MINUTES OF THE FACULTY SENATE

May 4, 1982

I. Call to Order:

President Hood called the meeting to order at 3:31 p.m.

II. Approval of Minutes:

The minutes of the April 13 meeting were corrected to show that the report of the Ad Hoc Committee on Graduate Research was accepted (instead of adopted) and that in item 10 of the President's Report faculty regulations be changed to academic regulations. The minutes were then approved.

III. Committee Reports:

A. Scholastic Policy:

Senator Melsheimer identified five agenda items to be examined by the committee during the next year. The committee will study and make recommendations about (1) good academic standing - definition of terms, interpretation of scholastic policy, and the implementation of probation, (2) admissions - differential standards of admission relative to the maintenance of a reasonable balance between certain college programs and the university-wide admissions standards, (3) review of the honors program (Calhoun College) and the possibility of providing housing, parking, and other privileges based on GPR, (4) class absences by students for participating in university-sponsored activities, and (5) review guidelines for a standardized syllabus in courses.

B. Policy:

No report.

C. Research:

Senator Cross stated that the Research Committee would coordinate efforts with the University Research Committee to formulate a manual which outlines research policy. The manual will contain information about sources of funding, criteria for funding, faculty consulting policy, patents, and guidelines for the protection of human subjects.

D. Welfare:

Senator Senn distributed a draft of a proposed Faculty Senate Resolution dealing with promotions during years when funding for salary increments are severely limited or unavailable. He asked that the proposal be discussed with colleagues, so that it can be voted on at the June 8 meeting of the Faculty Senate. Other
items under study by the Welfare Committee are (1) the faculty retirement plan and fringe benefits, (2) the leave policy for 12-month faculty and librarians with 20 years service as compared to those with less service, and (3) use of the university rifle range by faculty.

E. University and Ad Hoc Committees:
No report.

IV. President's Report: (See Attachment A)

1. President Hood reported that the increase in rental charges at the Clemson House only applied to permanent residents.
2. President Hood stated that it was important for each faculty member to have a copy of the Faculty Manual, even if the printing and binding had to be done on-campus. The Provost will make every effort to get on-campus printing of the manual.
3. The Provost has given assurance that excess funds left over at the end of the current fiscal year will be applied to the needs of the library.
4. Council of Deans meeting - Senator Idol attending the meeting for President Hood reported that a workshop is planned for department heads to discuss common problems and issues and the implementation of policies and due process rights with regard to charges of sexual harassment.
Other topics discussed at the meeting were (1) evaluation of prior service credited to tenure, (2) recommendation that a worksheet or advising form be used to facilitate student advising, (3) review of department heads - the Deans suggested that the current policy be given a fair hearing, (4) alumni professorships, (5) examination schedule, and (6) the teaching load of department heads during the summer.

V. Old Business:

1. Deferred Compensation Plan

President Hood reported that Ron Herrin in Personnel plans to send a notice to all faculty regarding the Deferred Compensation Plan. Senator Ulbrich provided a brief summary of the impact of the proposed change in the retirement package. She stated that the faculty member would increase his or her take home pay by 2 1/2 to 3 percent. Federal taxes would be deferred until the faculty member decided to withdraw contributed funds from the system.

VI. New Business:

1. President Hood expressed the need to nominate a new University Marshall at this time. This could be done through the Faculty Senate or through the Commission on Faculty Affairs. The Faculty Senate has nominated the previous two marshals, but this was done at a time prior to the formation of the
President's Council and the various commissions. Senator Huffman made a motion that the Commission on Faculty Affairs be asked to nominate the University Marshall. The motion passed unanimously.

2. The election of Faculty Representatives and Senators to commissions, committees, and boards was conducted by secret ballot. The results are shown in Attachments B and C.

VII. Adjournment:

The meeting was adjourned at 5:01.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Enclosures

Senators Absent:
  Donald Miller

Substitutes:
  Carl Lindemeyer for Marvin Dixon
  A. B. Bodine for Doyce Graham
1. The Advisory Committee needs to meet for a few minutes immediately after
the Senate Meeting to appoint a Chairperson for the Grievance Board.

2. Steve Melsheimer and I attended the Educational Policy Committee and
the Board of Trustees Meeting at Charleston on April 15 and 16. The
major item of business for the Educational Policy Committee was
consideration of the new Faculty Manual. Senator Melsheimer was very
instrumental in assuring the Committee of the merits of the new manual
which includes policies that had already been approved by the Board and
are included in the Manual with minor revisions. The Committee
unanimously approved the Faculty Manual with a recommendation for the
Board to approve. Provost Maxwell discussed the Faculty Workload
Analysis that is being tested in ten departments at the present time.

The Board of Trustees approved or ratified the following which are of
general interest to the faculty:
(a) Faculty Manual
(b) Policy on Sexual Harassment
(c) East End Zone Addition to Memorial Stadium from Athletic Department
Operating Revenues
(d) Increase in Rental Rates at the Clemson House
(e) Affirmative Action Policy
(f) Department of Defense Security Agreement (Management group of
the University required to have security clearance in order to
receive Department of Defense Contracts involving classified
material).

Other information presented to the Board:
Development Committee—Mr. Batson reported that 19.3 million dollars of
gifts have been received by the University in the last 10 years.

Foundation—Mr. Strom noted that Trescott Hinton is retiring and that
an informational program on deferred gifts is underway to inform bank
officers and attorneys of this opportunity. A Golden Anniversary
Endowment Fund is being established for each class.

Dean Cox—Freshman class in fall 1982 should be approximately 2500.
Currently there are 8200 active applicants with over 20,000 SAT scores
sent to Clemson for consideration.

3. Two draft copies of the Faculty Manual as approved by the Board of
Trustees are on reserve in the Library.
4. Council of Deans Meeting, April 19. Vice President Robinson attended and reported the following:

(a) Some confusion existed during Honors and Awards Day concerning invitations sent to parents of students receiving awards and also regarding the location of the College ceremonies. Next year Honors and Awards Day will be held on Sunday.

(b) Because of the Budget and Control Board's limitation on spending except for emergency situations, Provost Maxwell noted that publishing the Faculty Manual looks doubtful at this time. Feelings were expressed that the Faculty currently has a draft of most parts of the Faculty Manual. (Note: The Advisory Committee of the Senate through Senator Melsheimer has been in touch with Provost Maxwell since the Dean's Meeting to express concern that it is very important that the Faculty Manual be published as soon as possible and that the faculty does not have ready access to draft portions of the Manual. Provost Maxwell is working on several alternate funding procedures at this time).

(c) Provost Maxwell and the Council are planning to meet soon with department heads to discuss problems of administering departments with the tight budget situation and recent changes in operating procedures.

(d) Provost Maxwell noted the progress of the Committee which is studying graduate programs across campus. He indicated that a similar committee may be established to study undergraduate programs.

5. The Faculty Senate Advisory Committee met on April 20 and appointed members and chairpersons for the Standing Committees of the Senate (See attached list). Nominations were made for faculty representatives to serve in other positions (See attached list). Nominations will be accepted from the floor prior to the election of these representatives at our May 4 meeting.

6. Recent discussions with Kirby Player (President of the Student Government) on pedestrian safety associated with Highway 93 and other areas of the campus indicate that several new approaches for solving these problems appear feasible. I will be working with Kirby within the next several weeks to investigate these possibilities.

7. Bob Robinson has agreed to serve this year as our parliamentarian in the Senate.

Respectfully Submitted,

Clarence Hood
President
1982-83 Faculty Senate Standing Committee Assignments

ATTACHMENT "B"

Scholastic Policies

Steve Melsheimer, Chairperson
Larry Bauer
Muriel Bishop
Wesley Burnett
Marvin Dixon

Don Miller
Meredith Nicholson
Edward Olive
Merrill Palmer
Michael Vatalaro
Steve Wainscott

Policy

John Idol, Chairperson
John Bennett
Dwight Camper
Doyce Graham
John Huffman

Davis McGregor
Barry Nocks
David Swanson
Robert Taylor

Research

Dee Cross, Chairperson
Vernon Burkett
D. C. Coston
Tom Overcamp

Welfare

David Senn, Chairperson
Bill Baron
Clay Hipp
Larry Hudson
Fred Morgan

Beth Reuland
John Romeiser
Holley Ulbrich

Advisory

Clarence Hood, Chairperson
Wesley Burnett
Clay Hipp
John Huffman
Larry Hudson
John Idol
Steve Melsheimer

Meredith Nicholson
Edward Olive
Beth Reuland
Bob Robinson
Chris Sieverdes
Michael Vatalaro

Parliamentarian: Bob Robinson

Faculty Senate 1982-83 Meeting Schedule

1982

May 4
June 8
July 13
Aug. 24
Sept. 14
Oct. 12
Nov. 9
Dec. 7

Regular Meetings begin at 3:30 pm in the Senate Chambers of the University Union and are open to all Faculty.

1983

Jan. 11
Feb. 15
Mar. 8
Apr. 12
Representatives Elected by
the Faculty Senate on 5/4/82

Scholarship and Awards Committee: Muriel Bishop
Summer School Committee: David Swanson
Honors Program Committee: John Romeiser
Depositories Committee: Beth Reuland
Cooperative Education Committee: Larry Bauer
Fine Arts Committee: Michael Vatalaro
Affirmative Action Committee: John Idol
Computer Advisory Committee: Vernon Burkett
Landscape and Site Development Committee: D. C. Coston
Safety and Fire Prevention Committee: Tom Overcamp
Traffic and Parking Committee: John Bennett
Commission on Undergraduate Studies: Holley Ulbrich
Commission on Graduate Studies and Research: Robert Taylor
Commission on Faculty Affairs: Bill Baron
Commission on Public Programs: Meredith Nicholson
Grievance Board: Davis McGregor

Clay Hipp, Chairman
John Huffman
Steve Wainscott
Larry Hudson, Alternate
Meredith Nicholson, Alternate

Commission on Student Affairs:

John Fulton (1 yr. term)
Arlene Privette (1 yr. term)
Richard Saunders (1 yr. term)

Donald Miller (3 yr. term)
Larry Peppers (1 yr. term)
Spurgon Cole (2 yr. term)

Housing Committee:

Alcohol and Drug Abuse Committee:
Greek Affairs Committee:

Financial Aid, Student Employment and Placement Committee:

Recreation Advisory Committee:

University Union Board:

Security and Lighting Committee:

Patent Committee:

Wesley Burnett (2 yr. term)
David Swanson (1 yr. term)

Edward Olive (2 yr. term)
John Romeiser (1 yr. term)

Dan Smith (1 yr. term)
Mable Wynn (2 yr. term)
Larry Bauer (3 yr. term)

Joe Young (1 yr. term)
Beth Reuland (3 yr. term)

Dee Cross (1 yr. term)
MINUTES OF THE FACULTY SENATE

June 8, 1982
Senate Chambers

I. Call to Order:

President Hood called the meeting to order at 3:31 p.m.

II. Approval of Minutes:

The minutes of the May 4 meeting were approved after corrections were made in the Welfare Committee report.

III. Committee Reports:

A. Scholastic Policy:

Senator Dixon reported that at their last meeting two subcommittees were formed. Senator Dixon will chair of the Admissions Policy Subcommittee and examine admissions policies and standards, advising, teaching evaluation and registration. Senator Melsheimer will chair the Academic Regulations Subcommittee. This group will handle matters pertaining to academic regulations, Calhoun College, class absence policy, syllabus, and curriculum matters. A committee report will be distributed at the October 12 Faculty Senate meeting for discussion at the November 9 meeting.

B. Policy:

Senator Taylor distributed a proposed revision of the Faculty Manual with regard to review procedures for department heads. See Attachment D. (Secretary's Note: Part VI, Section H, Paragraph 3 of the Faculty Manual addresses review procedures for department heads.) He also stated that the Policy Committee has discussed the possibility that space be reserved for letters to the editor in the Newsletter. Implementation of grievance procedures has also been discussed by the committee.

C. Research:

No report.

D. Welfare:

Senator Senn reported that the Welfare Committee identified the following three areas of interest: (1) promotion procedures, (2) fringe benefits, (3) faculty welfare (annual leave for 12-month faculty, reduction of faculty positions, physical examinations at Redfern Health Center). The committee also submitted a proposed resolution (FS-82-6-1) dealing with promotion policy
during years when funding for salary increments are severely limited or unavailable.

E. University and Ad Hoc Committees:

No report. President Hood asked if all Senators elected to University committees, commissions, councils, and boards have been notified of their appointments. It was apparent that a number of senators had not received an official notification of their appointment.

IV. President's Report: (See Attachment A)

1. President Hood reported that the administration is near completion of the Campus Master Plan. President Hood met jointly with Kirby Player (Student Senate President) and President Atchley to review pedestrian safety on campus. President Atchley stated he will make efforts to implement pedestrian safety measures as rapidly as possible.

2. President Hood announced that the 1982-83 state budget has been approved by the legislature, but it has not been signed by Governor Riley at this time. President Hood stated that the tentative campus-wide average salary increase will be five percent for all colleges. He mentioned the probable limits of salary increases for individual faculty members and for those being promoted. A question was raised regarding the computation of base salary for faculty members funded by multi-year research grants.

3. President Hood noted that the University Scheduling Committee has a different composition from that described in the current Faculty Manual. (Attachment "E" shows the composition of the Scheduling Committee.) Senator Miller questioned the extent of the authority of the new Scheduling Committee. President Hood stated that the committee would be responsible primarily for the operational aspect of scheduling and classroom use.

4. President Hood also stated that the Provost has been asked to determine if all students have adequate access to the University Catalogue. Advisors have complained that students do not have copies of the catalogue.

5. The Faculty Affairs Commission recommended that the Committee for the Handicapped report directly to the President's Office instead of through the Faculty Affairs Commission and the President's Council.

6. The Faculty Senate Advisory Committee has met several times since the last Faculty Senate meeting. The committee met with Dr. B. J. Skelton, Assistant Vice President of Student Affairs and Dean of Admissions and Registration, to discuss his perspectives and ideas regarding admissions and recruitment of students. The Advisory Committee also recommends to President Hood that all agenda items be sent to him ten days prior to the Faculty Senate meeting date.

7. President Hood reported that President Atchley will soon make a public announcement regarding the names of individuals to serve with Dr. Victor Hurst on the committee conducting the
investigation of alleged recruiting violations charged by the NCAA.

V. Old Business:

No old business was conducted.

VI. New Business:

1. Senator Lindenmeyer asked that Alternate Senators be placed on the mailing list so they stay up to date on Faculty Senate matters.

2. Senator Senn moved the adoption of Faculty Senate Resolution (FS-82-6-1). Considerable discussion ensued regarding the wording of the proposal. Senator Lindenmeyer offered a friendly amendment stating that the faculty "strongly support" the practice of recognizing all promotions with a salary increment. The resolution passed by a vote of 17 to 8. See attachment B.

FS-82-6-1

Be It Resolved That
the Faculty Senate affirms the present University policy of awarding promotions in rank on an annual basis and strongly supports the practice of recognizing all promotions with a salary increment; and

Be It Further Resolved That
promotions in rank be awarded annually without being contingent on the availability of funds and that persons awarded promotions be granted salary increments at the earliest possible opportunity.

3. Senator Miller moved the adoption of Faculty Senate Resolution (FS-82-6-2). See Attachment C. Senator Taylor offered an amendment to the resolution so that the suggested changes in the May Commencement Exercises would apply only to undergraduates. The amendment passed by voice vote. Senator Dixon offered an amendment to the resolution so that the practice of individually awarding diplomas to undergraduates at a University Commencement ceremony would be discontinued in the current form. The amendment did not pass by voice vote. Senator Lindenmeyer offered an amendment to strike the first portion of the resolution and change the wording of the second portion to suggest that the graduation exercises be modified so as to provide for a Commencement Address and to improve the decorum of the ceremony. This amendment failed to pass by voice vote. The resolution passed by voice vote.
Be It Resolved That
the Faculty Senate urges the University Administration to
terminate the practice of individually awarding diplomas to
undergraduates, and

Be It Further Resolved That
graduation exercises be modified so as to provide for a
Commencement Address.

4. Senator Taylor discussed the proposed revision of paragraph 3,
Section H of Part III of the Faculty Manual (Secretary's Note:
Part VI, Section H, Paragraph 3) which deals with procedures to
review administrators. The discussion that resulted dealt with
the advantages of committee involvement as compared to
individual department member involvement. See Attachment D.

VII. Adjournment:
The meeting was adjourned at 5:00.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Enclosures

Senators Absent (Substitutes Present):
Larry Hudson
Bob Robinson (A. B. Bodine)
Larry Bauer
Edward Olive
John Bennett
Stephen Melsheimer (Carl Lindenmeyer)
Bill Baron
Wesley Burnett (Richard Conover)
John Idol
Beth Reuland (Steve Johnson)
Frederick Morgan (Fred Stutzenberger)
Merrill Palmer
PRESIDENT'S REPORT

1. Please make an effort to discuss with your colleagues the enclosed resolutions which will be introduced under New Business.

2. The College Deans currently have draft copies of the Faculty Manual available in their offices.


---Dr. George Von Tungeln and Mr. Otis Nelson appeared before the Council to give a report from the Ad Hoc Committee on International Studies. They cited 10 recommendations to strengthen international studies at Clemson.

---Dean Schwartz reported curricular actions approved by the Graduate Curriculum Committee on April 30, 1982 which included 7 new graduate courses. He cited the problem that arose near the May graduation where an extremely high number of candidates were deleted resulting in considerable extra work to clear candidates for graduation by the Graduate School and departmental faculty and staff. This year there were 307 candidates of which 187 graduated. Of the 120 deleted candidates, 102 had not taken their final comprehensive examinations. Also, prior to the May graduation, more than double the normal number of applications to graduate school were processed by the staff. Several suggestions were made as to how to streamline the process of clearing candidates for graduation.

---Dr. Reel cited problems associated with unwritten curricular and elective requirements that are applied within departments.

---Provost Maxwell discussed the trends over recent years in the FTE units and Student/Faculty Ratios in various disciplines.

---Provost Maxwell has received reports that in some departments policies and procedures may not provide independent recommendations regarding tenure and promotion from the peer group and the department head. The Provost has sent a memorandum to the Academic Deans and Director of Libraries stating that: ..."the department head should not be present during the deliberations of the tenure committee, promotion committee or other peer group body nor should the department head suggest or imply what the nature of the peer group recommendation should be." The Provost noted that the peer group may desire to meet with the department head to solicit relevant information. This is considered an acceptable procedure.
- It was pointed out that department heads should be careful to accurately document and explain to faculty any deficiencies in their performance during each annual evaluation.

4. The Faculty Senate Advisory Committee will meet on June 1. Dr. B. J. Skalton, Vice President for Student Affairs and Dean of Admissions and Registration, will be present to receive faculty input.
FACULTY SENATE RESOLUTION FS-82-6-1

Faculty Promotion Procedures

Whereas promotions in academic rank are commonly accepted throughout academia as recognition of achievement in one's professional discipline by peers and academic administrators; and

Whereas such advancements in rank enhance the prestige of both the individual and the institution; and

Whereas such advancement has traditionally been recognized with additional salary increments; therefore

Be It Resolved that the Faculty Senate affirms the present University policy of awarding promotions in rank on an annual basis and the practice of recognizing all promotions with a salary increment; and

Be It Further Resolved that promotions in rank be awarded annually without being contingent on the availability of funds and that persons awarded promotions be granted salary increments at the earliest possible opportunity.
A RESOLUTION FOR CHANGING MAY COMMENCEMENT EXERCISES

Whereas, Commencement exercises are solemn and inspirational occasions during which academic institutions traditionally have honored the achievements of their graduates, and

Whereas, such ceremonies are, at most institutions, characterized by dignity and decorum, and

Whereas, the practice at Clemson University's May Commencement of individually awarding diplomas unnecessarily prolongs graduation ceremonies and, thus, detracts from the meaningfulness of the occasion, and

Whereas, individual awarding of degrees contributes to a "circus" atmosphere in which acts of rowdyism have been increasing in recent years, and

Whereas, a formal Commencement Address by a speaker of national or regional renown would, in place of recognizing individual graduates, discourage acts of clownish behavior and enhance the dignity and meaningfulness of graduation,

Be It Resolved That the Faculty Senate urges the University Administration to terminate the practice of individually awarding diplomas, and

Be It Further Resolved That graduation exercises be modified so as to provide for a Commencement Address.
Proposed Revision of Paragraph Three of Section 4 of Part III of the Faculty Manual:

Instead of the present wording:

Before the end of a department head's fifth year in office, the appropriate dean shall conduct a formal review of that head's performance. This review shall include interviews and/or other forms of consultation with the dean with each tenured and tenure-track faculty member of the department. At the discretion of the dean, the affected department's faculty Advisory Committee may be enlisted to assist in the conducting of the formal reviews. When the review process has been completed, the dean shall make a report to the Provost.

The Policy Committee of the Faculty Senate proposes the following statement:

Before the end of a department head's fifth year in office, and each five years thereafter, the appropriate dean shall conduct a formal review of that head's performance. The affected department's tenure and tenure-track faculty, or a committee selected by the faculty, shall be enlisted to assist in conducting the review. Should the department faculty or faculty committee be unable to agree with the dean on a procedure for their participation in the review, the matter will be resolved by the Provost. When the review has been completed, the dean will report the findings to the Provost.
MEMORANDUM

TO: The Academic Deans

FROM: W. David Maxwell, Provost

SUBJECT: Appointment of College Schedule Coordinators

In accordance with my memorandum to you of March 31 (copy attached) please be prepared to submit the name of your College Schedule Coordinator at the next meeting of the Council of Academic Deans on April 19th. The regular agenda for this meeting will follow, in a couple of days.

WDM:ak
Attachment
cc: Dean A. E. Schwartz
    Dr. J. V. Reel
    Mr. David Fleming
March 31, 1982

MEMORANDUM

TO: The Council of Academic Deans

FROM: W. David Maxwell
Provost and Vice President for Academic Affairs

SUBJECT: The Scheduling of Courses and Assignment of Classrooms

I. Introduction

Our ever tightening fiscal constraints make it imperative that we utilize our faculty and our facilities as effectively and efficiently as possible. To this end I have recommended to President Atchley that he:

A. Instruct each academic dean to designate and appoint a college Schedule Coordinator.

B. Reconstitute the University Schedule Committee, so that it will be composed of Vice Provost J. V. Reel, Vice Provost Arnold Schwartz, Schedule Coordinator David Fleming (Chairman), and the college Schedule Coordinators.

II. Duties of the College Schedule Coordinators

The primary duty of each college Schedule Coordinator will be to coordinate the submission of the proposed schedule of courses for the college (including preferred classrooms, preferred class-size limits, and probable instructors) to the Chairman of the Schedule Committee, after approval by the dean. The department head, or his or her representative, will continue to initiate the proposed schedule for the department.

The secondary duty of the college Schedule Coordinators will be to act as members of the Schedule Committee, meeting upon the call of the chairman and providing guidance on problems relating to course scheduling, class sizes, classroom assignments and other related topics.
III. Executive Subcommittee of the Schedule Committee

The Executive Subcommittee of the Schedule Committee will be composed of Vice Provosts Reel, Schwartz and Schedule Coordinator David Fleming (Chairman). This subcommittee will have the day-to-day responsibility for the scheduling of courses and the assignment of classrooms and instructional laboratories. This subcommittee will:

A. Receive and review the course schedules submitted by the college scheduling officers. This review will include an examination of:

1. The number of courses and sections offered.
2. The distribution of courses and sections by days of the week, time of the day, and semester.
3. Course and section size.
4. The classrooms and instructional laboratories requested.
5. Other factors suggested by the Committee that affect scheduling and classroom utilization.

B. Adjust the requested schedules and classroom assignments after consultation with the college scheduling officer. Any disagreements will be adjudicated by the Provost.

C. Disseminate and implement distributional guidelines, developed by the Committee, that indicate the percentage of courses or sections that should be offered during the lunch hour, during the afternoon hours, on the MWF versus the T.Th. sequence, etc.

D. Disseminate and implement guidelines, developed by the Committee, on minimum class size.

E. Inform the deans and college Schedule Coordinators of the affected colleges and departments of curricular changes by other departments or colleges that may substantially affect their schedule of offerings.

WDM/ep

cc: Vice President Walter T. Cox
    Mr. David Fleming
COLLEGIATE SCHEDULING COORDINATORS

College of Agricultural Sciences - Louise Mixon
College of Architecture - Lamar Brown
College of Commerce & Industry - Ryan Amacher
College of Education - Ken Lindsey
College of Engineering - Jim Edwards
College of Forest & Rec. Res. - Larry Gahan
College of Liberal Arts - Louis Henry
College of Nursing - Pat Padgett
College of Sciences - Janie Dillon

cc: W. David Maxwell
    David Fleming
MINUTES OF THE FACULTY SENATE

July 13, 1982

I. Call to Order:

President Hood called the meeting to order at 3:38 p.m.

II. Approval of Minutes:

The minutes of the June 8 meeting were approved.

III. Committee Reports:

A. Scholastic Policy:

Senator Melsheimer reported that the Academic Affairs Subcommittee met on June 29 with Marvin Carmichael, Director of Financial Aid. The purpose of the meeting was to discuss federal regulations which require institutions to have an academic regulation on "satisfactory academic progress" so that students may qualify for federal financial aid. At the present time Clemson University does not have a formally adopted regulation on "satisfactory academic progress." Members of the Faculty Senate believe this concept should address the student's rate of achievement to obtain a degree. The subcommittee is scheduled to meet on August 31, and will continue its study of this question. It was suggested that Clemson University should develop policies similar to those at comparable universities.

B. Policy:

Senator Idol reported that the Policy Committee met on July 8 to discuss three agenda items. (1) The committee discussed the means by which faculty members can share their views with colleagues on a campus-wide basis. The committee considered the utility of a forum which would be open to faculty members or the use of a special publication similar to the Senate Special. The publication could be entitled, Senate Special Forum. Either of the options would enhance faculty discussion of issues and provide an outlet for faculty viewpoints. (2) The Policy Committee also discussed the possibility that teacher evaluations should not be conducted in those years when no salary raises were available to faculty members. No further action was taken on the matter. (3) The committee discussed the evaluation procedures relating to academic administrators, most notably department heads.
C. Research:

No report.

D. Welfare:

Senator Senn reported that the Welfare Committee met on June 15.

1. The Faculty Welfare Subcommittee reviewed annual leave policies for faculty at comparable universities. A proposal has been formulated which adds an intermediate level to the current 2-level standard. The suggested leave policy would apply to personnel who have been employed 11 to 19 years. It is recommended that 24 days of annual leave be granted for this period of service. The proposal would provide the following leave guidelines:

<table>
<thead>
<tr>
<th>Years Employed</th>
<th>Days Annual Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 10</td>
<td>18</td>
</tr>
<tr>
<td>11 - 19</td>
<td>24</td>
</tr>
<tr>
<td>20+</td>
<td>30</td>
</tr>
</tbody>
</table>

It was noted that the leave policy was set by the university, not the state legislature. A number of senators commented on various aspects and inconsistencies in the leave policy for 12-month faculty, staff members, and permanent part-time employees.

2. The subcommittee investigating procedures for reducing faculty positions and academic programs is continuing to gather information from other universities and national associations.

3. The Fringe Benefits Subcommittee has consulted the director of Redfern Health Center regarding physical examinations for faculty. The subcommittee also met with Ron Herrin to discuss the state health insurance program and plan a forum open to all faculty and staff to discuss insurance-related issues. (The forum was held on July 13.)

4. The committee, in conjunction with the Policy Committee, supports the idea of improving faculty communication through the medium of a forum or the Senate Special Newsletter.

Senator Huffman stated that as a result of changes imposed by the Budget and Control Board in funding summer research, the administration is required to pay faculty members engaged in full-time research during the summer a maximum of 30 percent of their nine month salary. The university administration does not support this proposal. The current practice is to pay faculty engaged in funded summer research up to 33 percent during the summer months.

President Hood asked about the feasibility of President Atchley meeting with the Senate or with the faculty at large. The consensus was to invite President Atchley to the August 24 meeting of the Faculty Senate.
E. Ad Hoc Committees:

No report.

F. University Commissions/Committees:

Senator Melshheimer reported that the Commission on Undergraduate Studies was considering a proposal to control intramural transfers. It was suggested that policies may be developed to screen the transfer of students into certain majors.

Senator Bennett reported that the Traffic and Parking Committee recommended the reduction of the speed limit to 25 mph on Route 93 through central campus. It also recommended that lighting between Sikes Hall and the intersection of Route 93 and S. Palmetto Blvd. be increased and that shields be installed on the traffic light at that intersection. He also discussed the need for an overall campus policy on traffic and parking.

IV. President's Report: (See Attachment A)

1. President Hood introduced the President's Report. He discussed item 4 and explained that the college dean and department head who fails to recommend a merit increase effective in January for a faculty member must justify the case to the Provost. President Hood also pointed out that faculty members promoted this year should receive a 4% pay increase effective in August. The college dean must justify to the Provost any promotion raises less than 4%.

2. President Hood requested the Welfare Committee to begin work on a furlough policy should a serious budget crisis occur. He noted that any furlough policy would have an impact on base pay of persons nearing retirement. It was suggested that a furlough policy be developed considering both 9-month and 12-month faculty members. Several senators responded that any furlough measures must be related to a cutback on services by faculty.

3. President Hood noted that the Board of Trustees announced a $26 per semester fee increase for in-state students and a $146 per semester fee increase for out-of-state students. These steps are being implemented to help offset a $1.5 million shortage in the university budget.

4. A copy of the Campus Master Plan Summary Report will be distributed to all Faculty Senators.

5. President Hood reported that the Board of Trustees approved the $15 million expansion of Memorial Stadium. Faculty and staff who applied for season football tickets for the first time this year were not able to purchase regular season tickets.

V. Old Business:

1. Senator Huffman, reporting for the Policy Committee, distributed copies of the proposed revision of the Faculty Manual which describes procedures for the review of administrators and department heads (Paragraph 3, Section H, Part VI). See
Attachment B.
Two problems regarding the proposal were discussed at length: (1) possible intimidation of faculty by deans during the interview or as a result of a signed questionnaire. It was noted in the discussion that some faculty members, especially those non-tenured, may feel threatened during an interview with a dean. (2) The dean may have difficulty receiving an honest report from a faculty member. This situation would arise if the faculty member's perception is that his or her department head and dean would not treat a faculty member's report in an impartial manner. Discussion centered on the possible reporting options open to individual faculty members in accordance with the Faculty Manual. The options open to individual faculty members that came under discussion were (1) no interview, (2) interview only, and (3) interview and questionnaire. The results of a straw poll were noted, and the issue will be examined further by the Policy Committee.

VI. New Business:

No new business was introduced.

VII. Adjournment:

The meeting was adjourned at 4:58.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitutes Present):
Larry Hudson (A. B. Bodine)
Dee Cross
Doyce Graham
Michael Vatalaro
David Swanson
Holley Ulbrich
Bill Baron (Carl Lindenmeyer)
John Romeiser
Merrill Palmer
MEMORANDUM

TO: Dr. Clarence Hood  
    President of the Faculty Senate

FROM: W. David Maxwell  
    Provost and Vice President for Academic Affairs

SUBJECT: Faculty Senate Resolution FS-82-6-1 (Faculty Promotion Procedures)

June 23, 1982

I appreciate the sentiments expressed in subject resolution but do not agree with the conclusion.

What the members of the Faculty Senate fail to realize, in my view, is that a "dry" promotion cannot be retroactively made "wet." Thus there is no "earliest possible opportunity" to convert it from "dry" to "wet," and a faculty member who receives a "dry" promotion has lost any later opportunity to make it a "wet" promotion.

Promotion provides one of the few opportunities for a faculty member to receive a significant increase in salary, but this opportunity is permanently foregone if the promotion involved is a "dry" promotion.

This situation arises because there are typically limitations (percentage, absolute, or both) on general salary increases. The limitations on promotion salary increases are typically much less severe. If a faculty member receives a "dry" promotion in a given year he cannot for this reason be exempted from the limitations on general salary increases in a subsequent year. As you know, we currently have no general salary increases that will become effective at the beginning of the fiscal year. We do have promotion salary increases that will become effective on this date (or August 15, for nine-months personnel). If we had had "dry" promotions last year there would be no way to increase the salaries of the recipients for the coming year.

I hope that I have made clear the reasons why I disagree with "dry" promotions.

WDM/ep
cc: President Bill L. Atchley
MEMORANDUM TO: Dr. Clarence Hood  
President, Faculty Senate  

FROM: Bill L. Atchley  

SUBJECT: Faculty Senate Resolution FS-82-6-2

The sentiment of the committee to change graduation ceremonies is one that has been suggested and considered many times. However, my feelings are that this should be the students and parents day. During the past few years the students have canvassed the campus in an effort to determine the students desires regarding continuing graduation as it is presently carried on. The survey indicated that they all enjoy having the opportunity to shake the president's hand and have their picture made in a ceremony devoted directly to them. I do not feel that changing the ceremony and having a commencement address at this time would be to their liking or to mine.

In a joking way I have said many times that the students are required to sit in the classroom for four years and listen to the professor, and we are only asked to take two hours from our schedule to witness and enjoy their graduation ceremony. I have had many, many complimentary remarks about how much personal attention we place on graduation. Naturally, there are always a few students who do things that may be in bad taste--an example of that being the individual who tore up a bill (not a diploma, I might add) at the last graduation ceremony. However, this student has since returned and this was discussed with him in detail. I believe that if you checked anywhere you would find that this university has one of the most orderly and best commencement exercises of any throughout the country.

It is my decision to continue graduation as it has been done in the past. I do appreciate the faculty's concern and continued suggestions, and if you would like to discuss this in more detail with me at any time, please feel free to do so.

I am looking forward to the coming academic year and working together in many important areas.

BLA/ew

xc: Vice Presidents  
Mr. Kirby Player
FACULTY SENATE

July 13, 1982

PRESIDENT'S REPORT

1. A Faculty Senate Open Forum on the State Blue Cross/Blue Shield Health Insurance Program will be held prior to the Senate Meeting on July 13 beginning at 2:00 p.m. in the Student Senate Chambers. In discussions with Ron Herrin, Director of Payrolls and Employee Benefit Programs and David Senn, Chairman of the Welfare Committee it is felt that many questions concerning recent increases in premiums and reduced coverage can be answered in such a forum. A notice will be sent to all faculty inviting them to attend. I urge all faculty senators and alternates to be present. The Faculty Senate will convene immediately after the forum (no later than 3:30 p.m.).

2. At the June Faculty Senate Meeting the Policy Committee proposed changes in the current policy for review of department heads by the appropriate dean. John Idol indicated that the Policy Committee will be meeting before the July 13 Senate Meeting and may consider alternate methods for addressing the problems that have arisen. Please review the proposal (attachment "D") included in the June 8 draft minutes before the July 13 meeting.

3. Enclosed are the negative responses from the Administration to Resolutions FS-82-6-1 and FS-82-6-2 passed at the June Senate Meeting.

4. I am sure you know by now that the Governor vetoed the proposed 5 percent cost-of-living salary increase for state employees. The Legislature overrode the Governor's veto of the proposed 2 percent merit and longevity increase and this increase should become effective January 1, 1983. At the President's Council Meeting on June 25, Provost Maxwell pledged that the Administration will find the necessary resources to give promotion salary increases unless prohibited by the Budget and Control Board.

5. The Board of Trustees will meet on July 9 in Columbia. Increases in student fees beginning with the Fall Semester 1982-83 will be proposed to meet the $1.5 million short fall in Education and General Funds.

Enclosures
Proposed Revision of Paragraph Three of Section H of Part III of the Faculty Manual:

Instead of the present wording:

Before the end of a department head's fifth year in office, the appropriate dean shall conduct a formal review of that head's performance. This review shall include interviews and/or other forms of consultation by the dean with each tenured and tenure-track faculty member of the department. At the discretion of the dean, the affected department's faculty advisory committee may be enlisted to assist in the conducting of the formal reviews. When the review process has been completed, the dean shall make a report to the Provost.

The Policy Committee of the Faculty Senate proposes the following statement:

Before the end of a department head's fifth year in office, and each five years thereafter, the appropriate dean shall conduct a formal review of that head's performance. The affected department's tenured and tenure-track faculty, or a committee selected by the faculty, shall be enlisted to assist in conducting the review. Should the department faculty or faculty committee be unable to agree with the dean in a procedure for their participation in the review, the matter will be resolved by the Provost. When the review has been completed, the dean will report the findings to the Provost.
MINUTES OF THE GENERAL FACULTY MEETING
August 18, 1982
Tillman Auditorium

I. Call to Order:

The meeting of the Faculty was called to order by Provost Maxwell at 10:40 a.m.

II. Introduction of the Stage Party:

Provost Maxwell recognized President Bill Atchley, Dean Walter Cox, and Dean Bob Skelton.

III. Approval of Minutes:

The minutes of the May 6 University Faculty meeting were approved.

IV. Introduction of President Atchley:

V. Address by President Atchley:

1. President Atchley welcomed the faculty for the new academic year and welcomed new faculty to the campus. He invited the faculty to the President’s Home (or Clemson House in the event of rain) on September 10 and 11 for a reception.

2. President Atchley stated that he planned to visit with faculty members this year and acknowledged the work and dedication of the faculty during the past year. He stated his objective is to have communication between faculty, students, staff, and administration and to promote a sense of community on campus.

3. He indicated that he saw some encouraging signs for higher education in South Carolina. The Commission on Higher Education has recommended that:
   a. The General Assembly should take over full responsibility for faculty salary increases. In the past the university had to provide up to 25 percent of salary increases from university resources. These funds were usually generated from increased student fees.
   b. The university administration should be given greater flexibility and autonomy in making decisions on state appropriations.

4. President Atchley recounted some of the significant accomplishments of the past academic year.
   - A Ph.D. program was established in Forestry.
   - The Accounting Department received preliminary approval for a degree program which can be modified to include a professional option.
   - Funds derived from Summer School were used to fund research awards and projects.
   - Plans for the Thurmond Institute are continuing and an Acting Director, Professor Horace Fleming, has been appointed to coordinate the program. The office is located in the Official Residence No. 2 on Martin Street.
   - The Faculty Manual is complete and will be distributed to all
faculty within a few weeks. Professor Roger Rollin was cited for his major contribution in editing and organizing the document.
- Dr. Russell Kirk will be a guest speaker at the first Fall Honors convocation on September 7.
- The R. C. Edwards Endowment funded $20,000 for undergraduate scholarships and $50,000 for graduate fellowships for this year.
- The summer programs for minority students interested in engineering and other programs was successful this year with 220 participants. Plans for next year include a projected enrollment of 280 students.
- A review of Ph.D. programs on campus has been completed. The internal review of Masters programs will commence during the current academic year. President Atchley stated that some conclusions reached by the evaluation committee will require additional attention with regard to some programs as they function in the best interests of the university.
- The renovation of Tillman Hall is complete.
- The number of applications for admission to the university is very favorable. Clemson had 8537 applications for admission for the fall semester; 18,293 students had their SAT scores sent to the university. The average SAT score of the incoming class is 1010, which is 114 points above the national average. The retention rate is very high for a state institution (86%), and President Atchley noted that this reflects the excellent quality of students at the university.
- The Computer Center received a second VAX computer during the summer. The Computer Center's two VAX computers will eventually be installed in Riggs Hall to assist with computer graphics, research, and instruction in engineering and computer science.
- In a move to encourage faculty involvement in research, the university will allow colleges on campus to receive 43 percent instead of 25 percent of all indirect costs from externally funded research.
- It is possible that the university will be affected by further state budget cuts. These cuts could occur at mid-year if state tax revenues do not improve.
- The university received national recognition in many areas during the past year.
- The executive committee for Major Capital Campaign Challenge to Greatness will announce the kick-off soon.

VI. Presentation of Clemson University Master Plan:

Mark Wright presented the campus Master Plan. The consultants (Lockwood Greene Engineers and Architects) and the Planning Committee recently completed over 20 months of work. The Master Plan was adopted by the Board of Trustees in July 1982. The four phases included data collection, analysis, examination of alternatives, and recommendations. The Master Plan is a comprehensive framework designed to integrate the academic, financial, and physical aspects of Clemson University. The Master Plan reveals how the university may accommodate a student population of 11,500 to 15,000. President Atchley reaffirmed his intention to maintain the current enrollment of 11,500-12,000 students. Mr. Wright presented a series of slides
depicting motor vehicle transportation routes, pedestrian paths, recreation areas, and new construction and expansion regions. He showed how the plan attempted to develop a public service corridor ("spine") extending from the Alunni Center, across central campus through the proposed Thurmond Center, to a proposed Lake Hartwell Recreation Area.

Following the formal presentation, Mr. Wright answered questions from the audience regarding bicycle trails, the Research Park, and alumni housing. Other faculty members' questions dealt with a time frame for developing the Centers of Excellence by the Academic Planning Committee, the faculty's role in writing job descriptions for new positions in campus programs, and the use of space on campus by local banks for mechanical tellers. It was pointed out that banks paid the construction costs for these machines and that such services save the university money.

VII. New Business:

No new business was introduced.

VIII. Adjournment:

The meeting was adjourned at 11:45.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachment
Remarks by Dr. Bill L. Atchley, President of Clemson University, to the General Meeting of the Faculty and Staff
Wednesday, August 18, 1982, in Tillman Hall Auditorium

Good morning, ladies and gentlemen. It's good to see all of you again. I see a number of new faces among us today, as well as many familiar faces. It's always a great pleasure for me to watch the faculty and staff return for a new academic year. My wife, Pat, and I look forward to greeting each of you and your colleagues at our home on September 10th or 11th. If it rains then like it did yesterday, we'll move things to higher ground at the Clemson House.

I had the chance this past year to talk with many of you and to learn more about your thoughts and activities. I hope to meet more of you this year. It's my intention to visit with all the faculty during the year.

Everyone in this auditorium has an important job to do or you wouldn't be here. We're a big community, but that doesn't diminish our individual roles in the least. I want each of you to know how much I personally appreciate your service to this university. It's a simple fact that Clemson wouldn't have the great reputation it has in academics and its other activities if it weren't for its top-notch faculty and staff. You have my pledge that we'll continue to do everything we can to provide the resources you must have to do your work.

Further, I want to reaffirm my commitment to maintaining open, two-way communications on this campus. There should be no barriers between us to prevent us from talking to each other and sharing our ideas. In that spirit, there are a few thoughts I'd like to share with you about how we stand at the start of this new year.

We've seen some encouraging signs in Columbia recently. The Commission on Higher Education has made two important recommendations to the State Budget and Control Board and to the General Assembly. First, the Legislature is being asked, at last, to provide full funding for all pay raises mandated by the state. As you know, Clemson and other state schools for years have been forced to come up with, in some cases, as much as 25 percent of every salary increase that the General Assembly tells us we must give. Since the only source we have for these funds is student fees, this situation is the primary reason that tuition at state-supported colleges and universities in South Carolina has gone right through the roof.

Now it appears that our long efforts to get a change in the way pay raises are handled might pay off. Something simply must be done about this situation, unless we want the "welcome" signs on our campuses replaced by "dollar" signs.

The second important recommendation from CHE is that colleges and universities be given more flexibility in how they can distribute state appropriations. Again, this is something we've needed and proposed for a long time. In a time of short dollars, you need all the budget flexibility you can get.

Now let me run through a list of special items of interest:
-- We've received final authorization from the state for our new Ph.D. program in forestry and preliminary approval for a new master's program in professional accounting and an undergraduate emphasis area in travel and tourism.
-- Summer school was a great success. The proceeds from it will fund 25 faculty research awards of $2,000 each again next summer.
-- Because of increased alumni support we've been able to increase the number of alumni professorships from 10 to 15.

-- The Thurmond Institute, a part of the Thurmond Center, has begun operations and will be housed for now in Official Residence No. 2 on Martin Street, with Dr. Horace Fleming serving as acting director.

-- The new faculty manual has been completed and should be distributed in a couple of weeks.

-- Dr. Russell Kirk has been selected as this year's Robert C. Edwards lecturer in science and technology and will be our guest for the first Fall Honors Convocation September 7. Also, the Edwards Endowment will fund this year $20,000 in undergraduate scholarships and $50,000 in graduate fellowships.

-- We had another very successful summer minority workshop program, enrolling 220 of the state's most promising high school students. We plan to have about 280 students in this important program next summer.

-- We've completed a comprehensive review of our Ph.D. programs and will conduct a similar review of our master's programs this year.

-- The renovation of Tillman Hall is complete. We'll have open house on Friday, September 24.

-- We have tightened our academic standards, and the demand for spaces in the Clemson student body continues to be tremendous. For this fall semester we had 8,537 applications, up eight percent over last year. We had 18,293 SAT scores submitted, up by nearly a thousand. The average SAT score of our entering freshmen is about 1,010 -- 114 points above the national average. Our retention rate for students continues to be more than 86 percent, a remarkable rate for a public institution, or any institution for that matter. The quality of our students and the growing demand for a Clemson education are good yardsticks for measuring the excellence of the Clemson faculty.

-- Industry has responded in a big way to our requests for help to offset the effects of decreased state support. For example, the Computer Center has received more than $1 million worth of computer equipment this year from Digital Equipment Corporation. This includes a VAX computer to go along with one we've purchased. The VAX computers will be installed by the Computer Center in Riggs Hall and will greatly increase our capabilities in computer graphics and research. The computers will be a big benefit to engineering, computer science and the University as a whole.

-- Despite our tight budget situation, we've increased the indirect costs that are returned to the colleges from 25 percent to 43 percent on funded research. I remember that three years ago colleges got zero percent. This 43 percent represents all the indirect costs attributable to a college's administration of research. This should be a big incentive for funded research here, and it's certainly a management objective I've had since arriving at Clemson.

Those are the highlights of the good news we have today. On the other front, we hear a lot of rumors about another state budget cut later in the year. That's entirely possible if the state revenue picture continues to get worse. Times are tough, but if a budget cut occurs, we want it to do the least possible damage to the quality of the educational services we provide.

I hope all of you had a good summer. I know we're going to have a great year at Clemson University. We've already gained national recognition in many areas in academics and research and in athletics. And just a few weeks ago we announced the executive committee for our
major capital campaign for academic excellence, which will be kicked off in early 1983.

The official title of the campaign is "The Challenge to Greatness." That is an appropriate title. I believe we've just reached the first floor of what this university is going to become.

Thank you for your attention. Mark Wright of our Planning Office is now going to talk with us about our new master plan, which was approved by the Board of Trustees this July. This project was in the works for 20 months, and we can all take pride in it because it truly expresses the unique character of Clemson University. The kind of grassroots approach taken here by Lockwood Greene and our Master Planning Committee has given the University a sound blueprint for the future. It shows the kind of good, solid planning that'll always be our trademark.

And before Mark comes up, I want to make something clear about the plan. As a good planning tool, it includes some projections for growth, but that should not be misinterpreted. I think our current 11,000-12,000 enrollment is about as far as we should go given our present facilities. There are no plans to increase our student body beyond that level. I think it's very important that we maintain Clemson's open, friendly atmosphere.

Thank you.

(Dr. Atchley's remarks were followed by a presentation on the Comprehensive Campus Master Plan by Mark Wright of the University's Planning Office.)
I. Call to Order:

President Hood called the meeting to order at 3:35 p.m. Senator Melsheimer made a motion to suspend the rules of order so that the Faculty Senate could receive an oral report from President Atchley. The motion passed unanimously by voice vote.

II. Presentation by President Atchley:

President Atchley stated that he would make a short presentation and then open the floor for questions. He reported that Clemson University was continuing to gain more flexibility and autonomy from the Budget and Control Board to administer the budget. Possible management tools outlined by President Atchley were layoffs, program cutbacks, and furloughs. Currently there is no legislation that allows furloughs, and the Governor's authority on this issue is not clear. At the conclusion of his presentation, President Atchley declared the floor open for questions.

1. Master Plan - When asked when it is projected that the Master Plan will go into effect, President Atchley stated that a number of aspects are currently in the developmental stages. An immediate concern was the relocation of the parking lot at the site of the proposed Thurmond Center. It was also noted that the Master Plan calls for a pedestrian campus and not an open campus.

   Another question dealt with the cost of the Master Plan. No one present was sure about the final cost of the plan. President Atchley indicated that the cost of compiling these data would be determined and findings made available to the Senate. He stated, however, that a majority of funds came from state sources. The reason that the Master Plan study was conducted at the present time was that the administration and Board of Trustees sought a comprehensive master plan that addressed current and future needs of the university.

2. Athletics - A question was raised about the possibility of Clemson playing a 12-game regular season football schedule. President Atchley stated that such policies are determined by the NCAA, the Board of Trustees, and the President of the university. At the present time Clemson does not anticipate an expansion of the schedule to 12 games with the twelfth game played outside the continental United States.

3. Furloughs - In response to a question about the possible implementation of furlough requirements, it is clear that a
suspension of classes is a way to make an impact quickly. President Atchley noted that, at present, no procedures have been outlined. A major issue is whether a furlough should be imposed on a class day or a paid holiday.

4. Governors' Conference - A question was asked if the Southern Governors Conference had any impact on the outlook for higher education in the region. President Atchley noted his conversations with several governors at that conference and pointed out the importance of support for higher education to promote development in this region of the country. He pointed out that textiles face a real threat from foreign competition, and our textile industry and factory system may become obsolete if we do not consider new options while maintaining some traditional models. We must consider the importance of small business and its service role and develop useful programs.

5. Housing - A comment was made regarding the function and lack of meetings of the Housing Committee. President Atchley stated that he would examine the matter.

6. Assaults on Campus - In response to a question about safety precautions taken by the administration against assaults and rapes on campus, President Atchley noted steps taken by the campus Security and Public Safety Department. The crime prevention program has included increased use of police officers, security personnel, and student patrols at night and increased night lighting.

7. Academic Planning Committee - When asked about the disposition of the Academic Planning Committee Report which contains the recent examination of Ph.D. programs offered on campus, President Atchley stated that "before a final conclusion is reached, we want to make sure all the facts are gathered." He stated that some programs must be examined in more detail and that an internal review of this nature has it merits. He noted that some departments undergoing the review did not supply complete or appropriate data in all instances.

8. Desegregation Plan - President Atchley stated that the desegregation plan is still in operation. Most recently, it included the expansion of summer programs, especially for minority students, and scholarship funds have made it possible to enroll more minority students. He stated that the South Carolina Plan has not yet addressed the issue of membership on colleges' governing boards. At the present time Clemson's Board of Trustees contains no black or women members. A portion of the board are life-time members.

9. Summer School - President Atchley reported that the Summer School program was profitable and some programs would be expanded next summer.

10. Office of University Research - In response to a question about
the operation of the Office of University Research, it was noted that the office needs more resources and support. President Atchley stated that we need more contact with industry and more involvement in funded research.

11. Research Development Area - When asked about the university's involvement in the proposed research park next to the university, President Atchley stated that the South Carolina Research and Development Center will contain a component for small business research and one for energy development. He noted that Clemson's contribution to this state-wide plan would be in the area of technology, energy, and agriculture. Other units will eventually be located at USC and the Medical University in Charleston. The goal of the S.C. Research and Development Center is to attract research divisions of technologically-oriented companies. No state money will be used to support this program.

12. Ties with the YMCA - President Atchley stated that the university will continue to maintain ties with the YMCA, although this is not ordinarily the case on most college campuses.

III. Approval of Minutes:

The statement in the Scholastic Policy Report, "University does not have a clear definition of 'satisfactory academic progress,'" was changed to "does not have a formally adopted regulation on 'satisfactory academic progress.'" The purpose of the committee meeting was to discuss, not identify, federal regulations regarding "satisfactory academic progress."

In the Welfare Committee Report the proposed annual leave/years employed categories were altered to show that 12-month faculty beginning their 20th year of service are entitled to 30 days annual leave. It was noted that the issue of the Budget and Control Board requiring the university to pay faculty members engaged in full-time research during the summer up to 30 percent of their nine-month salary, is not clear in the minutes, and the President of the Senate will seek clarification. It was noted that the order of items E and F under committee reports should be reversed. The minutes of the July 13 meeting were approved.

IV. Committee Reports:

A. Scholastic Policy:

Senator Melsheimer reported that the committee has a meeting planned for August 31 to study the question of "satisfactory academic progress."

B. Policy:

Senator Idol reported that the Policy Committee will meet soon
to discuss three concerns: (1) policy change regarding the evaluation of department heads, (2) policy on sexual harassment, and (3) a forum for discussion of matters of interest to the faculty. President Hood asked about the advisability of open public forums or announced forums dealing with specific topics. He also asked if it would be advisable to have President Atchley or Provost Maxwell attend the open forums.

C. Research:

Senator Cross stated that the Research Committee will explore two areas: (1) Funding publications - At the present time some departments have no funds for paying publication fees. Senator Cross stated that it would enhance the professional development of faculty if departments could cover such costs. (2) Provost Research Award - The committee will examine the recipient selection process and procedures related to funds awarded.

D. Welfare:

Senator Senn reported that the Welfare Committee met on June 15. A subcommittee report on annual leave was submitted to President Hood for discussion with the administration. This report contains a revision of the annual leave policy for 12-month faculty. Another subcommittee report outlining a proposed furlough policy and procedures for possible reduction of faculty and staff positions is under study by the committee.

E. Ad Hoc Committees:

No report.

F. University Commissions/Committees:

Senator Bennett reported that the Traffic and Parking Committee met in July with Mark Wright present. In reporting to the committee, Senator Bennett stressed that faculty want more input on parking matters. Senator Bennett also pointed out that parking policies regarding controlled parking lots are not consistently followed throughout the campus. See Attachment A.

Senator Melsheimer reported that the Commission on Undergraduate Studies' report on intramural transfers is almost complete. The proposal allows departments to set requirements for majors and will clarify the process of transferring between majors.

Senator McGregor reported that the Commission on Public Programs is interested in instituting a Visitor's Center which would also serve as a clearinghouse and information center for all campus meetings and activities. The placement of an entrance billboard on Bowman Field was also discussed.
V. President's Report: (See Attachment B)

1. President Hood introduced the new Faculty Senators, John Petersen and Larry McCollough and the new Alternate, Larry LaForge. Senator Bishop will replace Senator Huffman representing the College of Sciences on the Faculty Senate Advisory Committee. President Hood also announced that Senator Robinson has been appointed Department Head in Agricultural Economics and Rural Sociology, and thus will resign from the Faculty Senate. President Hood reviewed the election guidelines in the Faculty Manual for replacing an officer. Senator Baron made a motion that the recommendation from the Executive Committee, that the election be conducted in the manner specified by the Faculty Manual for normal elections, be approved. The motion passed unanimously by voice vote. President Hood stated that the Advisory Committee will meet soon and place at least two names in nomination for Vice President / President-Elect.

2. The Faculty Manual should be in the hands of all faculty soon. The manual will be delivered separately to each of the colleges on a staggered schedule.

3. President Hood noted that a second insurance forum was scheduled for August 24 by the Personnel Office concurrent with the Faculty Senate meeting.

4. President Hood pointed out that the Faculty Senate has traditionally sponsored a reception for the Board of Trustees at its January meeting. The Senate voiced support for the reception again this year.

5. President Hood reminded everyone that a copy of the Academic Planning Committee Report is available in his office and in each College Dean's office.

6. President Hood stated that he planned to appoint an ad hoc committee to examine the policies regarding the use of Pike Recreation Center by faculty. The issue which brought attention to this matter was the cancellation of faculty access to racquetball courts during the noon hour because of scheduled classes.

7. President Hood stated that the high demand for football season tickets has been a matter of concern for a number of faculty members. Faculty who have never purchased season tickets were able to obtain reserved seats for only the Boston College game. Most faculty with non-permanent seats did not get tickets to the South Carolina games this year. Efforts will be made through the Athletic Council to get a permanent block of seats in the new stadium addition to accommodate faculty and staff.

VI. Old Business:

No old business was introduced.

VII. New Business:

No new business was introduced.
VIII. Adjournment:

The meeting was adjourned at 5:25.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitutes Present):
Verner Burkett (Frederick Raetsch)
Marvin Dixon
Holley Ulbrich (Larry LaForge)
REPORT ON UNIVERSITY TRAFFIC AND PARKING COMMITTEE

The Committee met on July 22, 1982.

1. Mark Wright from the Office of the Campus Master Planner gave a report on the comprehensive master plan for the University.

2. John Fersner, Graduate Student Representative, presented a request from A.E. Schwartz, Dean, Graduate School, concerning reserved parking in Lots C-1 and C-4 for graduate research and teaching assistants. In keeping with University policy concerning no reserved parking and administrative considerations, the request was denied by a vote of 7 to 1.

3. Under new business, a request was made concerning the reserving or closing off of congested employee parking lots by use of gates similar to the ones located at the employee lot at Jervey Athletic Center. No action was taken on this request pending further study of employee parking lots during the Fall semester.

John E. Bennett
Faculty Senate Representative
University Traffic and Parking Committee
PRESIDENT'S REPORT

1. The Senate welcomes John D. Petersen of the Chemistry Department as a substitute for John Huffman who is on sabbatical leave until December of this year.

2. John Romeiser has informed me that he will be on sabbatical starting September 1, 1982 through June 30, 1983. An interim replacement for John will be elected at the College of Liberal Arts August Faculty Meeting.

3. Please note that President Atchley will be present at the Senate Meeting on August 24 to give a report on the status of the budget and other matters. I met with President Atchley on August 6 and suggested that he report for approximately 30 minutes followed by about 30 minutes for questions.

4. Please note that the General Faculty Meeting will be at 10:30 A.M. on Wednesday, August 18 rather than August 17 as reported in the August 10 issue of the University Newsletter. I have been informed that Mark Wright will make a presentation on the Master Plan at this meeting.

5. The Council of Academic Deans meeting on July 19 addressed the following:

   A. The final report of the Academic Planning Committee on the Doctoral Progress Review has been submitted to the Provost and is now being circulated to the College Deans. If you have need to examine this report, I have one available in my office.

   B. The Academic Planning Committee has been asked by the Provost to begin a study of all Masters Degree Programs.

   C. The Council adapted a policy on minimum class size requiring 10 students for an undergraduate course and 5 students for a graduate course. The College Dean may approve exceptions to this policy.

6. The following items were covered at the August 9 meeting of the Council of Academic Deans.

   (a) The new Faculty Manual is available at this time to provide copies for new faculty orientation on August 16. Hopefully, all faculty will have copies by the end of August.
(b) The Office of University Research is sponsoring a Proposal Writing Workshop this fall. The August issue of Research Report will cover the details. The University has instituted a policy to reduce the percentage of "Modified Total Direct Costs" withheld from Grants and Contracts. Contact Stan Nicholas for more details.

7. President's Council--July 30:

(a) The Athletic Department is funding an "Electronic Sign" to be tried on campus on an experimental basis. If this proves satisfactory, other signs will likely be installed. Announcements of events for the week would be featured on the sign.

(b) Dr. Reel reported that Summer School Enrollment was up about 5% over the previous year.

(c) Dean Cox reported that the Commission on Student Affairs is studying a plan that would allow spouses of employees to use the facilities at Fike Recreational Center.
MINUTES OF THE FACULTY SENATE

September 14, 1982

Senator Chambers

I. Call to Order:

President Hood called the meeting to order at 3:35 p.m.

II. Approval of Minutes:

The minutes of the August 24, 1982 meeting of the Faculty Senate were approved.

III. Committee Reports:

A. Scholastic Policy:

Senator Melsheimer reported that the committee met on August 31 and discussed the policy on excused absences, the General Education Policy, and teaching evaluations.

B. Policy:

Senator Idol reported that the Policy Committee is continuing its work on a policy statement regarding sexual harassment. The completed report will be forwarded for review to Adm. McDevitt. The committee also discussed the lack of clarity in university procedures when misconduct is suspected in how faculty or staff fulfill duties and responsibilities.

C. Research:

Senator Coston reported that the Research Committee is continuing to explore methods for paying page fees for publications in cases where departmental budgets are limited and faculty must assume this cost. Policies related to the Provost Research Award are also under study.

D. Welfare:

Senator Senn reported that the annual leave policy changes requested have been addressed in a negative response prepared by Mr. Ray Thompson, Personnel Director. The Welfare Committee will pursue the leave policy for 12-month faculty with Mr. Thompson.

The committee recommended changes in the number of allowed sick days for 9-month and 12-month faculty. This matter of accumulated sick leave will be brought to the attention of the Governor's Committee on Employee Fringe Benefits through Stassen Thompson.
Senator Senn reported that the committee plans to meet with Mr. Richard Simmons to discuss the possibility of implementing a "good health" program on campus for employees. This program would include physicals, exercise programs, diet consultation, and other preventive medicine programs. Senator Senn noted that the committee report on "Responses to Financial Exigencies" would be addressed under new business.

E. Ad Hoc Committees:

No report.

F. University Commissions/Committees:

Senator Melsheimer reported that the Commission on Undergraduate Studies approved the policy which enables colleges and departments to set policies which would limit the number of majors and control intramural transfers. He reported that data are still being analyzed relating to the preliminary testing of the new Teaching Evaluation Forms. When the report is complete, the Senate will have an opportunity to review the evaluation form and results.

Senator Bennett stated that the Traffic and Parking Committee met recently and that he would be making reports in the future.

Senator Bishop, reporting for the Scholarship and Awards Committee, stated that this is a make-up period for financial awards and that students should be informed that funds are still available. She stated that the possibility exists for Clemson to become involved in the National Merit Scholarship program which awards students a minimum of $500 a year based on need. The initial cost to the university of joining this program is approximately $6300, but as several senators noted, such involvement would generate valuable publicity for the university. Clemson is one of the few schools that determine scholarship funding on the basis of academic merit.

IV. President's Report: (See Attachment A)

1. President Hood referred the Senators to the President's report. He called special attention to item 5 regarding the Student Evaluation Forms, stating that the Senate would receive a copy of the report during the current semester. The form was given a trial run in several colleges. Some faculty have complained about their department heads making out their own teacher evaluation forms to be completed by students and returned directly to the department head. Dixon stated that, according to Doris Helms (Chair), the Teaching Resources and Effectiveness Committee would have a form ready in November.

2. President Hood reported that the Faculty Manual is being distributed to departments.

3. President Hood requested that inquiries to the Administration from the Senate, particularly on policy matters, should be
directed through him to the Provost or other appropriate administrators in order to keep misunderstandings to a minimum.

4. The Board of Trustees will meet on September 17.

5. President Hood requested that Senators be prepared to provide suggestions regarding the special 9-week session scheduled for summer school in 1983.

6. President Hood reported that membership in Fike Recreation Center is now available to spouses of university employees and students.

V. Old Business:

Senator Idol moved the adoption of FS Resolution 82-9-1. The resolution was adopted by voice vote unanimously.

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FS Resolution 82-9-1

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Whereas, an easy and open exchange of ideas and opinions is desirable in an academic community, and

Whereas, the Faculty Senate deems it proper to offer its good offices to provide a means whereby such an exchange can occur,

Be It Resolved That the Faculty Senate proposes the publication, on an irregular basis, of issues of the Senate Special devoted to topics or questions of interest and concern to Clemson University faculty, staff, and administrators.

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Senator Idol distributed the proposed revision of the Faculty Manual regarding the evaluation procedures for department heads. See Attachment B. He moved the adoption of wording changes in the evaluation procedures. It was seconded. Senator Idol moved that the Senate go into executive session for a brief discussion of the proposed changes. The motion passed and the executive session was convened from 4:09 to 4:26. Senator Melsheimer moved to amend the sentence as follows:

This review shall include interviews by the dean with each tenured and tenure-track faculty member; however, any faculty member will have the option of completing a written questionnaire in addition to or in place of the interview.

The sentence would read as follows:

This review shall include interviews by the dean with each tenured and tenure-track faculty member; moreover, all faculty members will complete a written questionnaire in addition to the interview.
The amendment was seconded and passed by voice vote. The original motion as amended was passed by voice vote.

VI. New Business:

President Hood declared the floor open for nominations for Vice President / President-Elect. Five Senators had been nominated by the Advisory Committee; two additional names were placed in nomination from the floor, one of which declined to run. Senators Bishop, Camper, Hudson, Senn, Sieverdes, and Ulbrich appeared on the first ballot. At the conclusion of the first run-off, Senators Bishop, Senn, and Ulbrich were the remaining candidates; Senator Ulbrich was elected.

Senator Senn moved the adoption of the report on "Responses to Financial Exigency" prepared by the Welfare Committee. Discussion centered on the impact of such a policy on different groups at the university. A furlough would not affect a number of faculty members in the College of Agriculture, because they receive salaries from federal funds. A furlough would actually cost the state money for some faculty on research grants in the College of Engineering, because these funds are derived from outside sources. Several senators expressed the sentiment that the Clemson faculty should be treated in a manner equal to all other state employees. It was noted that The Citadel made a proposal to the state legislature that faculty salaries be maintained, but that the school cut funds in other areas. Other comments centered on the requirements of faculty contracts. It was agreed that the letter of contract and the Faculty Manual serve as the faculty member's contract.

Senator Melsheimer moved an amendment to delete options 2 and 3 under Possible Furlough Options on the proposed Furlough Policy. The amendment was seconded. Option 2 calls for furloughs during the final examination period; option 3 deals with individual choice regarding furlough days. (See Attachment C) Senator Bishop moved an amendment to re-instate option 3; the amendment was seconded. After discussion regarding the logic and clarity of voting, the Chair requested that both amendments be withdrawn and be voted on singularly. Senator Melsheimer moved an amendment to delete option 2. The amendment passed by voice vote. Senator Melsheimer made an amendment to delete option 3 of the Furlough Options. The amendment passed 17 to 14. Senator Baron moved an amendment to delete option 4. The amendment failed by a 13 to 17 vote. Senator Dixon moved an amendment to make the Spring graduation day the first priority for a furlough day. The amendment failed by voice vote. The original motion to approve the "Responses to Financial Exigency" report passed overwhelmingly by voice vote. See Attachment D. Senator Baron moved a motion that the panel meeting with the Administration make it clear that the sentiment of the Faculty Senate is as follows: if a furlough policy is adopted, it should include provisions that all university personnel be treated in the same manner as all state employees. The motion passed by voice vote. Senator Camper
stated that the South Carolina State Employees Association took a position in opposition to furloughs during the last legislative term.

Senator Taylor noted that some problems had arisen with the new Scheduling Committee regarding the scheduling of laboratories and classes. This matter was referred to the Scholastic Policy Committee for investigation.

Senator Taylor noted that the library will soon acquire its millionth volume. He suggested that the Senate be prepared to publicize this event by the donation of a special volume to the library to mark this significant milestone. It was the consensus of the Senate that this was an excellent idea and should be pursued.

VII. Adjournment:

The meeting was adjourned at 5:40.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitutes Present):
Dee Cross
John Petersen (Fred Stutzenberger)
1. In answer to the question raised at the last Senate Meeting concerning the cost of the University Master Plan, the President reported through Mr. Durham that approximately $500,000 was spent on this project.

2. In regard to the maximum salary that 9 month faculty can receive on research grants or contracts during the summer months, Mr. Al McCracken has informed me that salaries for the summer months are being monitored by the Personnel Division to allow a maximum of 33 1/3% of the 9 month salary. I have brought this matter to the attention of the Commission on Faculty affairs and the Council of Deans. I believe that it is in the best interest of the faculty to bring individual cases (where less than 33 1/3% is being received) to the attention of their respective Department Heads and College Deans.

3. The distribution of the Faculty Manual has been delayed due to a shortage of 4 people in Central Duplicating. Dr. Reel is trying to arrange for student volunteers from a fraternity to assist with the assembly of the Manual.

4. The "Core Curriculum Package" is in its 4th draft which will go to the Council of Deans and then back to the University and College Curriculum Committees.

5. The new Student Evaluation Forms are still being evaluated after the limited trial runs in the Spring Semester. The Teaching Resources and Effectiveness Committee plans to circulate this back to the faculty for comment in the Spring.

6. President's Council Meeting - August 27
   - The Commission on Student Affairs proposed and the Council passed the following policy change for Fike Recreation Center: "That spouses of all eligible employees and students be afforded the opportunity to obtain the same recreation membership privileges at the same rates that are offered to employees and students of the University; and that the spouse membership be acquired through the employee or student of the University".

7. Council of Academic Deans - September 6
   - Dean Amacher reported on problems with the University Bookstore not ordering sufficient books to meet course enrollments. Student complaints this semester center around the high cost of textbooks and use of different texts for different sections of the same course while not always giving a refund when the wrong book is purchased.
   - There was considerable discussion of the role of College Deans in curriculum matters particularly as related to invasion of the ROTC ten hour "set aside" by certain Departments.
   - A proposed Calendar Year Faculty Activity Report and the current forms for Evaluation of Academic Personnel were discussed. Discussion will continue on these items.
   - A special nine-week summer session is planned for the Summer of 1983.
Attachment "B"

The Policy Committee of the Faculty Senate proposes the following statement:

Before the end of a department head's fifth year of office, and every fifth year thereafter, the appropriate dean shall conduct a formal review of that head's performance. This review shall include interviews by the dean with each tenured and tenure-track faculty member; however, any faculty members will have the option of completing a written questionnaire in addition to the interview. At the option of the faculty member, this questionnaire may be unsigned. The questionnaire forms will be prepared and distributed to the dean by the Provost. When the review process has been completed, the dean shall make a report to the Provost, which shall include the nature and substance of the faculty input.
2. Final exam furlough. Students still have a full semester of coursework but miss the opportunity to put the entire course in perspective with a final exam. This would provide a 5 or 6 day furlough, or it could be staggered to cover only those days when faculty actually have scheduled final exams. Again, some provision would have to be made to shift some of the burden to the summer months. This would allow a shutdown as in #1.

3. Individual choice. The number of days of furlough is given, but the individual faculty member selects the actual days on which he/she will not perform any regular duties, including teaching if teaching days are selected. Other faculty would not cover classes for the absent faculty member. Time spent at a professional meeting could be selected as furlough time. (For bookkeeping reasons, the actual salary adjustment might have to occur for everyone at the same time.) Finally, this proposal would be more adaptable to a limited number of furlough days.
Responses to Financial Exigency
Adopted by the Faculty Senate
September 14, 1982

This report was prepared by the Faculty Senate Welfare Committee and approved by the Senate. The Committee looked at possible responses to a state of financial exigency should one occur. These responses included the possibility of furloughs as an interim way of dealing with a short-term financial emergency as well as reductions in faculty and staff positions as a response to a more prolonged and/or severe financial crisis.

Financial Exigency

The last three years' reports from the American Association of University Professors (AAUP) on the economic status of the profession certainly suggest that a state of financial exigency already exists in the academic profession, with declining real salaries for several years in a row. Clemson University might add to that the decline in state per student support as a share of total cost, so that declining real faculty salaries have coincided with sharply rising tuition and fees for both in-state and out-of-state students. However, declining real salaries do not in themselves constitute financial crises for higher education.

One accepted definition of financial exigency is a situation in which "...pressing financial matters require immediate responsive action of some sort and generally involve dismissal of teaching staff." (See note at end for sources.) The range of actual situations so described runs the gamut from an inability to finance new positions needed to provide for growth or shifts in student course demands to hovering on the verge of bankruptcy. In general, the determination of a state of financial exigency has been made by the University administration, and the faculty has challenged it only when the administration has responded to the crisis by firing tenured faculty; the resolution of the state of financial exigency then winds up in the courts. Our Faculty Manual (II:25) provides for dismissal of tenured faculty, or non-tenured faculty before termination of the term of appointment, for "1) institutional contingencies such as the curtailment or discontinuance of programs, departments, schools or colleges, or other conditions requiring reductions in staff; 2) financial exigencies which are demonstrably bona fide...". No specific provision is made for faculty participation in such decisions.

AAUP guidelines on the role of the faculty in such matters call for "clearly understood channels of communication and the accessibility of important information to those groups which have a legitimate interest in it" as well as "participation by each group (governing board, president and faculty) appropriate to the particular expertise of each." The background to this AAUP report, which was drafted in 1971, expressed a concern about the lack of faculty input in responding to cutbacks in financial support.

The AAUP report suggested that making such cutbacks without faculty input could have a harmful impact on curricula and morale, lead to increased
faculty grievances, and represent an abdication of faculty responsibility in a situation which calls for shared authority. The guidelines suggest that the faculty's role lies in faculty salary policy, long range planning, and safeguarding the educational function of the institution, i.e., making sure that the educational needs of the students are not shortchanged in the rebudgeting process. Other examples of budget areas requiring significant faculty input, according to the report, are research, library, departmental equipment, laboratories, and any other areas directly related to the teaching, research and service obligations of the faculty. It is recommended that institutions facing a financial crisis should inform the faculty as early and specifically as possible and that the faculty should have a role at all levels in determining the composition of any resulting reductions in force.

Furloughs

For purposes of this report, furlough is defined as time off without pay resulting in the loss of the employee's services. The amount of salary reduction would be the number of days of furlough multiplied by the employee's daily rate, which is the base salary/195 for a nine-month employee and the base salary/261 for a twelve-month employee. It is our contention that no employee should be asked to make up any work assignments missed due to a furlough.

Any equitable plan for furloughing university employees should include all employees from the president on down--faculty, staff and administration. The furlough time should be proportional. Part-time employees should have prorated furloughs.

The furloughing of faculty, who have an open-ended commitment to scholarly pursuits rather than a clearly defined hourly obligation, presents some special problems of equity. The faculty, although reluctant to see such an eventuality occur, is willing to participate on an equitable basis with other state employees. If other state employees are furloughed on what would otherwise be paid nonwork days or holidays, we would have no objection to being treated in like fashion. We would, however, object to having all furlough days scheduled at times when the nine-month faculty has no regular assigned duties such as the period between fall semester exams and Christmas, spring break, or the period between commencement and May 15th, if similar arrangements are not made for those State/University employees with more regularly scheduled work responsibilities.

It is also important that a furlough, which constitutes a de facto pay cut regardless of the scheduling, not reduce base pay for purposes of calculating state retirement benefits. This would unduly penalize those state employees within three years of retirement.

In terms of the specific problems of scheduling, furloughs cannot be limited to the summer months because most 9 month faculty would not be affected. Furloughs during spring break or semester break result in no
suspension of services to students, falling solely on research and/or scheduled vacation time. An equitable plan would attempt to put the burden of lost services proportionally on teaching, research and service functions. Thus a properly prorated proportion of any designated furlough time must fall on regular teaching and/or exam days of the fall and/or spring semesters. Given the 9 month designation, it would be appropriate if 3/4 of any furlough time took place during the semesters and the remaining one-fourth in the summer. Only those 9 month faculty who are also employed by the University in the summer would be subject to the additional day(s) of furlough. The problem of dealing with faculty who are on externally funded research is a special one which would have to be dealt with by the principal investigator, the financial administration of the University, and the funding agency.

Of the several options suggested, the following two were considered most acceptable to the Senate:

1. Teaching Days. All faculty, staff and administrators on two consecutive days during one, or if necessary, both semesters, plus one day in either or both summer sessions would be furloughed. This provides for a maximum of six furlough days. Reduction in pay would be spread among several pay periods. It is necessary to have a consecutive two-day period during the academic year in order to affect all classes equally under the new class schedule. This would also increase public and student awareness of the University's financial plight, while ensuring that the burden fell on the faculty's traditional responsibilities. This would allow for a two day near total shutdown of the University, resulting in some additional cost savings in support services.

2. Random assignment. The number of furlough days is the same for all persons on the same contract year (e.g., 4 days for all 12 month or classified personnel, 3 days for 9 month faculty); but the dates are selected randomly by drawing or other comparable method, limiting the choices to Monday to Friday during some pre-chosen time period, e.g. Oct. 1st-March 1st. Thus, some may fall on teaching days, some between semesters, and/or some on holidays. Under such a plan, teaching, research and service would be affected in approximately equal proportion.

Reductions in Force

Reductions in force represent a more serious, long-term response to financial difficulties which could involve abrogation of notice of nonrenewal and/or revocation of tenure. While we are focussing primarily on reductions in faculty positions, we wish to emphasize that any reduction in force should involve proportional reductions in staff and administrative positions as well.

It is in no way the function of the Faculty Senate to make any judgments now or at the time of such an emergency with respect to who should be dismissed and/or what positions should be eliminated. Rather, we are interested in the overall considerations, the impact on the life of this institution and the scholarly community; and at the immediate practical
level, in the development of procedures to ensure faculty participation in such decisions should they become necessary.

Experience at other institutions suggests that some advance planning is desirable. The Welfare Committee has at its disposal a number of accounts of financial crises at other institutions, and in general those who began to plan early and involved the faculty in decision-making weathered the crisis better than those that dealt with it on an emergency and largely administrative basis.

There are two general approaches to reductions in the teaching faculty which have been tried elsewhere. One is to reduce proportionally across the board, with bigger cuts in areas of less demand and/or fewer tenured senior faculty; the other is to eliminate entire programs, departments, even colleges, which means that tenured faculty will be terminated in those areas while nontenured faculty are kept on elsewhere. There is a rationale for each. The first preserves tenure to the extent possible as a seniority principle, and also retains a core of each program should conditions improve in the immediate future. The latter attempts to maintain the strengths of the institutions by preserving its strongest and/or most essential programs, doing a few things well rather than retaining a large number of programs with reduced staff. It also retains some junior faculty in certain areas, maintaining a broader age distribution of the faculty. Finally, elimination of programs is also more likely to free-up staff and administrative positions than would the first approach.

The proportional approach would be easier to implement as long as tenured faculty are not affected. Tenure represents a significant contractual obligation which is not lightly abrogated. In addition to its contractual nature, tenure has been one of the compensations offered by the academic profession to offset lower salaries and other negative aspects of university employment. In a period when financial compensation is barely rising in nominal terms, and falling in real terms, the abolition or abrogation of tenure could conceivably lead to a further "brain drain" from academia, particularly in those areas where we can least afford it—engineering, computer science, and the physical sciences. Faculty morale, already at a low ebb, would decline further among the survivors. Reductions in force which would require the dismissal of tenured faculty raise serious issues which are beyond the scope of this report.

With such an across-the-board approach, faculty would presumably be dismissed beginning with visiting, then instructors (non-tenure-track), then the nontenured junior faculty. The major difficulty would lie with the allocation of these cuts among departments. Proportional cuts are difficult to administer in departments varying in size from several faculty members to one with 50 or 60 members. Eliminating junior faculty first penalizes departments with rapid recent growth who would have more faculty in this category, and spare those older, slow growth, heavily tenured departments which may be experiencing declining student enrollment. Thus, even in this superficially cut-and-dried approach, faculty input would be necessary, if
for no other reason than to allocate the cuts in such a way as to preserve the curricular needs of students.

The selection of individuals for termination should involve heavy faculty input, a recommendation supported by the experiences of other universities and colleges. The faculty traditionally plays a significant role in reappointment, tenure and promotion decisions; if circumstances are going to force a reversal of some of those prior decisions, faculty input should also play a role in bad times.

The alternative approach of elimination of entire programs also calls for some faculty input along the lines of the current Academic Planning Committee. The Faculty Senate strongly recommends that immediate thought be given to the establishment of such a committee, not to actually function but to be in readiness should the need arise. In designing the makeup and functions of this committee, important considerations would include faculty input into the selection of at least some of the committee's membership, providing adequate representation for junior and senior faculty as well as the various departments and colleges, outside review, and administrative participation. The specific duties which this committee would perform if it were to be activated should also be spelled out at this time. While we do not wish to create undue alarm by getting faculty members immediately and heavily involved in planning for contingencies which may never come to pass, we also realize that such crises tend to unfold on very short notice. We would like to have an "in place, ready to go" vehicle for faculty participation in any decisions about the allocation of position reductions.

While such a committee would function at a university level, it should also receive input from and assign defined responsibilities to committees at the departmental and college levels. These are the levels at which the specific recommendations as to what and whose position is to be eliminated should ultimately be made. In this connection, it would be desirable if some sort of faculty review committee existed at the college level as well as the departmental level for this purpose. At present, tenure and promotion review committees exist in some colleges but not in all of them.

The University's grievance procedures dealing with dismissal of faculty in a situation of financial exigency call for the University to attempt to relocate the individual, to provide maximum feasible notification, and not to refill the position for three years without first offering the dismissed faculty member an opportunity for reinstatement. The Administration has assured the Faculty Senate Welfare Committee that it would comply with these requirements.

Programs at other universities have attempted to lessen the pain of sudden unemployment by two methods which are quite similar to one another. One is some type of "early retirement", which offers reduced benefits until age sixty-five and then full retirement benefits. This offers considerable short-run savings to the University, since the savings will come from the salary and fringe benefits of senior level faculty; it does not interfere with tenure, since participation is voluntary; it may, if conditions improve, allow some hiring of new junior faculty in a few years, providing an influx
of "fresh human capital" into aging departments. Closely related is the Michigan "buy-out" plan, which offers faculty full salary for up to two years, or part salary for faculty with less seniority, in exchange for surrendering their tenured contract privileges. While this may sound costly, the immediate saving in fringe benefits, plus the savings within a short time on full salary, make it very attractive to a University in financial distress.

Both plans suffer from drawbacks. The early retirement option attracts relatively few takers, and both plans tend to be most appealing to the more talented, productive and mobile senior faculty, who have other options in industry, government, or at other nonprofit institutions. Thus, the quality of the senior faculty could deteriorate rapidly under either option. Nevertheless, some attention should be given to developing such options as part of an overall mix of responses to relatively long-term financial difficulties.

Recommendations

The Faculty Senate recommends the following:

1. That should furloughs become necessary, they be allocated as equitably as possible among faculty, administration, and staff; nine-month and twelve-month faculty; part-time and full-time faculty and staff. Should more than three days be required, one-fourth should fall during the three summer months.

2. That furloughs be so arranged as to fall equally on all faculty responsibilities with no requirement that missed work in any area--research, teaching, service, extension--be made up without additional compensation. In particular, teaching should not be exempt.

3. That options which included at least two consecutive teaching days and a random assignment option be considered should furloughs become necessary.

4. That the University begin now to plan for the possibility of a financial crisis requiring reductions in staff, including teaching staff, by designing a committee (makeup and function) which could be activated on short notice to make recommendations on procedures for eliminating positions should that become necessary.

5. That faculty input should not be limited exclusively to a University committee, but should also be provided through existing tenure, promotion and reappointment procedures at the departmental and college levels.

Note: The discussion of financial exigency is drawn from a 1979 ERIC report on "Financial Exigency and Tenure", available at the Cooper Library. Quotes from AAUP are from the official AAUP statements of position in the "red book" with which most faculty are familiar. Other documentation available on request, including accounts of responses to financial exigency at other institutions.
On Institutional Problems Resulting from Financial Exigency: Some Operating Guidelines

The guidelines which follow reflect Association policy as set forth in the Recommended Institutional Regulations on Academic Freedom and Tenure, The Role of the Faculty in Budgetary and Salary Matters, and other policy documents. They were formulated by the Association's staff, in consultation with the Joint Committee on Financial Exigency, Committee A on Academic Freedom and Tenure, and Committee T on College and University Government. They were first issued in 1971, and reissued in slightly revised form in 1972.

1. There should be early, careful, and meaningful faculty involvement in decisions relating to the reduction of instructional and research programs. In making such decisions, financial considerations should not be allowed to obscure the fact that instruction and research constitute the essential reason for the existence of the university.

2. Given a decision to reduce the overall academic program, it should then become the primary responsibility of the faculty to determine where within the program reductions should be made. Before any such determination becomes final, those whose life's work stands to be adversely affected should have the right to be heard.

3. Among the various considerations, difficult and often competing, that have to be taken into account in deciding upon particular reductions, the retention of a viable academic program should necessarily come first. Particular reductions should follow considered advice from the concerned departments, or other units of academic concentration, on the short-term and long-term viability of reduced programs.

4. As particular reductions are considered, rights under academic tenure should be protected. The service of a tenured professor should not be terminated in favor of retaining someone without tenure who may at a particular moment seem to be more productive. Tenured faculty members should be given every opportunity, in accordance with Regulation 4(c) of the Association's Recommended Institutional Regulations on Academic Freedom and Tenure, to readapt within a department or elsewhere within the institution; institutional resources should be made available for assistance in readaptation.

5. In some cases, an arrangement for the early retirement of a tenured faculty member, by investing appropriate additional institutional funds into the individual's retirement income (and ordinarily feasible only when social security benefits begin), may prove to be desirable if the faculty member is himself agreeable to it.

6. In those cases where there is no realistic choice other than to terminate the services of a tenured faculty member, the granting of at least a year of notice should be afforded high financial priority.

7. The granting of adequate notice to nontenured faculty should also be afforded high financial priority. The non-reappointment of nontenured faculty, when dictated by financial exigency, should be a consideration independent of the procedural standard outlined in the Recommended Institutional Regulations 4(c), with one exception: when the need to make reductions has demonstrably emerged after the appropriate date by which notice should be given, financial compensation to the degree of lateness of notice should be awarded when reappointment is not feasible.

8. A change from full-time to part-time service, on grounds of financial exigency, may occasionally be a feature of an acceptable settlement, but in and of itself such a change should not be regarded as an alternative to the protections set forth in the Recommended Institutional Regula-

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1 The text of Recommended Institutional Regulation 4(c), as revised and published in 1976, is as follows:

(c) (f) Termination of an appointment with continuous tenure, or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of a demonstrably bona fide financial exigency, i.e., an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means.

[Note: Each institution in adopting regulations on financial exigency will need to decide how to share and allocate the hard judgments and decisions that are necessary in such a crisis.]

As a first step, there should be a faculty body which participates in the decision that a condition of financial exigency exists or is imminent and that all feasible alternatives to termination of appointments have been pursued.

Judgments determining where within the overall academic program termination of appointments may occur involve considerations of educational policy, including affirmative action, as well as of faculty status, and should therefore be the primary focus.

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9. When one institution merges with another, the negotiations leading to merger should include every effort to recognize the tenure of all faculty members involved. When a faculty member who has held tenure can be offered only a term appointment following a merger, he should have the alternative of resigning and receiving at least a year of severance salary.

10. When financial exigency is so dire as to warrant cessation of operation, the institution's highest obligation in settling its affairs should be to assist those engaged in the academic process so that, with minimal injury, they can continue their work elsewhere.

responsibility of the faculty or of an appropriate faculty body. The faculty or an appropriate faculty body should also exercise primary responsibility in determining the criteria for identifying the individuals whose appointments are to be terminated. These criteria may appropriately include considerations of age and length of service.

The responsibility for identifying individuals whose appointments are to be terminated should be committed to a person or group designated or approved by the faculty. The allocation of this responsibility may vary according to the size and character of the institution, the extent of the terminations to be made, or other considerations of fairness in judgment. The case of a faculty member given notice of proposed termination of appointment will be governed by the following procedure:

(2) If the administration issues notice to a particular faculty member of an intention to terminate the appointment because of financial exigency, the faculty member will have the right to a full hearing before a faculty committee. The hearing need not conform in all respects with a proceeding conducted pursuant to Regulation 5 [dismissal proceedings], but the essentials of an on-the-record adjudicative hearing will be observed. The issues in this hearing may include:

(i) The existence and extent of the condition of financial exigency. The burden will rest on the administration to prove the existence and extent of the condition. The findings of a faculty committee in a previous proceeding involving the same issue may be introduced.

(ii) The validity of the educational judgments and the criteria for identification for termination; but the recommendations of a faculty body on these matters will be considered presumptively valid.

(iii) Whether the criteria are being properly applied in the individual case.

(3) If the institution, because of financial exigency, terminates appointments, it will not at the same time make new appointments except in extraordinary circumstances where a serious distortion in the academic program would otherwise result. The appointment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure, except in extraordinary circumstances where a serious distortion of the academic program would otherwise result.

(4) Before terminating an appointment because of financial exigency, the institution, with faculty participation, will make every effort to place the faculty member concerned in another suitable position within the institution.

(5) In all cases of termination of appointment because of financial exigency, the faculty member concerned will be given notice or severance salary not less than as prescribed in Regulation 8 [at least a year of notice, for faculty members on continuous appointment].

(6) In all cases of termination of appointment because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

MINUTES OF THE FACULTY SENATE

October 12, 1982

I. Call to Order:

President Hood called the meeting to order at 3:31 p.m.

II. Suspension of Rules of Order:

Senator Ulbrich moved the suspension of the Rules of Order. The motion was seconded and passed by unanimous voice vote. Senator Hudson moved that the meeting be adjourned at 3:50 p.m. and postponed until Tuesday, October 19 at 3:30 p.m. The motion was seconded and passed by voice vote.

III. Approval of Minutes:

The minutes of the September 14, 1982 meeting of the Faculty Senate were approved.

IV. Committee Reports:

A. Scholastic Policy:

Senator Melsheimer stated that the Scholastic Policy Committee will meet on October 26 and finalize the report on the satisfactory progress rule.

B. Policy:

Senator Idol reported that the Policy Committee met on September 30 to discuss several matters. (1) The committee prepared a policy statement on sexual harassment for inclusion in the Faculty Manual. A policy statement, approved by the President's Cabinet in April 1981, was not widely distributed. The policy, distributed in Spring 1982 and adopted by the Board of Trustees in April 1982, was not included in the Faculty Manual. A question was raised regarding the wording of the proposed policy. The policy, according to Adm. McDevitt, would not have university backing nor legal standing. A re-worded proposal will be introduced under New Business.

(2) Senator Idol also commented on the proposed Open Forum, a medium which provides for the exchange of ideas and opinions. He suggested the formation of an Ad Hoc Publications Committee to oversee the forum and related correspondence. He further recommended that the composition of the committee should include two faculty senators and two at-large members.

(3) The committee is also examining the possibility of surveying the faculty by questionnaire to determine if the Faculty Manual is being followed.
(4) It is also studying policies which allow the Athletic Department to inquire from faculty about the progress that a student is making in the classroom.

C. Research:

No report.

D. Welfare:

Senator Senn reported that at its September 28 meeting, the Welfare Committee examined the (1) annual leave policy. After meeting with the Director of Personnel, the subcommittee decided to conduct a survey to determine the acceptability of some alternatives in the annual policy for 12-month faculty.
(2) The Welfare Committee continued work on its plans for a campus good health program.
(3) The committee received requests for information regarding faculty salaries by college and rank. The 1981-82 report can be seen by contacting any member of the Welfare Committee. The 1982-83 report will be published in Fall 1982 according to the Provost.
(4) The major activity of the committee recently has centered on the "Responses to Financial Exigency Report" adopted by the Faculty Senate in September. The report has undergone some editorial changes and has been the subject of discussion during numerous meetings with members of the administration. The next meeting of the Welfare Committee will be on Tuesday, October 26.

V. Adjournment:

The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitutes Present):

Dee Cross
Marvin Dixon
Donald Miller
MINUTES OF THE FACULTY SENATE

October 19, 1982

Student Court Chambers

I. Call to Order:

President Hood called the meeting to order at 3:31 p.m. and indicated that the Senate would resume the business left unfinished from the October 12 meeting.

II. Ad Hoc Committees:

No report.

III. University Commissions/Councils/Committees:

Senator Bauer reported from the Recreation Advisory Committee that Fike Recreational Center would take 45 minute reservations during the noon hour on Tuesdays and Thursdays for racquetball and handball. Some problems had arisen previously regarding the scheduling of classes.

Senator Idol reported that the Affirmative Action Committee had not met, but that as a member of the committee, he had provided editorial comments to the new University Affirmative Action Guidelines covering the selection of certain staff and athletic coaches. The guidelines also address the movement of a person from a faculty (U-2) to a staff position (U-3).

Senator Taylor, reporting for the Commission on Graduate Studies and Research, stated that the committee examined graduate academic regulations concerning incomplete coursework and withdrawals from graduate courses. See Attachment A. A graduate student is required to make up a grade of "I" within 30 days of the next semester including Fall, Spring, and Summer sessions. The committee recommended that summer sessions be excluded from this requirement since faculty are frequently absent during summers. The withdrawal policy prohibits graduate students from withdrawing from classes except under extraordinary circumstances.

Senator Lindenmeyer, in place of Senator Bennett, submitted a report and committee meeting minutes regarding the activities of the Traffic and Parking Committee in lieu of an oral report. See Attachment B.

IV. President's Report: (See Attachment C.)

President Hood reported that David Alverson will replace Bob Robinson as a member of the Senate from the College of Agricultural Sciences. Senator Ulbrich will replace Robinson as Parliamentarian.
President Hood stated that the procedure for selecting members of the Search Committee for the Honors Program Chair are not specifically addressed in the Faculty Manual. He asked for faculty suggestions regarding the selection and appointment procedure for Chair of the Honors Program. Senator Baron noted that although the composition of the Search Committee was quite suitable, the procedure regarding the appointment of the committee did not conform to the Faculty Manual language in Section VI, p. 30. The Policy Committee was asked to draft a proposal for a resolution to be presented at the November Faculty Senate meeting.

President Hood noted that the Advisory-Executive Committee's dialogue with the administration should continue. The discussions and exchanges proved to be very beneficial when significant faculty matters are placed before the administration. It was proposed that such dialogue continue, perhaps on a monthly basis, and that the president of the senate should set the agenda prior to the meeting.

A matter of immediate concern is the Commission on Higher Education proposal to cut programs at colleges and universities throughout the state. The strategy of the CHE is presently unknown as to whether their draft report will be acted on as one comprehensive package or as a set of individual proposals.

The Academic Planning Committee Report was understood to be an internal report prepared by university faculty designed to assist the administration with planning, staffing, and evaluation of Ph.D. programs. Many senators commented on the deficiencies of the report and its use. Moreover, many senators were critical of the apparent inflexibility of the administration to follow suggestions that rebuttals and supplemental information should become part of the total review. The credibility of the report was questioned since some data included are inaccurate and not current. The questionnaire distributed by the Academic Planning Committee was completed by department and program heads. The method of data collection from collegiate deans was not clear. No direct information was requested from faculty. Many senators voiced concern that the report had been seen by persons external to the university and that damaging and in some cases inaccurate information was being circulated in the state. Senator Taylor recommended that the Research Committee study the Academic Planning Committee's data gathering process (data sources, types of information), verification procedures, and circulation of the report. Other senators commented that this problem is urgent because of the on-going Master's Programs review and that the university faculty should play a major role in the review process. Senator Baron identified two requirements for the Research Committee investigation: (1) determine what has taken place during the internal study of Ph.D. programs and (2) determine what the procedures will be for long-term responses. President Hood announced that the Advisory-Executive Committee would meet on Tuesday, October 26 to discuss this matter.

V. Old Business:
None.

VI. New Business:

Senator Idol stated that the Policy on Sexual Harassment (Attachment D) has been prepared for inclusion in the Faculty Manual and has been approved by the university's counsel. Senator Idol moved the adoption of the statement on Sexual Harassment. After some discussion regarding the wording a motion was moved to table the motion and refer it back to committee for editing so it would conform to language in the Faculty Manual. The motion passed by an overwhelming majority.

Senator Rollin moved a motion that the Advisory Committee of the Senate consider formation of a Budget Oversight Advisory Committee to review the budget of the university, make recommendations, and inform the Senate regarding those recommendations.

Senator Melsheimer moved that the Senate go into executive session to discuss this issue. The motion passed unanimously. The executive session commenced at 4:38 and ended at 4:53. Senator Rollin's motion passed by voice vote.

Senator Sieverdes requested information regarding the status of the General Education Requirement. President Hood commented that the curriculum package apparently has been revised at a number of points on campus and that he would seek clarification regarding the status of the package.

VII. Adjournment:

The meeting was adjourned at 5:05.

Respectfully submitted,

Christopher M. Sieverdes
Secretary of the Faculty Senate

Attachments

Senators Absent (Substitutes Present):
  John Bennett (C. Lindenmeyer)
  D. C. Coston
  Donald Miller (D. Bennett)
  Larry McCollough (R. Rollin)
  Edward Olive
  John Petersen
August 31, 1982

MEMORANDUM

TO: The Commission on Graduate Studies and Research

FROM: Farrell B. Brown, Associate Dean of the Graduate School

RE: Changes in Academic Regulations

Two new academic regulations are now in effect for undergraduate courses and/or students and their existence behooves the Graduate School to consider revision of their graduate counterparts.

1. Incomplete Graduate Course Work. The new policy on removal of incomplete undergraduate coursework was patterned closely after that for graduate courses which has been in effect since 1972. There is one improvement which should be adopted by the Graduate School and which will bring the two policies into coincidence. It is proposed that the 30-day period for removal of grades of "I" in structured graduate courses begin the day of registration of the next scheduled session, excluding summers. Presently, summer sessions are not excluded and we face a great deal of administrative work in granting extensions for incompletes received in May. Very often the extensions emanate from the instructor's absence from the campus during the summer.

2. Withdrawals. Our policy has always coincided with whatever exists for undergraduate students. It is assumed that the new policy pertains to undergraduate students and not just undergraduate courses. In any event, the new policy permits fourteen hours of withdrawals or no more than ten percent of the total remaining coursework for transfer students. These concepts are not suitable for graduate students. The proposed policy would prohibit graduate students from withdrawing from any course after the first four weeks of class except for medical or extraordinary personal or curriculum reasons and would read as follows.

Withdrawal from Courses

Graduate students are not permitted to withdraw from any course after the first four weeks of a regular semester or the first week of a six-weeks summer session. Students who officially withdraw within these time frames will have no grades recorded.

Failure to attend class or verbal notification of instructors does not constitute withdrawal. To withdraw officially from a course, the student must make written application to his or her faculty adviser for permission to withdraw. Application must be made via the appropriate form available in 104 Sikes Hall and all administrative work must be accomplished by 4:30 p.m. or deadline dates listed on pages 8 and 9.

Restrictions on withdrawal from courses apply to withdrawal from the University as well. Any variance from the restrictions must be approved by the Graduate School.

FBB: sgb
REPORT ON THE UNIVERSITY TRAFFIC
AND PARKING COMMITTEE

The Committee met on September 23, 1982.

1) A resolution was passed which recommended the enlargement of the equipment unloading, trash pick up, and motorcycle parking area behind Riggs Hall (during the debate on this resolution, it was learned that all motorcycle parking areas are for any University registered motorcycle).

2) A resolution was passed which recommended the enlargement of the visitor parking area on the west side of the campus library. It was recommended that two extra visitor spaces be allocated.

3) In other action, the committee recommended the enlargement of the Clemson House student parking area by 5 spaces, the changing of parking status in the C-5 lot from commuter parking to both commuter and resident parking on home football games from 12:00 noon Friday until 7:00 AM Monday, and the feasibility of adding additional parking spaces in the Thornhill Village area.
ATTACHMENT B

MINUTES OF THE UNIVERSITY TRAFFIC AND PARKING COMMITTEE FOR THE FACULTY SENATE

The University Traffic and Parking Committee met on August 26, 1982. No corrections to the July 22, 1982 minutes were brought forward and therefore they were approved. Other action of interest to the faculty includes:

1. The Committee resurrected a previous plan concerning parking behind Mell Hall. With an amendment that the parking spaces immediately adjacent to Mell Hall be marked as time spaces and the remainder be designated employee spaces, a motion was made and passed that the committee recommend its acceptance.

2. Mark Wright discussed the short- and long-range parking plans as proposed by the planning consultants. This included the expansion of the lot west of Sirrine Hall and the closing of the two lots which are behind and southeast of Sirrine, the possible construction of a new commuter lot on east campus, and making a faculty parking lot behind Lee Hall. The committee would like input from the faculty concerning paid parking spaces. That is, would some or all faculty be willing to pay for a guaranteed parking space.

Other topics that were discussed and recommendations made included student parking on Bowman Field, parking on the grass in front of Johnstone Hall during Homecoming, illegal parking on a grassed area between Ravenel Road and Highway 93, and parking on the service road in the middle of Calhoun Courts. The Committee also discussed and made recommendations concerning the students parking problems at Village Green Apartments.
1. I asked John Idol, Robert Taylor and Beth Reuland to serve as an Ad Hoc Committee to examine faculty participation in purchasing the Library's millionth volume. Since then I have been informed by Beth Reuland that it may be inappropriate at this time to pursue this goal due to a technical question concerning whether or not we are approaching the millionth volume. Beth has suggested that an alternate approach might be to assist the Library at this time with funding for a special project.

2. The senate resolution calling for publication of a Senate Special addressing individuals' viewpoints has been discussed with Harry Durham and the communications staff. They were very enthusiastic about the idea and the Policy Committee is currently developing guidelines to be proposed to supplement the resolution when it is presented to the President.

3. The Provost has notified me that he is circulating to the Council of Deans the refinement proposal for review of department heads by use of a questionnaire.

4. At the Commission on Faculty Affairs meeting on September 30, Vice Provost Reel reviewed the summer school situation. Various issues concerning faculty pay rate for summer courses, promotion of the summer school program, and the new special 9-week session to meet the enrollment pressures in Math, English and Computer Science were discussed. Senators Baron, Senn, Ulbrich, and Idol were present and I feel sure they can answer any questions.

5. FURLOUGH SITUATION

After adaptation of the Senate's Response to the Financial Exigency Report on September 14, the following has occurred:

(a) On September 15, Holly Ulbrich, David Senn and I met with Provost Maxwell where we delivered the report and discussed the basic points included.

(b) On September 24, the Council of Deans was called together where a draft proposal was presented outlining the Administration's approach to meet the budget cuts.
(c) At the President's Council Meeting on September 24, the President elaborated on the Administration's proposal indicating that he would go before the entire faculty to present the final budget cut plan.

(d) I met with the President after the Council meeting to discuss some immediate concerns raised by the Administration's proposal.

(e) On September 28, Holly Ulbrich, Fred Morgan, David Senn and I met again with Provost Maxwell to raise objections and concerns about the Administration's proposal relative to the Faculty Senate's Report.

(f) On September 30, I received the following memorandum from the Welfare Committee:

In view of the fact that the original Senate recommendations were based on the expectation of a general furlough of state employees, and in view of the fact that the proposed budget cuts do not reflect the Senate's views:

1. The Welfare Committee requests that the President of the Faculty Senate obtain from the Administration more detailed documentation of the actual, proposed and potential budget cuts, so that we can more clearly determine why furloughs are needed here when most other state agencies do not appear to be contemplating furloughs at this time.

2. The Welfare Committee also requests that the President of the Senate investigate grievance procedures for any salary reduction plan not compatible with the recommendations of the September 14, 1982 Senate Report.

(g) On September 30, I talked with the Chairman of Faculty Senate at USC to determine if salary reductions were being considered there. He indicated that the Senate Steering Committee at USC was beginning a study in cooperation with their administration to look at budget cuts; however, a salary reduction for faculty is not being considered at this time.

(h) I wrote a letter to President Atchley on October 1 outlining specific questions raised by faculty about budget cuts across campus as well as potential salary reduction issues. I emphasized the morale problem, particularly if Clemson is the only major state supported university where faculty take a pay cut. The questions asked by the Welfare Committee in their memorandum were also addressed.

Attachment
UNIVERSITY POLICY ON SEXUAL HARASSMENT

Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of an employee on the basis of sex violates this Federal law. The Equal Employment Opportunity Commission has issued guidelines as to what constitutes sexual harassment of an employee under Title VII.

Title IX of the Education Amendments of 1972, as amended, prohibits sexual discrimination in any educational program or activity receiving Federal financial assistance. Clemson University receives such assistance. The Office for Civil Rights which is responsible for enforcement of Title IX has not issued guidelines as to what constitutes sexual harassment under that law.

The Board of Trustees hereby determines that the Title VII guidelines on sexual harassment against employees shall be equally applicable in the instance of sexual harassment of students by employees. Accordingly, the following University guidelines are issued:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or submission to or rejection of such conduct by an individual is used as a basis for employment or for arriving at academic decisions affecting an individual; or such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment of University faculty, staff, or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. In the event a claim of sexual harassment arises, the claimant may utilize University grievance procedures which have been established for faculty, staff, and students, as appropriate.

In addition to the guidelines stated above, the Board of Trustees, believing that sexual harassment is not merely a one-direction transgression, has determined that Clemson University's policy on sexual harassment prohibits an employee from sexually harassing a superior and a student from sexually harassing a faculty member. If such harassment occurs, the offended person may seek redress through the use of the appropriate University grievance procedure.