Sabbatical Leave Policy Undergoes Changes

Western Family

"Now Music for Chromaharp or Guitar," by Dr. Alfred Bal

Dr. Samuel O. Miller, associate professor of So-

cial Work, authored a chapter of the new

Child Caring: Social Services, Division of Instructional Com-

munications, spoke on "Images of Women in the Media" at

the Indianapolis meeting of the Pop-

ular Culture Association ...

Michigan Histories contains an article, "Continuity in Rural Land

Ownership, Western Kalamazo...

By Dr. Charles Heller, professor of Geography . .

By Dr. Jack Mich-

ael Stolle, recently resigned from

the Geography Department, auth-

ored, "Michigan Tornado Severity

Regions" published in Michigan

Earth Scientist ... Dr. Dale Vah-

ston, assistant professor of Mar-

keting, is the author of "That's

(Continued on page 2)

CLERICAL UNIT

VOTE OCTOBER 31

PAYROLL PERIOD ELIGIBILITY

DATE: September 7, 1973

DATE AND TIME OF ELECTION:

Wednesday, October 31, 1973

8 a.m. to 11 a.m., 2 p.m. to 6 p.m.

PLACE OF ELECTION: Student

Center, Western Michigan Uni-

versity, Kalamazoo, Michigan

The Appropriate Collective

Bargaining Unit: All full-time.

and regular part-time employees classified as clerical

(C) employees employed by Western

Michigan University on its

Kalamazoo, Michigan campus ex-

cluding irregular part-time, tem-

porary, seasonal and casual cler-

ical employees, graduate assis-

ants, interns and practicums, stu-

dents and college co-op student

employees, trainees in special

purpose training projects, special

project employees, confidential

employees, employees classified as

professional, technical and ad-

ministrative employees, non-cler-

ical safety and security employ-

ees, supervisors and all other em-

employees.

Regular part-time employees being regular employees who are

part time but average twenty (20)

or more hours of work per week

during a period of six (6) consecu-

tive months.

PART-TIME FACULTY BECOME ELIGIBLE

Sabbaticals are intended primarily to encourage and promote

the professional growth of the faculty and to enhance their scholarly

and teaching effectiveness. Such leaves contribute to the accomplish-

ment of these ends by enabling the faculty to undertake specific, planned activities

involving study, research, scholarship, and creative work of mutual benefit to

the faculty member and the University.

1. Eligibility for Sabbatical Leave

A. The term "faculty" shall include all members of the University

holding academic rank.

B. A sabbatical leave may be granted to any faculty member at Western Michigan University who has served in a full-time capacity for at least six years, or the equivalent of six years of full-time service in a Board-appointed position. Equivalency shall be computed by adding ap-

propriate fractions of full-time service to any full-time service during the period following the faculty member's initial Board appointment or last sabbatical leave at Western. Such leave may not be awarded to the same person more than once in every seven years, and leave time shall not be cumulative. The granting of a sabbatical leave shall be without distinction as to rank, Department or College affiliation, full-time or part-time status, or total years of service at the University.

C. Two years of any full-time service or experience outside the University that has counted to reduce the length of the tenure probationary period shall count as one year toward fulfillment of the eligibility period, as shall one year in any six-year period spent on approved leave of absence from Western Michigan University for purposes of professional growth.

2. Requirements for Sabbatical Leaves

A. The sabbatical project must re-

quire a lengthy period of con-

tinuous release from normal fac-

ulty responsibilities— at least

eight months continuous service or

full years of service in a Board-ap-

pointed position. Such leaves

shall be granted by the Depart-

ment and the appropriate De-

an and the Department Chair-

man. The length of the leave

shall be determined by the De-

partment in establishing de-

mands. They shall then, in conjunc-

tion with the Department Chair-

man and others directly

affected, decide whether the granting of the leave(s) would seriously impair the Depa-

rtment's effectiveness.

B. Applicants for sabbatical leaves must inform the University of other salaries, grants, fellowships, or financial support they expect to receive (or do receive) during the period of leave. The combined income from such sources and the sabbatical grant should not exceed the faculty member's salary, research ex-

penses, travel, and relocation costs associated with the leave.

C. A person granted sabbatical leave must agree to return to the University duties for at least one year or the equivalent following the leave.

D. By the end of the first semester following their return to the campus, recipients of sabbatical leaves must file a written ac-

count of their sabbatical activi-

ties and accomplishments with

the University Sabbatical Leave Committee, their Dean, and their Department Chairman.

3. Selection Process

Applications and proposals must be filed with the Department Sabbatical Leave Committee no later than October 1 of the year preceding the fiscal year in which the applicant wants leave. Proposals approved by both the Department and the De an shall reach the University Sabbatical Leave Committee no later than November 1; and that body's recommendations should reach the Vice President for Academic Affairs not later than December 1. Normally propos-

als approved by the Department and the appropriate Dean shall be granted.

B. The Departments

(1) Each Department shall estab-

lish a Sabbatical Leave Com-

mittee, which will assume the

primary responsibility for evaluat-

ing and approving all sabbatical proposals in the Department. This com-

mittee shall determine if a proposal meets the establish-

ed University criteria and, if, in their professional judg-

ment, it is worthy of support. They shall then, in conjunc-

tion with the Department Chair-

man and others directly

affected, decide whether the granting of the leave(s) would seriously impair the Depa-

rtment's effectiveness.

(2) If the proposal is approved

and normally Departments should be supportive of

worthy projects—the De-

partment Chairman shall prepare a specific written

explanation of how the De-

partment intends to deal

(Continued on page 2)
SET STUDENT TEACHER EVALUATIONS

Written evaluations submitted by cooperating teachers for Western Michigan University student teachers are divided into four categories. They are as follows:

1. Midsemester Evaluation of Elementary Directed Teaching
2. Final Evaluation of Elementary Directed Teaching
3. Progress (Midsemester) Report of Secondary Directed Teaching
4. Final Evaluation of Secondary Directed Teaching

According to official university policy, adopted November 27, 1972, and scheduled to go into effect September 1, 1973, directed teaching evaluations which are over five years old are no longer used as an active recommendation in a candidate's placement credential file. In addition, since September, 1973, any candidate who wishes to have his or her evaluation shown to any employer, or reproduced and mailed to an employer, must write a statement on the form itself. The following policy statement is therefore agreed to:

1. Directed teaching evaluations, once they are forward to the Career Planning and Placement Office for each candidate, remain a part of that candidate's file, and are reproduced for or shown to an employer along with other credential data on that candidate. After the five year period, these evaluations are no longer used unless the candidate indicates to the Career Planning and Placement Office in writing that it should be included.

2. Midsemester or Progress Reports reflect only interim evaluations, and are shown to or reproduced for an employer only until the final evaluations are in. All midsemester and progress evaluations are placed in a candidate's file when or where the placement year ends on August 31. Whenever occurs first.

3. If a candidate signs a disqualification form, such evaluations remain a part of the active credentials of that candidate until the five years are up. However, if a candidate has an unsatisfactory directed teaching experience, such evaluations may be removed if the candidate subsequently completes a more favorable experience, and substitutes the evaluation on that experience for the one removed.

4. Directed teaching evaluations of individuals who are not registered with the Career Planning and Placement Office are shown to or mailed only at the request of the employer.
BUDGET FOR CAPITAL OUTLAY
(Continued from page 1)
6. Repair of window units in West Hall.

Planning is underway for each of these projects and construction on the major items will begin prior to June 1974.

Construction which is either completed or scheduled for completion during the current academic year includes:

A portion of West Michigan Avenue from Stryker Street to Dorrity Road (between Sangren and Henry Halls) will be closed in late November upon the opening to traffic of Howard Street between Michigan Avenue and Kendall Avenue. In relation to the closing of West Michigan, plans are developing for the development of the north portions of West Michigan, VanGiesen and Giksson. In addition, studies are being made for the improvement of internal campus roadways and the addition of parking areas around the perimeter of the main campus.

Fall Enrollment

Standards of 20,922
The enrollment for the Fall semester of 1973 has reached gratifying proportions. The total of 20,922 students is just slightly below the enrollments of 20,952 and 20,988 for the Fall of 1972. Official statistics show that although there was a modest decrease in overall undergraduate enrollment, there was an increase of nearly 350 graduate students, and full-time graduate enrollments near 2,200 for the Fall of 1972.

The number of transfer students is approximately 25 below last year at this time. The average number of credit hours carried by undergraduate students is approximately the same as last year. There was a surprising increase of nearly one percent which has raised the non-resident enrollment to nearly 1,400, compared with just over 1200 in 1972. Western students to enroll nearly two-thirds of its students at the junior, senior and graduate levels.

Total undergraduates 17,340
Total graduates 3,582
Beginning freshmen 1,350
Transfers 1,875
Upper division 62.5% of total
Lower division 37.5% of total

SABBATICAL LEAVE POLICY
(Continued from page 1)
with the load of the faculty member during the period of leave.
(3) The approved proposals and extensions thereof shall be forwarded to the appropriate department head, who shall review and approve them and forward them to the University Sabbatical Leave Committee, or return them to the Department for reconsideration and possible re-submission.

ACADEMIC ROOM RESERVATION POLICY

The purpose of this policy shall be to insure maximum availability of academic facilities for University-sanctioned academic and social activities.

General Regulations Pertaining to Use of Academic Buildings By All Groups

1. All University regulations regarding smoking, the use of alcoholic or controlled substances must be followed.
2. The Office of Student Activities has the responsibility for the conduct of student groups in University facilities and has the authority to establish such rules and regulations as it deems necessary in order to carry out this responsibility.
3. The use of any academic facility will be subject to rental fees and regulations as established for their use.

Procedures for Western Michigan University Student Groups

1. Request for rooms within academic buildings must be initiated 48 hours preceding the activity to the Office of Student Activities, 2401 Student Services Building, (3-4015)
2. The Office of Student Activities upon their confirming the eligibility of the group, will request a room reservation from the Registration Office.
3. The Office of Student Activities will send to the Registration Office 3 completed copies of the Room Request form which the Registration Office will use to officially confirm the reservation and to forward notice of the reservation to the Safety & Security Office.
4. There will be no charge to student groups for room reservations with seating capacity up to 100 persons unless the group requests such things as public address, special equipment set-up, special custodial services, etc.
5. For room reservations with seating capacity over 100 persons, a $50.00 deposit will be required. This deposit will be returned to the student group after the activity has taken place and the Physical Plant reports no abnormal custodial effort or damage to the area. If abnormal custodial work is required or damage is found after the activity, charges against the deposit shall be levied by the Office of Student Activities.
6. Facilities or student groups encountering difficulties in securing entrance to a scheduled room should call 383-0900 or 383-1600 asking that a custodian be paged.

Procedures for Western Michigan University Faculty and Staff

1. Request for use of rooms within academic buildings must be initiated 48 hours preceding the activity to the Office of Student Activities, 2010 Administration Building (3-1914)
2. There will be no charge to Faculty or Staff unless special services are required by the group, such as public address, special equipment set-up, special custodial services, etc.
3. All rooms are to be left in the same condition as found, except for normal custodial care. In case of damage, the University will charge the group for normal custodial care to restore a room to its original condition and to charge the group for the cost of any damage which occurs, or special services are requested.
4. Faculty or student groups encountering difficulties in securing entrance to a scheduled room should call 383-0900 or 383-1600 asking that a custodian be paged.

C. The University Sabbatical Leave Committee

(1) The University Sabbatical Leave Committee shall be a standing committee of the Faculty Senate, to be selected and by the usual procedures for such bodies, and consisting of one faculty member from each College, serving staggered three-year terms to assure continuity.

(2) They shall evaluate all proposals submitted as approved by both Departments and Deans to assure that the faculty meet established University criteria and that the total number granted in any given year would not adversely affect the institution's academic program. They shall then submit their recommendations not later than December 1, to the Vice President for Academic Affairs for his decision, which shall be submitted to the Board of Trustees.

(3) This Committee shall also serve as an appellate body, receiving and evaluating proposals rejected at a lower level and empowered, after consultation with the appropriate Department and Dean, to recommend to the Vice President for Academic Affairs that any such proposal be supported. In this capacity they shall function informally as an agency or committee charged with solving problems referred to them.

(4) They shall submit annual reports to the Faculty Senate on the results of the selection process, and shall keep on file a cumulative record of these reports.

(5) They shall be responsible for reviewing and recommending revision of sabbatical leave policies and practices.

4. Funding
A. A faculty member may apply for a semester or a one-semester leave. In either case, if the leave is granted he shall receive 75 per cent of his base salary for the period of the sabbatical. For board-appointed part-time faculty “base salary” shall be the full-time academic year salary for the period of the sabbatical.
B. The Vice President for Academic Affairs shall determine annually the sum of money necessary to meet the purposes of this sabbatical leave policy.

Approved Board of Trustees September 13, 1973

WESTERN FAMILY

(Continued from page 2)
Librarianship, has been named to the advisory Board of Governors of American Library Biography. . . DR. ROBERT BETZ, professor of Counseling and Personnel, is the author of “A Proposed Typology for Group Processes” which appeared in Michigan Librarian. . . NICHOLAS VANDER MEULEN, Kalamazoo junior, majoring in Asian Studies, is a scholar from the 1974 academic year. . . DR. BYRON EARHART, associate professor of Religion, taught at Ewha Women’s University, Seoul, Korea, under a Fulbright-Hays scholarship. . . Taking active roles at the golden anniversary meeting of the American Business Law Association at Knoxville, were three members of the College of Business faculty: F. WILLIAM McCARTY, an assistant professor who presented a paper “Law and the University Administration: Input by the Business Law Faculty”; and DR. WILLIAM MORRISON, professor, and JAMES R. BLANKER, assistant professor, who were members of a panel on “Teaching Tips and the Use of Visual Aids.” . . . TEKKO, associate professor of Blind Rehabilitation, is the recipient of the 1973 Louis Vaillant Award presented by the American Association of Workers for the Blind in recognition of his efforts in furthering orientation and mobility for the blind. . . DR. SHARON A. RATCLIFFE, assistant professor of Communication Arts and Sciences, served as a division chairman at the Memphis Conference of the American Communication Association. . . An article on his research in wilderness areas of the Upper Peninsula Territory, by DR. ALBERT H. JACKMAN, professor of Geography, is in Arctic, a publication of the Arctic Institute of North America. . . DR. C. J. GIANAROS, professor of Political Science, in Public Administration, is published in the Notre Dame Journal. . . . Four Decades of Michigan Attorneys” is prepared by DR. WILLIAM N. THOMPSON, assistant professor of Political Science, is published in Midwest Heritage Magazine. . . DR. CLAUDE S. PHILLIPS, JR., professor of Biology, is an author of “Dialogue in American Indian Communication,” published in the Journal of American Culture. . . L. F. M. Viall, professor of Educational Leadership, has been appointed to the Board of Governors of the Accrediting Secondary Educators of America. . . DR. PAUL C. FRIDAY, assistant professor of Psychology, who also presented a paper at the International Congress of Criminalistics, at Belgrade, Yugoslavia, presented lectures at the University of Munster, West Germany, and the University of Amsterdam, The Netherlands. . . DR. ROLLIN BOWERS, head, Department of Economics, was a participant at the World Congress of the International Industrial Relations Association at London. . . DR. NEIL LAMPER, associate professor of Communication and Personnel, spoke before the Association of the University of California and the American Psychological Association meeting at Montana. . . DR. SAMUEL CLARK, director, Honors College, represented Western at the Estes, Colorado, conference of Danforth Associates.