

1972

March 20, 1972

Faculty Senate

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EASTERN ILLINOIS UNIVERSITY

FACULTY SENATE

Minutes of March 20, 1972

MEMBERS PRESENT: Barford, Downs, Doughty, Elliott, Hattabaugh, Katsimpalis, Kluge, Lenihan, Owens, Read, Shuff, C. Smith, Trank, Whalin, Whitlow

MEMBERS ABSENT: None

STUDENT OBSERVERS: Alan Grosboll

The regular meeting of the Faculty Senate was held Monday, March 20, 1972, at 12:00 noon, in the Heritage Room of the University Union. The minutes of the regular meeting of March 13, 1972, were approved as published.

COMMITTEE REPORTS

Council of Faculties

Mr. Rommel reported on the recent Pension Laws Commission meeting in Chicago on February 24, 1972. The major topic discussed was the lack of adequate funding on the retirement system. He reported that the retirement funding will be \$300,000,000 in arrears at the end of this year.

Mr. Rommel also reported on the recent Council of Faculties meeting in Springfield. Mr. Cox, Illinois Department of Personnel, reported on the insurance programs. He assured the council that Northeastern Life Insurance Company of New York is in sound financial condition. Also discussed were the rights of faculty members on sabbaticals and leave of absences and those transferring to other Universities within the state.

Ad Hoc Committee on the Graduated Tuition Program

Mr. Shuff moved, seconded by Trank, that the graduated tuition plan be terminated at the earliest possible date but only after a full cycle is completed to give full benefit to students.

Kluge moved, seconded by Downs, to table the report and remove the item from the agenda. The motion passed with 13 yes and 1 no.

Nominations Committee

Kluge moved, seconded by Shuff, that the report of the nominations committee be approved. The motion passed unanimously. (See Appendix 1)

Kluge moved, seconded by Hattabaugh, that Mr. Finley replace Mr. Aikman on the insurance committee. The motion passed unanimously.

### Elections Committee

C. Smith reminded the Senate that the dates for faculty elections are April 14 and April 28 (if run-off elections are necessary).

### Ad Hoc Faculty on General Faculty Meeting for Retirement Crisis

Mr. Hattabaugh reminded the Senate that Mr. Gibala will be on campus to discuss the retirement funding crisis with the faculty and staff on Tuesday, March 21, 1972.

### By-Laws Committee

C. Smith reported that the committee has met and will give a report at a later date.

### Budget Committee

Mr. Shuff observed that the budget committee has not met recently.

## OLD BUSINESS

### Report of Committee on Student-Faculty Relations Committee--Classroom Visitation

Trank moved, seconded by Lenihan, to remove from the table the motion that the chairman put the copy in final order and send a copy to the President, Vice-President for Instruction, and the Council of Instruction Officers. The motion passed unanimously.

After discussion, Trank moved, seconded by Downs, to table indefinitely the discussion on the committee report. The motion passed with 8 yes, 6 no, and 0 abstentions.

## COMMUNICATIONS

The following communications were received:

1. A copy of the Journal of the Illinois Board of Higher Education, Number 12, dated February, 1972.
2. A memorandum from the Vice-President for Business Services. The Agenda for the March 1, 1972, Employees Advisory Committee to the Retirement Board Meeting was attached.
3. A memorandum from President Fite stating his receipt of the Senate's sabbatical leave policy and approving three policy statements; namely, paragraphs 1, 4, and 5. However, he had questions on the procedural points and would like to have further discussion before approving paragraphs 2 and 3. He also stated that he had received the Senate's guidelines for the election of departmental chairman and he would like further discussion before considering final approval. (See Appendix 2)
4. A memorandum from President Fite stating his disapproval of the Student Senate's recommendation that all voting members of the Apportionment

Board be students.

5. A letter from President Fite concerning honorary degrees. He has appointed a committee to develop guidelines to be followed in case the university should want to grant an honorary degree. The committee members are: Dr. Durham, Dr. June Johnson, Dr. Michael, Dr. Lenihan, Dr. Arlen Fowler, and Mr. Hesler.
6. A memorandum from President Fite congratulating the Senate for developing a program to honor all retiring faculty members.
7. A letter from President Fite announcing that the Illinois State Scholarship Commission will meet at Eastern on April 21, 1972.
8. A copy of the proceedings of the Council of Instructional Officers' meeting held on February 17, 1972.
9. A letter from David E. Lindstrom, President, Annuity Associations of the State Universities Retirement System, to President Fite stating the Association's opposition to the funding recommended by the Board of Higher Education in FY1973 for the retirement system.
10. A memorandum from Mr. Szerenyi concerning the miserable condition of the parking lot south of Booth Library. This memorandum was referred to the Traffic and Safety Committee.
11. A copy of a letter from Alan Grossboll to President Fite which included a recommendation from the Student Senate that students shall have voting membership on every departmental committee which deals with academic re-evaluation and that student members should compose 50% of the curriculum committees.
12. A copy of the Student Senate Minutes dated February 17, 1972.
13. A copy of the Council on University Planning Minutes dated February 23, 1972.
14. A copy of a memorandum from Dr. Coon to President Fite, Vice-President Moody and the University Personnel Committee concerning sabbatical leave policy.
15. A copy of a memorandum from Dr. Ringenberg to Dr. Coon concerning classroom visitation.

## OLD BUSINESS

### Personnel Policies

Mr. Scott Smith was present to discuss the recent Personnel Policies approved by the University Personnel Committee and President Fite.

After considerable discussion, Downs moved that the Policies, as revised by the President, be published. C. Smith seconded the motion and it passed unanimously. (See Sppendix 3)

## NEW BUSINESS

Mr. T. Weidner requested that all current members of the Council of Academic Affairs continue to serve until the end of the Spring quarter. Owens moved to accept the request. The motion was seconded by Whalin.

Shuff moved, seconded by C. Smith, that the item be tabled. The motion passed with 9 yes, 1 no, and 4 abstentions.

The meeting adjourned at 1:55 p.m. The next regular meeting of the Faculty Senate will be held in the Heritage Room of the University Union at 12 noon, Monday, March 27, 1972.

## AGENDA

1. Personnel Matters--Promotion
2. Classroom Visitation
3. Summer Rotation
4. By-Laws
5. Improvement of College Teaching
6. Textbook Rental Plan

Tom Elliott  
Secretary

(APPENDIX I)

The nominating committee submitted the following names to add to the list of nominees for committees which were not filled by the petition method.

Interview Committee L & S

Beryl F. McClerren by petition  
Arthur Looby  
Dan Foote  
Gerald Sullivan

Interview Committee Non L & S

Delbert Simon  
Edward Rauch

Council on Teacher Education

Home Economics

Joyce Crouse

Evelyn Melloh

Letters and Science

from: Eng. F. Lang. Phil.,

Speech, Sp. Path. Aud.,

Theater Arts.

Leo L. Kelly by petition

Jerry Griffith

( APPENDIX 2 )

Sabbatical Leaves  
(as revised by Faculty Senate and President Fite)

Sabbatical leave applicants who meet the broad criteria established by the Board of Governors policy shall, in addition, meet the following criteria:

Policy

1. The applicant must show in his application to the department chairman that the sabbatical will be used for a bona fide project (study, writing and/or research).
2. Applicants granted sabbatical leaves shall submit a report of their activities, including publications and projects nearing completion, within three months after the completion of the leave, to the department chairman and to the appropriate dean or comparable administrative officer.
3. Sabbatical leaves shall not result in loss of rights in evaluation for salary, promotion, or summer employment.

Procedure

1. If the application for sabbatical leave is approved by the department chairman and/or a majority of the departmental personnel committee, it shall be forwarded to the appropriate dean or comparable administrative officer for his recommendation. The dean will, in turn, transmit his and the other recommendations to the Provost, who, after consultation with the University Personnel Committee, will send his recommendations, discuss them with the University Personnel Committee, and announce the final decision.
2. Applications rejected at either the department or school or college level should be returned to the applicant immediately, with copies of the rejection sent to the department chairman and the departmental personnel committee. If an application is rejected, the applicant may appeal the decision to the University Personnel Committee.

(APPENDIX 3)

Office of the President  
Eastern Illinois University  
March 20, 1972

SELECTION AND FUNCTIONS OF DEPARTMENTAL PERSONNEL COMMITTEES

Insofar as it is practical for sound University administration, it is University policy that each department elect its own personnel committee. In order to provide consistent procedures throughout the University, the following guidelines should be followed:

1. Each department should develop a set of rules and procedures in conformity with Robert's Rules of Order for electing a personnel committee, and these should be approved by a secret vote of all full-time members of the department on at least a nine-month contract.
2. The personnel committee should consist of:
  - a. One of more tenured members elected by the tenured staff,
  - b. one non-tenured member elected by the non-tenured staff, if there are more than two non-tenured staff in the department, and
  - c. one additional member appointed by the department chairman.

The tenured membership should be more than half of the total committee. Normally the total committee should not exceed five, and at least one member should rotate off each year. Department rules and procedures may permit the department chairman to be an ex-officio member of the personnel committee, but without vote. In departments of five or less, the department as a whole may act as the departmental personnel committee.

The department personnel committee, along with the chairman, shall:

1. Make recommendations on salary and promotion.
2. Make recommendations on tenure. In tenure or non-reappointment cases, the personnel committee and departmental chairman must consult all tenured and non-tenured members of the department. Only the tenured members will vote in tenure cases and that will be by secret ballot. A person being considered for tenure must receive a two-thirds vote of the tenured staff voting before tenure can be recommended.

Additionally, the department personnel committee, along with the chairman, may interview prospective additions to the department, although some departments may assign this responsibility to a special interview committee. In the interview procedure every member of the department in residence should be invited by the chairman to give his or her evaluation of the candidate in writing. A candidate should have the support of two-thirds of those tenured members voting before he is recommended for hiring.



All personnel recommendations from departmental personnel committee are to be sent to the department chairman to the Dean of the college or school on the forms provided for that purpose and should be signed by all personnel committee members in the places provided for concurrence or disagreement with the recommendation. Each recommendation should also be signed by the department chairman indicating his agreement or disagreement with the committee. The chairman may prepare the committee's statement when this is mutually agreeable to the chairman and all of the committee. In case of disagreement, the chairman may submit a separate recommendation to the Dean which should be attached to the departmental personnel committee recommendation. Recommendations should be based on the best professional criteria, and unsolicited, anonymous, and unprofessional comments are to be avoided. In the event the department recommendations include a record of actual misdeeds, the department chairman must inform the individual accused who will have an opportunity to rebut the accusation in the files.

After the appropriate academic Dean has received the departmental recommendations, he will send them on to the Provost with his own recommendation. The Provost will recommend to the President, who will make a final decision after consultation with the University Personnel Committee.

#### TENURE AND TERMINATION

In January, the academic departments of the University, except for second-year people whose situation should be considered in November, shall submit to the appropriate academic dean the department's recommendation on candidates whom it wishes to recommend for tenure or termination (determined as outlined in the following paragraph). The Dean will consider these recommendations and pass them, along with his own evaluation, to the Provost. The Provost will add his recommendation and submit the entire recommendation to the President's Office by March 1.

A recommendation for or against tenure must be made after consultation with all tenured members of the department. Tenured members must vote by secret ballot whether or not to grant tenure to the person under consideration. In addition, the chairman and department personnel committee are required to consult all non-tenured members of more than one year's standing, exclusive of the candidate, at least two weeks in advance of the tenure vote, inviting oral or written opinions on the matter of the candidate's fitness for tenure. To be awarded tenure, a candidate must receive a favorable vote by two-thirds of the tenured staff voting.<sup>1</sup> In assessing the qualifications for tenure, judgments must be based on sound professional reasons and must not violate due process of the candidate's academic freedom.

The chairman and the department personnel committee shall arrive at a favorable or unfavorable verdict on tenure by analyzing whether two-thirds of the tenured staff voting favored or opposed tenure. If more than half of the tenured staff vote to "abstain," the chairman will submit a new ballot to each tenured staff member, explaining the need for a more meaningful assessment. It is proper to "abstain" especially in a large department where tenured instructors are too far removed from a man's special area of competence to make a valid professional

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<sup>1</sup>See exception in paragraph 3.

assessment. The actual vote of the tenured staff should be included in the departmental recommendation sent to the Dean. If the vote remains inconclusive, the Dean will seek to resolve the differences and assist the department in making the best professional decision.

In departments with five or fewer tenured members eligible to vote, the two-thirds rule will not prevail. The vote for or against tenure will be transmitted to the academic Dean who will work with the department in reaching a sound decision. In a department possessing fewer than three eligible voting members, the academic Dean shall, after consultation with all departmental members, make recommendations on tenure and termination.

As soon as the recommendation on tenure or termination is made by the department, Dean, and Provost, the Provost will notify each individual of the decision. In the case of a negative decision, the department chairman and/or appropriate dean will supply the reasons if the faculty member so requests. Before May 1, the President shall notify any candidate who is to be recommended to the Board of Governors for termination.

The earned doctorate shall normally be required for tenure, except when a department establishes other standards. Moreover, the candidate must have shown steady and continued professional growth during the probationary period and have given clear evidence of competence in his teaching area.

Faculty members being recommended for termination may appeal to the University Personnel Committee. The committee will consider the appeal and make a recommendation to the President.

#### TERMINATION OF SECOND YEAR CANDIDATES

Annually, before December 1, the department is required to recommend whether it favors another year of probation for each person serving in his second year at Eastern Illinois University. To continue on probation, a faculty member must have a two-thirds vote of the tenured members of the department voting. Lacking two-thirds support with at least half voting, the department personnel committee should forward through the chairman a recommendation of "termination."

The department should have informed the candidate in writing during the preceding spring or summer that he was not making favorable progress and give written reasons for such an evaluation. Recognizing that the department (particularly if it is very large) may not have been able to make this assessment earlier, the administration normally will sustain a "termination" recommendation even in the absence of a previous poor evaluation. However, it is expected that in cases where termination is being recommended, departments (a) will arrive at a negative assessment as early as feasible, (b) will ordinarily not have given the candidate strong supportive assessment the previous year, (c) will apprise the candidate of his right to receive written reasons for termination, and (d) will follow the usual requirements of protection of the candidate's academic freedom.

## PROTECTION OF ACADEMIC FREEDOM IN TENURE DECISIONS

The granting of tenure is not a right but results from proven competence determined by faculty peers within each professional discipline. If a person's competence appears shallow or at best mediocre, he should not be supported for tenure. Reasons for non-support of tenure, however, cannot violate academic freedom or civil liberties.

In cases where tenure has been denied and there is an appeal to the University Personnel Committee, the committee will expect that during the peer evaluation process, the person involved will have received all of the rights of due process, including free speech and equal protection of the laws as provided for in the United States statutes and Constitution. Moreover, the appellant should have been informed in writing of his weaknesses and inadequacies, based on earlier evaluations, and have had an opportunity to improve his performance.

If there is no evidence that due process has been violated and the appellant has been properly notified of his unsatisfactory performance, the Faculty Personnel Committee needs only to determine if the appellant failed to get a two-thirds vote of the tenured faculty.

When a person is not granted tenure, he is entitled to receive the reason for his non-retention in writing.

Although in making recommendations on appealed tenure cases the University Personnel Committee will depend on peer evaluation for professional competence, it will also consider the person's total departmental relationships. The committee upholds the right of faculty members to question policies and authority, but it recognizes that a department member cannot be supported in making a shambles of departmental dialogue and planning, or engage in unprofessional attitudes and actions.