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MINUTES OF THE REGULAR MEETING OF THE FACULTY COUNCIL
HELD ON FRIDAY, JANUARY 10, 1969, 4 P.M.,
IN MURPHEY HALL

Chancellor Sitterson Presiding

Attendance: Seventy-four elected members were present. There were twenty-four excused absences; fourteen were unexcused.

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- I. Professor Dan W. Patterson presented the memorial for the late Charles C. Bernard. The Memorial Committee: Richard G. Cashwell, Melvin A. Chambers, Edward French, George E. Shepard, Dan W. Patterson, Roy Armstrong (Chairman). A copy of the full memorial resolution is attached to these minutes, as well as a copy of the brief commemorative statement which was read at the meeting.)
 - II. The Council approved, without dissent, the following standing committee reports:
 1. Advisory Committee: J. L. Godfrey, Chairman
 2. Instructional Personnel: J. C. Morrow

(Copies of these Annual Reports are filed in the special binder "Annual Reports of Standing Committees of the Faculty Council, 1968-1969.")

 3. Honorary Degrees: C. Hugh Holman Chairman (in Executive Session)

(The recommendations are attached to these minutes.)
 - III. The Council approved, without dissent, a new degree program: B. S. in Biology. The proposal was presented by Frank Duffey, Associate Dean of Arts and Sciences. A copy of the proposal is attached to these minutes.
 - IV. The Secretary of the Faculty reported the names of members of the Council retiring January 29, and names of those in the five Divisions who have been elected for three-year terms, beginning January 30, 1969. These names are appended to these minutes. Faculty participation in the balloting was 64% of those eligible to vote. The new Council will have 115 elected members, three more than in the present council. Divisional representation will be distributed as follows: Fine Arts 7, Health Affairs 43, Humanities 16, Natural Sciences 17, Social Sciences 32. All Arts and Sciences Departments and all Schools will be represented in the Council, except Journalism (there is a first alternate) and Business Administration (there are two from Economics).
- The Chairman of the Faculty, Frederic Cleaveland, announced two new appointments to the Agenda Committee: in Fine Arts, Wesley Wallace; in Social Sciences, John Nelson. He expressed appreciation for the services of two retiring members: Joel Carter and John Gulick. In order that there may be some overlapping continuity and also an opportunity for more members of the Council to serve, it has become the custom to ask members to serve two-year terms, which are staggered. Maynard Adams (Hum), G. P. Manire (HA), and G. E. Nicholson (NS) have agreed to serve a second year. Mr. Cleaveland urged members of the faculty to make pertinent suggestions to divisional representatives on the Agenda Committee, or to the Chairman and Secretary of the Faculty.
- V. Proposed policy on release of information to the press about Faculty Council actions: Frederic Cleaveland, Chairman of the Faculty, for the Agenda Committee

1. Faculty Council meetings shall be considered open except when declared to be in executive session.
2. The Agenda Committee in preparing the agenda for a Council meeting shall determine which items are to be considered in executive session and these items shall be so identified on the printed agenda. The presiding officer shall also introduce these items of business by announcing that the Council is in executive session. By vote the Council may, of course, at any time during a meeting declare itself in executive session.
3. Following a Council meeting, after the summary of proceedings has been prepared by the Secretary of the Faculty, the Chairman of the Faculty and the Secretary of the Faculty are authorized to issue to the press an official statement of Council action, based upon the summary of proceedings, concerning any item of business not conducted in executive session.

Mr. Cleaveland asked that any action be deferred to a later meeting in order that the faculty and Agenda Committee might have further opportunity to consider the possible ambiguities and implications of the proposal. Pertinent questions raised by faculty members: the definition of "executive session" (shall non-Council faculty be excluded? the practical problem of clearing the room of ineligible persons); the significance of "open" meetings (what provision would there be, if some issue of wide public interest were on the agenda, to deal with a large influx of non-faculty members? should all discussions and actions not in executive session be on the record for immediate press reporting? "open" should mean attendance not participation).

VI. Report of the Committee on Status of Part-time Instructors: W. F. Little

The Council approved the recommendations and then the entire report. Before voting, there was discussion of the three recommendations in turn, and then the Council voted affirmatively on each. The Council approved the recommendations exactly as they appear in the attached report.

In response to questions raised on particular points, Chairman Little emphasized the difficulty of devising general provisions covering the wide variety of practices throughout the University. There is some consequent lack of precision about all possible variant circumstances. Rather than try to spell out in detail provisions for every possible situation, the Committee relies on the practical wisdom of various departments. If there prove to be serious difficulties not adequately provided for, the Council can always take appropriate action. Points clarified in the discussion: the category "Teaching Fellow" is not new, but a desirable continuation of a present title and function. "Teaching Assistant" connotes that there is always face to face instruction, in the classroom or laboratory. In this category there is always implication of departmental supervision, including responsibility for grades. Any special difficulties about the term "annual," or instructorship appointments for non-registered graduate students, can be worked out with the Dean. The elected standing Faculty Hearings Committee is not an appropriate appeals committee, since it is primarily charged with hearing cases involving associate professors or professors who have tenure, and it does not have graduate student members. There should be departmental and school standing appeals committees made up of faculty and graduate students. A careful reading of the full approved report may clarify some questions raised by a consideration of the recommendations alone.

VII. Report of the Committee on the Spruill Resolution: James R. Gaskin
(The Spruill Resolution is in the minutes of May 3, 1968)

The Council approved, by a clear majority, the recommendations of the special committee on the relationship of the Graduate School to the Council, presented by James Gaskin for the chairman, W. L. Wiley.

Questions of general policy involving the Graduate School of Arts and Sciences should be presented to the Faculty Council for final confirmation in the same manner that other major programs in post-baccalaureate areas--namely, in the School of Law, the School of Dental Surgery, and the School of Medicine--are presented. Problems of internal operation in the Graduate School--matters such as new courses, individual student programs, inter-departmental relations, etc.--should be decided by the Dean of the Graduate School and his Administrative Board without submission to the Faculty Council.

Dean Ingram, speaking for the Administrative Board of the Graduate School, expressed doubts about the desirability of changing the long-time practices respecting the authority of the Board. While not deeply opposed to the Committee's proposal he expressed his uncertainty about the meaning of the term "general policy" as defining matters to be brought to the Council, and he emphasized the delaying effect--of bringing new degree programs to the Council--on the already year-long process of getting such programs finally approved. Board members Sloane and Cleaveland emphasized points made by Ingram, the latter raising questions about who is to decide what is or is not "general policy." Maynard Adams spoke for the recommendation, emphasizing the desirability of departments and schools having knowledge of and a chance to speak on the implications of new programs for present University commitments. Gaskin pointed out that the term "general policy" was adopted to give the Dean and Administrative Board a desirable latitude in making proper decisions about what should be referred to the Council.

Defeating a motion to extend the time, the Council adjourned at 5:50 p.m.

Clifford Lyons
Clifford Lyons
Secretary of the Faculty

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Report of the Faculty Council ad hoc Committee
on the Status of Part-Time Instructors.

I. The Charge

This committee was asked "to study the status of [the] Part-Time Instructor and to report as soon as practicable to the Council." Our interpretation of "part-time instructor" is the *graduate student* (by whatever title) who is directly involved in the instructional program, but whose primary objective in the University is pursuit of an academic degree. This has excluded from our consideration part-time instructors who are professionals in their fields and have taken part-time employment in the University. We have not concerned ourselves with research assistants, nonservice fellowship holders and trainees.

II. Description of the Part-Time Instructor program

Graduate students who are involved in our instructional programs perform valuable and indispensable service to the University and presently operate under several titles including:

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| Section Assistant | Graduate Assistant |
| Departmental Assistant | Teaching Fellow |
| Laboratory Assistant | Part-Time Instructor |
| Teaching Assistant | Junior Instructor |

(In the General Catalog, these titles appear under departmental listings while the summary of graduate student appointments in later sections of the catalog list only two titles, part-time instructor and graduate assistant.)

Graduate students are involved in the instructional programs of 31 departments and schools (24 in the College of Arts and Sciences); this year they number 854 individuals (764, 90% in the College of arts and Sciences). The number has been steadily increasing.

Just as there is no uniformity in the use of titles from department to department, there is a great diversity in practices with respect to degree of supervision, credentials for employment, grievance procedures, teaching experience as a requirement for the Ph.D. degree, income tax liability, etc.

Below are listed data on some of these matters:

Number of undergraduates involved	38 (4%)
Number of first year graduate students involved	178 (21%)
Number who work under virtually no supervision (est.)	110 (12%)
Number for whom teaching is a degree requirement	419 (49%)
Number who are not liable for income tax	460 (54%)
Number covered by a <i>formal</i> grievance policy	165 (19%)

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III. Academic Status

Recognition of the *graduate student status* of the part-time instructors is important to the University and valuable to the student. In most (if not all) departments, these appointments are considered as subsidies to graduate students as well as service appointments; in some departments, teaching experience is a degree requirement and the student is free from income taxation on this basis. Student status also exempts him from paying social security tax and retirement contributions. A significant number of the appointments (particularly, but not exclusively, in the sciences) are extended to first year graduate students. This presupposes appointments made primarily on the basis of *student* records and credentials rather than *teaching* experience or promise. In almost all cases, the graduate instructor is considered by the department as an apprentice teacher; this must be part of the rationale for those departments who require teaching experience as part of their degree programs. Continuation of a student's appointment does depend on his status and success *as a student*.

At the same time, graduate student teachers should be considered junior faculty members and should be accorded some privileges beyond those of other graduate students, but not all privileges of regular, full-time faculty (see Section VII).

IV. Conditions of Appointment; Assignment of Duties and Supervision

The committee believes it is appropriate that the work of a graduate student teacher be subject to supervision and review; his assignment should be made in accordance with his developing talent and skill as an apprentice teacher and scholar. This is consistent with the improvement of our instructional program in general and the objectives of those departments requiring teaching as a degree requirement. The extent of supervision will undoubtedly vary according to the nature of his assignment, his experience and local practices in a department.

Assignment of duties, including reassignment and termination, should be reserved to the judgment of the department and should be contingent on satisfactory academic work of the graduate student.

It is recommended that:

A. *Graduate student teaching appointees should receive an original letter of appointment and subsequent annual letter of appointment, clearly stating these conditions, including the terms of the contract with respect to time, nature of service, and remuneration.*

(Note: As a practical matter, the appropriate Deans should remind their chairmen each year of this provision.)

V. Titles

It is recommended that:

B. *Effective September 1, 1969, the official titles for graduate students in the instructional programs of the University become:*

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Graduate Assistant-for graduate students whose duties do not involve direct instruction of students.

Teaching Assistant-for graduate students who actually meet classes and laboratories.

Teaching Fellow-for special recognition of outstanding performance.

These titles should be used in all catalog listings and on the personnel action forms for all such appointments.

The above does not preclude appointment of non-registered degree candidates as *Instructor* or *Lecturer* in special cases, as is now current practice, by appropriate arrangement with the Dean. In those few cases where undergraduates are employed, the titles of Teaching Assistant or Undergraduate Assistant can be used. For research assignments, the present title of Research Assistant will be unaffected.

The above recommendation does not preclude the use of different pay scales within a department for individuals with the same title, since work loads and responsibilities can vary considerably.

The primary effect of this recommendation is to reserve the titles of *Instructor* and *Part-Time Instructor* for regular professional faculty appointments. It has the additional advantage of considerably reducing the number of appointments carrying the qualifier "part-time". After all, a graduate student teacher normally is a full-time participant in the University's teaching and scholarly or research programs.

VI. Grievance Procedures

Since most departments have no formal due process procedures in matters of reassignment, dismissal, etc., especially as disciplinary actions, formal procedures should be established. It should be noted that presently 19% of the graduate student appointees are covered by established procedures in a few departments. It should, however, be acknowledged that almost all departments that have no such procedures have indicated that communication in this regard is and has been good and that problems are very rare.

It is recommended that:

C. Each instructional unit (Department or School) establish a Grievance Committee with representation from the Graduate Assistants, Teaching Assistants or Teaching Fellows to review grievances arising in connection with a graduate student's teaching responsibilities. Such a committee should hear the student after it has been established that the grievance could not be settled between the appointee and the Departmental Chairman. Requests for a hearing must be received in writing prior to the hearing.

An appeal beyond this committee may be made to an Appeals Committee, appointed for each case by the Graduate Dean, consisting of a member

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of the Graduate School Administration, as chairman of the committee, two members of the Administrative Board of the Graduate School and two graduate students holding appointments. No member of the Appeals Committee should be from the Department involved.

VII. Privileges

Holders of these graduate appointments ought to have privileges consistent with their roles as students and members of the junior instructional staff. Departments should consider within their own practices ways to enhance the prestige and respect of these persons as junior staff, according them such staff privileges that are consistent with the operating framework of the individual department.

On a University-wide basis, Graduate Assistants, Teaching Assistants, and Teaching Fellows now receive the following considerations:

1. Staff tuition rates (In-State tuition). This they do have during the terms when they teach. The University should explore the extension of these privileges to the subsequent summer sessions, whether they teach during the summer or not. Holders of these appointments usually need summer school work to help make up the time lost in their own work while teaching during the academic year.
2. Access to the Student Health Service.
3. Income tax advantages where teaching is a degree requirement and the student in his teaching role is considered "in training."
4. Waivers from Social Security taxation and Retirement System contributions.
5. Use of Student Housing.
6. Financial considerations in the University athletic programs.

VIII. Other Considerations

Through meetings and other contacts with part-time instructors, representatives of the Graduate Students Association and Departmental Chairmen, the following items were of concern to one group or another. These matters should be investigated and given attention by the proper units in the University.

Of concern to the graduate students:

1. Graduate student teachers are not in all cases given the library privileges needed in the discharge of their teaching duties.
2. Parking is a problem that can affect the discharge of their instructional duties. The University Parking Committee should consider the possibility of designating some areas for teaching assistant parking when

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special circumstances prevail. It should be pointed out, however, that while there are areas designated for both faculty and student parking, no faculty member is guaranteed a parking place, let alone a place near his academic home building.

3. The graduate students are concerned about the level of stipends that are available. Undoubtedly, the Graduate Students Association through its Committee on Finance will help bring this before the University.

4. It appears that some graduate students are reluctant to join and participate in the Graduate Students Association because of an *assumed* apprehension on the part of some departments or faculty. Holders of graduate appointments should be encouraged to participate in this organization to help create a broadly based association that can represent graduate students in general.

5. A published handbook describing the responsibilities, rights and privileges of holders of graduate appointments would be particularly helpful.

6. The present eight months payroll, especially the timing of the first pay check, is an inconvenience to the graduate student and sometimes creates for him a real crisis. This matter is of particular concern to the department chairmen, especially when they are faced with adding additional assistants in September, when class enrollments are established. It is almost impossible to meet payroll deadlines under these conditions without "walking through" personnel forms, etc. Serious study should be given to this matter, including the possibility of biweekly payrolls, etc.

7. There is concern about work loads, especially where great disparities seem to exist between different departments and sometimes within a given department. There is some feeling on the part of the graduate assistants that compensation does not necessarily parallel work requirement or degree of responsibility.

8. In addition to due process procedures, there is need for a line of communication with the University on matters of graduate student welfare and complaints.

Of concern to Department Chairmen

1. The most frequent complaint of departmental chairmen was the inadequacy of the graduate assistance budget. The reliance on "lapsed salaries" to meet graduate student teaching requirements was deplored by some. Budgetary inadequacies were identified in terms of the insufficient number of positions available and the inadequate level of stipends to meet the competition for the best talent.

2. There is concern over the availability of better qualified graduate students for instructional appointments. (This is related to Item 1 immediately above.)

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3. In some departments the problems of supervision, communications, and maintenance of consistent programs in large multisectioned courses are of paramount importance. It should be noted with favor that some departments have introduced training programs and special seminars dealing with teaching methods and approaches for their graduate instructors. These kinds of programs might help solve the problem in other departments.

4. The department chairmen, like the graduate students are concerned with the inadequacies of the present payroll schedule for graduate instructors, particularly in the late timing of the first payroll check.

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Each instructional unit (Department or School) should establish a Grievance Committee with representatives from the Graduate Assistants, Teaching Assistants or Faculty Fellows to review grievances arising in connection with a graduate student's teaching responsibilities. Such a committee should hear the student after it has been established that the grievance could not be settled between the associate and the Departmental Chairman. Requests for a hearing may be received in writing prior to the hearing.

An appeal beyond this committee may be made to an Appeals Committee, appointed for each year by the Graduate Dean, consisting of a member of the Graduate School Administration, as chairman of the committee, two members of the Administrative Board of the Graduate School and two graduate students holding appointments. No member of the Appeals Committee should be from the department involved.

Respectfully submitted,

- V. B. Lynch
- James L. Coffey
- C. Carroll Willis
- V. F. Little (Chairman)
- Robert Pickens
- Earle Wallace

[Margaret Newburn was on the original committee, but has been on leave and could not participate in the final report.]

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IX. Recommendation for Action by the Faculty Council

A. Graduate student teaching appointees should receive original letters of appointment and subsequent annual letters of appointment containing the terms of the contract with respect to time, nature of service and remuneration, clearly stating that such appointments are contingent on satisfactory academic work as graduate students, and reserving the assignment of duties, including reassignment and termination, to the judgment of the department. The letters should contain provisions for supervision and review of the performance of the appointees.

B. Effective September 1, 1969, the University should adopt an official set of titles for graduate students involved in the instructional program. The official titles to be used in all catalog listings and on personnel action forms should be:

Graduate Assistant-for graduate students whose duties do not involve direct instruction of students.

Teaching Assistant-for graduate students who actually meet classes and laboratories.

Teaching Fellow-for special recognition of outstanding performance.

C. The University should establish formal grievance procedures for graduate assistants, teaching assistants, and teaching fellows:

Each instructional unit (Department or School) should establish a Grievance Committee with representation from the Graduate Assistants, Teaching Assistants or Teaching Fellows to review grievances arising in connection with a graduate student's teaching responsibilities. Such a committee should hear the student after it has been established that the grievance could not be settled between the appointee and the Departmental Chairman. Requests for a hearing must be received in writing prior to the hearing.

An appeal beyond this committee may be made to an Appeals Committee, appointed for each case by the Graduate Dean, consisting of a member of the Graduate School Administration, as chairman of the committee, two members of the Administrative Board of the Graduate School and two graduate students holding appointments. No member of the Appeals Committee should be from the department involved.

Respectfully submitted,

W. B. Aycock
James L. Godfrey
C. Carroll Hollis
W. F. Little (Chairman)
Rupert Pickens
Earle Wallace

(Ansel Mewborn was on the original committee, but has been on leave and could not participate in the final report.)