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the university of akron Chronicle

a report to the faculty of
the university of akron



1986-87, No. 2

(13 pages)

October 17, 1986

University Board of Trustees

Mrs. Jane L. Quine has been appointed by Governor Celeste to a nine-year term on the Board of Trustees. She succeeds Mr. Mario DiFederico, whose term expired. A graduate of the former Georgia State College for Women (now known as Georgia College), Mrs. Quine holds a bachelor's degree in business. She is the campaign manager for Akron Mayor Tom Sawyer as well as a former district office manager for U.S. Representative John Seiberling. She was the first vice president of the Summit County Democratic Party and has served on a number of local boards. Among these are the Akron-Canton Regional Airport Authority Board, Ohio Ballet Women's Board, St. Thomas Hospital Medical Center Women's Board, the Catholic Service League and the Akron Bar Association Auxiliary. Mrs. Quine will serve on the Educational Policy and the Buildings and Grounds Committees of the Board of Trustees.

Wayne General and Technical College

The following individuals have been identified as representatives from Wayne General and Technical College for the respective committees:

President's Advisory Committee - Mrs. Kay Stephan

Provost's Advisory Committee - Mrs. Emily Rock

Faculty Well-Being Committee - Ms. Patsy Vehar

Faculty Rights and Responsibilities - Mrs. R. Diane Arnold

Changes to University Council Membership

Graduate Student Government: Mr. Steven Robison replaces Ms. Natalie Merrill

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MINUTES OF MEETING OF UNIVERSITY COUNCIL, October 2, 1986

The regular meeting of the University Council was called to order by the Chairman, Senior Vice President and Provost Frank Marini at 3 p.m. on Thursday, October 2, 1986, in Leigh Hall 307.

Sixty-eight of the seventy-seven members of Council were present. Those absent with notice were Dr. Helen Cleminshaw, Dr. Constance Cooper, Dr. Claibourne Griffin, Mrs. Doreen Iafelice, Dr. Laurence Ma, and Dr. Allen Noble. Absent were Mr. John Ash, Mr. Donald Sampsel, and Dr. Larry Snider.

Mr. Art Pollock, Secretary of the Procedural Committee, read corrections to the minutes of the regular meeting of the University Council of September 4, 1986, as printed in The University of Akron Chronicle of September 19, 1986. The minutes were adopted with the following corrections:

Page 5, Schedule of University Faculty Meetings, under Arts and Sciences, "Mon." should be corrected to read "Wed."

Page 11, University Council Membership, the name Mr. Tony Brown should be changed to "Ms. Leslie Crislip" for one of the Associated Student Government student representatives.

Page 15, second paragraph, the names of Jeffrey Ennis and James Emore should be removed from the list; those individuals were present at the September meeting.

Following adoption of the minutes as corrected, the Chairman presented President Muse to address the body.

The President addressed the question of the impending appointment of a Board of Trustees member. He indicated that the reason for delay could not be attributed to apathy of the University administration. He pointed out that the appointment of a Trustee member is a gubernatorial action. He speculated that the appointment may not be announced until the elections were over in November, and assured Council that there were no foreseeable problems in having the vacancy continue for a while, although it was unusual.

President Muse then invited questions from the members of Council. Dr. John Gwinn asked the President if the agreement between The University of Akron and the Marriott would be continued. Dr. Muse replied that he had asked Mr. R. Wayne Duff, Vice President for Business and Finance, to prepare an analysis of the operations. Areas such as the need and utilization of the facilities would be fully considered before continuing relationship with the Marriott.

Dr. Marini then turned to the next item on the agenda, Remarks of the Presiding Officer. He informed Council that the Board of Trustees had accepted all of the actions which the President forwarded to them after the last Council meeting--amendments to the Faculty Manual, amendments to the provisions for the Academic Planning and Priorities Committee, and the date of April 23 as the date to observe Founders Day.

He also announced, in following up on a point made at the September meeting of Council, that representatives to the Provost's Advisory Committee are elected by their college faculty and that there is no requirement that the representatives be tenured.

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Turning to special announcements, Pollock announced that the committee chairs were responsible for submitting a written committee report following the Council meeting.

Dr. Caesar Carrino made a progress report for the United Way. He announced that the goal for 1986 is \$96,000, of which \$76,061.60 (or 79.2%) has been attained through 916 donors. He concluded by announcing that in order to reach the goal, more must be raised.

Beginning with the reports of the standing committees, Art Procedural Committee met on September 22. He announced that in agenda for the October 2 meeting of Council, the Procedural Committee question of assigning rotating terms for members of the standing that the Procedural Committee had decided to ask Council's indul studied further. Concerns such as Council members' preferences, existing committee members, length of time students are at the U concerns needed to be addressed and the Procedural Committee will have recommendations at a later date.

Pollock also announced that approximately ten student appointments were made to the standing committees from a list submitted by the Associate Provost and Dean of Student Services. It was suggested that student leaders submit names of interested students at an earlier date next year.

The Procedural Committee also considered a request from Fine and Applied Arts to increase their representation to Council consistent with the number of college faculty. Pollock announced that a decision was delayed until additional information is obtained and studied. The general question of responsibility in addressing this issue was also considered, and it was suggested that the Procedural Committee obtain a list of eligible electors, by college, and have each college compare this list with their own records.

Lastly, the Procedural Committee considered the matter of ex officio appointments to the standing committees. They decided it was not within their authority to make such appointments, but that it would be proper to make recommendations to committee chairs that certain individuals be invited to attend meetings.

Dr. Marini announced that the membership of the newly created Academic Planning and Priorities Committee was near completion and that the first meeting would be called to order in the near future.

Mr. Robert Weyrick announced that the Academic Policies, Curriculum and Calendar Committee had met in September but that there was no business to report.

Speaking for the Athletics Committee, Dr. Walter Arms announced that the committee met on September 18 and selected him as chairman. The committee discussed the September Council action tabling the amendments to the Athletics Committee portion of the University Council By-laws. Consideration is being given to rewriting the amendment to ameliorate the difference between the Board of Trustees and the University Council over the wording of the tabled amendment.

Arms also reported that membership in AMCU was discussed. Concern was expressed regarding the absence of women's sports in that conference. A conference is being explored for the women athletes.

In finishing his report, Arms read a copy of a letter from the NCAA which was forwarded to him from President Muse, announcing that the University has been restored to full rights and privileges of NCAA membership and thanking University representatives for their cooperation.

COUNCIL
COMMITTEE TERMS

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Dr. David Timmerman announced that the Campus Facilities Planning Committee met on September 29 and elected him as chairman and Miriam Joliat as secretary. An overview of the ongoing campus projects was presented by Mr. Phil Bartlett of the Physical Facilities Department. The activities of the 1985-86 Campus Facilities Planning Committee were reviewed at this meeting, especially the results of the survey on classroom conditions. Timmerman concluded by reporting that minimum classroom standards will be established at their next meeting, at which time Bartlett will report on the status of corrections to classroom problems identified.

Dr. Dale Jackson reported that the Faculty Rights and Responsibilities Committee has met weekly to discuss those sections of the Faculty Manual assigned to the committee last year by University Council.

Reporting for the Faculty Well-Being Committee was Dr. June Burton, who was elected chair at its September 4 meeting. She announced that the committee met on September 26 as well. One of the topics discussed at the meeting was the tentative calendar for the health benefits redesign implementation. Most portions of the tentative calendar still hold true. Exceptions are due to the fact that analysis of bids was more complicated than anticipated. Therefore, the project did not go to the Board of Trustees at its September 24 meeting. It is anticipated that the Board will hold a special meeting in October to consider benefits. This delay will cause educational meetings to be delayed until late October, but the open enrollment period will still be during late November through December in order for the new plan to become effective January 1, 1987. A calendar for implementation of this plan appears in the Appendix of this Chronicle. She also pointed out that bids for the HMO option were costlier than for the plan, so those selecting the HMO option probably will have to pay the additional cost for this choice.

The committee also emphasizes the need for everyone to understand the meaning of "R&C"--Reasonable and Customary. Various sources which discuss the health plan indicate that bills will be covered up to the allowable percentage. This is assuming that the bill is determined to be reasonable and customary. However, if a bill is above R&C, the allowable percentage will only be applied to a portion that is considered to be reasonable and customary. The committee members felt this major point needs to be communicated.

Burton continued by announcing that the establishment of either type of flexible spending account will require some careful calculation. Money in them that goes unclaimed will be forfeited on an annual calendar year basis. The minimum and maximum amounts of money that participants are allowed to pay into the accounts will be set by the Board.

Lastly, she announced that Mr. Howard Baldwin has been charged with preparing a videotape and a Highlights Brochure for distribution. The FWB committee read Draft II of the videoscript and suggested changes. Burton announced that a public meeting of AAUP was to be held on October 3, and that she, Baldwin, and Dr. Faith Helmick would address the department heads group on October 6. Both meetings would help prepare for the meetings which Baldwin will conduct after the Board approves the new health plan.

Mr. Elton Glaser reported that the Library and Learning Resources Committee met on September 23 and elected him as chairman. The committee also decided to continue the Library Funding and the Library Standards subcommittees from last year since their work had not been completed; they also established a new subcommittee on the Library User's Handbook.

Dr. Joseph Walton reported that the Research (Faculty Projects) Committee will meet in November to consider the first round of research proposals and applications for Faculty Summer Fellowships. He also reported that Mr. John Mulhauser, Director of Research Services and Sponsored Programs, will be invited to participate on the committee on an ex officio basis.

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Dr. Robert Dubick reported that the Student Affairs Committee met on September 30 and established the Extracurricular Activities Subcommittee and the Scholarships, Awards, Grants and Loans Subcommittee. Dubick, the chairman of the committee, asked these subcommittees to review the present regulations regarding the spending of extracurricular activity funds by registered student groups as well as policies regarding payment of student leaders and policies regarding the disbursement of scholarships.

Miss Judith Fitzgerald announced that the Reference Committee had an organizational meeting on September 10. Fitzgerald and Mr. John Miller, previous chairman, met with Dr. Faith Helmick, Assistant Provost, on September 29 to discuss the most efficient method for reviewing the Faculty Manual and to submit recommendations to University Council.

Dr. Loren Hoch, Akron representative to the Faculty Advisory Committee to the Chancellor of the Ohio Board of Regents, distributed a copy of his report, which had appended a copy of the Board of Regents' budget for 1987-89. His report included highlights on the budget. Individuals interested in obtaining a copy of this report and budget may contact Dr. Loren Hoch. Hoch also reported that state schools are now required to submit names of students who are not registered for the draft. They are treated as out-of-state students for fee purposes. The Board then reduces the institutions instructional subsidies accordingly.

Turning to old business, Dr. Marini called on Dr. Dale Jackson to address the proposed amendment to the Faculty Manual concerning visiting faculty and adjunct professors. Jackson indicated that the Faculty Rights and Responsibilities Committee would prefer to deal with the proposed amendment at a later time when there will be additional items to consider.

Regarding the proposed amendments to the provisions for the Athletics Committee, Arms announced that the Athletics Committee had nothing to propose at this time.

The next item of old business was a request by certain faculty members to establish a committee to reconsider the buyout plan. William McGucken moved that Council instruct the Faculty Well-Being Committee to work with Dr. Arpad Banda, Dr. Howard Taylor, Mr. Blin Scatterday, and Dr. Faith Helmick to study the issue, and then for the group to report its findings and recommendations to Council. Banda, Taylor, and Scatterday are the individuals who initiated the request to restudy the buyout, and Helmick would act as a liaison. The motion was seconded by Dr. Charles Dye. Mr. James Inman asked if the motion implied that the committee was being increased from seven or eight members to include the entire Faculty Well-Being Committee. McGucken replied that there was really no committee being formed. The four individuals would work with the existing FWB Committee.

Hearing no additional discussion, Marini called for a vote on the motion, and it carried.

Dr. C. Frank Griffin was present to address the last item of old business, a report by the Ad-Hoc Committee on Proposed Amendments to the Bylaws of University Council. He reported that the committee has been operating under the assumption that changes in the bylaws would not affect the operation of Council during the current calendar year. However, proposed changes might affect the election of new Council officers for next year. He announced that the committee would make every effort to have recommendations in time for the November 6 Council meeting.

He continued by reporting that the proposed changes were circulated to faculty in May with a request for immediate response. The small number of responses (35) was assumed to be due to the nearness to the end of the term. The deadline for written responses was extended to October 6.

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Griffin also announced that open hearings were to be held to obtain opinions of the faculty and administration on the proposed changes. He concluded by reporting that the committee has spent a long session studying the University Council By-laws for inconsistencies, omissions, and weaknesses as well as the proposed changes.

Turning to new business, the retitling of some Fine and Applied Arts departments into schools, and the separation of combined units into independent departments, Marini indicated that the proposed changes were mailed to Council members earlier and then invited discussion.

Dr. Kelvie Comer, Acting Dean of Fine and Applied Arts, initiated conversation by explaining that this proposal had been thoroughly considered at the departmental level, at the college level, and with administration. She announced that it was voted upon unanimously to make this recommendation to the Provost at the first college meeting. Comer then invited questions.

Dr. Paul Merrix asked about the background on the request. Comer explained that the question of school status has been proposed for several years by several departments, including Art, Home Economics and Family Ecology, and Music. The requests stem from the nature of the academic programs within those disciplines. In similar programs across the country, studies in music fall under a unit referred to as a School of Music. In addition, theatre arts and dance are traditionally separate. The faculty, in preparing academic plans, recommended the separation of theatre arts and dance into independent departments, as well as the creation of the School of Music.

Dr. Marini then reminded University Council of its role in advising administration in such instances, and pointed out that the issue was not an actual item of legislation to be ultimately determined by Council. He also invited any suggestions on how to handle the question.

Merrix continued by questioning the last item under "Implementation," regarding the administration of Theatre Arts through the Dean's Office. Marini explained that before his arrival on campus the area of Theatre Arts was having difficulties. Rather than attempt to administer that unit as an independent department, it was joined with other units (Music and Dance) to function as a department. Because that arrangement did not work as well as hoped, and because the combination of disciplines runs counter to the desire to create a School of Music, it was recommended that that unit be administered through the Dean's Office until it is determined strong enough to warrant the investment of resources in a department head and independent operation. Theatre Arts is currently administered partly through the Dean's Office.

Merrix then questioned the use of the word "consulted" in several cases. He asked in what way the faculty would be consulted. He asked if actual voting rights for a department head would be removed. Comer explained that there are currently department heads and that these changes would only be title changes. She also indicated that a separate meeting would be held with the faculty in the separate departments to make sure they were satisfied with the individuals currently in leadership. Merrix asked if the faculty would still have voting rights. Comer indicated that the issue had not been considered but that it would be.

Dr. Charles Dye pointed out that there may be some confusion on the campus by referring to the areas as schools. He asked if this concern had been considered. Dr. Marini explained that in many universities there are schools that are free-standing units. At many other universities there are schools within colleges. He agreed that there could be confusion over what constitutes a school and what constitutes a college. He continued by explaining that in the field it is not confusing. It is an accepted fact that the major areas in the performing and creative arts in the country are considered schools. A discipline referred to as a school is more prestigious than a department. There would be

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public relations and prestige advantages within the field. He also pointed out that Kent State University refers to its comparable units as schools.

Dr. Joseph Walton, Acting Dean of Graduate Studies and Research, indicated that he had the opportunity to review the proposal and was supportive of the proposal.

Referring to the distinction between legislative action of Council versus its advising role, McGucken compared the proposal to a curriculum change in one course, and pointed out that he felt that Council would have the same authority as it does with the alteration of courses. Marini reviewed the wording of the recent amendment to the University Council Bylaws, as well as the wording in the Board of Trustees Regulations, which indicate that the Board of Trustees has the power to establish, alter, or abolish such units, while the faculty of a college shall prepare and recommend to Council curricula and courses for that college, changes in departments or divisional organization, etc. He acknowledged that it was a fine point, but that the distinction seemed clear to him.

Dr. Dale Jackson asked if plans for the future of Theatre Arts had been discussed with the faculty members in that area. Dr. Marini indicated that such discussions had occurred.

Jackson then moved that Council advise that it concurs with the recommendations concerning the reorganization of the College of Fine and Applied Arts. The motion was seconded by Walton. Marini asked for additional discussion.

Dye pointed out that in the past comparable recommendations had come in the form of a curriculum proposal. He asked if a new procedure was being established. Mr. Robert Weyrick, Acting Associate Provost and Chair of the Academic Policies, Curriculum and Calendar Committee, explained that those items which have come to Council in the past have been changes in program titles or degree designations, which would be pertinent to the title of a department, but he was not aware of any instances in which Council directly considered a change in departmental name.

Dye referred to a proposal a few years ago pertaining to the renaming of the College of Education. The Provost at that time was not very receptive, and so the proposal was withdrawn. Dr. Marini acknowledged that a new precedent was being established in the consideration of structural changes in accordance with policy establishing consultation with University Council on reorganization with academic units adopted by University Council last academic year.

Dr. Alice Christie questioned the rationale behind changing the Department of Home Economics and Family Ecology to a school. Comer explained that that discipline is also widely classified as a school. She indicated that it would more accurately reflect the program diversity achieved, provide equivalent status for similar units which are competitors for grants and contracts, and increase ability to recruit and maintain students and faculty. She announced that Kent State refers to their comparable unit as a school.

Dr. David Buchthal pointed out that the name of his department has been changed twice and both times the change went through APCC. Merrixx then reminded the Chair that there was a motion on the floor. McGucken indicated that he was concerned over the issue and saw no need to proceed rapidly. He suggested it would be beneficial to get feedback on it from the University community. He concluded by moving it's referral to APCC to be studied and reported back at the December meeting of Council. Mr. Blin Scatterday seconded the motion.

Dr. Lillian DeYoung pointed out that the selection of a dean of the College of Fine and Applied Arts would be delayed until the issue was settled. Marini concurred and

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pointed out that the search for a head for the present Department of Music, Theatre and Dance would also be delayed.

A vote was then taken on referring the item to APCC and was defeated. The motion to adopt the recommendation was voted on and carried.

During the discussion on the retitling of Fine and Applied Arts units, Dr. Muse requested permission to announce that the Governor's Office had just called him with information on the new appointment to the Board of Trustees. He announced that Jane Quine had been appointed.

Moving to the next item of new business, Dr. Marini announced that he would first inform the representative for part-time faculty and the members of University Council when he was ready to take action on the Committee Report of the Ad-Hoc Committee on Part-time Faculty. However, the Procedural Committee thought it would be helpful for a summary of the report to be distributed to Council members. Linda Weiner then requested that the summary be included in the Chronicle. She then reported that the part-time faculty response to most of the recommendations was enthusiastic. She moved that those items about which the part-time faculty were concerned be referred to the Faculty Well-Being Committee to review the recommendations and report back to Council. Those items are Recommendation 2, 5, and the health insurance portion of Recommendation 8. The motion was seconded and carried.

Bringing up new business, Tim Elsass moved that the date of mid year commencement be moved from January 11 to December 21, in accord with a request from the senior class that he represent their interests at Council. The motion was seconded. Elsass continued by explaining that the results of the poll were not reliable. He also indicated that the seniors expressed a will to hold the commencement without diplomas; therefore the 72 hour rule would not be effected.

Mrs. Jean Blosser suggested that the date remain the same for this year and the matter be given more careful consideration for next year. Marini indicated that the reason the motion was being considered was that the request came from the senior class, the class most closely affected by the decision. Ms. Geraldine Chitty, University Registrar, pointed out that communications have been sent out announcing the date and that the diplomas have been ordered. Mr. Donald Jenkins also pointed out that programs for the event have been prepared and ordered. Elsass indicated that he was not aware of the seniors' preferences until recently. A vote was then taken on the motion to move mid year commencement from January 11 to December 21, with no diplomas to be distributed. The motion was defeated.

Dr. Michael D'Amico explained that several of his colleges' faculty had asked him to bring up the topic of the monies saved from summer sessions. He asked what the plans were for the savings. Dr. Marini indicated that a recommendation to use the money toward salary increases was going to the Board of Trustees at their next meeting.

The last item of new business was introduced by William McGucken, who inquired about the parking situation around Olin Hall. He pointed out that the number of spaces has been reduced over the last few years and he asked what is being done about this. Don Bowles addressed the question by explaining that the University has a plan through about the year 2000 which includes the creation of approximately 2,500 additional parking spaces, contingent upon funds. He also indicated that faculty, staff and students pay \$.44 per day for parking, which does not cover the expense of maintenance and purchase of additional facilities. He pointed out that tickets are issued to individuals parking in lots without the proper permit. He announced that there are more faculty spaces than there used to be, and that additional spaces are being sought.

On motion, Council adjourned at 4:30.

APPENDIX TO MINUTES OF UNIVERSITY COUNCIL, October 2, 1986

Tentative Calendar for Implementation of Health Benefits Program

July 31, 1986

Bid specifications went to carriers for both the health plan and the HMO option. The annual Stop Losses (excluding the deductible) in the "specs" were changed to
\$600 for persons with salaries less than \$20,000;
\$800 for persons with salaries \$20,000-\$39,999
\$1,000 for persons with salaries more than \$40,000.

The "specs" also included a dental plan as previously described to the committee, an Optional Vision Plan and Flexible Spending Accounts. There was no change in the Life Insurance Plan.

August 29, 1986

Bids were expected from the carriers.

August 30-September 23, 1986

Analysis of bids.

September 30, 1986

Begin communication program with informational letters and meeting announcements.

Mid October 1986

Selected carrier submitted to Board of Trustees for approval.

Late October 1986

Informational meetings with faculty and staff.

Late November through December 1986

Open enrollment period when each faculty member must decide whether to take the regular plan or the HMO option.

January 1, 1987

Plan effective.

APPENDIX TO MINUTES OF UNIVERSITY COUNCIL, October 2, 1986

REPORT OF AD-HOC COMMITTEE ON PART-TIME FACULTY

SUMMARY OF RECOMMENDATIONS

Recommendation #1--Recruiting

To attract the best qualified individuals for part-time faculty, positions should be advertised on a regular basis.

To minimize costs, advertisements may be pooled within and among colleges for placements at least twice per year.

Applications for part-time employment should be assembled into a central pool accessible by all colleges. To facilitate assessment of credentials, the current Application and Acceptance Agreement should be divided into two documents.

Recommendation #2--Teaching Load

The maximum teaching load for part-time faculty should be increased from 11 hours to 18-20 hours per year, not to exceed 12 hours in any one semester. Summer Sessions should be excluded from this total.

Recommendation #3--Support Services

It is recommended that each college and department review the items listed to ensure that whenever possible within existing resources, part-time faculty are provided the necessary services to support their teaching assignments.

- 1) **Office space.** Reasonably private spaces, within the appropriate department for class preparation, grading, and student counseling. To include telephone access, adequate lighting, and file space.
- 2) **Mailbox** A location within the appropriate department. Accessible during the part-timers assigned schedule.
- 3) **Secretarial Assistance.** Reasonable access for typing syllabi, handouts, etc., copying and taking messages from students.
- 4) **Teaching Aids.** Access to films, overheads, recorders, etc.

Recommendation #4--Evaluation

Teaching performance of part-time faculty should be evaluated regularly and consistently. Whether this evaluation consists of a combination of peer and student evaluations or student evaluations alone, certain minimum conditions should be met:

- 1) The same instrument or system should be used for full-time and part-time faculty within the same department.
- 2) The instrument should contain some open-ended questions to enable the evaluator (student or peer) to make comments.

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Recommendation #4 (continued)

- 3) The evaluation instrument should be administered by someone other than the individual being evaluated.
- 4) Student evaluation should be anonymous.
- 5) The instructor should be given a summary of the evaluation and an opportunity to discuss it with his or her supervisor.
- 6) The results of student evaluations should not be returned to the instructor until grades have been completed for the semester.

Recommendation #5--Compensation

The current practice of assigning lecturer ranks based on qualifications, experience and demonstrated performance across campus and the payment for part-time teaching based on a scheduled semester hour rate, inasmuch as they promote equity across campus, should be continued. The University should also continue to increase these rates as often and by as much as the sound budget practices will permit.

Recommendation #6--Initial Assignment of Lecturer Grade

The committee recommends that initial assignment of lecturer rank should be recommended by the department head and approved by the dean. A suggested criterion for the initial assignment should be

<u>Entry Level</u>	<u>Criterion</u>
Lecturer I	Baccalaureate Degree
Lecturer II	Master's Degree
Lecturer III	Master's Degree plus 15 hours of graduate level course work
Lecturer IV	Doctoral Degree

Substantial prior teaching service or other unique qualifications or experiences may be considered when assigning a lecturer rank.

Recommendation #7--Change in Lecturer Grade

The committee recommends that this policy should be changed to:

A part-time teacher may apply to the department head and be considered for a change in grade after 6 semesters (excluding Summer Sessions) of acceptable teaching performance or attainment of a higher degree. The change must be recommended by the department head and approved by the dean. The department head and dean may take into consideration professional experience related to the teaching field substituted at the rate of 1 year of professional experience for 1 semester of teaching for up to 4 semesters of teaching and scholarly activities related to the teaching field. Changes in grade may be effective with the beginning of the Fall or Spring Semester.

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Recommendation #8--Fringe Benefits

Recommendation

Sick Leave	After 6 semesters of part-time teaching, 1 class hour per credit hour taught per semester, with physician's statement. Benefit not cumulative. Note: Apparently the outdated practice of part-timers hiring and paying their own substitutes may be found on occasion.
Health Insurance	After 6 semesters of part-time teaching, eligible to purchase medical insurance for self and dependents at University's prospective premium rate. Group coverage may continue if premium paid and person teaches at least one regular semester per calendar year. Dental, Life and any other coverages outside of medical coverage may not be purchased.
Parking	About 50% of part-time faculty teach both fall and spring semesters. Procedures for distribution of annual permits should be developed by the Parking Office.
Fee Benefits--Self	Change minimum teaching requirement to three hours per semester.
ID Card and Validation Sticker	Process should be revised to expedite distribution of validation stickers. Also provisions for annual sticker should be developed.
Travel, Research Funds	Although part-time faculty are not employed to pursue scholarly activities, many do so. These may enhance teaching performance and they should be rewarded. Each department and college should review its expenditures for travel and research and whenever possible allocate a portion of these resources to part-time faculty.

Recommendation #9--Communication and Participation in Governance

- 1) Orientation: A well organized orientation program offered at the University level and the college or department level.
- 2) Handbook: Although a Part-time Faculty Handbook exists, it should be revised in content, style, format and readability to be useful to part-timers.

APPENDIX TO MINUTES OF UNIVERSITY COUNCIL, October 2, 1986

Recommendation #9 (continued)

- 3) Mailing System: A better system for mailing information to part-timers at a specific location perhaps from computerized files should be developed.
- 4) Participation in the University Community: Part-time faculty now have an elected representative to University Council. However, departments should also include part-timers in departmental activities whenever possible, including such things as text book selection and teaching evaluation.
- 5) Part-time Faculty Advisory Committee: The Ad-hoc Committee recommends that an Advisory Committee to the Senior Vice President and Provost be established to advise the Provost on issues relating to part-time faculty on a continuing basis.

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