



WESTERN *Official* NEWS

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THE WESTERN FAMILY

EDWARD CALLAN, professor of English, is represented in *The Dublin Magazine* with an article "W. B. Yeats on the Coming of Age from 'Homo Sapiens' to 'L'Homme Clairvoyant' ". . . Four members of the Political Science faculty participated in the Washington convention of the American Political Science Association. DR. C. I. EUGENE KIM, professor, and PETER G. RENSTROM, assistant professor, presented papers while MARVIN DRUKER and JOHN GORGONE, assistant professors, served as panel discussants . . . DR. CHARLES B. KEELY, assistant professor of Sociology, has an analysis on the report of the Presidential Commission on Population Growth and the American Future in *International Migration Review* . . . JOHN WOODS, professor of English, read from his own works at the Indianapolis conference of the Business Community for the Arts. He was accompanied by the Indiana University Opera and Repertory Theater, the Butler University ballet and the Singing Hoosiers . . . DR. DAVID R. TAYLOR, associate professor and MRS. MARY CORDIER, assistant professor, of the Teacher Education faculty, together with DR. BETH SCHULTZ, associate professor of Biology, led sessions at the Mishawaka, Indiana, workshop of the Association for Childhood Education . . . "Building Word Recognition Abilities" by DR. BRUCE A. LLOYD, director, the Reading Resources Center, which he delivered at the International Reading Association convention, is presented in the abstract form in *Abstracts—17th Annual Convention, 1972* . . . DR. BENJAMIN EBLING, associate professor of French, is the author of a French text "Cahier de Travail Pratique (Notebook of Practical Work)" for use in second and third year French in high schools . . . DR. MANUEL MANTERO, professor of Spanish, is the author of a book "Poesia (1958-71)" published by Plaza and Janes, Barcelona, Spain . . . ROBERT P. JOHNSTON, associate professor of Art, has been appointed to the Commission on Accrediting of the National Association of Schools of Art . . . MRS. CAROL COLLINS, director of Music Therapy, served as second vice president at the Lansing conference at the National Association of Music Therapy . . . DR. ROBERT HAWKINS, associate professor of Psychology, served as a consultant to the Special Education Department of the California

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Trustees Approve Affirmative Action Policy In the Field of Employee Relations at Western

Western Michigan University subscribes fully to the principles of Equal Employment Opportunities for all members of the faculty and staff. More importantly, the University is committed to seeking greater minority group and women membership and increasing their opportunities among all of its faculty and staff.

To insure that discrimination because of Race, Color, Religion, Sex, Age, or National Origin will not occur in any hiring or promotional opportunities, the following policy of the University is to be considered as a commitment of all employees:

Western Michigan University prohibits discrimination in matters of employment, training, promotions, wages or salary because of Race, Color, Religion, Sex, Age, or National Origin in accordance with all Federal, State or local regulations.

An Affirmative Action Plan, including Equal Employment Opportunities, which is hereby established extends beyond non-discrimination in employment practices only. This plan seeks to create specific programs which will materially increase the number of minority employees and women and will enhance the status of present minority group and women employees of the University.

All University personnel are expected to become familiar with, read, and implement this policy.

DEFINITION

AFFIRMATIVE ACTION in the field of employee relations means establishing techniques that result in analyzing the methods, procedures and results of all personnel actions and decisions to determine whether any qualified workers have been excluded for reasons of Race, Color, Religion, Sex, Age, or National Origin. It means taking every appropriate corrective action to bring about the desired change in the situation. AFFIRMATIVE ACTION is designed to bring about complete equal opportunity in its full meaning in all areas of the University.

PURPOSE

The Affirmative Action Policy reaffirms and expands the University's commitment: (1) to achieve an effective equal employment opportunity program; (2) to implement an effective policy that will increase the employment opportunities of all employees regarding upgrading, training promotions, wages, etc., placing specific emphasis on any under utilization of minority employees or female employees in all classifications, thereby improving the employment status of any such employee; (3) to establish effective hiring procedures to comply with all State, local, and Federal non-discrimination compliances.

GENERAL POLICY

In all of its relationships, Western Michigan University prohibits any discrimination on the basis of Race, Color, Religion, Sex, Age or National Origin.

IMPLEMENTATION RESPONSIBILITY

The general responsibility for

WINTER CLASS SCHEDULE

The Winter 1973 Schedule of Classes invites and urge all students to advance register by **November 10** and will include a card and a "mark sense" sheet for transmitting their course requests to the Registration Office, 2010 Administration Building.

The results of the students' requests will be presented to all department heads **November 14** in the same format as the "demand lists" for the Spring, Summer and Fall schedules, enabling departments to adjust their offerings by **November 24** to meet those demands as their resources will permit.

Following scheduling adjustments by the departments and screening of the "demand lists," the students' requests will be processed and the resulting schedules and tuition bills will be mailed **November 28** to their local addresses. Payment will be due **December 8**. A meeting of department heads and any other personnel interested in the procedures leading to the advance registration of students will be held in 3760 Knauss Hall on October 24 at 3:00 p.m.

Dennis Boyle
Director of Registration

proposing University Affirmative Action Policy shall be given to the Affirmative Action Coordinating Committee. The Coordinating Committee will evaluate and analyze all departments to assure that no discriminatory practices exist. The specific responsibilities and implementation of the policy shall be assigned to the Director of Employee Relations and Personnel and a specially trained employment assistant in the University Personnel Department.

IMPORTANT DATES

- Nov. 10—Last day for Winter Course requests
- Nov. 14—Student class lists sent to Departments
- Nov. 24—Departmental Winter schedule adjustments due
- Nov. 28—Students' Winter schedules mailed
- Dec. 4—Fees and students' schedule adjustments due
- Dec. 8—Final day for payment of fees and adjustment of schedules
- Dec. 16—Semester ends—Commencement

AFFIRMATIVE ACTION COORDINATING COMMITTEE

A University-wide coordinating committee appointed by the President in consultation with appropriate University community groups will:

- A. 1) Conduct periodic analysis of any areas in which discrimination is prohibited.
- 2) Conduct periodic analysis of the University work force, placing emphasis on any "under utilization" of Minorities and women in all job classifications regardless of age and religious affiliation.
- 3) Maintain records and report on the progress and effectiveness of the Affirmative Action activities to the University President or his designee.
- 4) Recommend programs designed to correct problems found through review and analysis of Affirmative Action activities.
- 5) Review any discrimination complaints by applicants and

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THE WESTERN FAMILY

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ia (Pennsylvania) State College . . . DR. PAUL FULLER, professor of Psychology, served as a member of two panels at the Hawaii convention of the American Psychological Association and served as chairman of the committee on training for school psychologists as part of the Michigan Psychological Services Council . . . FRED S. KELLER, adjunct professor of Psychology, was one of four Americans to speak at the international conference on New Knowledge and Progress in the Psychology of Learning, held at Rome . . . Papers delivered at the Indiana University meeting of the Association of American Geographers included: "Precipitation Patterns in the Detroit Metropolitan Area during Summertime Convective Situations," by DR. VAL EICHENLAUB, associate professor, with CHRISTINE BACON, a Grosse Pointe junior, as co-author; "Natural Ice in New England's Maritime Trade," by DR. DAVID DICKASON, assistant professor; "The Lost States of Africa" by DR. EUGENE KIRCHHERR, professor; and a special report by DR. JOSEPH STOLTMAN, assistant professor, and JAMES ROOT, a former student now a doctoral candidate at the University of Cincinnati . . . "Systems Improvement Through Work Simplification" is the title of a presentation made by CARL R. LINDENMEYER, assistant professor of Engineering and Technology, to the Cadillac conference of Domestic Services for the State of Michigan . . . DR. ROGER L. COLE, chairman, Department of Modern and Classical Languages, served as chairman of a session on "Language Problems in the Community College," at the Michigan Foreign Language Conference. DR. EBLING, presided at a conference meeting of Teachers of French, which he serves as Michigan chapter president, and ROBERT GRIFFIN, assistant professor of Spanish, chaired a conference session on "Bilingual Education in Michigan" . . . DR. DAVID TAYLOR, associate professor of Teacher Education, spoke on "Innovation in Teaching to Secondary Teachers" at the Fall meeting of the Michigan College Reading Council. . . DOROTHY E. SMITH, assistant professor, Reading Center and Clinic, presided at the meeting's business session . . . DR. PHILIP KRAMER, associate professor of Social Work, led a workshop on "The Role of School Social Workers in Effecting Change in the School System" as a part of the Michigan School Social Workers conference . . . DR. MERL C. HOKENSTAD, director, School of Social Work, has been named to the Training Review Committee of the National Institute of Alcohol Abuse and Alcoholism.

TRUSTEES APPROVE POLICY

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employees unresolved by the Personnel Department.

6) Review the activities of the

Faculty, Staff Vehicle Registration

| Date | Time | Location |
|-----------------|------------------|--|
| Thurs., Nov. 2 | 10:00-11:00 a.m. | University Student Center, Room 105 |
| | 3:00- 4:00 p.m. | University Student Center, Room 105 |
| Mon., Nov. 6 | 9:00-11:00 a.m. | East Hall, Lobby |
| | 1:00- 3:00 p.m. | Knauss Hall, Lobby |
| Tues., Nov. 7 | 9:00-11:00 a.m. | Knauss Hall, Lobby |
| | 1:00- 3:00 p.m. | Gary Center, Hall of Fame Room |
| Wed., Nov. 8 | 9:00-11:00 a.m. | Sangren Hall, Flossie Sangren Room (2307) |
| | 1:00- 3:00 p.m. | Everett Tower, Lobby |
| Thurs., Nov. 9 | 9:00-11:00 a.m. | Waldo Library, Office |
| | 1:00- 3:00 p.m. | Administration Building 2nd floor, across from Switchboard |
| Fri., Nov. 10 | 9:00-11:00 a.m. | Wood Hall, Main Front Lobby |
| | 1:00- 3:00 p.m. | Student Services, Main Lobby |
| Mon., Nov. 13 | 9:00-11:00 a.m. | IE&T, Conference Room (2021) |
| | 1:00- 3:00 p.m. | Sprau Tower, Lobby |
| Tues., Nov. 14 | 9:00-11:00 a.m. | Sprau Tower, Lobby |
| | 1:00- 3:00 p.m. | Wood Hall, Main Front Lobby |
| Wed., Nov. 15 | 9:00-11:00 a.m. | Everett Tower, Lobby |
| | 1:00- 3:00 p.m. | Waldo Library, Office |
| Thurs., Nov. 16 | 9:00-11:00 a.m. | East Hall, Lobby |
| | 1:00- 3:00 p.m. | IE&T, Conference Room (2021) |

All faculty and staff must re-register vehicles by **December 1, 1972**. If you are unable to register at the above times and locations, you may do so at the Office of Safety & Security. You must present your Faculty/Staff ID, Vehicle Registration and Proof of Insurance at the time of registration.

Equal Employment Opportunity Officer.

B. The Affirmative Action Coordinating Committee will develop goals and timetables to correct deficiencies found in the University community recognizing that all personnel relations staff, department and division heads, and local and unit managers will be involved in the goal setting process; that goals may not be rigid and inflexible quotas which must be met but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire Affirmative Action program work; that goals, timetables, and affirmative action commitments will be designed to correct any identifiable deficiencies.

DISSEMINATION OF AFFIRMATIVE ACTION POLICY

The University will promote its "Equal Employment Opportunity" policy and use "Equal Opportunity Employer" in all of its recruiting advertisements. The policy will be distributed to all University personnel who are expected to become familiar with, read, and implement it.

The University will act upon the recommendations of the coordinating committee's analysis regarding discriminatory findings in employment and contractual obligations to ensure that Western has an effective Affirmative Action Program.

The University will continue to advertise in special women and minority group newspapers, and cooperate with special women and minority group agencies. Regularly the University will place an article

in various campus media about the University's Affirmative Action Policy. A copy of the University's Equal Employment Opportunity Policy will be made available to all agencies and organizations having official business with the University. Notices shall be sent to all employment agencies and the public school systems of Western's Equal Employment Opportunities. All Western Michigan University employees will be made aware of the Affirmative Action Policy by posting said policy in appropriate locations and publication in faculty and staff handbooks.

UNION RELATIONS

The University's collective bargaining agreement with Local 1668 and Council 7 of the A.F.C.M.E. contains the following provisions: "The Employer and the Union agree that, for the duration of this agreement, neither shall discriminate against any employee because of religion, race, color, creed, age, sex, nationality or political belief . . .". The above shall continue to be incorporated in all future agreements between the University and its employees.

COMPENSATION AND BENEFITS

All University compensation and benefits programs are administered without regard to Race, Color, Religion, Sex, Age, or National Origin.

FACILITIES

All University facilities are maintained on a non-segregated basis.

CONTRACTOR COMPLIANCE

All suppliers of goods or contracts to Western Michigan Univer-

sity in excess of \$10,000 shall be required to furnish proof of non-discrimination in employment and whenever applicable, their compliance with Executive Order 11246.

Copies of the contractors non-discriminatory policy shall be maintained by the University for support data at the request of the Office of Federal Contract Compliance.

Approved by
Board of Trustees
October 20, 1972

JOB OPPORTUNITY PLAN

A campus-wide posting program has been initiated to accomplish two principal goals. One, to insure full equal employment and promotion opportunity for all WMU employees, and two, in response to the frequently expressed desire of University employees, for an equitable and viable means by which they can be made aware of all promotional opportunities throughout the campus.

The Job Opportunity Program requires that all University non-teaching job openings be publicly announced to employees through campus bulletin boards and the weekly issue of "Footnotes" for a period of five full working days. Interested and qualified employees have the opportunity of applying for posted jobs by completing job transfer application forms. The applications are submitted to the University Personnel Department during the posting period and the employee then receives consideration for the job opening. The Job Opportunity system provides that present employees receive first consideration for all University jobs. A response is made to each applicant when the selection procedure has been completed indicating either a job offer or a reason for not receiving the appointment.

The benefits of the WMU Job Opportunity Program are two-fold. It affords all employees full and equal opportunity for advancement to a higher classified position; and it provides each employee an opportunity for personal growth and a career within the University. The University administrative process benefits from the system through the advantages of promoting present employees who are already familiar with and trained in University methods and procedures. Full utilization of staff talents in positions commensurate with their abilities is therefore desirable both for the employee, and the University.

Inquiries about the Job Opportunity Program are welcomed by the Personnel Department and employees who may be interested in discussing promotional opportunities are encouraged to watch for job announcements, or phone or visit the Personnel Department.

Stanley W. Kelley, Director
Employee Relations
and Personnel

CAMPUS SECURITY

Conversion of Western Michigan University's Safety and Security Department to a law enforcement agency with full peace-keeping powers, as recommended by a student-faculty advisory committee on Safety and Security, has been ordered by President James W. Miller. The President instructed Robert B. Wetnight, Vice President for Finance, to request, with Board of Trustee support, that the Michigan Legislature provide the additional funding necessary for the training and equipping of sufficient personnel to meet the committee's recommendations.

The committee, which met frequently over the last year, states that "Under the present system the University not only fails in its duty to protect its students, faculty, staff and visitors, but it literally invites criminal activity, especially from outside." The committee has concluded that "the most appropriate solution to the problem would be to convert the Office of Safety and Security to an armed campus police with full peace-keeping powers."

In his report to President Miller, Dr. Thomas L. Gossman, committee chairman, points out:

"Though this is a major step for the University in terms of present structure, its effect will be only to respond to the current needs of the University community and to bring Western Michigan University into line with other colleges and universities nationally. Western is the only state-supported college or university in Michigan, and one of the very few in the nation which does not provide the protection of a 'campus police force'."

Among the significant points of the report are:

... A full law enforcement agency would provide one great additional benefit to the University community—protection by police officers who would be specially trained, not only to enforce the law, but to respond effectively with an eye toward the particular needs of the University and its students.

... As to the type of equipment to be utilized by the officers, it is contemplated only that they be fully equipped as police officers, the details to be worked out by the Office of Safety and Security in cooperation with the University administration and the Board of Trustees.

... The wisdom of any increased expenditures seems well justified by the current need and by what appears to be hesitance, if not an outright refusal, by the Legislature to appropriate funds to state supported colleges and universities for the purpose of paying outside agencies (such as city police) to provide necessary protection.

... Western Michigan University (should) immediately begin to seek enabling legislation which would empower the University to pass such special ordinances as would meet the need of the University in the governance of its on-campus affairs.

Student Recruiting Step-Up Designed To Encourage Beginners and Transfers To Consider Western Michigan University

Editor's Note: The following article was written for Western (Official) News by the Office of Undergraduate Admissions to explain processes and problems in the recruiting of students by Western Michigan University personnel.

We all share the concern of declining enrollment. Because of this concern an analysis of the situation from the standpoint of the Undergraduate Admissions Office is in order. An attempt will also be made herein to provide some description of what is being done to bring about an increase in enrollment.

In the thirties when colleges and universities were in need of students, numerous high pressure sales agents were employing tactics which were disruptive to school programs and detrimental to students. Overzealous alumni and football recruiters were some of the greatest offenders. Secondary schools soon reacted by closing schools to college recruiters or to anyone other than representatives from admissions offices. It wasn't long before secondary schools and colleges formed an alliance, the purpose of which was to eliminate abuses of recruiting and to bring about an orderly and acceptable college advisement system. Such a program would provide a means for disseminating information about all of the colleges large and small and protect students from high pressure tactics and unscrupulous salesmen intent only on insuring that all beds were filled.

During the past two decades articulation between high schools and colleges was the key word and all efforts were put forth to improve articulation. Principles of good practice were established by the National Association of College Admissions Counselors (both secondary schools and colleges hold membership) and the American Association of Collegiate Registrars and Admission Officers. Central to the whole issue is the belief that students should be encouraged to select the institution that best suits their individual needs and capabilities. It is recognized that small institutions provide a better educational setting for some students but if the small college is forced to compete with large universities, it is sure to lose the promotional game.

Institutions of higher education are now at the end of the era of growth and are beginning an era of reform and change. There is, of recent, greater eagerness on the part of the pursuer and a considerably greater degree of indifference on the part of the pursued. Students graduating from high school are not at all convinced that college immediately following high school is the only road to success, particularly when Dad who graduated from college may be out of work.

Every legitimate and economically feasible method of recruiting students that has merit and is acceptable to secondary school prin-

cipals and counselors as well as community college personnel, is now, or will be used. Additionally, efforts are being made to attract students from sources other than secondary schools and community colleges, for example, veterans and adult students. The Admissions staff attends every College Night program held in Michigan to which public universities are invited. For nearly ten years the Michigan Association of Secondary School Principals (MASSP) has worked jointly with the Michigan Association of Collegiate Registrars and Admission Officers through the Committee on Secondary School-College Relations in developing a pre-college advisement system of College Days and College Nights throughout the state. All high schools and colleges in the state have agreed to schedule and conduct their programs in accordance with established guidelines and within the approved calendar. The state is divided into Upper Peninsula, Northern, Central, Western, Southeast/East, and Southern regions. All high schools must schedule their college information programs through the office of the MASSP executive secretary who acts as the state coordinator. Colleges in turn have agreed not to attend programs unless they are scheduled through the state coordinator's office. The mutual benefits derived from such an arrangement are many. The high schools are able to bring all colleges in on a single night, avoiding duplicating of time, effort and costs and colleges are able to use admissions officers more efficiently. Circuits in the various regions enable college representatives to visit many schools while on the road without driving hundreds of miles for separate single school programs. During the week of October 16 for example, Western (and all other colleges in the state) had a representative covering programs at Rochester, Roseville, Allen Park, Dearborn and Detroit the Southeast/East region; and another representative at Dowagiac, Sturgis, Benton Harbor, St. Joseph, and Battle Creek in the Western region. In the Northern region during that week college nights were held at Hesperia, Ludington, Manistee and Cadillac. During the day preceding each college night program our representative visited students, counselors, and principals at all of the high schools within the area that could be reached during the school hours.

All community colleges are visited at least twice during the academic year and more visits are made if they are warranted. There are black people recruiting "black," Mexican-Americans recruiting Chicanos, contacts being made with veterans and off-campus adult groups, athletic recruitment, and alumni representation and recruitment in the respective communities. High school and com-

ROOM SCHEDULING POLICY

Faculty members who wish to schedule activities outside their regularly scheduled classes into University Academic facilities should follow these procedures:

1. All requests should be initiated at least 48 hours preceding the event.
2. There is no charge for official University activities conducted during a regular school day (Monday thru Friday, 8:00 a.m. to 10:00 p.m.); Saturday 8:00 to 12:00 a.m. except as set fourth in No. 3 below.
3. If admission is charged to the activity, there is a \$10.00 charge per room during the regular school day.
4. Weekdays after 10:00 p.m. and Saturdays from 12:00 noon until Monday 8:00 a.m. there is a \$25.00 charge plus \$5.00 per hour beyond the first three hours for the first room and an additional fee of \$3.00 for any additional room beyond the first.
5. The above charges are for custodial services only and do not include any technical assistance which might be needed.
6. Faculty members who wish to reserve a room for an academic activity may do so by contacting Mrs. McBeth at the Registration office 383-1914.

NOTE:

Several problems arise each semester when some faculty members for various reasons decide to switch their classes from one room to another. These moves cause conflicts with other classes and make it impossible for anyone to contact these "roaming" classes. May we urge you to check with the area to which you are moving (example: Miller Auditorium Lobby) to make certain of space availability.

munity colleges are also contacted by representatives from the financial aids and scholarship offices. Other forms of direct and indirect recruitment activities take place continually. For example, there are numerous faculty members speaking to various clubs and groups throughout the state. Such engagements provide an excellent opportunity to promote the University.

Special mailings of promotional literature with an invitation to enroll are sent to students identified by the National Merit Scholarship program, various talent search programs and potential college student identification surveys made by the State Department of Education. The Admissions Office responds to every source of student contact which is made available to the University. Approximately 10,000 high school seniors who will take the A.C.T. this year will receive a communication from the Admissions Office acknowledging their expressed interest in the University and inviting them to consider further all that the University has to offer. The names and addresses of

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FUTURE STUDENTS

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these students grouped by major interest and educational objectives will be delivered to the appropriate deans and department heads for follow-up communications.

Additional activities planned or continued from previous years, which directly or indirectly recruit students to the University, are the Principal-Freshman Conference, the Junior Community College Conference, regional meetings with students, parents, and alumni in various regions of the state, an on-campus day for high school juniors and seniors, which will involve University faculty, and special programs for minority students conducted by the Minority Student Services Office. Many other programs on campus sponsored by individual departments (Music as an example) bring high school students and their parents to the campus.

To date, our representatives in the field, as well as those from other institutions, are reporting a pronounced unwillingness on the part of students to become enthused about seeking admission. The indifference or restraint is in sharp contrast to the eagerness with which students approached college representatives in recent years. Perhaps the greatest concern of students and their parents is the cost. For many families the community college offers considerable relief financially. Programs offering the best employment possibilities, and often found at community colleges, are attracting students.

Any University employee who has a plan for attracting students to the University is urged to call Mr. Russell Gabier, Director of Admissions. He will welcome the opportunity to discuss any proposal.

FACULTY POLITICAL ACTIVITY

It is the judgment of the Governing Board of Western Michigan University that political activity on the part of staff members is desirable. It is part of the whole duty of a citizen and should be encouraged. However, certain problems arise in connection with candidacy for or appointment to public office, and it is the judgment of the Board that there should be some clear-cut policies and procedures. These are stated below:

1. Any staff member shall be expected to discuss with his division or department head, and on his recommendation with the President, such candidacy or appointment before public announcement is made.
2. In the case of candidacy for any office, it is expected that the staff member will continue to perform his full duties unless he takes leave of absence for the period of his candidacy.

In case of candidacy for local or

county office, or in the case of primary candidacy for party nomination to state or national office, taking of leave of absence shall not normally be expected or required. If the staff member receives party nomination to state or national office, the question of leave of absence without pay shall be discussed with the department head and the President. The judgment as to whether or not a leave of absence shall be taken shall depend entirely upon the amount of time the staff member expects to devote to his candidacy.

3. If a staff member is elected or appointed to any public office, the question of whether or not he shall take leave of absence of shall resign his position shall be discussed with the department or division head and the President of the institution. In the case of part-time office, such as membership on city councils, school boards, boards of supervisors, etc., leave of absence or resignation shall not normally be expected or required. In the case of election or appointment to full-time office, the staff member may take either leave of absence without pay or may resign, dependent upon the joint judgment of the department or division head and the President of the institution: provided that no leave of absence shall be extended beyond two years.

DEPARTMENTAL PROCEDURES

All persons are vitally interested in conditions attendant to their positions, and professional people particularly value the right to participate in making decisions which affect them in their daily work. The sense of belonging, which results from participation, is conducive to good morale and increased professionalization. These conditions, in turn, make it possible for the department, and therefore the University, to draw more completely upon the skills, experiences, and knowledge of every faculty member and thus make it possible to achieve a high level of creative effort and effective teamwork. Faculty participation is especially desirable at the departmental level, since decisions at this level affect the faculty member directly and immediately.

In order to encourage procedures which will insure such broad faculty participation, the following recommendations are made:

Departmental procedures shall be in conformance with University policies and procedures. The administrator who is most closely related to the departments in carrying out University policies, and who is responsible for assuring conformance by all departments with these University policies, is the dean of the college.

Departmental procedures shall be arrived at by democratic participation of all eligible members of the department (eligibility to be de-

termined by the department). They shall be provided to each member of the department in written form. Copies of departmental procedures shall also be distributed to, and retained by, dean of the respective college, vice president for academic affairs, the University Archives, and the University Ombudsman. Key areas to be covered in the written procedures are:

1. Determining departmental curricular offerings.
2. Determining departmental degree requirements.
3. Setting teaching loads and schedules.
4. Setting guidelines for departmental budget requests.
5. Setting guidelines for departmental salary increases.
6. Nominating department chairman/head.
7. Selecting members of specific committees.
8. Duration of term of committee chairman and membership in specific committees.
9. Nomination of new faculty members.
10. Implementing departmental tenure review.
11. Recommending promotions.
12. Regular meetings, preannounced agenda, written minutes distributed to all members of the department.

Departments may choose to have specified areas of departmental procedures delegated to specific committees and/or the department chairman or head.

Departmental procedures shall provide for a student voice on selected committees.

Departmental procedures and the policies adopted thereby shall be regularly reviewed and when found inadequate shall be changed by orderly process.

The Professional Concerns Committee of the Faculty Senate shall serve as a resource and consultant to the departments.

(Adopted by Faculty Senate December 2, 1971, and approved by the President of the University January 4, 1972)

NATIONAL DEFENSE LOAN RECIPIENTS

With Winter Semester approaching it is necessary that you be reminded that a new edition of the Promissory Note be signed in Room 3119, Student Services Building, as soon as possible.

If you have already signed a revised Promissory Note this fall (in September) you NEED NOT sign again.

If you charged-off your Fall award in full against your tuition and fees, did not resign a revised Promissory Note, you must sign a revised Promissory Note immediately to authorize a charge-off for

tuition and fees for Winter Semester, and/or in order to receive a check for the Winter Semester.

INTERVIEW WINTER SEMESTER FINANCIAL AID

Students in need of financial assistance for the Winter Semester (January-April 1973) may pick up the proper forms in the Office of Student Financial Aid, 3306 Student Services Building (383-1806).

Arrange for appointment only after the Office of Student Financial Aid has received your Parents' Confidential Statement (PCS) results from College Scholarship Service.

There can be no final awards made unless all required documents are on hand at the time of your interview.

ADMISSION OF TRANSFER STUDENTS

"The University welcomes students transferring from all educational institutions and supports this posture by granting full credit for transferable courses wherever possible.

Western Michigan University is fully cognizant and supportive of the vital role which the community colleges fulfill in providing higher education to the people within the State of Michigan. Since one of the stated purposes of community colleges is that of providing the basic requirements of the baccalaureate degree, the University has responded by making provisions wherever possible for community college students to transfer to Western and to complete the baccalaureate degree within the traditional four years."

ADMISSION OF ADULT STUDENTS

"The University recognizes the necessity for providing educational opportunities to people of all ages and level of educational preparation. Further, University officials desire that adults in particular who are desirous of doing so, be given every opportunity possible to utilize prior education or occupational experiences. Consequently, whenever there is evidence to indicate that the individual will benefit academically and/or vocationally, these persons are encouraged to enter the University."

(Statements from University Admissions Committee, March 9, 1972)



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