

1968

March 20, 1968

Faculty Senate

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EASTERN ILLINOIS UNIVERSITY  
FACULTY SENATE  
Minutes of March 20, 1968

MEMBERS PRESENT: Bloss, Bouknight, Fagan, Holley, Kline, McCabe, Miess, Penn, Price, Rommel, Spaniol, Trank

MEMBERS ABSENT: Crane, Hieronymus, Smith

In last week's minutes, the date should have been March 13 instead of February 21, 1968; otherwise, the minutes were approved.

REPORTS:

- A. Council of Instructional Officers, Mr. Miess: Topics discussed were: 1. A policy on rescheduling of final examinations. The policy follows: "Generally a student will not be scheduled to take more than two final examinations in a single day. When conflicts cause three examinations to be scheduled for a student on one day, the Dean of Student Academic Services is authorized to resolve the conflict by rescheduling the student. First of all he will make every effort to shift one examination of a course which has multiple sections. Failing this, the Dean of Student Academic Services, after a reasonable assessment of the situation, will ask appropriate instructors to schedule a separate examination for the student at a time to be determined by the Dean of Student Academic Services." 2. Policy regarding student withdrawal from the University; 3. The practice of reporting mid-term grades; 4. Report from the Ad Hoc Committee on Procedures for Certifying that Students are Eligible for Graduation; 5. The practice of listing names of students who are absent in the Faculty Campus Newsletter; 6. A report concerning the prospect of releasing upper-class students from the requirement of adviser's signature; and 7. A policy regarding personal absences and loss of pay. It was the opinion of the Senate that the last sentence which reads "Failing this . . . . be changed to read "Failing this, the Dean of Student Academic Services, after a reasonable assessment of the situation, and after consultation with the appropriate instructor, a rescheduling of the examination for the student should be made."
- B. Constitution Committee, Mr. Bloss: The Constitution Committee hopes to distribute copies of the constitution to the Senate sometime this week in order that the Senate may study and make comments at the next Senate meeting. Mr. Bloss stated that this draft was only a working document and very tentative..
- C. Executive Committee, Mr. Kline: The Executive Committee of the Faculty Senate met with the Student Senate to discuss the structure of the Faculty-Senate Boards and Committees. The Executive Committee was impressed with the caliber of the students. No conclusions could be reached until a report was made to the Faculty Senate. The Executive Committee proposed that one possibility would be to have the students run the faculty-student boards and committees with faculty members acting in ex-officio capacity. The reasons for this recommendation were: 1. The high caliber of the students; 2. Student Senate would use discretion in appointing interested students on the committees; 3. With a fresh approach and vigor, students would give new life to the board

or committee; 4. There was no good reason for denying the students practical experience for assuming responsibility for the boards and committees; 5. Training institutions should prove a laboratory experience for interested students; 6. The management of boards and committees by students is not unusual in other universities. There was consensus of the Faculty Senate that the Student Senate could assume some of the responsibilities of the boards and committees.

- D. Nominations and Elections Committee, Mr. Spaniol: There were some corrections to the Faculty Non-Tenure list that was passed to the Senate last week.
- E. Report from Dr. McKelvey to the Joint Faculty Policy Committee, Mr. Trank: The recommendations from this report which appeared to be concerned primarily with the Joint Faculty Salary Committee were also sent to the Joint Faculty Policy Committee for its information. The Faculty Senate was of the opinion that this information should be copied and distributed to the general faculty. The information concerns sick-leave policy and salary ceilings at Chicago State and Northeastern.

#### COMMUNICATIONS:

- A. From Mr. Marshall, Western Illinois University, Executive Council of AAUP, a copy of a letter, dated March 11, 1968, to Dr. McKelvey, stating that the Executive Council of the Western Illinois University Chapter of AAUP was writing to request information as to the intent and function of the proposed Advisory Faculty Committee and further, to request a delay in the election of faculty members to the Committee, if this were at all feasible.
- B. From President Doudna, a memorandum stating that he had asked Dr. Ruyle to make the changes in the Administrative Manual concerning the election of the "Faculty Interview Committee."
- C. From President Doudna, a memorandum stating that he had raised many of the same questions with the Board that were raised in the Faculty Senate's letter of March 7, 1968 to Mr. Nelson regarding the Ad Hoc Committee. He stated that his own feeling was that the Joint Faculty Policy Committee and the Joint Faculty Salary Committee could constitute a Joint Faculty Council and that no new machinery would be needed. Also, he stated that the discussion in the Board meeting seemed to indicate that the whole objective of this effort was, in the main, to avoid the kind of unfortunate confrontation taking place on one or two campuses, and to furnish an orderly means for the faculties and the Board to exchange ideas on a regular and frequent basis in the interest of improving the system as a whole.
- D. From President Doudna, a memorandum stating that this University was one to be represented by a faculty member on the Faculty Advisory Committee of the Board of Higher Education. The person elected from Eastern would have a three-year term; President Doudna asked that the Faculty Senate take steps to select a person and advise him when the election had been made in order that he might communicate the election to the office of the Board of Higher Education. Names were submitted by the Faculty Senate but action was deferred until the next meeting.

- E. From President Doudna, a memorandum, quote, "I regret whatever remarks made at your meeting may have led to the interpretation set forth beginning in line three, page three, of your minutes of March 6, 1968. I had not intended to convey the impression that I appear to have conveyed." The essence of the Supplementary Minutes of the Faculty Senate, February 21, was discussed.
- F. From Dr. Price, a note from Dr. Curtis Garner asking to be relieved of his membership on the Financial Grants Committee. Mr. Tim Gover, alternate, was asked to fill Dr. Garner's unexpired term. Also a request that a person be appointed temporarily to fill the membership on the Financial Grants Committee for Dr. Sonderman. Mr. Spaniol moved, seconded by Mr. Miess that Mr. William Cash be elected to serve temporarily for Dr. Sonderman on the Financial Grants Committee. The motion carried unanimously.
- G. From Mr. George H. Jones, a memorandum requesting the Faculty Senate to consider the deadline for the delivery of grades to the Data Processing Center. The Senate instructed the secretary to write to Dr. Williams to see if the time limit for getting final grades to the Data Processing Center could be extended.

OLD BUSINESS:

- A. The Senate moved into Executive session to discuss an item of business.
- B. A discussion was held on the Senate's position on policy making as reflected in the points quoted from the by-laws in the minutes of March 6, 1968.
- C. It was moved by Mr. Bloss, seconded by Mr. Trank, that the Faculty Senate accept the AAUP Resolution as quoted in the March 13, 1968, minutes that April 1 be the absolute deadline for the issuance of faculty contracts for the second year of the biennium. Motion carried unanimously.
- D. Mr. Bloss moved, seconded by Mr. Rommel that the Senate accept the Distinguished Faculty Award criteria which reads: A distinguished faculty member is one who is known for his outstanding achievement in areas of teaching skill, professional background and competency, recognition in his area of specialty, and his dedication to the purposes and objectives of the institution. The extent of achievement and eligibility for consideration for the award may be measured by an evaluation by the faculty. The motion carried unanimously.
- E. There was a discussion of sabbatical leaves. The Faculty Senate would like to request information concerning policy on the granting of sabbatical leaves. Such information might concern the method of selection, the ratio of administrators and teaching faculty, ratio of leaves granted to number of faculty members, etc.

Adjournment was at 9:50. The next meeting of the Faculty Senate will be held in the Heritage Room of the University Union on March 27, at 8 a.m.

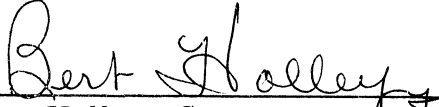
CALENDAR

January	Homecoming nominations
February	Welfare
March	Committee nominations
April	Elections
May	Buildings and Grounds
June	-----
July	-----
August	-----
September	University calendar
October	Welfare
November	Budget
December	-----

AGENDA

1. Constitution for the Senate
2. Issuance of contracts
3. Year round contract
4. University Parking
5. Faculty Manual
6. Recommendation for Appointments to JFSC
7. Personnel Committee Structure
8. Procedures of Personnel Committee
9. Reasons for dismissal of non-tenured faculty
10. Consultation with Department Head
11. Stadium-Auditorium
12. Secretary to the Faculty
13. Distinguished Faculty Award
14. Academic Advisement
15. Reports of Senate-appointed Boards

Respectfully submitted,

  
Bert Holley, Secretary pro tem

A. Sick Leave Policy

1- A member of the academic or administrative staff, who is not under Civil Service, is entitled to a non-cumulative leave with full pay for injury or illness in each year of his service, including his first, of twenty calendar days, and is entitled to further sick benefits as follows:

(a) In addition to the annual leave of twenty calendar days specified above, a member is entitled to an extended sick leave of ten (10) calendar days with full pay for each completed year of service, the unused portion of which in any year is cumulative with no maximum.

2- A member of the teaching faculty on a nine (9) or ten (10) month contract will be considered on vacation (holiday) status for the following periods during the academic year:

- Thanksgiving Vacation
- Christmas-New Year Vacation
- Memorial Day
- Labor Day
- Quarter/Semester/Trimester Break
- Spring Vacation

He will not be deducted for more than five (5) days of sick leave in any calendar week.

3- Deductions shall not be made from earned University sick leave during the aforementioned periods. If absent due to illness immediately preceding a vacation - holiday period, University sick leave deductions will be made only through the last regularly scheduled day of classes. If an absence continues through the first regularly scheduled day following the vacation holiday period, university sick leave will again be deducted.

3a- Faculty assigned administrative responsibilities and employed on a twelve (12) month contract shall be entitled to vacation of twenty three (23) work days in each year of service in addition to the six (6) holidays hereinafter stated.

- New Years Day
- Memorial Day
- July Fourth

- Labor Day
- Thanksgiving Day
- Christmas Day

3b- Faculty assigned administrative responsibilities and employed on a ten (10) or eleven (11) month contract shall have vacation-holiday

benefits available as follows:

ten (10) months contract  
19 days vacation - 5 holidays

eleven (11) months contract  
21 days vacation - 6 holidays

- 4- A member of the Teaching Faculty employed for the summer academic period shall be considered on vacation status on July 4th.
- 5- University sick leave is available only during the period of academic employment.
6. Upon recommendation of the appropriate Department Head and subject to the approval of the President, a faculty member who has completed at least three full years of service may be granted sick leave with full pay for a period (including annual and extended leave heretofore described) sufficient to enable him to reach, but not to exceed the date on which disability benefits under the University Retirement System will be available to him. An employee granted such an advance, but who because of illness or retirement is not able to return to work, shall have the obligation to repay this advance cancelled.
- 7- Funeral Leave

Leave with pay will be granted for a period up to three (3) days for the funeral of a member of the immediate family or household, and up to one (1) day for the funeral of a relative outside the immediate household. Any leave beyond these amounts may be approved by the Department Head in special circumstances, and will be charged against accrued university sick leave.

The Board of Governors considers members of the "immediate family" to be husband, wife, mother, father, brother, sister, children, mother and father in law, or any other relative within the first degree living in a household.

The definition of "relative" shall be considered as aunt, uncle, niece, nephew, in-laws, other than described above, cousins within the first degree, and grandparents.

Note:- The most important features of the new sick leave plan are:

- a- Sick leave is cumulative with no maximum.
- b- No deductions for sick leave are to be made during vacation periods as defined, nor for more than a five (5) day week.

March 14, 1968

c- Establishes a policy for funeral leave.

On November 23, 1965, all faculty members at Chicago State College and Northeastern Illinois State College who were transferred as of July 15, 1965, to the faculties coming under the jurisdiction of the Board of Governors were authorized to have the entire accumulated balance of unused sick leave transferred from Chicago Teachers College - North and South to the new institution.

B. Removal of Salary Ceilings for Instructors and Assistant Professors at CSC and NISC as defined.

Effective September 1, 1969, the existing salary ceilings of the Board of Governors for instructors and assistant professors will not be applicable to those faculty members at Chicago State College and Northeastern Illinois State College who were full-time members of the faculty on or before July 15, 1965.

This is recommended in recognition of the fact that faculty members in the above schools entered their service under a different set of requirements and expectations than has been the case since July 15, 1965.

CC: Presidents Byrd, Doudna, Knoblauch, Sachs  
Joint Faculty Policy Committee