

1975

January 21, 1975

Faculty Senate

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EASTERN ILLINOIS UNIVERSITY

FACULTY SENATE

Minutes of January 21, 1975

MEMBERS PRESENT: Buchanan, Connelly, Doughty, Elder, Goodrich, Hackler, Johnson, Knott, Murray, North, Price, Rearden, Weidner, Wiseman

MEMBERS ABSENT: MacLaren

STUDENT VISITOR: Barry Smith

This meeting was called to order at 1401 by Vice-Chairman Price.

The minutes of December 10, 1974 were approved after correction of two typographical errors.

COMMUNICATIONS

1. Letter from J. M. Sachs, Acting Executive Officer of the BOG, replying to a letter from MacLaren. The exchange concerned procedures relating to channels of communication between the Senate and the BOG.
2. BOG Meeting Agenda (January 9, 1975) and Minutes of the November 21, 1974 meeting.
3. Minutes of the Council of Faculties Meeting---January 5-6, 1975.
4. Copy of a letter from David Maurer to Vice President Moody concerning deadlines for submitting final grade reports. Copy of S. Taber's reply to the letter. (See New Business, #1)
5. Tenure Study Committee Minutes---December 17, 1974. Wiseman reported on these minutes and commented on a draft report of the committee's recommendations. There was a brief discussion concerning some of the items in the draft report.
6. Minutes of the Council on University Budget---December 12, 1974.
7. Student Senate Meeting Minutes---December 12, 1974.
8. Memo from E. P. Colbert with suggestions relating to the proposed new system for faculty elections.

REPORTS

1. Council of Instructional Officers Meeting---January 16, 1975. Price and MacLaren attended as observers. The major items of discussion centered around finances or the lack thereof. MacLaren inquired about the change in teaching load per academic year which seems to be indicated in a recent memo from Vice President Moody's office. Price reported that this matter was not clarified at the meeting.

2. Committee on Personnel Files---Buchanan.

Prior to the meeting, members of the Senate were provided with a copy of a suggested revision to the Policy on Personnel Files section of the Personnel Policies and Procedures, March, 1974. The members also received a copy of the section on Personnel Files from the Central Michigan University Master Contract.

After considerable discussion, it was moved by Rearden, seconded by Doughty, to adopt the revision recommended by the committee.

Discussion of the motion resulted in the offering of the following two amendments.

- a. It was moved by Buchanan, seconded by Johnson, that a fourth section be added to the revision. This section, Items Not to be Included in Individual Files, would contain the statement, "No anonymous material is to be placed in the file." The amendment passed unanimously.
- b. It was moved by Wiseman, seconded by Murray, that the maximum time before access to the file must be granted be changed from 45 to 15 days. The amendment passed unanimously.

Voting on the original motion, as amended, resulted in its passage; 10 yes, 4 no.

The revision acted upon by the Senate may be found at the end of the Minutes.

The Senate will ask President Fite to approve this revision in Eastern's Personnel Policies and Procedures.

3. The ad hoc Committee on Student Evaluation of Faculty---Johnson.

The committee will make some revisions in the questionnaire (see Vol. III, p. 53) and will mail it to the faculty as soon as possible.

NEW BUSINESS

1. Maurer's letter to Vice President Moody asked for a scheduled extension of the time in which to turn in grades after finals have been completed. He cited the time required to evaluate essay examinations for large classes as one reason for his request. After discussion, Vice-Chairman Price appointed Doughty as an ad hoc committee of one to discuss this item with S. Taber.
2. Faculty Teaching Loads. It was pointed out that a recent document from the Office of the Vice President for Academic Affairs (Guide-lines for Faculty Work Loads, 6 January, 1975) seemed to make significant changes in teaching loads as compared to the previous (10 June, 1974) guidelines. For example, the present document indicates that "The standard work load for a full-time faculty member for an academic year (two semesters) is 28 units, with 24 as a minimum." The previous standard was 24 units. Another change results in considerably less credit for independent study supervision.

After considerable discussion, the Senate agreed to study this item again at a future meeting.

The meeting adjourned at 1530.

The next Faculty Senate meeting is scheduled for January 28, 1975 in the University Union in a room to be determined.

Terry M. Weidner  
Faculty Senate Secretary

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Policy on Personnel Files

I. Individual Personnel Files

An individual's personnel file, in the President's Office, accumulated subsequent to his appointment but excluding any letters of recommendation solicited by the individual shall be complete and this file shall be the only one recognized as the individual's professional record. An inventory of the contents with their date of inclusion shall be kept with the file at all times. Access to the file shall be limited to the appropriate Department Chairman, Dean, or Director, Vice President, President, University Personnel Committee and the individual subject to the procedures in paragraph III below.

II. Items to be Included in Individual Personnel Files

- A. Letter of Appointment
- B. All evaluations for salary, promotion, and tenure (including Interim-to-Tenure Reports)
- C. All letters of commendation and reprimand originating from a Dean, Vice-President or President
- D. Correspondence involving legal matters
- E. Correspondence involving the University Personnel Committee

III. Items Not to be Included in Individual Files

No anonymous material is to be placed in the file.

IV. Access of an Individual to his Own File

An individual may inspect the material in his personnel file upon written request to the President's Office. Access to the file shall be granted as soon as possible but not later than fifteen days after the request. If an individual believes material in his file is inaccurate or misleading he may so inform the University Personnel Committee in writing. The Personnel Committee shall place a copy of such a memo in the individual's file.