Faculty Reduction Committee Sets Criteria and Guidelines

The following recommendations, unanimously approved by the Ad Hoc Committee on Faculty Reduction, set forth the criteria and guidelines which have been developed with the full cooperation of the Committee. The Committee agreed that its sole functions were: 1) to determine the criteria for the realignment of faculty resources in an equitable manner as possible in line with current programs and resources, and 2) to indicate the procedures and techniques to be used in implementing the realignment. Administrative policies related to establishing the general principles for the adoption or dissolution of programs are beyond the scope of this Committee's activities and thus beyond the scope of its report.

Concern for humane implementation was frequently a topic of discussion. We would urge the University Administration to assist in whatever way possible those individuals who will be affected should the recommendations be accepted.

The Committee recommends:

1. The present status of all programs shall be maintained to the greatest extent possible and that short-range adjustments reflect generally the shift in enrollment patterns which has occurred during the past two years.

2. The following quantitative criteria shall be used in determining realignment of faculty:
   a. Average credit hours produced per FTE faculty position by department for the three fiscal years 1968-71.
   b. Decrease (or increase) in departmental credit hour production between 1970-71 and 1971-72 (in some instances consideration must be given to credit hour production in Summer and Fall 1972, since marked shifts have occurred during this period).
   c. Proportional adjustments so as to bring the overall university student/faculty ratio to 18/1.

3. All data to be used in the decision-making process should be made available simultaneously to the colleges and departments along with definitions of crucial terms and formulas.

4. The Vice President for Academic Affairs in conjunction with the Deans will establish the number of FTE faculty positions to be lost or gained in each of the Colleges. The Deans in conjunction with the Department Chairmen and Heads will establish the number of FTE positions to be lost or gained in each of the Departments. The decision affecting individual faculty members will be made at the departmental level, in accordance with departmental policies and procedures, with the advice and consent of the Dean. (All decisions will, of course, be bound by the provisions of this report.)

5. Just as the realignment of faculty resources should take place within the boundaries of existing University policies and programs, it should also take place as fully as possible within the boundaries of existing University obligations. Among these obligations are the following:
   a. To honor terms of faculty employment as they are spelled out in University Policies and the Faculty (1970) and in the appropriate A.A.U.P. guidelines, which were published in Academe, Vol. 6, No. 1, January 1972.
   b. To maintain the Affirmative Action Policy which the University has adopted.
   c. To make it possible for students to complete degree programs which they have already started.
   d. To assist faculty whose positions are being closed to find other suitable employment either in the University or elsewhere. (Department Chairman and Heads should accept a special obligation to assist and counsel faculty members who are seeking other employment.)

The present committee recognized that it had an urgent job to do; therefore it tried very hard not to force a program and policy changes on the faculty and the University. But it recognized also that there are long range problems confronting the University in this period of readjustment following the explosive growth of the sixties. It welcomes the establishment by Vice President Seibert of an Ad Hoc Committee on Academic Qualifications and Personnel Policies and the establishment by the Faculty Senate of an Ad Hoc Committee to study Promotions and Promotion Policy as necessary first steps in dealing with these long-range matters.

The Committee is unanimous in its approval of the above recommendations.

W. Chester Fitch, Chairman
E. J. Asher, Jr.
James J. Bosco
Robert R. Finn
Edward L. Galligan
Cornelius Loew
L. Michael Moskovic
Ellen P. Robh
John E. Sandberg

THE WESTERN FAMILY

DR. RICHARD A. DAVIS, JR., associate professor of Geology, is president of the Great Lakes section, University of Oregon, and an Economic Paleontologists and Mineralogists, including geologists from Wisconsin, Oregon, and Michigan. DR. JEAN E. LOWRIE, director, School of Librarianship, is the editor of School Libraries, International Developments, and has been appointed to the Minnesota . . . DR. GREG BOOTH-ROYD, assistant professor, Counseling Center, conducted a workshop sponsored by the Oregon Board on Police Standards and Training at Woodburn, Oregon . . . DR. SAMUEL L. WALKER, professors of Sociology, are authors, with DR. CLIFFORD BRYAN, of Idaho State University, of a new book, Social Change, Conflict and Education, published by Charles Merrill Publishing Company . . . DR. SAMUEL I. CLARK, Director of Honors and Faculty Senate President, was among overseas study advisors attending a workshop sponsored by Wayne State University and the Economic of International Education . . . DR. HAYM KRUGLAK, professor of English, is the author of The Journal of Popular Culture . . . Beyond Here and Now: Bridging Boundaries, was the theme of the A.A.U.P. Political Science Department . . . DR. RUSSELL M. GOLDFARB, professor in English, is the author of The Journal of Popular Culture . . . Beyond Here and Now: Bridging Boundaries, was the theme of the A.A.U.P. Political Science Department . . . DR. RICHARD A. DAVIS, JR., associate professor of Geology, is president of the Great Lakes section, University of Oregon, and an Economic Paleontologists and Mineralogists, including geologists from Wisconsin, Oregon, and Michigan. DR. JEAN E. LOWRIE, director, School of Librarianship, is the editor of School Libraries, International Developments, and has been appointed to the Minnesota . . . DR. GREG BOOTH-ROYD, assistant professor, Counseling Center, conducted a workshop sponsored by the Oregon Board on Police Standards and Training at Woodburn, Oregon . . . DR. SAMUEL L. WALKER, professors of Sociology, are authors, with DR. CLIFFORD BRYAN, of Idaho State University, of a new book, Social Change, Conflict and Education, published by Charles Merrill Publishing Company . . . DR. SAMUEL I. CLARK, Director of Honors and Faculty Senate President, was among overseas study advisors attending a workshop sponsored by Wayne State University and the Economic of International Education . . . DR. HAYM KRUGLAK, professor of English, is the author of The Journal of Popular Culture . . . Beyond Here and Now: Bridging Boundaries, was the theme of the A.A.U.P. Political Science Department . . . DR. RUSSELL M. GOLDFARB, professor in English, is the author of The Journal of Popular Culture . . . Beyond Here and Now: Bridging Boundaries, was the theme of the A.A.U.P. Political Science Department . . . DR. RICHARD A. DAVIS, JR., associate professor of Geology, is president of the Great Lakes section, University of Oregon, and an Economic Paleontologists and Mineralogists, including geologists from Wisconsin, Oregon, and Michigan. DR. JEAN E. LOWRIE, director, School of Librarianship, is the editor of School Libraries, International Developments, and has been appointed to the Minnesota . . . DR. GREG BOOTH-ROYD, assistant professor, Counseling Center, conducted a workshop sponsored by the Oregon Board on Police Standards and Training at Woodburn, Oregon . . . DR. SAMUEL L. WALKER, professors of Sociology, are authors, with DR. CLIFFORD BRYAN, of Idaho State University, of a new book, Social Change, Conflict and Education, published by Charles Merrill Publishing Company . . . DR. SAMUEL I. CLARK, Director of Honors and Faculty Senate President, was among overseas study advisors attending a workshop sponsored by Wayne State University and the Economic of International Education . . . DR. HAYM KRUGLAK, professor of English, is the author of The Journal of Popular Culture . . . Beyond Here and Now: Bridging Boundaries, was the theme of the A.A.U.P. Political Science Department . . . DR. RUSSELL M. GOLDFARB, professor in English, is the author of The Journal of Popular Culture . . . Beyond Here and Now: Bridging Boundaries, was the theme of the A.A.U.P. Political Science Department . . .
KEYS AND LOCKS
(Continued from page 1)

4. Co-signatures may be required by Deans or similar administrators and will be honored by the Office of Safety and Security.

Issuance of Keys
1. Effective immediately, all requests for keys must designate the name of the person to whom the key will be issued and that individual must sign a receipt at the Office of Safety and Security for the key. Keys will not be released through the mail nor will they be released to anyone other than the person designated on the request form.

2. Individuals who are leaving the employment of the University must return their keys to the Office of Safety and Security or the Personnel Department. Keys may not be transferred from one person to another. The University will consider the exit process incomplete until the above is completed. Employees are cautioned to obtain receipts for returned keys.

3. Keys may be issued for limited periods for graduate assistants if the authorization so indicates.

4. Individuals must report the loss of any key to the Office of Safety and Security as soon as possible after the discovery of loss.

5. Building and grand master keys will not be issued without the approval of the Vice President for Finance. Any request must be justified in writing.

6. Keys issued to rooms declared to be containing radioactive or other hazardous materials will be issued only with the approval of the Department Head and the University Safety and Security Coordinator.

7. In unusual situations, the Director of Safety and Security is authorized to issue a key even though a proper request has been made, until the matter be brought to the attention of the Vice President for Finance.

8. Keys will not be issued for an area in a Department without the authorization signed for that Department appearing.

9. Keys will be issued only to authorized individuals. Departments are not to store keys on an unsupervised basis.

10. In case of emergencies, Security Officers on duty may be asked to unlock areas upon adequate identification of the requesting individual.

Changing of Locks
1. The Office of Safety and Security will inform authorized department personnel of all reports of keys to their respective areas which have been lost.

2. If in the judgment of the Department Chairman, Dean or Director of Safety and Security it is necessary to change the locks, the locks will be changed and the cost charged to the Department or area by which the lost or stolen key was authorized.

3. Building coordinators will be responsible for authorizing changes of locks to general classroom areas and building entrance doors.

4. Departments may request locks which do not fall under building master or departmental sub-master series for purposes of securing government or dangerous materials such as radioactive sources, upon submitting written justification which is subject to the approval of the Department Chairman, Dean, Director of Physical Plant and University Safety Coordinator.

FUTURE PLANS
(Continued from page 1)

The initial Annual Report of the Committee to Oversee Progress on CUE Recommendations is ready for distribution to faculty.

Anyone interested in receiving a copy of the report may contact the administration office of his department head. They are also available at Academic Services office, phone 2-1568.

For students, copies have been placed in Waido Library, Student Services Building, and in residence halls.

APPLICATIONS FOR SABBATICAL LEAVES
By action of the Board of Trustees on June 30, 1972, the date by which applications for sabbatical leaves must be filed shall be determined administratively and be publicized to the faculty.

Hereafter the application must be filed no later than November 1 of the year preceding the fiscal year in which the leave will occur. The deadline date has been moved forward so that those to whom sabbaticals are granted will have a longer period in which to lay their plans so that departments will know who will be gone before they prepare the Fall Schedule for the following year.

FINALS EXAMINATIONS
Regarding final examinations, faculty are reminded of the March 24, 1972, letter released by Associate Vice President Philip Denefeld, quoted below:

"SUBJECT: Irregular Final Examination Times.

Dear Colleagues:

"When the concept of a separate final examination period and schedule was established some years ago as part of the adoption of our present trimester calendar, the policy was adopted of offering a..." (continued on page 2).

"A number of students have complained, understandably, that the practice has created conflicts and at times, considerable inconvenience for them, since they had planned..." (continued on page 2).

The College appreciates that emergencies can arise which necessitate schedule changes. What they are concerned about are changes for the personal convenience of the instructor or other students, and the occasional insensitivity to their problems.

"Since this practice seems to be spreading, I am writing this as a reminder of University policy and of the difficulties that divergence from it may cause for your students. If it is essential to hold a final examination at any time other than a regularly scheduled class hour, please make every effort to accommodate the students adversely affected by the change."
NEW COURSES AND CURRICULAR CHANGES
Policy affecting committee operation, development and curricular changes has been adopted by the Educational Policies Council. Below are sections of the report detailing the procedures under which College Curriculum Committees will operate. The definition of duties for the University Curriculum Committee is included.

Administrative Procedures

A. DEPARTMENTS
1. The department chairman should forward proposals for curricular changes to the chairman of the College Curriculum Committee.
2. It is the responsibility of the department to determine if a proposed change will affect the programs and curricula of other departments. It should inform these departments of the proposed changes before they are to be presented to the College Curriculum Committee, and it should cooperate with them in making mutually satisfactory arrangements.
3. The department should seek the cooperation of, or refer departments in rounding out its own program in order to avoid duplication of effort.

B. THE COLLEGE CURRICULUM COMMITTEES
1. The College Curriculum Committee is responsible to the Dean of the College. Its actions and recommendations to him. The function of the Committee shall be to advise the Dean on any matter concerning the College's curriculum. This shall include, but not be restricted to, the following:
   a. It should review changes in the College's programs and courses. The Committee will formulate guidelines to permit the committee chairman to forward some items to the Dean without having them reviewed by the full Committee. Proposals which are approved by the Dean should be sent to the Registrar's Office.
   b. It should conduct periodic full review of all ongoing programs.
   c. It should help coordinate the various programs within the College. The Committee shall maintain liaison with the College Curriculum Committees and the University Curriculum Committee to insure coordination among College Curriculum Committees. The chairman of the University Curriculum Committee shall call a meeting of the College Curriculum Committee to gain the approval of the College Curriculum Committee.
2. To review proposals for programs and University units that are to be administered directly by the Vice President.
3. To conduct periodic full review of programs, offices, and meeting classes.

C. THE UNIVERSITY CURRICULUM COMMITTEE
The University Curriculum Committee is appointed by and responds to the Vice President for Academic Affairs. Its actions are recommendations to him. Its functions shall be:
1. To advise the Vice President on any curriculum matter, especially those of University-wide significance, such as duplications in programs.
2. To review proposals for programs and University units that are to be administered directly by the Vice President.
3. To conduct periodic full review of programs, offices, and meeting classes.

D. THE EDUCATIONAL POLICIES COUNCIL
Although none of the curriculum committees are to be subcommittee of the Educational Policies Council, it shall receive the minutes from the committees and review its actions. The action taken by the E.P.C. in such a case shall take precedence over the curriculum committee's action.

CURRICULUM COMMITTEE

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OUTSIDE SPEAKERS INVITED BY STUDENT ORGANIZATIONS
It is the policy of the Board of Trustees and the University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are presented openly and therefore are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful democratic means for change are available. All recognized student organizations are encouraged to invite speakers to the campus to participate in public meetings subject only to the following provisions:
1. The speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging modification of the government of the State of Michigan, by violence or sabotage, is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.
2. Sponsorship must be by a student organization which has been recognized under the general regulations approved by the appropriate University authorities.
3. For purposes of preserving a record of all such public meetings for change are available. The calendar of other activities taking place on the University property will be made available to sponsoring groups. (a) make all arrangements for reservation of space with the appropriate University officials, and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting, the form to be certified by the signature of the appropriate officer of the organization and the faculty adviser. All rules for administration of requests from recognized student organizations must conform to the General Policy stated above. It shall be the responsibility of the institutional officer under whose program the activity is held to certify that all appropriate steps have been taken before the event is officially scheduled.
4. Any student organization violating the provisions of this Bylaw is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.

TRAFFIC, PARKING AND PEDESTRIAN ORDINANCE
Chapter 6, Section 6.56
Bicycles shall be parked in bicycle...
four Thunday, October 11, 1972 • Western News

Ele racks or bicycle stands as provided and any bicycle parked other than in a bicycle rack or bicycle stand will be removed to the Office of Safety and Security Division for safe keeping. Any such bicycle shall be surrendered to the owner thereof upon proof of ownership.

Adopted by Western Michigan University Board of Trustees on June 30, 1972.

IDENTIFICATION

Each student on campus is required to have an identification card which includes photo, name, social security number and validating label.

FREE INQUIRY IN THE CLASSROOM

1. The classroom is an arena for free inquiry, and the teacher is not only entitled to freedom in his classroom to discuss his subject but also obligated to uphold the same privilege to his students. Freedom of discussion is, of course, limited by what is relevant to the topic under consideration and often by the particular pedagogical method, such as the lecture, used on a given occasion.

As a necessary condition for conducting free inquiry in his classroom, the teacher is in all circumstances the person in charge of his class. By institutional practice he does, of course, admit the students officially enrolled in his class. Otherwise, it is at his discretion that all other persons are permitted to enter his classroom. The teacher is, at the same time, responsible to his students and to his administration, either of whom can initiate a complaint against him under University grievance policy if it is believed that he is using improper procedures.

2. According to protocol, University administrators enter a teacher's classroom only on a teacher's invitation, unless otherwise determined in departmental policies.

3. By long-standing academic tradition, the academic community considers the classroom to be a professionally privileged place and would expect law enforcement officers to apply the same restraints before entering a classroom that they would apply before entering a private place.

4. While there is no adequate test of intent that would prevent a person from officially enrolling in a class for the purpose of covert surveillance of a faculty member or a student, the faculty at this university strongly condemns such a practice by any public agency or organization or by any individual.

(Passed by the Faculty Senate, September 10, and approved by President James W. Miller on September 17, 1970.)

WEAPONS

No person shall have in his possession on University property any firearms or other dangerous weapons, with the exception of police officers, transfer agents licensed to carry weapons and persons using such weapons for class instruction when authorized by the Dean of the College.

Any student, faculty member or other University employees violating this rule shall be subject to suspension or dismissal. Any other person violating this rule shall be deemed to be a trespasser.

Among the classes exempt from the regulation would be ROTC and archery.

(Adopted by Western Michigan University Board of Trustees on June 11, 1971.)