

NORTHWESTERN UNIVERSITY

Minutes of the University Senate Meeting
held in the Education-Management Auditorium
Evanston Campus

Tuesday, April 9, 1974

The meeting was called to order by Chancellor Miller at 3:40 p.m.

1. Minutes of the January 31, 1974, meeting were approved as circulated.
2. On behalf of the Honorary Degree Committee, Professor D. Shemin presented a list of candidates for honorary degrees which was approved by paper ballot.
3. Vice-President Mack reported that in the mail ballot 445 votes were for, and 207 votes against, the following motion presented by the General Faculty Committee:

"That a University Faculty Reappointment, Promotion and Tenure Appeals Panel (UFRPTAP) be established, as follows:

1. Each October, a panel of 25 faculty members is to be chosen by elections held within the various schools and colleges of the University. The 25 seats are to be allocated to the schools and colleges on a basis roughly proportional to the number of full-time faculty members in each school or college, provided that each school or college will have at least one seat on the panel. *

The seats allocated to each school or college will be filled by elections conducted within that school or college during the first week in October. All voting members of the respective faculties shall be eligible to vote in these elections.

Only full professors and associate professors who have achieved tenure shall be eligible to serve on the panel.

*A possible breakdown might be as follows:

CAS - 9 (Division I - 4; Division II - 3;
Division III - 2)

Medical - 4
Technological Institute - 3
Management - 2
Speech - 2
Dental - 1
Music - 1
Education - 1
Law - 1
Journalism - 1

The Graduate School will be omitted, since its faculty is duplicative of other schools and colleges.

2. As soon as the selection of this panel has been completed, the group will elect from within its ranks a 3-person Executive Committee, headed by a chair-person. The sole function of this 3-person group will be to serve as a secretariat for the full panel, assembling and scheduling Ad Hoc Committees drawn from the panel to review particular cases. (At the inception of the system, the Dean of Faculties will arrange and supervise the election of a secretariat. Thereafter, the previous year's chair-person or designated member of the outgoing Executive Committee will arrange and supervise the election of a successor Executive Committee.)
3. Whenever the Dean of a school or college makes a negative decision concerning reappointment, promotion, or tenure, that school or college Dean will simultaneously notify the affected faculty member and the Dean of Faculties of this fact. Upon request, the faculty member should have the reasons given in explanation of this action.

In those instances in which a positive recommendation concerning reappointment, promotion, or tenure has been transmitted to the Dean of Faculties from the Dean of a school or college, and the Dean of Faculties is inclined to make a negative decision, he will notify the affected faculty member and school or college Dean of that inclination.

If the faculty member feels that there has been inadequate consideration, or there has been a violation of academic freedom in the decision process, he may, within 15 calendar days from the date of initial notification, file an appeal with the chair-person of UFRPTAP.

The affected faculty member must at the same time notify the Dean of Faculties that he has filed such an appeal. Upon receiving this notification, the Dean of Faculties will defer his own decision on the matter until he has received the recommendation of the UFRPTAP. The Dean of Faculties will assume the responsibility for informing the UFRPTAP of the date by which he must have the Ad Hoc Committee's advice in order to make his decision in time to conform with AAUP guidelines.

4. When an appeal is referred to the panel chair-person, the Executive Committee will then appoint a 5-person Ad Hoc Committee drawn from the full panel to review the case.
 - a. In composing each Ad Hoc Committee, an effort will be made to spread the work-load fairly among all members of the full panel, to accommodate the schedule of various panel members, to avoid assignment of persons to a particular case where a conflict of interest might occur, and to insure that all cases are reviewed only by persons who are higher in professorial rank than the complainant.
 - b. Prior to appointing any Ad Hoc Committee, the Executive Committee will provide the complainant with an opportunity to suggest the disqualification of any member of the full panel who he feels could not sit fairly in judgment of the case, and will also permit any member of the panel to disqualify himself for the same reason. The Executive Committee is expected to defer to such suggestions, and to compose the Ad Hoc Committee roster accordingly.

5. Ad Hoc Committees of UFRPTAP may review appeals from faculty members who have been denied reappointment, promotion, or tenure, whether decisions made about that individual at the department level, by Ad Hoc Committees, by all-school committees, or by Deans, have been favorable or unfavorable. However, appeals will be accepted and reviewed only with respect to allegations of violations of academic freedom or allegations of inadequate consideration. The functions of the committee which reviews the faculty member's petition shall be the following:
 - a. To determine whether the decision of the appropriate faculty bodies was the result of adequate consideration in terms of the relevant standards of the department and school, and was in accordance with the principles of academic freedom, with the understanding that the review committee should not substitute its judgment on the merits for that of the faculty bodies.
 - b. To request reconsideration by the faculty bodies when the committee believes that adequate consideration was not given to the faculty member's qualifications or when it believes that academic freedom may have been violated. In such instances, the committee should indicate the respects in which it believes the consideration may have been inadequate or the ways in which academic freedom may have been violated.
 - c. To report its findings and recommendation in writing to the faculty member; the relevant faculty bodies, the Dean of the school or college, and the Dean of Faculties.
6. Ad Hoc Committees of UFRPTAP will be provided with access to all information and documents which have been used as a basis for the decisions of all the participants in the evaluative process. The Committee will be bound by the same restraints of confidentiality that apply at the department and school levels.
4. Vice-President Mack announced that, at the May 16, 1974, Senate Meeting, a new faculty member-at-large would be elected to serve a three-year term on the Senate Steering Committee (to replace Professor Huribut, whose term is expiring). Nominations should be sent to Professor Frank Miller (Education School), Chairman of Committee on University Committees.
5. Vice-President Carleton reported that, following receipt by Senate in 1973 of reports on New Student Week/New Student Orientation by the Committee on Educational Policies and the Northwestern Community Council, an ad hoc committee was appointed by Vice-President Mack and himself. That committee comprised faculty, undergraduate and graduate students, and members of the administration, and it made five recommendations that have been approved or acted on by the Administration:
 - (a) That, as of September 1975, New Student Week begin on Sunday afternoon, with registration the following Wednesday, and classes beginning Thursday. This is approved and before the University Calendar Committee.
 - (b) That a two-day summer program for academic processing of new students be developed. Approved.