabry, newly appointed Director of Contemporary Media. The faculty welcomed him with applause.

ADJOURNMENT

The meeting was adjourned at 7:50.

Respectfully submitted,

Ann Miller, Secretary
Catherine Fueglein, Assistant

DEPAUW UNIVERSITY FACULTY
COMMITTEE MEMBERSHIP, 1986-1987

The number following each name indicates the year that person's term expires, June 30.

<u>Committee</u>	<u>Division</u>	<u>Divisional Representatives</u>	<u>At-Large Representatives</u>
Academic Policy & Planning	1	Lorie Sprague 88	
	2	Art Evans 87	Nancy Metzger 88 Carl Huffman 88
	3	Mike Johnson 89	Paul Kessinger 87
	4	88	Nancy Davis 89
Faculty	1	Tom Fitzpatrick 89	Art Carkeek 87
	2	Bob Weiss 87	Walker Gilmer 88
	3	Jim George 88	Steve Raines 88
	4	John Eigenbrodt 88	Bob Newton 89 Gary Lemon 89
Management of Academic Operations	1	David Ott 87	Judy George 88
	2	Richard Curry 87	John Kaemmer 89
	3	Sherry Smith 89	Howard Brooks 88
	4	John Wilson 88	William Field 87
Scholastic Achievement	1	Dan Rizner 87	
	2	Ed Mayer 87	
	3	Theresa Kessler 89	Wade Hazel 88 Martha Avery 88
	4	Marthe Chandler 88	Nancy Davis 87 Ralph Gray 89
Athletic Board	1	Ed Meyer 89	
	2	Bob Sedlack 87	
	3	Bob Stark 87	Bob Loring 87
	4	Roy Swihart 88	Dan Wachter 88 Marthe Chandler 89 Jim Mannon 89

Faculty Development	1	Catherine Fruhan 88	
	2	Jim Rambo 89	
	3	Kit Bridges 87	Don Ryujin 88
	4	Darrell LaLone 87	Sharon Gardsbane 89
Graduate Council	1	Ed Meyer 89	
	2	Richard Curry 88	David Field 87
	3	Louise Hart 88	Jim Madison 88
	4	Ned McPhail 89	Shanker Shetty 87 Jim Mannon 89
International Education	1	Vergene Miller 87	
	2	Ed Mayer 88	Jim Rambo 89 Vince Serpa 87
	3	Lou Smogor 88	
	4	John Kaemmer 89	D. Bhattacharyya 88 John White 88
Scholastic Standing	1	Barbara Federman 89	
	2	Glenn Welliver 87	
	3	Margaret Hamilton 89	
	4	Stan Warren 89	
Teacher Education	1	Gill Gremmels 89	Ruth Lester 87
	2	Sam Abel 89	
	3	J. Teegarden 87	Margaret Berrio 88 Ernie Henninger 88
	4	Bill Field 87	David Klooster 89
Little Theatre Board	1	Dan Rizner 88	Chuck Mays 87
Administration			Bob Garrett 88 Charles Mays 87 Martha Rainbolt 89

Board of Control of
Student Publications

David Field 87
Bill Cavanaugh 87
Bill Gremmels 88
Jeff McCall 88

Honorary Degrees

Roger Gustavsson 87
Bob Sedlack 88
Wayne Glausser 89

Student Life

John McFarland 88
Don Ryujin 89

Women's Studies

John Dittmer 89
Dan Wachter 89
Kathleen Erndl 88
Naomi Steinberg 87

S.L.C.A. Representative

Sherry Smith 87
Marcia McKelligan 88

Secretary of the Faculty

Anna Miller 89

Review Committee
(2/1/87 - 1/31/88)

<u>Division</u>	<u>Members</u>	<u>Alternates</u>
1	Orcenith Smith Judy George	Claude Cymerman
2	Glenn Welliver Art Evans	Carl Huffman Jim Elrod
3	Catharine Powell Margaret Hamilton	Underwood Dudley Carol Lee Cherry
4	Ralph Gray Marcia McKelligan	David Maloney Ralph Raymond

Divisional Officers
(7/1/86 - 6/30/87)

<u>Division</u>	<u>Chairman</u>	<u>Secretary</u>	<u>Third Member of the Nominating Committee</u>
1	Tom Mont	Catharine Fruhan	Dan Smith
2	Vincent Serpa	Carl Huffman	David Field
3	Underwood Dudley	Catharine Powell	Kit Bridges
4	Nancy Davis	Wassim Shanin	Stan Warren

NOTES:

1. John Anderson will substitute for Jim Madison on Graduate Council during first semester.
2. Don Ryu Jin will substitute for Judy George on MAD during second semester.
3. Ann Miller will substitute for Bill Field on MAD during second semester.
4. Lonna Griffitt will substitute for David Ott on MAD during second semester.
5. Deborah Bhattacharyya will be on leave both semesters.
6. Martha Rainbolt will be on leave first semester.
7. Martha Avery will be on leave second semester.

May 22, 1985