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Faculty Senate Chronicle February 1, 1975

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AU Chronicle

a report to the faculty of
the university of akron



1974-75, No. 5 (14 pages)

February 1, 1975

SPECIAL DATES

- February 5 Arthur Fiedler conducts The University of Akron Bands in a concert in the Edwin J. Thomas Performing Arts Hall, 8:15 p. m.
- February 10 Basketball, Akron vs. Kent State, Coliseum, 9 p. m. (Case Western Reserve plays John Carroll at 7 p. m.)
- February 20 Regular Meeting of University Council, Warren W. Leigh Hall, 3 p. m.
- February 21 Alumni Night, University Club, dinner, 6:30 p. m.
- February 25 Chamber Ballet and the Akron Symphony, Edwin J. Thomas Performing Arts Hall, 8:15 p. m.
- February 27 President's Open Faculty Forum, Kolbe Theatre, 3:30 p. m.

GRIEVANCE PROCEDURES

The Grievance Procedures, as passed by University Council on December 12, 1974, were approved by the University Board of Trustees, upon recommendation of its Educational Policy Committee, on January 22, 1975. This statement is printed, beginning on page 11, of this issue of the AU Chronicle, in the Appendix to the Minutes of December 12, 1974.

UF CAMPAIGN

The final report of the campus UF-Red Cross Campaign for 1974 has been submitted by Dr. Joyce Sullivan, chairman. The University family contributed \$35,000 toward its assigned goal of \$42,500. Last year the campus pledged \$37,500, which exceeded its assigned goal. The University was given a high 14 percent increase in its goal this year in contrast to a 6.6 percent increase for the total U. F.

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MINUTES OF REGULAR MEETING OF UNIVERSITY COUNCIL, January 16, 1975

The regular January meeting of the University Council was called to order by the Chairman, Vice President Noel Leathers, at 3:07 p. m. on Thursday, January 16, 1975 in Business Administration Building 307.

Fifty-eight of the 66 members of Council were present. Dr. Leathers announced that the two new chairmen of the recently constituted committees—Faculty Well-Being (Dr. Marvin Moore) and Faculty Rights and Responsibilities (Dr. James Richardson)—were included now as ex officio members, increasing the membership of Council to 66 (with the continuing number of 63 having voting rights). Although the University Trustees have not yet formally approved this amendment to the Council Bylaws, they will probably so act on January 22. Those absent with notice were Miss S. DiStefano, Dr. D. J. Guzzetta, Dr. W. A. Rogers, Dr. Ray Sandefur and Dr. T. Sumner. Others absent were Dr. B. Bayless, Dr. G. Makar and Dr. J. Richardson.

In consideration of the minutes of the Adjourned Regular Meeting of University Council (from November 21, 1974) of December 12, 1974, as printed in the January 3, 1975 AU Chronicle, Dr. Thomas Brittain noted that the two statements approved at that meeting had not been included in the minutes: the new Sick Leave Policy and Long-term Disability Benefits Program which on the recommendation of the 1973-74 Committee on Faculty Well-Being, Rights and Responsibilities was accepted for inclusion in the Revised Draft of the Faculty Manual, and the Grievance Procedures. He requested that these two documents be incorporated in the Appendix of the February 1975 AU Chronicle. In consideration of the minutes of the Regular Meeting of University Council of December 12, 1974, as printed in the January 3, 1975 AU Chronicle, a typographical error was corrected, which at the bottom of page 6 had identified Dr. Phillip Stuyvesant as "St. "!

With these corrections and proposed additions, the minutes of the two above meetings were approved as printed in the AU Chronicle of January 3, 1975.

Vice President Leathers pointed out that the new Sick Leave Policy and Long-term Disability Benefits Program, which the University Trustees had adopted in April 1974, was already incorporated in the Revised Draft of the Faculty Manual, dated January 6, 1975, now in the hands of Council. The revised Grievance Procedures had been forwarded to the Educational Policy Committee of the Board by the President. The Committee had voted last Tuesday to recommend approval by the entire Board at its meeting January 22, 1975. So the publication in the February 1975 AU Chronicle would be officially correct.

The Chairman stated that the agenda did not include the customary "Remarks of the President" inasmuch as Dr. D. J. Guzzetta was in Columbus for a special meeting today of the Ohio Board of Regents on budgetary matters.

The reports of the standing committees were called for. Mrs. Linda Sugarman, on behalf of the Procedural Committee, said that the committee had met only to prepare the agenda for today's meeting.

Mr. Pernice inquired why the Procedural Committee had not appointed any students to the special committee to develop details for a University Honors Program. Dr. Leathers replied that he had appointed the committee, and it was pointed out that the Council had indicated its desire for a faculty committee (see minutes of November 21 meeting, on page 8 of the AU Chronicle of December 1974), and there were not students or administrators on the committee, although it would report to Council.

MINUTES OF REGULAR MEETING OF UNIVERSITY COUNCIL, 1/16/75, continued

In answer to a question, Dr. Leathers stated that the membership of this Ad Hoc University Honors Program Committee was announced in the January 1975 AU Chronicle, plus Mr. Michael Bezbatchenko, representing the four-year academic program in the Community and Technical College.

Dr. Merrix wished to change the membership of the committee to add students and administrators. Drs. Samad and Bee took exception to this suggestion as it was not on the agenda for today's meeting. Dr. Leathers said that Council could vote later to change the membership allocations if it wished.

The next standing committee to report was that of Campus Facilities Planning. The chairman, Mr. Joseph Edminister summarized its meeting of January 8, 1975, citing the committee's concern about the distressing and continuing infractions of regulations about smoking and eating in classrooms, and the inability of the maintenance staff to keep rooms in proper condition, especially for evening students. He noted that the Law School does not come under this criticism. The committee had discussed appropriate names for buildings on campus and had addressed a letter to the University President on this subject. He concluded with the subject of adequate campus facilities for the handicapped, which are being implemented through Dr. MacGregor and the Planning Department.

Dr. Marvin Moore was introduced as the elected chairman of the new Committee on Faculty Well-Being, and an ex officio member of University Council. He informed the meeting that the committee had met twice and would meet regularly on the second Friday of the month. It has divided itself into three subcommittees: on Faculty Fringe Benefits, on Faculty Pay and Job Security and on Faculty Working Conditions. Each subcommittee is composed of three members of the parent committee and plans to meet at least once between meetings of the full committee. Among subjects being considered are medical insurance and retirement plan improvements, adoption of a revised financial exigency statement, possible cost of living pay adjustments, and a review of the Ohio Board of Regents Management Improvement Manual. He invited any items for consideration to be submitted to him or to Dr. Glenn Atwood, committee secretary, or to Dr. Phillip Stuyvesant who is both a member of the committee and of University Council.

Dr. James Richardson, elected chairman of the new Committee on Faculty Rights and Responsibilities Committee, was not present and did not forward a report.

Mr. d'Amico, chairman of the Reference Committee, reporting that the Revised Draft of the Faculty Manual had been circulated to the Council on January 6, 1975, said, "You've got it, gang!" He expressed appreciation to Mrs. Esther Ward and Miss Caroline Pardee for preparing the clean copy for distribution.

Speaking for the Student Affairs Committee, Dean Hansford stated that the third regular business meeting of the year of the Student Affairs Committee was held on January 10, 1975 and that there was more than a quorum present. The only item on its agenda was the action on the proposed amendment to the Associated Student Government Constitution, which would change Article VI Section 3. to read:

"Upon presentation of petition for recognition consider the granting of recognition to day undergraduate student groups and also to review for consideration the continuation, denial of recognition or withdrawal of recognition for any and all day undergraduate student organizations with recommendation on any matter of recognition, denial or withdrawal of such to be submitted to the University President in the form of a Senate Bill through the legislative channel outlined in Section 11 of this Article."

MINUTES OF REGULAR MEETING OF UNIVERSITY COUNCIL, 1/16/75, continued

The Committee had voted to approve it and recommend its acceptance by University Council.

Dean Hansford moved that Council approve this change in the ASG Constitution. The motion was seconded.

In response to Dr. Leathers' query, Mr. Pernice opined that if a reverse action was contemplated—removing a charter—the ASG would ask for the removal, or the group would go on inactive status as in some previous situations.

Dr. Gerlach said that this amendment was a further attempt to circumvent authority of Council and he thought it was in conflict with the mandate to Council from the University Trustees.

Mr. Pernice further explained that the proposal was not to take anything from Council, but to expedite action by going directly to the President, which was provided for in other provisions of the Constitution.

The motion to approve the amendment to the ASG Constitution was put to a hand vote and carried.

Upon motion it was voted to suspend the rules so that Item 5 could be presented on the agenda at this time. Dr. Bill Frye, co-chairman of the campus UF-Red Cross campaign, then gave the final results of the 1974 drive. The University's Fair Share had been established at \$42,500 which was a 14 percent increase over last year's quota in contrast to the Greater Akron goal of \$6,200,000 which was a 6.6 percent increase. Neither met its goal, although the community reached 96 percent while the University reached 82 percent. This means that the University family reported \$35,000, whereas a year ago it had pledged \$37,500. The campaign was extended to November 15, and even now some contributions are still being received. Only 34 percent of those in the campus community contributed this year. Dr. Frye paid tribute to the hard work of the committee, and particularly to the dedicated leadership of Dr. Joyce Sullivan as chairman.

Before the consideration of "Old Business" on the agenda, Dr. Brittain moved to suspend the rules to consider the assignment of students on the University Honors Committee. The motion was seconded and carried. It was noted that the two-thirds vote to suspend would be based on two-thirds of those present and voting.

Mr. Pernice moved that two undergraduate students be appointed to the Honors Committee and selected by ASG. The motion was seconded.

Mr. Baker moved to amend the motion to read, "three students, two undergraduate day from ASG and one undergraduate Evening". The motion was seconded, and Mr. Pernice accepted the amendment. (In answer to a question, it was stated that there are 12 members on the original committee.)

Dr. Gerlach moved to amend the motion to have the Vice President for Academic Affairs appoint five administrative officers also. The motion was seconded. Dr. Merrix moved to amend Dr. Gerlach's motion to make it two administrators. His motion was seconded. Then Dr. Gerlach offered a compromise of three administrators. This was seconded, and Dr. Merrix accepted the change. This amendment was put to a vote and carried.

MINUTES OF REGULAR MEETING OF UNIVERSITY COUNCIL, 1/16/75, continued

The amended motion to change the number on the University Honors Program Committee to three students (two day from ASG and one undergraduate from Evening) and three administrators to be appointed by the Vice President for Academic Affairs was then discussed.

Dr. Gerlach then told the Council that he had proposed amending the ASG motion to show how silly the motion was. He urged the Council to vote the whole thing down. He said that the committee had already met on January 3, 7, 10, 14, 15 and would meet the next day. He considered it very unwise at this juncture to augment the membership as there was an unusual esprit de corps and rapport and ability to reach consensus. There would be adequate opportunity in the Academic Policies Committee and in University Council for everyone to scrutinize any recommendations and make any changes Council members might consider necessary. He said none of the present committee members had asked for appointment, but the size was appropriate and adding people now would probably slow down their progress. The committee's primary concern is to get on with its charge, and it is only a planning body.

Dean Oetjen, who because of his College particularly, was eager for the program to be organized and a plan suggested, had been encouraged by the reports of progress in the deliberations, and he felt that increasing the size by 50 percent would delay an early report, which is due in February. He urged Council to oppose the motion.

Dr. Merrix thought it inappropriate that the original proposal for the Honors Program by Deans Hansford, Griffin and Carrino should have been prepared without any faculty or students included. He stated that he favored flexibility in enlarging the faculty committee.

Dr. Robert Roberts, a member of the Honors Committee, declared that it was refreshing to work on a committee that was accomplishing things, and he was gratified that they had already completed 28 items and are working with speed and with evident concern for the students. They are making every effort to provide ways to recognize students for honors.

Mr. Hollingsworth observed that because one error had been made in originally omitting students, another error didn't need to be made in continuing the policy.

Dr. Bee, another member of the committee, said that increasing the committee from 12 to 18 would indeed make it less flexible and effective. The committee is working very well together and he could not imagine what would be done further than is now being achieved. He could see no substantive reason for a change except that other people want to be in on the deliberations. Dr. Grey Austin, who had addressed the Faculty Educational Conference on Founders Day, had advised, from his experience, that students should be involved after the program evolved and then they should be honor students. As yet, there seemed no clear definition as to their proposed selection, and he thought that certainly any selection should be based on academic merit. The committee had not missed any points by the absence of students, and the committee would surely lose momentum if new members were added at this juncture.

Mrs. Sugarman thought that if students were included the committee would learn what had been missing.

Mr. Baker added that those most closely affiliated with a problem, such as the faculty, might not have the whole viewpoint, citing industrial experience as a comparison.

Mr. Pernice informed the Council that it had been his intention to nominate the presidents of ODK and Mortar Board, who are honor students, for ASG representatives.

MINUTES OF REGULAR MEETING OF UNIVERSITY COUNCIL, 1/16/75, continued

On motion it was voted to close debate.

Following an uncertain tally of hand votes on the motion to augment the committee, a roll call vote was taken which resulted in 26-26 tie. Vice President Leathers voted against the motion, which failed.

The final result follows:

<u>FOR Increasing the Committee</u>		<u>AGAINST Increasing the Committee</u>	
Adams, R.	Pernice, M.	Barresi, C.	Jenkins, D.
Baker, C.	Pfeiffer, I.	Bee, J.	Leathers, N.
Barker, H. K.	Pinnick, H.	Bomar, P.	Lenczyk, J.
Brittain, T.	Poston, C.	d'Amico, M.	Livingston, H.
Carrino, C.	Salem, C.	Dunlap, J. W.	MacGregor, I.
Dobrindt, D.	Shedlarz, R.	Edminister, J.	Major, C.
Gwyn, K.	Sterling, W.	Finan, J.	Mravetz, R.
Hollingsworth, H.	Sugarman, L.	Frye, B.	Oetjen, R.
Jamison, D.	Taipale, S.	Gerlach, D.	Samad, S.
Mason, M.	West, A.	Griffin, C.	Schrank, H. P.
Merrix, R. P.	Weyrick, R.	Gwinn, J.	Schultz, F.
Naes, E.	Wood, C.	Harrington, M. C.	Stuyvesant, P.
Noble, A.	Zangrando, R.	Hart, A.	Watt, J.
		Jackson, D.	

Dean Hansford voted "present".

Returning to the first item under "Old Business", which was consideration of the Revised Draft of the Faculty Manual (Part I of the Ad Hoc Committee Report of November 1972), dated January 6, 1975, the Council heard a request from Dr. Poston to have all the proposed amendments already received by the Chairman and Secretary of Council circulated to the Council so that they could be more adequately considered in relation to their context. Dr. Leathers added that there were some 14 suggested changes.

Dr. Poston moved that the proposed amendments be made available to Council before the next meeting for study. The motion was seconded. Dr. Leathers asked that any necessary rationales be forwarded to him for inclusion.

In answer to Dr. Zangrando's query, Dr. Noble said that he had submitted over eight, half of which were minor. Dr. Gerlach advocated voting down the motion so that consideration could begin at once, with the understanding that any items requiring more attention could be postponed on an individual basis.

The question was called, and Dr. Poston's motion failed.

The Council proceeded to consider proposed amendments to the Revised Draft of the Faculty Manual, dated January 6, 1975.

MINUTES OF REGULAR MEETING OF UNIVERSITY COUNCIL, 1/16/75, continued

Dr. Wood presented the following proposal to become C. 10. b. on the top of page 39 of the Revised Draft of the Faculty Manual (1/6/75), and the present C. 10. b. and c. to become C. 10. c. and d. His proposal read:

"The Akron University Chapter of OES-NEA provides an opportunity for the University of Akron Faculty member to promote his/her professional, economic, political and social concerns and to promote higher education in cooperation with other institutions, professional associations, and appropriate governmental agencies.

"There are two types of memberships in the Akron University Chapter of OEA-NEA: (a) Full and (b) Associate:

- "A. Full membership is defined as faculty with a regular appointment to a position of at least half-time teaching and/or research, with the rank of instructor or higher and other professional staff. (Professional staff is defined as librarians, student advisors, medical personnel and other professional non-civil service personnel.)
- "B. Associate membership is defined as faculty with less than half-time teaching and/or research, other non-professional non-civil service personnel, and all others interested in the activities of the Akron University Chapter of OEA-NEA."

Dr. Wood moved that the above statement be incorporated as new Section 2. b. under Division C. Article 10. Faculty Organizations Concerned With University Policy and Welfare. of the Faculty Manual, and that the present Sections 2. b. and 2. c. become 2. c. and 2. d. The motion was seconded. He cited the original inclusion of a statement about the American Association of University Professors, and his belief that the Ohio Education Association, with its record of efforts toward improvement of the University and faculty welfare in various ways at the local and state level, deserved similar recognition for faculty information.

Dr. MacGregor moved to amend the motion to use the University's legal name and delete other wording so that the first paragraph would read as follows:

"The University of Akron Chapter of the Ohio Education Association-National Education Association has been active on the campus since _____." [Delete all other wording.]

The second paragraph would read:

"There are two types of memberships in The University of Akron Chapter of the Ohio Education Association-National Education Association, (a) Full and (b) Associate:

- a. [No changes.]
- b. Change only the last two lines to read:
"others interested in the activities of The University of Akron Chapter of the Ohio Education Association-National Education Association.

MINUTES OF REGULAR MEETING OF UNIVERSITY COUNCIL, 1/16/75, continued

Mr. d'Amico seconded Dr. MacGregor's motion to amend. It was put to a vote and carried.

Dr. Poston observed that both of these organizations are active on campus, but the committees in current Sections b. and c. are exclusively faculty, and he moved that both groups be excluded from mention in the Faculty Manual. The Chair ruled the motion out of order.

Dean Samad thought that any other similar groups should be added, or all eliminated. Dr. Gerlach felt that inclusion was a matter of information and any other groups would be added over the years.

The amended motion of Dr. Wood's was put to a vote and carried. The new wording of the new C. 10. b. section of the Faculty Manual is now approved as follows:

"The University of Akron Chapter of the Ohio Education Association-National Education Association has been active on the campus since _____.

"There are two types of memberships in The University of Akron Chapter of the Ohio Education Association-National Education Association, (a) Full and (b) Associate:

- a. Full membership is defined as faculty with a regular appointment to a position of at least half-time teaching and/or research, with the rank of instructor or higher and other professional staff. (Professional staff is defined as librarians, student advisors, medical personnel and other professional non-civil service personnel.)
- b. Associate membership is defined as faculty with less than half-time teaching and/or research, other non-professional non-civil service personnel, and all others interested in the activities of The University of Akron Chapter of the Ohio Education Association-National Education Association."

Section C. 10. c. becomes "The Faculty Rights and Responsibilities Committee", and new Section C. 10. d. is now "The Faculty Well-Being Committee".

Dr. Noble moved to amend Section C. 4. Promotions (on page 23 of the Revised Draft of the Faculty Manual, 1/6/75) by deleting the words, "personality, character, attitudes" in the seventh and eighth lines. The motion was seconded.

Dr. Noble opined that these words implied intangible evaluations and were not germane to the subject. Dr. Hart questioned how they could be weighted properly for consideration in promotions. Dr. Gerlach directed the Council's attention to the Regulations of the University Board of Trustees, Division A, Article III, Section 2, which uses these identical words. He argued that Council had no jurisdiction to make this change and that these attributes are related to teaching competence. Mr. Jamison opposed using the Faculty Manual to affect this revision, and recommended that Council ask the Board to consider it first. Dr. Leathers said that such a request could be made to the Board.

MINUTES OF REGULAR MEETING OF UNIVERSITY COUNCIL, 1/16/75, continued

Dean Barker agreed with Dr. Gerlach and stressed the importance of character and attitudes in teacher appraisals, etc. Dr. Noble, in trying to differentiate between legal and subjective evaluations, said he wanted to ascertain the Board's "attitudes".

Mr. Salem noted that even the "quality of teaching" would also have different interpretations, and he asked why any of the criteria should be deleted. While Dr. Zangrando agreed with Dr. Noble, he could recognize other factors in the situation. Dr. Carrino reminded the Council that the Faculty Manual was designed to help the faculty, and these inclusions could be of assistance whether everyone agreed with them or not.

The Council voted to stop debate.

The motion to delete the words, "personality, character, attitudes," from Faculty Manual C.4. was put to a vote and defeated.

A typographical error on page 23 of the Revised Draft of the Faculty Manual (1/6/75) was noted for correction in Section C. 4. Promotions. In next to the last line of the paragraph, the word should be "intangible".

Dr. Stuyvesant moved to delete the first seven words at the top of page 23 of the Revised Draft of the Faculty Manual, "After at least one year of service..." The motion was seconded.

Mr. Salem inquired if this meant he favored giving tenure before the conclusion of one year of service. Dr. Stuyvesant thought the phrase was misleading and that it suggested that tenure might be given earlier than recent custom seemed to dictate. Dr. Jackson said that it is now five years. Dean Samad considered the new faculty not so naive as to misunderstand the policy. Mr. Salem added that to delete the "one year" would make it more confusing. Dean Barker recognized the importance of proper wording.

Dr. Leathers pointed out the distinctions between "permissive" and "mandatory" tenure. Dr. Bee also noted the value of distinguishing between rules and policies.

Dr. Wood wanted to amend another sentence in the paragraph under discussion, but was ruled out of order by the Chair.

Dr. MacGregor wondered about deleting all of the first sentence.

Dr. Gwinn moved to postpone further discussion on the motion of Dr. Stuyvesant until the next meeting. The motion was seconded and carried.

Dr. Poston moved to have all the suggested amendments to the Revised Draft of the Faculty Manual (1/6/75) compiled and sent to the members of University Council in time for study prior to the next meeting. The motion was seconded and carried.

Dr. Leathers asked that the proposals be submitted to him in writing no later than Wednesday, January 22, 1975, with a rationale. They should indicate section and page.

He said further that he would not rule out amendments presented on the floor, but that proposals for change would be considered out of order if not presented in advance by January 22.

On Dr. Barker's motion, the meeting was adjourned at 4:55 p. m.

APPENDIX TO UNIVERSITY COUNCIL MINUTES, Adjourned Regular Meeting (from 11/21/74),
December 12, 1974 [Addendum]

Sick Leave Policy

The 1973-74 Committee on Faculty Well-Being, Rights and Responsibilities last October recommended to University Council that it include in the Revised Draft of the Faculty Manual the new Sick Leave Policy and Long-Term Disability Insurance Program adopted in April 1974 by the University Board of Trustees. This motion was approved by Council on December 12, 1974 providing for the substitution of the Policy below for the original Division B. Article 6. Sick Leave, on p. 22 of the present Faculty Manual. This Policy has already been incorporated in the Revised Draft of the Faculty Manual dated January 6, 1975, on pp. 24-25.

7. Sick Leave

Sick leave is defined as the authorized absence from duties due to:

- a. Personal illness, pregnancy, or injury;
- b. Exposure to contagious disease which could be communicated to other members of the University family; or
- c. Illness, injury or death in the individual's immediate family.

The absence from duties must be approved by the Dean or administrative head to whom the individual on sick leave reports. A consecutive period of sick leave includes all days except Saturday and Sunday and holidays observed by the University.

The sick leave benefit accumulates at the rate of 1.25 days per calendar month, or 15 days per year, up to a maximum of 120 days. There is no accumulation of benefit while on a leave of absence. If a participant leaves The University of Akron to take a position elsewhere, the accumulated sick leave benefit for that participant will be canceled. If the same participant should subsequently return to The University of Akron, the accumulation of sick leave benefit will begin at zero days.

Accumulated sick leave benefit will be charged:

- a. When it becomes necessary for the University to hire a substitute because of sick leave; or
- b. When a period of sick leave extends beyond two weeks; or
- c. In the case of teaching faculty, if the Dean can arrange to fulfill the faculty member's duties at no additional cost to the University and at no loss of quality in the instructional program, the first day of sick leave begins on the first day of the quarter following the beginning of illness.

For teaching faculty, the period covered by accumulated sick leave benefits is all teaching days, i. e., all days except Saturday and Sunday and holidays observed by the University, during 1) the contract year period of nine months and 2) the specific period of a summer appointment:

APPENDIX TO UNIVERSITY COUNCIL MINUTES, Adjourned Regular Meeting, 12/12/74, continued
Sick Leave Policy, continued

- a. The contract year period of nine months is the normal contract year, September through spring Commencement.
- b. The period of a summer appointment is the individual's actual and scheduled teaching time.

For administrative personnel, the period covered by accumulated sick leave benefits is Monday through Friday, exclusive of the University's holidays. Vacation time may be substituted for sick leave.

Sick leave benefits will be paid at 1) the contract amount during the academic year, and 2) the summer contractual rate during a summer period. Benefit payments during the academic year will be based upon the actual number of institutional teaching days covered, and the compensation that would have been earned in nine teaching months.

Faculty Grievance Procedures

The 1973-74 Committee on Faculty Well-Being, Rights and Responsibilities last October recommended to the University Council that it accept the revised document on Faculty Grievance Procedures. This motion was approved by Council on December 12, 1974, and is presented below as an addendum to the Minutes of the Adjourned Regular Meeting (from 11/21/74) of December 12, 1974. This document was then forwarded by President D. J. Guzzetta to the Educational Policy Committee of the University Board of Trustees which recommended its acceptance. The Board of Trustees on January 22, 1975 approved the statement as here recorded:

Faculty Grievance Procedures

To be followed by Faculty Rights and Responsibilities Committee

I. Preamble,

Set forth below are the procedures that shall be followed in the consideration of grievances by the Faculty Rights and Responsibilities Committee of University Council. These procedures are supplemented by a set of Policies which shall govern the Committee's implementation of these procedures.

II. Procedures:

1. Filing of Complaint: A member of The University of Akron faculty who wishes to place a grievance before the Faculty Rights and Responsibilities Committee must reduce his complaint to writing, sign the same, and file the complaint with the Chairman of the Committee. The complainant must also provide the Committee with an authorization permitting the Committee to view his or her personnel files.

The complaint must state the steps the complainant has already taken in an effort to resolve his grievance. These steps normally should consist of pursuing fully the procedures established by his department or division, and college, and consulting with his department head or division chairman (or their equivalent), his dean or the University Librarian, and the Vice President for Academic Affairs.

APPENDIX TO UNIVERSITY COUNCIL MINUTES, Adjourned Regular Meeting, 12/12/74, continued
Grievance Procedures, continued

The complaint must also specify the date upon which the complainant first became cognizant of his grievance. The complainant must demonstrate the validity of this date to the best of his ability. The complaint must be filed within six months of this date, such date to be determined by the committee should a dispute about the date arise.

Upon receipt of a complaint, the Chairman shall transmit a copy of the complaint to the party or parties against whom the complaint has been lodged.

2. Initial Review: Within seven days after receiving a complaint the Chairman shall schedule a meeting of the full Committee. The complainant shall be notified of the meeting and should be in attendance to answer whatever questions might arise concerning the complaint. After reviewing the complaint, and in closed session, the Committee shall vote to accept or reject the complaint. A simple majority vote of the full committee shall be required to accept the complaint and to submit it to further investigation.

3. Investigation of Grievance: If the complaint is accepted by the Committee, the Chairman shall immediately appoint one or more Committee members to meet privately with the complainant and one or more other Committee members to meet privately with the party or parties against whom the complaint has been lodged.

The appointed Committee members shall consider copies of whatever records, documents, or other written materials that appear relevant to the controversy. All issues shall be clarified and all information material to the grievance shall be made available to the Committee at this time.

Any member of the University community shall appear before the Committee as a witness upon request and shall cooperate fully as long as the matter has not been referred to the courts, or a quasi-legal body such as the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission of HEW, etc., or a licensed and practicing attorney has become actively involved by participating in the University grievance procedures.

4. Intermediate Review: Within fifteen days following the appointment of Committee members they shall complete their investigations and they shall report their findings and recommendations to the full Committee who shall vote to continue consideration of the complaint or to reject it. Again, a simple majority vote of the full Committee is required to pursue conciliation.

5. Conciliation: If the Committee decides to submit the grievance to conciliation, a conciliation subcommittee shall be formed consisting of the previously appointed investigating members and one additional Committee member who shall serve as chairman and who shall be selected by agreement of both parties or otherwise appointed by the Chairman of the full Committee.

Within two weeks of the appointment of the conciliation subcommittee, it shall hold a meeting to which all parties to the dispute and the Vice President for Academic Affairs shall be invited in writing. At this meeting, which shall be confidential and informal in nature, the Committee members shall attempt to aid the parties in achieving a voluntary resolution of their differences.

APPENDIX TO UNIVERSITY COUNCIL MINUTES, Adjourned Regular Meeting, 12/12/74, continued
Grievance Procedures, continued

At the conclusion of the conciliation the subcommittee chairman shall prepare a report for the full Faculty Rights and Responsibilities Committee indicating only whether or not the grievance was resolved by conciliation.

6. Final Review: In those instances where conciliation proves unsuccessful, and when the complainant requests, the Chairman shall promptly schedule a final comprehensive review before the entire Committee. All parties to the dispute shall be invited, in writing, at least two weeks before the scheduled review, to present their case before the Committee.

Although the review shall be confidential in nature, and intended primarily to inform fully the entire Committee of all the issues, all parties shall have the right to be advised by counsel if they so desire.

Within two weeks after the review, the Committee shall complete its deliberation of the matter and shall decide whether to reject the complaint or to submit recommendations to the President. The decision to report to the President and each recommendation to be made to the President requires a simple majority vote of the full Committee.

In any event, the decision of the Committee and the recommendations of the Committee shall be transmitted to the President with copies to the parties and to the Vice President for Academic Affairs and the Secretary of University Council. The President shall inform the Committee of his action in the matter.

III. Implementation Policies:

1. Purview: The Committee—in accordance with its general charge from University Council—may consider any grievance relating to faculty well-being, rights, and responsibilities.

2. Presidential Involvement: The President of the University shall not be involved in the grievance procedure until such time as the Committee rejects a grievance or the Committee—after completing the final review—decides to submit its recommendations to the President. Nor shall actions proposed to the Board of Trustees by the President in the regular course of business preclude consideration of a grievance by the Committee. Dismissal or suspension of a faculty member from his teaching duties during grievance procedures is justified only if immediate harm to himself or to other persons is threatened by his continuance.

3. Grievance File: Each grievance submitted to the Committee shall be assigned a file and file number. All documents pertinent or related to the grievance shall be kept in the file. The file must be maintained by the Chairman and transmitted to his successor. The file shall be confidential and available only to the members of the Committee. In all exoteric reports the grievance shall be referenced only by its file number.

APPENDIX TO UNIVERSITY COUNCIL MINUTES, Adjourned Regular Meeting, 12/12/74, continued
Grievance Procedures, continued

4. Committee Report: When the Committee has completed its consideration of a grievance it shall report to University Council specifically that:

"A grievance was received by the Committee and assigned file number _____. The Committee has completed its consideration of the grievance and has (a) rejected the complaint, or (b) assisted in the resolution of the complaint by conciliation, or (c) conducted a comprehensive review and has submitted a report to the President."

In the latter case, the report shall conclude with the statement that:

"The President (a) accepted the Committee's recommendations, or (b) accepted the Committee's recommendations with modifications, or (c) rejected the Committee's recommendations."

Such reports shall be made once a quarter.

5. Sanctions: In the case that sanctions are imposed following disciplinary proceedings, such sanctions shall be appropriate to the severity of the offense. Sanctions shall include verbal or written reprimand, withholding or postponement of salary and/or promotion for a specified period, suspension, and in the gravest cases, dismissal.

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Any comments concerning the contents of AU Chronicle may be directed to the Office of the President or to the Executive Director of University Relations and Development.
