

TO ALL MEMBERS OF THE FACULTY SENATE:

University Policy Re Teaching Adjustments:

The following is taken from a report of a special committee appointed to investigate the problem of small enrollments in University classes by the Advisory Council at its meeting of December 16, 1942:

Consideration of instructional work in two groups

The plan involves the consideration in two groups of the instructional work at present listed in the catalogue:

Group 1. Regular courses which are given (except by special permission of the President) to not less than 5 undergraduates plus graduates or 3 graduates actively working toward an advanced degree.

Group 2. Special work, much of which is now listed just like regular courses, which may be offered for one or more students. Included in this group are research, thesis, and honors, independent study, etc., and individual lessons in the School of Music.

The two groups of instructional work and teaching load

The relationship between the teaching load involved in regular courses and that involved in special work has not previously been worked out in detail. The committee now proposes:

1. That one average "hour" of teaching load in connection with regular courses be assumed to require four hours of the instructor's time per week, including actual time in class and that required for preparation, conferences, and the reading of papers. On this basis, since the direction of one three-hour laboratory period is considered at present to be the equivalent of 1.5 lecture hours, such direction should be assumed to require six hours of an instructor's time per week.
2. That the direction of one student in research or thesis work be considered to be half an "hour" of teaching load (two hours of the instructor's time per week).
3. That the giving of one regular half-hour lesson in the School of Music be considered to be a quarter of an "hour" of teaching load (one hour of the instructor's time per week).
4. And that the direction of one student in honors work, independent study, or special study be considered to be a quarter of an "hour" of teaching load (one hour of the instructor's time per week).
5. It is understood that in exceptional cases involving, for example, large classes, handling a number of sections of the same course, directing laboratory work involving an unusually large amount of time for preparation, and so on, the time required may vary markedly from the above values, being in some cases much more and in some cases much less. The deans will make a note of such exceptional cases and call them to the attention of the President.

April 9, 1948

C. Zaner Leshner, Secretary

TO ALL MEMBERS OF THE FACULTY:

Procedures of the Faculty Senate  
Monday, April 5, 1948

RESEARCH AND CREATIVE WRITING, REPORT OF COMMITTEE ON: The report of the Liberal Arts College Committee was summarized as covering particularly the following points: 1, reduction of teaching loads in consideration of time spent in research; 2, reduction of teaching loads in consideration of time spent in the conduct of theses; 3, commendation of the administrative policy affecting sabbatical leaves, with the request for further clarification of the policy; 4, a request of special funds for the Liberal Arts College for use in research and writing; 5, availability of funds to encourage attendance at professional meetings; 6, desirability of establishing a policy under which the various duties of the faculty members would be appraised.

The Senate voted that the report of the Committee on Research and Creative Writing would be received but that upon receipt of additional information the question of teaching load adjustments could be reopened if the present regulations seem unsatisfactory, and that the suggestion of President McCormick for adjustments in teaching loads by heads of departments be approved. (NOTE: President McCormick pointed out that heads of departments might well adjust teaching loads in consideration of time spent in research. In cases where the load is less than 12 hours, he assumes that the instructor is engaged in research, has additional paper work, or has been assigned special duties.)

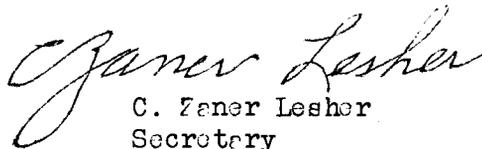
COMMITTEE ON BY-LAWS, REPORT OF: The Senate voted to adopt the report of the Committee on By-Laws as amended. A statement of the point which should be reviewed by the General Faculty as prepared by Dr. Houghton, Chairman of the Committee on By-Laws, is submitted herewith.

PHARMACY, APPROVAL OF CURRICULUM: The Senate gave approval to the four-year degree course in Pharmacy as recommended by the College of Liberal Arts.

STUDENT RATING OF INSTRUCTORS: The Senate voted in favor of establishing a plan of student rating of instructors with the understanding that the program would not necessarily be continued each year.

WHITE CANE WEEK, REQUEST FOR OBSERVANCE OF: The Senate voted to deny a request for permission to have representatives of the Arizona Association for the Blind solicit members of the faculty and student body on campus in connection with the sale of White Cane Week stamps. This action is in accordance with a long established policy.

COPIES OF SENATE MINUTES: The Senate voted that in the future copies of the full minutes would be sent to each member of the Committee of Eleven and that the chairman of that committee would be provided with a list of Senate committees and their personnel.

  
C. Zener Leshner  
Secretary

CZL/bkm

NOTICE TO MEMBERS OF THE UNIVERSITY FACULTY

The Faculty Constitution, III, E, 10, authorizes the Faculty Senate to formulate by-laws covering such processes and procedures as require detailed clarification.

On *April*, 1948, the Senate approved the following propositions, which shall become operative only when approved by the General Faculty:

1. That petitions calling for meetings of the general faculty, in accord with the Constitution, I, C, 1, d, and III, F, 1, shall be presented to the Faculty Chairman, who shall take the necessary steps to comply with such petitions, including arranging with the Secretary for sending notices to all members of the faculty.

*By-laws  
Item # 3*

2. That the language of the Constitution, III, A, 6, be interpreted to mean that no elective member of the Senate shall be eligible to serve more than two terms consecutively.

*Item # 4*

That the work of considering and approving applications for the offering, dropping, or altering of particular courses be delegated to the Advisory Council, subject to the right of appeal to the Senate by any department or by any member of the faculty; but consideration of proposals to alter curricula and degree requirements shall be a direct function of the Senate.

*Item # 5*

4. That meetings of the Senate, or the General Faculty, or college faculties be closed to newspaper reporters, persons representing campus publications, and representatives of the University Press Bureau. This rule shall apply also to meetings of the Committee of Eleven and all other faculty committees; but it shall not be construed to bar representatives of the University Press Bureau from meetings of the General Faculty.

*Item # 6*

(This rule is based upon the assumption that, while the affairs of a public institution should not be secret, nevertheless, the deliberations of the faculty and its duly constituted bodies may necessarily involve discussions which ought not to be publicized. It is an obligation that this privacy be assured essential protection.)

5. That, during the absence or incapacity of the Faculty Chairman, his duties and functions shall be exercised by the Chairman of the Committee of Eleven.

*Item # 7*

It is understood that a meeting of the Faculty to consider these propositions will be called by the President of the University.

*Ok'd by Gen Faculty  
Sat. May 22  
1948  
with revision  
of Item 5  
(see min  
of Apr 27)*

Respectfully submitted,

*C. Zener Leshner*

C. Zener Leshner  
Secretary

*Revised  
Apr 27 1948*