

DATE: OCT. 23, 1972

TO: All Faculty

FROM: Jim Niewahner, Faculty Assembly Chairman

AGENDA FOR THE FACULTY ASSEMBLY MEETING ON OCT. 27, 1972

(AUDITORIUM, 12:10 PM)

1. Minutes of the past meeting & treasurer's report.

2. Old Business

Vote needs to be taken on the motion by Chris Broadhurst that all committees of the Faculty Assembly report to the Assembly first before reporting to any other committee or department in the college community.

3. New Business

- Larry Borne has resigned as chairman of the Student Affairs Committee. A nominating committee has to be chosen.
- Committee Reports
 - a) Academic Planning
 - b) Faculty Affairs
 - c) Student Affairs

4. Other

5. SPECIAL ELECTION MEETING ON THURSDAY, NOV. 2, 12:10 PM, AUDITORIUM

Regular meetings will be held on the last working Thursday of each month, in the Auditorium at 12:10 PM

MINUTES OF THE FACULTY ASSEMBLY

The meeting was called to order by Vice-Chairman, Bob Collier, on October 26, at 12:10 P.M.

The first order of business was to appoint a nominating committee to nominate a slate for chairman of the Student Affairs Committee due to the resignation of Larry Borne. It was moved and seconded that last year's committee, composed of Clare Richards, Marty Malloy and Marjorie Rouse be reactivated. Motion passed. The slate of candidates will be in our mailboxes by Monday.

Thad Lindsey, chairman of Faculty Affairs, then reported. All meetings are to be held in a room other than the Faculty Lounge. Arrangements are to be made through Mrs. Brownfield. Please erase blackboards and leave classrooms in order at the end of a class period. A ditto machine is now available in the Post Office for running off tests and other confidential material. If anyone wishes to replace the grey telephone with another color, please contact Mr. Lindsey. If four or more are interested, the cost will be \$2.50 per person.

Mr. Lindsey then presented the following five-point plan for improving the phone service in Nunn Hall:

1. Make the phone line into each faculty office a private extension.
2. Have all outside calls come through the main switchboard to the appropriate suite secretary who will then dial the individual faculty member. The faculty member may accept the call or ask the secretary to have the party call back, to take a message, etc.
3. Procedure for internal calls (one faculty member calling another) remains unchanged.
4. Total cost increase: \$1636 per year
The difference between a private line and a non-private line is \$2.65 per month. Therefore, the additional cost is \$2.65 per faculty member per month.
5. To complete work will require several months.

A motion to accept the plan was made by Mr. Lindsey, and seconded by Earl Pearsen. The motion passed.

The Proposed By-laws of the Constitution of the Faculty Assembly

Establishing a Faculty Board of Review were presented:

A Faculty Board of Review shall be established within the Faculty Affairs Committee. This subcommittee shall exist to hear and make recommendations concerning grievances by the Faculty in regard to salary rank, tenure, and promotion matters. (Matters of non-renewal of contract will not be handled by this committee.)

The composition of the subcommittee shall be as follows:

- The subcommittee shall consist of five members of the Faculty Affairs Committee.
- At least three subcommittee members shall have the professional rank of Associate Professor or above.
- At least three subcommittee members shall have been granted tenure.
- At least one subcommittee member shall have the rank of Instructor or Assistant Professor.
- The Chairman of the Faculty Affairs Committee shall chair this Faculty Board of Review.
- In the matter of tenure, only tenured members of the subcommittee will hear the case.

---A quorum shall consist of at least three members of the subcommittee.

If it is impossible to meet the above qualification requirements from within the Faculty Affairs Committee, then the Chairman of the Faculty Affairs Committee, with the advice and consent of two-thirds of the Faculty Affairs Committee, shall appoint from within the membership of the Faculty Assembly, those persons who shall fulfill the necessary requirements to complete the membership of the Faculty Board of Review.

The procedure for this committee shall be as follows:

1. The faculty member wishing to appeal a decision affecting him shall first attempt to resolve the problem with his department chairman.
2. If a resolution of the problem appears impossible, then the faculty member may petition, in writing, the Chairman of the Faculty Board of Review to have the Board hear the complaint.
3. This petition must state, briefly, the nature of the problem and the outcome of the conference between the faculty member and his chairman.
4. The Chairman of the Faculty Board of Review shall ascertain whether the conference between the faculty member and the Chairman of his department did take place.
5. The Chairman of the Faculty Board of Review shall present the petition to the entire Faculty Board of Review, who shall decide by a majority vote whether to hear the formal complaint.
6. If the Faculty Board of Review declines to hear the complaint, then the faculty member may utilize any other grievance procedure as outlined in the Faculty Handbook.
7. If the Faculty Board of Review decides to hear the complaint, then it may call any witnesses it deems appropriate, and make any other appropriate investigations it sees fit to make.
8. All recommendations made by the Faculty Board of Review, along with any appropriate materials, shall be sent to the Vice-President for Academic Affairs for further action if any is needed. Copies of all recommendations shall be sent to the President, to the faculty member involved, and to the Chairman of the department involved.
9. The Vice-President for Academic Affairs shall file with the committee a statement regarding the resolution of the matter.

It was moved by Thad Lindsey and seconded by Earl Pearsen that the By-Laws be accepted. Motion passed.

It was then moved by Chris Broadhurst that the committees of the Faculty Assembly be dissolved and new members be elected by each department as many members of the committees were appointed rather than elected and are therefore unconstitutional. The motion was seconded by Al Pearsen. After some discussion the motion was tabled.

The meeting was then adjourned by Bob Collier.

Respectfully submitted,

Rose Stauss

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