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*The Faculty Manual
of
Trinity College*



1975

HARTFORD • CONNECTICUT

The Faculty Manual
of
Trinity College



1975

WILLIAM D. CONNOLLY

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Preface

The idea of a Faculty Manual was first proposed by Trinity's chapter of the American Association of University Professors and developed by one of its committees under the determined direction of Professor Paul Smith. The proposal received the endorsement of the College administration from the start.

The first three editions were prepared in 1966, '67, and '68 under the direction of Professor Richard Lee. In 1970 preparation of the Manual was assigned to the Committee on Academic Freedom.

The Faculty Manual is only one of several documents available to inform the faculty of the situation at Trinity. We draw your attention especially to the current Catalogue Issue of the Trinity College Bulletin and to the Trinity College Handbook, which, as we have noted occasionally in the Manual, contain information important to the Faculty.

We wish to thank the many people who helped gather and prepare the material included in the Manual. Their patience with innumerable phone calls and visits is greatly appreciated.

The Manual was conceived and developed not merely as a convenience but as a means of self-education. If the Faculty is to be an effective force in influencing the institution of which it is a part, it must be informed. We urge each member of this Faculty to study this manual--particularly Section I, "Organization of the Faculty"--and also to add the replacement sheets which will be distributed from time to time. Through this effort, Faculty leadership can be made effective.

Stephen Minot
Richard Lee
Academic Freedom Committee
June, 1974

Emergency Information

Medical

The infirmary is located in Wheaton Hall, first floor. A nurse is on duty 24 hours a day, Monday through Friday, and Saturdays 11:00 A.M. to 3:00 P.M. On weekends a nurse living in a campus apartment will be on call through the Mather Campus Center Office.

The College physician, Dr. Mark Izard, holds office hours weekday afternoons and is also on call 24 hours a day through his answering service.

Campus Security

Mr. Alfred A. Garofolo is the Director of Campus Security, and he has his office in Williams 112. He is available there weekdays from 9:00 A.M. until 5:00 P.M. Evenings and weekends security officers can be reached by calling Mather Campus Center. Members of Mr. Garofolo's staff stand ready to assist in any serious emergency. He or one of his staff should also be notified in the event of offenses against persons or property on the campus. In case of a serious emergency, should a security officer not be immediately available, it is recommended that the Hartford Police Department be notified (telephone: 522-0111).

Theft and vandalism are committed occasionally, and the personal equipment and belongings of faculty members are no less vulnerable to these offenses than are College material. The Security Office requests that faculty members minimize the opportunities for theft and vandalism by taking realistic precautions and by notifying the Security Office when reasonable precautions are not being observed.

All vehicles used on or in the immediate vicinity of the campus must be registered with the Director of Security and must display a college decal. Copies of the parking regulations are available at the Security Office.

ACADEMIC CALENDAR AND SCHEDULE OF DEADLINES
AUGUST 1976 - May 1977

1976

- August 29 Freshmen arrive. Meal ticket plan (7-day) begins with evening meal.
August 30 Residence halls open for upperclassmen for the Christmas Term.
August 31- Registration for Christmas Term 1976-77 according to alphabetical
Sept. 1 schedule mailed by Registrar during summer, 1976. Fine for late
Registration without medical or appropriate emergency excuse (as
approved by Registrar): \$25.00 in cash (paid to the Treasurer's
Office and receipt presented to Registrar before registration can
take place). Students will not be permitted to register if their
bills are not paid in full; they will be charged the late Regis-
tration fine if their registration is deferred for this reason.
- Sept. 2 Undergraduate classes begin.
Sept. 6 Labor Day; classes are held.
Sept. 15 Last day to change courses.
Oct. 4 Yom Kippur.
Oct. 4-6 Open Period: no regular classes for undergraduates.
Oct. 22 Mid-term.
Nov. 5 Last day to drop this term's courses or to finish incompletes from
previous term.
Nov. 15 Off-campus Open Semesters and Leaves of Absence for Trinity Term
1976-77: Students wishing to participate must have completed all
arrangements and have received clearance from the Office of Educa-
tional Services by this date.
Nov. 18-19 Pre-Registration for Trinity Term 1976-77. Any student planning to
withdraw voluntarily for the Trinity Term should file a "Notice of
Withdrawal" with the Registrar by this date. Fine for late Pre-
Registration without medical or appropriate emergency excuse (as
approved by Registrar): \$25.00 in cash (paid to Treasurer's Office
and receipt presented to Registrar before pre-registration can take
place).
Nov. 23 Last day to elect to receive a letter grade in a course being taken
Pass/Fail.
Nov. 24 Thanksgiving Vacation begins after last class. Evening meal is last
meal on meal ticket plan.
Nov. 24 Housing Agreements and \$100 Dormitory Deposits for Trinity Term due
from students presently living off-campus if they wish to reside on-
campus next term.
Nov. 28 Meal ticket plan resumes with evening meal.
Nov. 29 Classes resume.
Dec. 6 New applications for financial aid for the Trinity Term 1976-77 are
due in the Financial Aid Office.
Dec. 8 Last day of undergraduate classes.
Dec. 9-10 Reading Days.
Dec. 10 Treasurer's Office mails bills for all students.
Dec. 13-18 Final examinations. Evening meal on December 18 is last meal on meal
ticket plan.
Dec. 19 All campus residence halls will be closed for Christmas Vacation. Will
be reopened January 16, 1977.

1977

- Jan. 3 All bills for Trinity Term 1976-77 must be paid in full.
- Jan. 16 Residence halls re-open. Meal ticket plan resumes with evening meal.
- Jan. 17-18 Registration for Trinity Term 1976-77, according to alphabetical schedule mailed by Registrar to all students. Fine for late Registration without medical or appropriate emergency excuse (as approved by Registrar): \$25.00 in cash (paid to the Treasurer's Office and receipt presented to Registrar before registration can take place). Students will not be permitted to register if their bills are not paid in full; they will be charged the late Registration fine if their registration is deferred for this reason.
- Jan. 19 Undergraduate and graduate classes begin.
- Feb. 1 Last day to change courses.
- Feb. 14-18 Open Period: no regular classes for undergraduates.
- March 11 Mid-term. Spring Vacation begins after last class. Evening meal is last meal on meal ticket plan.
- March 14 Financial aid applications for 1977-78 (initial and renewal applications) due in Financial Aid Office.
- March 27 Meal ticket plan resumes with evening meal.
- March 28 Classes resume.
- April 8 Good Friday: classes are held. Last day to drop Trinity Term courses. Last day to finish incomplete courses of previous term.
- April 11 Applications for the continuance of Trinity College financial aid for an Academic Leave of Absence due in the Office of Educational Services.
- April 15 Housing Agreements for 1977-78 and \$100 Dormitory Deposits due.
- April 15 Off-Campus Open Semesters, Leaves of Absence and Exchanges for Christmas Term 1977-78: Students wishing to participate must have completed all arrangements and have received clearance from Office of Educational Services by this date.
- Apr. 21-22 Pre-Registration for Christmas Term 1977-78, according to alphabetical schedule mailed by Registrar to all students. Any student planning to withdraw voluntarily for the Christmas Term should file a "Notice of Withdrawal" with Registrar by this date. Fine for late Pre-Registration without medical or appropriate emergency excuse (as approved by Registrar: \$25.00 in cash (paid to Treasurer's Office and receipt presented to Registrar before pre-registration can take place)).
- April 27 Last day to elect to receive a letter grade in a course being taken Pass/Fail.
- Apr. 27-28 Housing Selection Process.
- May 10 Last day of undergraduate classes.
- May 11-13 Reading Days.
- May 16-17 General examinations for seniors.
- May 18-25 Final examinations. Evening meal on May 25 is last meal on meal ticket plan.
- May 27 Final Faculty meeting for the 153rd academic year.
- May 29 Commencement Exercises for the 153rd academic year.
- May 31 All residence halls to be vacated by 12:00 noon.

I. ORGANIZATION OF THE FACULTY AND ACADEMIC STATUS

Definition of the Faculty

(Passed by the Faculty at its meeting on 11 November, 1969.)

As a working statement of principle the Faculty also passed, on 14 October, 1969, a resolution endorsing the Statement on Government of Colleges and Universities printed in the Winter 1966 issue of the AAUP Bulletin.

The Faculty shall consist of:

- (1) Those persons currently engaged full-time in the instruction of students who have been approved by the Committee on Appointments and Promotions or who are serving under an initial appointment at the rank of Instructor or above.
- (2) Other persons with teaching or research responsibilities at Trinity who are elected by a majority vote of the Faculty as it is constituted at any given time. This membership shall continue as long as such responsibilities remain unchanged.

Persons wishing to be made Faculty members under this provision may at any time submit their names and pertinent information to the Secretary for presentation to the Faculty.

- (3) The President, the Dean of the Faculty, the Librarian.

Changes in category (3) shall be made only by a majority vote of those persons covered by categories (1) and (2).

The Secretary of the Faculty

The Secretary of the Faculty shall be the Faculty's primary elected officer. Nothing contained herein shall abrogate powers already committed to the Secretary in the Regulations of the Faculty, or alter the duties of any administrative officer.

Communications

A. Communications which require faculty action normally should be channelled to the Faculty through the Secretary.

1. Communications from members or committees of the Faculty which require Faculty action normally shall be submitted to the Secretary for presentation to the Faculty for action at its next regular meeting. This shall not be construed to include routine committee reports or announcements.
2. Communications from the administration which require Faculty action normally shall be submitted to the Secretary for presentation to the Faculty for action at its next regular meeting.
3. All communications from the student body requiring Faculty action shall be submitted to the Secretary who will present these matters at the next regular Faculty meeting for consideration.
4. All communications from outside agencies which are pertinent to academic matters and/or require Faculty action shall be submitted to the Secretary who will present them to the Faculty for its information or action at its next regular meeting.

B. Agenda

1. The Secretary shall provide each member of the Faculty prior to a Faculty meeting, with an agenda containing the major items to be discussed at the next regular meeting, and a similar agenda for special meetings indicating the topic or topics to which the special meetings will be limited.
2. Whenever possible, motions to be introduced for deliberation and action should be submitted to the Secretary in writing for inclusion in the agenda.

C. All official communications from the Faculty to others shall be made through the Secretary.

1. The Secretary shall take the minutes of the Faculty meeting.
2. The Secretary, in cooperation with such committees or advisors that the Faculty shall establish, shall publish and distribute Faculty decisions pertinent to the College community as expeditiously as possible following the Faculty meeting in which the decisions were made.

3. The Secretary shall present to the Trustees, normally through the Dean of the Faculty, all actions of the Faculty which require Trustee action, and be available to explain and discuss such matters before the Trustees, should the Faculty so request.

Committee Assignments

- A. To aid the Secretary in remaining currently aware of all business of the College pertaining to academic matters, the Secretary may attend, as a non-voting member, all elected and all appointed committees and councils that serve the Faculty, except the Committee on Appointments and Promotions.
- B. The Secretary shall be sent the agendas and the minutes of all meetings of the committees defined in A above.

The Secretary shall represent the Faculty at academic ceremonies of the College.

Tenure

- A.
 1. The Secretary of the Faculty shall serve for a two-year term of office and shall not serve more than two consecutive terms.
 2. All faculty members listed in the Trinity College Bulletin as Professor, Associate Professor, Assistant Professor or Instructor, and who do not hold a concurrent appointment listed under Administration, shall be eligible to become Secretary of the Faculty.
 3. The Secretary shall be elected by secret ballot by those eligible to hold the office, in April of every other year. His term of office shall commence on the first day of the following Christmas Term. The election of the first Secretary of the Faculty under this proposal shall be conducted by the Committee on Committees as soon after adoption of this proposal as is possible, with his term of office commencing at the conclusion of that of the present Secretary.
 4. If the Secretary of the Faculty is unable to serve his complete two-year term, a new Secretary shall be elected to fill out the old Secretary's remaining term.
- B. To aid the Secretary in performing his duties, part-time secretarial assistance will be available.

The Faculty Conference

1. There shall be a Trinity Faculty Conference.
2. The Trinity Faculty Conference shall ensure that major proposals are placed before the appropriate faculty committee, or in the absence of such committee, shall study, evaluate, and make recommendations on such proposals. The Trinity Faculty Conference may call faculty caucuses for discussion about any matter of interest to the faculty.
3. The Trinity Faculty Conference shall not possess legislative functions, provisional or otherwise.
4. The Trinity Faculty Conference shall in no way replace the faculty meeting; shall not conflict with nor interfere with the regular faculty committee structure, but shall serve to strengthen the meeting and the committee structure by facilitating faculty discussion informal or otherwise in order to obtain the sense of the faculty and representative opinions and observations.
5. Membership in the Trinity Faculty Conference shall be limited to those listed in the Trinity College Bulletin as Professor, Associate Professor, Assistant Professor, or Instructor and who do not hold a concurrent appointment listed under Administration in the Trinity College Bulletin.
6. The Trinity Faculty Conference shall have at least one member from each of the ranks listed in (5) above.
7. The Trinity Faculty Conference shall consist of nine members, seven of whom shall be elected by the faculty as defined in (5) above for two years by secret ballot. Not more than four members shall be elected in any one year except that at the first election four members shall be elected for two years, three members for one year. The eighth member shall be chosen by the faculty representation on the Trinity College Council from among the faculty members of the Council. The ninth member shall be the Secretary of the Faculty who shall also be the Chairman of the Trinity Faculty Conference.
8. If any of the seven members elected directly to the Trinity Faculty Conference is unable to complete his term, his position shall be filled by the Trinity Faculty Conference itself, for the duration of the unexpired term.
9. Elections to the Trinity Faculty Conference shall be conducted in April of each year. The terms of office shall commence on the first day of the following Christmas Term. The election of the first Trinity Faculty Conference shall be conducted by the Committee on Committees as soon after adoption of this proposal as is possible.

Faculty Ombudsman

The Ombudsman serves as an impartial and confidential investigator in any specific case of alleged inequity, unfairness or maladministration.

Types of informal actions:

1. Hearing in confidence and seeking to resolve individual grievances and cases of alleged infringements of academic freedom.

Methods appropriate to problems of equity:

- a) Afford full opportunity for the presentation in confidence of any complaint or grievance from any member of the Faculty (and where appropriate from any student or administrator or other employee of the College) alleging unfairness, inequity, discourtesy, undue delay, or other malfunctioning in the processes of the College;
- b) Investigate, in confidence, to determine the degree of validity of the complaint;
- c) Mediate or otherwise resolve the problem, arriving in confidence at what appears to the Ombudsman to be a just resolution (in the dismissal of the complaint, or in recommended action based on a warranted complaint); and
- d) Report the disposition of the specific case to the Faculty in terms appropriate to the case and in fairness to the parties involved.

[Notwithstanding the foregoing, in all cases of alleged inequity, injustice, or malfunction, the Ombudsman will not be expected to concern himself with the normal operations of grievance processes or disciplinary procedures which are already established by the Faculty (such as grievance procedures already available with reference to matters of tenure, promotion, severance and discipline; and such matters as student discipline as established by College regulations and its procedures on matters of discipline and dispute) except that he may, on the basis of his sole judgment, inquire into possible or alleged unfairness or inequity resulting from possible bias or malfunction in any of these proceedings, and make confidential reports thereon to the individual or parties involved, and subsequently, if necessary, to the Faculty.]

2. Reporting and recommending to the Faculty or its Committees on the basis of his experience, appropriate changes in the procedures and processes which have given rise to particular grievances.
3. Regular reports to the Faculty, including when appropriate, remarks on the resolution of particular cases.

Powers

1. Access to all pertinent records.

I. 6. / May, 1974

2. The right to inquire of any member of the Faculty, administration, student body, member of the clerical and custodial staffs, in connection with his proper inquiries and to receive full and complete answers.
3. The right to mediate or otherwise arrive at a compromise or to arrive at his own proposal for solution of the problem at hand.
4. The right to present his recommendations for solution to the parties involved and to report such recommendations to appropriate Faculty committees, administrators, department heads, student groups, or other persons, having completed the foregoing processes in confidence, and in terms appropriate to the case and in fairness to all parties involved.
5. The right to make final public report in the matter to the Faculty, the College, or otherwise as in his judgment will promote a just final disposition of any case.

Qualifications:

Rank of associate or full professor with tenure with at least five years' service to the College. The Ombudsman may not serve concurrently on the Appointments and Promotions Committee.

Term:

Elected for 3 years.

Faculty Committees

Guidelines for Committee Service:

- a) No faculty member is expected to serve simultaneously on more than one elected standing committee of the Faculty.
- b) A faculty member who has served a two- or three-year term of office on such a committee might reasonably spend a year or two free before making himself available for assignment again.
- c) A faculty member who fails to attend two-thirds of his committee's meetings in a given calendar year should be dropped from that committee.

(Adopted April 30, 1974)

Committee Membership

The names of chairmen are listed first; committee representatives to the Committee on Committees are listed together for that committee.

The President and the Dean of the Faculty are members ex officio of all elected and appointed standing committees and councils.

A senior faculty member on any committee shall serve as chairman pro tem until the committee is regularly organized and a chairman is selected by the members.

Members of committees may be reappointed, except where special provision is made to the contrary.

Vacancies are filled by appointment by the Committee on Committees and appointees are active until the next regular election. Please see the description of this committee for further information on committee membership. Terms of membership are given in parentheses following members' names.

Secretary of the Faculty: McNulty (1)

Ombudsman: Sapega (2)

Faculty Conference: McNulty (1), Brewer, J. (1), Neaverson (1), Smith (1), Kassow (2), Mace (2), Schultz (2), Steele (2)

Academic Affairs: Blakeslee (1), Ogden (1), Picker (2), Reilly, T. (2), Brown, J. (3), Riggio (3)

Academic Freedom: Hendel (3), Steele (1), Minot (1), Stewart (2), Jacobson (3)

Appointments and Promotions: Stewart (1), Bankwitz (2), Lee, R.T. (3)

College Affairs: Fink (1), Simmons (1), Lee, S. (2), Millspaugh (2)

Committee on Committees: Kuyk, McNulty, Jacobson, Reilly, Lee, S.

Committee on Evaluation: Hook (1), Baum (2), Gregory (3)

Committee on Teaching Techniques: Schultz (1), Stewart (1), Dando (3), Shipe (3) Vacancy

Curriculum Committee: Kuyk (2), Andrian (1), Haberlandt (1), Macro (1), Dulz (2), Gold (2), Battis (3), Kirkpatrick (3), Reilly, T. (3)

Educational Policy: Child (1), McNulty (1), Painter (2), Gettier (3), Howard (3)

Financial Affairs: Curran (1), Sloan (2), Miller, C. (2), Vacancy

Lecture Committee: Bronzino, Kirkpatrick, Vacancy

Graduate Fellowship: Winslow (ex officio), Bronzino, Campo, Cooper, Gettier, Stewart

Graduate Studies: Smith, Andrian, Battis, DePhillips, Howard, Hyland, Klimczak, Neaverson, Weaver, Williams

Faculty Membership on College Councils and Special Committees (See Chapter V)

Trinity College Council: Bradley (1), Brown J. (1), Millspaugh (1), Jibrell (2), Lee, S. (2), Moyer (2), Tull (2)

Consortium Representatives: Scheuch, Davis

Advisory Council on Teacher Preparation: Andrian, Brewer, R., Neaverson, Picker, Schultz, Shipe, Stewart, Weaver, Williams

Library Advisory Council: Kuyk (1), Moyer (2), Bradley (3)

Athletic Advisory Council: Katz (1), Hyland (2), DePhillips (3)

Pre-Medical Advisory Council: Bobko, Crawford, Haberlandt

Experimental Programs Committee: Inactive

Computer Users Committee: Sapega, Blakeslee, Brown, M., Curran, DeLong, DePhillips, Dulz, Grafton, Jacobson, Klimczak, Lindsay, Miller, C., Picker, Schultz, Stewart

Jury Panel

Members of The Board of Inquiry Panel, The Board of Reconsideration, (see Chapter VI) and The Academic Dishonesty Appeals Board (see Chapter I, p. 10) when needed, shall be selected by lot from this panel by the Committee on Committees. Membership consists of six elected faculty members at least five of whom must be tenured. (Passed December 12, 1972.)

Members: Bradley (1), Bronzino (1), Fink (1), Gettier (1), Jacobson (1), Kurth (1)

I. 9. / May, 1975

Officers of Faculty Organizations (See Chapter X)

American Association of University Professors:

President-----Battis

Vice President-----Neaverson

Secretary-Treasurer--Reilly, T.A.

The Organization of Faculty Committees

Academic Affairs

It shall be the responsibility of this Committee to: oversee the application of the Faculty rules on academic standing; vote to require withdrawals for academic reasons; vote to approve re-admission of persons required to withdraw for academic reasons; consider requests for exception from academic rules; recommend to the faculty students for academic probation (except in June, at which time the Committee votes with the authorization of the Faculty); consider requests for modification of academic rules and consider and rule on cases of plagiarism and academic dishonesty.

It shall act on requests for grade changes. The procedure to be followed by faculty members requesting grade changes is as follows: Requests for grade changes are to be sent directly to the Registrar. The Registrar will record changes, except those which are questionable, and these will be referred to the Academic Affairs Committee. The Academic Affairs Committee, in turn, will refer questionable changes to the full faculty. All changes will be presented to the Academic Affairs Committee, for information, and then read to the faculty, and recorded in faculty minutes. (Passed November 10, 1970. Parts of the foregoing charge have been superseded by the revised rules which appear in Chapter I, pp. 38, 39.)

It shall be the responsibility of this Committee to maintain a continuous review of the admissions policy and to serve as an advisory body for the Director of Admissions.

One member of this Committee shall be appointed to act as an adviser to the Public Information Office on the preparation of catalogue changes pertaining to academic rules and admissions policy.

Membership of this Committee shall consist of:

- (a) Six elected faculty members
- (b) Registrar (ex officio, non-voting)
- (c) Dean for Educational Services (ex officio, voting member)
- (d) Dean of Community Life (ex officio, voting member)
- (e) Three students

Faculty members will serve for a term of three years, two members elected annually.

The Faculty of Trinity College urges individual faculty members to bring cases of academic dishonesty before said Committee for adjudication. The faculty recognizes that the individual instructor has the prerogative under the canons of academic freedom to dispense with such cases through the issuance of a punitive grade and by such other means as the assignment of additional work. The faculty believes, however, that formal adjudication of such cases by the designated committee, operating under accepted rules of due process, will best protect the rights of both the student and the faculty member, avoid contentiousness, and lessen the likelihood of court litigation. Furthermore, the adjudication of all such cases by a single body will guarantee consistency in the punishments meted out for similar offenses. (Passed October 13; 1970.)

INFORMATION FOR THE FACULTY AND STUDENTS ON PROCEDURES ALREADY ESTABLISHED
BY THE ACADEMIC AFFAIRS COMMITTEE

Procedures of Due Process Followed by the Academic Affairs Committee
in Cases of Academic Dishonesty

- a) The faculty member who believes that there has been plagiarism or other academic dishonesty shall provide the Committee with a written charge and specifications. A hearing will be promptly scheduled. Prompt notification of the hearing and a list of Committee members will be given to the faculty member and the accused student.
- b) A copy of the charge and specifications will be provided to the accused student, who shall attend the hearing. The accused student shall be given adequate time to prepare his defense. The accused student may be accompanied at the hearing by an adviser if he/she gives adequate notice to the Chairman of the Committee.
- c) The faculty member will be expected to attend the hearing and may be questioned.
- d) Ordinarily, the Committee will first hear the faculty member bringing the charge. He may make a statement, after which he will be questioned by members of the Committee and then by the accused student. Next, the accused student may make a statement, after which he will be questioned by members of the Committee and then by the faculty member.
- e) The faculty member and the accused student may call witnesses, who may be questioned by members of the Committee and by parties to the case. The witnesses will be heard in an order determined by the Chairman. Each witness will be present at the hearing only when giving testimony. Witnesses will be expected not to discuss the case outside of the hearing.
- f) In cases where more than one student have been charged with academic dishonesty, all of the accused students may be present when any one of their number is addressing the Committee.
- g) As a rule, academic dishonesty hearings are closed and the proceedings are kept confidential. A hearing may be open, however, upon the written request of the accused student.
- h) Any member of the Committee who is party to a case shall disqualify himself for that case.
- i) As a rule a student found guilty of academic dishonesty shall be assigned one of three penalties--Censure, Suspension or Expulsion--depending on the severity of the offense. The schedule of penalties applied to cases of academic dishonesty is listed below with typical offenses:

CENSURE: for an initial offense reported to the Committee when the act of academic dishonesty is an isolated situation on a quiz, examination, paper, etc.

SUSPENSION: for an offense after the instructor has warned the student, whether reported to the Committee or not; or for plagiarism or repeated cheating on a quiz or examination; or for a second Censurable offense; etc.

EXPULSION: when a second Suspension is warranted.

The Academic Affairs Committee may also recommend that the faculty member assign a penalty grade to the student in the course in which the offense occurred.

- j) The record of each hearing shall consist of a detailed written report which shall be incorporated into the Minutes of the Committee and of a tape recording of the entire hearing. In the event of an appeal, these materials will be made available to the appellant, faculty members and to the Academic Dishonesty Appeals Board.

(Passed May 6, 1975)

Academic Dishonesty Appeals Board

This board shall hear appeals to actions by the Academic Affairs Committee in cases of academic dishonesty.

(Reinstated May 6, 1975.)

Membership:

- (a) Four faculty members selected by Lot from the Jury Panel (q.v., p. I 8.)
- (b) Two students (and two alternates)

Academic Freedom

The primary function of the Committee shall be to protect and extend academic freedom at the College. The pursuit of this goal may involve a variety of actions by the Committee:

(1) Review of cases of alleged inequity, unfairness or maladministration involving academic freedom which originate with the Faculty Ombudsman and are appealed by one of the parties involved, or brought to the Committee by the Ombudsman. In general, such complaints or grievances are initially referred to the Faculty Ombudsman for informal resolution. (See page I. 5.) In the event that efforts at informal resolution are not successful, the Committee may convene formal hearings on the matter.

(2) Formal hearings may from time to time be convened to consider cases of faculty dismissal or other possible infringements of academic freedom which have progressed to a stage where informal resolution is not possible. In such cases the Committee should follow the A.A.U.P. guidelines set forth in the 1958 "Statement on Procedural Standards in Faculty Dismissal Proceedings" as adapted, where necessary, to the particular conditions at the College.

(3) The Committee should critically review, and make recommendations to the Faculty for changes in, the rules, practices, procedures and regulations governing the Faculty and its relations with students and administration where academic freedom issues are involved. (Where appropriate it may recommend changes in procedures or practices which do not involve changes in the rules, regulations, guidelines or statutes.)

(4) The Committee should make regular reports to the Faculty on its activities, and, where appropriate, on the final resolution of cases which in its judgment or in the judgment of the Faculty warrant some public disclosure.

(5) The Committee should report annually to the Faculty on the state of academic freedom at the College.

The powers of the Committee include: access to all pertinent records; the right to inquire of any member of the College Community; the right to arrive at its own solution of cases coming to it and to report its recommendation to the Faculty, the College or otherwise as in the judgment of the Committee will promote a just final disposition of the case.

A subsidiary, but closely related, task of the Committee is the editing of the Faculty Manual. In this regard:

(1) A permanent subcommittee shall be formed to edit the Faculty Manual.

(2) Its primary function shall be to determine the contents of the Manual and to prepare it for publication:

(a) The subcommittee is empowered to seek assistance from other Faculty members and administrators whose interest or competence would be necessary or useful in working out the detailed contents of the Manual.

- (b) The subcommittee should report through the Chairman of the Committee to the Faculty pertinent changes in the Manual and should solicit from the Faculty recommendations for improvement of the Manual.
- (c) It is the responsibility of the subcommittee to see that each member of the Faculty, especially new Faculty members, receive a copy of every new edition of the Manual. Likewise, the subcommittee shall see that sufficient copies are available to department heads and others concerned with the recruitment of new Faculty members to be used in informing prospective Faculty members of the state of the Faculty at Trinity College.

STATEMENT ON ACADEMIC FREEDOM

The 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors is a satisfactory expression of the College's position on academic freedom. The College's own statement on academic tenure and related policies, adapted from the A.A.U.P. guidelines, is printed as the section, "Faculty Appointments, Reappointments, Promotions, Tenure, Retirement," (see page I. 33.) of this Manual. The relevant portions of the 1940 A.A.U.P. Statement are:

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Academic freedom

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.*

*"Ordinances or By-Laws shall not make the religious tenets of any person a condition of admission to any privilege in the said College, and no President

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."**

or Professor or other officer shall be made ineligible for or by reason of any religious tenet that he may profess, or be compelled, by any By-Law or other wise, to subscribe to any religious test whatsoever." Article VII, The Charter of Trinity College.

**Louis Joughin (ed.), Academic Freedom and Tenure (Madison: The University of Wisconsin Press, 1967), pp. 34-36.

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Appointments and Promotions

It shall be the responsibility of this Committee to receive from each department chairman recommendations concerning his department members in respect to appointments, re-appointments, promotions, tenure, and terminations. These requests will be reviewed by this Committee and recommendations made to the Board of Trustees.

The Committee shall report regularly to the Faculty. It should (a) present to the Faculty policies and operating procedures that are now current, with particular attention to the need for information on the part of new faculty members, (b) present to the Faculty for its approval recommendations for policy change that may be initiated by the Trustees, the Administration, the Committee itself, or other faculty members, (c) discuss with the Faculty questions regarding the relative success with which the criteria for promotion and tenure can be applied.

Membership of the Committee shall consist of three tenured full professors (one from the sciences), three members of the Board of Trustees, the President, and the Dean of the Faculty.

One faculty member is elected annually, with nominations by ballot, followed by voting on the three names with the highest votes, with the provision that both the arts and sciences be represented on the Committee. No member of this Committee may serve on the Joint Educational Policy Committee concurrently.

Guidelines of the Committee on Appointments and Promotions

The Committee on Appointments and Promotions, consisting of three elected faculty members, the Dean of the Faculty and the President, meets regularly twice a year, in November and May, with the three Trustee members as a Joint Committee. Other meetings of the Faculty Committee and the Joint Committee may be called by the Chairman of the Committee as the business of the Committee necessitates.

The Faculty Committee is responsible for the final preparation of all recommendations for reappointments, appointments and promotions which subsequently come before the Joint Committee. As the Faculty Committee cannot of itself initiate recommendations, its function is to review and act upon these recommendations prepared by the various academic departments in concert with the Dean of the Faculty who serves as the Secretary of the Committee. In undertaking its work in the final preparation and submission of these recommendations to the Joint Committee, the Faculty Committee observes the following guidelines:

1. Initial Appointments

- A. In the case of initial faculty appointments at the rank of instructor or assistant professor, the chairman of the department concerned, after appropriate consultation with the Dean of the Faculty, shall submit a written recommendation for appointment to the Dean of the Faculty who may approve or decline the appointment. (Qualifications for appointment to such positions are set forth in a Statement of Policy dated September, 1969.)

Appointments to the rank of instructor and assistant professor are ratified by the Executive Committee of the Board of Trustees as a matter of record.

- B. Initial faculty appointments at the rank of associate or full professor require the submission of written recommendations from the department chairman to the Dean of the Faculty who will present this recommendation, with other pertinent information, to the Faculty Committee for its approval. (Qualifications for appointment to such positions are set forth in a Statement of Policy dated September, 1969.)

2. Reappointments

It is the responsibility of the Dean of the Faculty to determine well in advance of any mandatory deadlines as specified in a Statement of Policy those faculty upon whose reappointment the Joint Committee must act within a given year. To assure that department chairmen are adequately apprised of the ramifications of any recommendations they may make, the Dean of the Faculty will confer with each department chairman concerning such recommendations and review with them the provisions of the Statement of Policy as they pertain to the sequence of reappointments and the possible effects of decisions concerning an award of tenure.

The department chairman's recommendation has an important bearing upon the rank structure of the faculty. Therefore, as the Faculty Committee must, the department chairman should consider, in consultation with the Dean of the Faculty: (a) whether or not the reappointment will presume tenure; (b) whether or not the rank and tenure structure within the department - and by implication within the entire faculty - permits continued reappointment up to and including tenure; and (c) whether or not the reappointment will become terminal.

Out of respect for the need of faculty to plan ahead and to know as early as possible the situation of the College, the Faculty Committee generally does not recommend the reappointment for more than three successive years at the rank of instructor anyone who does not qualify for promotion. For a person initially appointed at the rank of assistant professor, two two-year appointments should normally suffice to determine whether the College should encourage the individual to remain, with a reasonable prospect of receiving tenure, or whether, because of departmental evaluation and/or institutional considerations, the individual should be given a terminal appointment so as to have ample opportunity to secure an appointment elsewhere.

Reappointments of persons initially hired at the rank of associate or full professor involve tenure and therefore are subject to all of the regulations governing tenure upon reappointment.

3. Promotions

The Faculty Committee follows the criteria set forth in a Statement of Policy dated September, 1969 in reviewing recommendations for promotion. The critical criterion is the quality of the faculty member as a teacher at Trinity College. The Committee also gives careful attention to the individual's scholarly achievements or promise and his service to Trinity College.

To assure fair treatment of all concerned, the Committee needs, and requests the department chairmen provide in their recommendations to the Committee, ample testimony relative to the qualifications of each individual recommended for promotion. The Committee suggests that the departmental

evaluation include supporting testimony from other tenured faculty in the department concerned.

As in the case of reappointment, the department chairman's as well as the Committee's recommendation for promotion has an important bearing upon the rank structure of the faculty. Therefore, the department chairman should consider, in consultation with the Dean of the Faculty, the full ramifications of any recommendation for promotion of any individual department member.

In order to assure equal recognition within each rank without regard exclusively to departmental structure, the Committee tries to consider at one time all promotions from one rank to another and review all associate professors (whether recommended for promotion to full professor or not) before acting upon a specific recommendation from a department. The Committee, however, does not have the power to initiate recommendations for promotion.

4. Tenure

The award of tenure represents a commitment on the part of the College to protect the individual faculty member from dismissal under the conditions specified in a Statement of Policy dated September, 1969 (see page I. 35.).

Recommendation for an award of tenure is initiated by the department chairman in consultation with the Dean of the Faculty. In addition to the department evaluation, which the Faculty Committee suggests should include consultation between the department chairman and other tenured faculty in the department, the Committee may call upon other senior members of the faculty to participate in the recommendation.

In making a final judgment on awarding tenure, the Faculty Committee considers: (a) the number of members already on tenure within the department; (b) the total number of faculty on tenure so as to avoid having more than approximately two-thirds of the faculty on indefinite appointment; and (c) the degree of enthusiasm in the evaluation of the individual recommended for tenure. The Faculty Committee must be persuaded of the long range contribution of the individual concerned or else it must refuse tenure when doubt exists, especially if the number recommended for tenure exceeds the number which the College feels it may reasonably ask to join the permanent Trinity Faculty.

5. Committee Action

In each case - appointment, reappointment, promotion or the awarding of tenure - which calls for Faculty Committee or Joint Committee action, the Dean of the Faculty will provide each member of the Committee all of the necessary and available information for each individual recommended for a change in status. The Faculty Committee may, if in its deliberations it questions a recommendation or believes it lacks sufficient information, call the chairman of the department to meet with the Faculty Committee in closed session to discuss the matter prior to the Committee's taking action.

If the recommendation is approved by a majority vote of the Faculty Committee, the recommendation will be presented to the Joint Committee for its approval; if it is approved there, it is subsequently transmitted for final approval to the Executive Committee of the Board of Trustees, whose action is necessary before the recommendation is confirmed.

If the recommendation is not approved by the Faculty Committee, the recommendation will be returned to the department chairman with a written explanation of the Committee's action. When the Faculty Committee rejects a recommendation, such action may be reported to the Joint Committee but no further action will be taken by the Joint Committee.

In all cases, department chairmen shall be notified of any decision bearing on a member of their department in advance of the President's issuance of a formal letter of notification to the faculty member involved.

6. All references in these guidelines to the "Statement of Policy dated September, 1969" are to the College Statement on Faculty Appointments, Reappointments, Promotions and Tenure. It is reprinted in the Manual as in the section, "Faculty Appointments, Reappointments, Promotions, Tenure, Retirement," (see page I. 33.).

THE COMMITTEE ON APPOINTMENTS AND PROMOTIONS
AMPLIFICATION OF PROCEDURES
(Memorandum Dated October 23, 1973)

I. Who initiates action

- a. Department Chairman, or
- b. Dean of the Faculty, or
- c. A and P Committee

II. Criteria of evaluation and documentation of same

- a. Excellence in teaching (written evaluations of colleagues who have visited candidate's classes, written evaluations by students, samples of syllabi and other course materials).
- b. Evidence of scholarship and creative work (books, articles, reviews, public lectures, recitals and review of same, etc.--these to be evaluated by colleagues in the College and by professionals outside the College).
- c. Evidence of service to the College (committees, advising and counseling students, etc.).
- d. Evidence of service to the profession at large (membership in regional and national professional organizations, regional or national professional committees, offices held in such organizations).
- e. Evidence of intellectual stimulation and counsel to colleagues (written evaluation of the quality of the candidate's contribution to departmental and committee work).
- f. Evidence of service to the community (participation in social service, political or religious organizations in various capacities and functions).

III. Various sources of information on the candidate

- a. Letter from candidate's chairman, which must include the results of consultation with the candidate and with the tenured members of the department. At the time that the chairman submits a recommendation to the A and P Committee, he or she is expected to communicate to the candidate the nature of the recommendation.
- b. Letters from the tenured and non-tenured members of the department or letters from other members of the faculty.
- c. Letters or other documentation from students.
- d. Letters from professionals outside of Trinity, when requested and/or appropriate.

IV. Before the A & P Committee's decision

Whenever the Committee deems it necessary, the chairman may be invited to appear before the Committee to clarify any questions the Committee might have.

V. Favorable recommendation by the Committee

- a. The recommendation is presented to the Joint Committee.
- b. If the recommendation is approved there, it is sent for final approval to the Executive Committee of the Board of Trustees. Promotion to full professorship or a tenure position requires full Board action.
- c. If it is approved there, the chairman is notified and the President sends a letter of notification to the candidate.

VI. Failure to secure the Committee's recommendation

- a. The Committee informs the chairman in writing.
- b. The chairman informs the candidate.
- c. The candidate or the chairman or both are then given the opportunity to appeal.

VII. Appeal

Prior to his appeal, the candidate is once again informed by his or her chairman or by the A and P Committee of the substance of the positive and negative aspects of the chairman's recommendation.

For the appeal:

- a. The chairman is requested to return before the Committee.
- b. The candidate himself may appear.
- c. Other members of the candidate's department may appear.
- d. The material for the appeal is drawn from and may be supplemented by items of the kinds listed in Sections II and III.

VIII. Post-appeal

If, on the basis of the evidence presented in the appeal, the Committee reverses its original unfavorable recommendation, the newly acquired favorable recommendation then is sent through the steps listed in Section V. If, however, the Committee sustains its original unfavorable recommendation, the process stops; and the chairman and the candidate are so informed.

College Affairs

It shall be the responsibility of this committee to deliberate and prepare recommendations on overall policy in matters of Community Life and receive and review reports of the implementation of policy in matters of Community Life. The elected members of the committee shall act as a grievance committee for the student body on matters pertaining to student affairs and residential life. (It is assumed that all disciplinary matters will be handled through the Trinity College Procedures in Matters of Discipline and Dispute.)

The committee shall report regularly to the faculty.

Membership of this committee shall consist of:

- (a) Four elected faculty members
- (b) Four elected students
- (c) Dean for Community Life; Dean for Student Services; Associate Dean for Student Services; Director, Buildings and Grounds; Budget Director (ex officio).

Membership on this committee will be for a term of two years, two members elected annually.

Committee on Committees

It shall be the responsibility of this committee to: submit nominations for membership on the various elected committees (with the exception of the Joint Educational Policy Committee and the Joint Committee on Appointments and Promotions); conduct elections for all Committees, the Conference, the Faculty Secretary and the Ombudsman. Elections to committees will be conducted in January. In case of resignations, the Committee on Committees shall have the power to appoint a replacement who will hold membership on the committee until the next election.

It shall be the responsibility of this Committee to appoint members to the Lecture Committee and the Graduate Fellowship Committee, these appointments to be approved by the Faculty.

The Committee on Committees shall explore the desirability and feasibility of various coordinating functions for the committee system as a whole. It should consider means of assisting the Secretary of the Faculty pursuant of his duties of recording all committee activities (both normal and extraordinary projects) and of preparing and publishing the decisions and policies of the Faculty. It should likewise consider the need for inter-committee cooperation and communication.

Membership of this committee shall consist of one faculty member from each of the other elected, standing committees.

All faculty members have an obligation to serve on faculty committees. Faculty committees should generally reflect academic areas and faculty structure. The Committee on Committees shall have the responsibility of not only soliciting nominations from individuals, but also seeking out nominees to assure appropriately balanced slates. (Passed November 9, 1971.)

Curriculum Committee

It shall be the responsibility of this Committee to oversee the operation of the curriculum in the undergraduate and summer ~~and summer~~ programs; evaluate any changes that may be made; receive, explore and propose changes and innovations; screen new course offerings; and encourage discussion of the process of education at Trinity College.

One member of this committee shall be appointed to act as an advisor to the Public Information Office on curriculum changes in the various catalogues.

Membership of this committee shall consist of:

- (a) Nine elected faculty members
- (b) Dean for Educational Services (ex officio)
- (c) Registrar (ex officio)
- (d) Four undergraduate students:

Faculty members will serve for a term of three years, three members elected annually.

A. Procedures

1. All changes in course offerings and major requirements anticipated for the next academic year must be submitted to the Secretary of the Curriculum Committee no later than March 1. A department or program may request approval for changes at any time prior to March 1.

Whenever a department or program wishes to introduce a new course, drop an existing course, make changes in numbering and description of existing courses, or revise requirements for the major, the Department Chairman or Program Director shall report the proposed changes in writing to each member of the Curriculum Committee. This will be accomplished by sending twenty copies of the report to the Secretary of the Committee for distribution. If a department or program wishes faculty adoption of certain changes at a stated faculty meeting prior to the March faculty meeting, then such material must be in the hands of the Secretary of the Committee at least three weeks prior to the stated meeting.

The Department Chairman or Program Director will be invited to the Curriculum Committee meeting at which his report will be discussed and acted upon for presentation to the Faculty. The Committee will present to the Faculty at its next stated meeting a report of all those changes approved by the Committee.

The report from the Curriculum Committee to the faculty can normally be adopted by the Faculty without debate. Any faculty member, however, will have the right to question it and to ask for a faculty vote. In the event of a negative vote, the proposed changes will be referred to the originating department or program for reconsideration.

Approval of courses designed after March 1 of any year must be secured from the Curriculum Committee so long as it remains functional during the academic year. In special circumstances, where a new course or a major change is necessitated during the summer, interim approval may be secured from the Dean of the Faculty by the appropriate Department Chairman or Program Director.

2. Processing Changes in Departmental Major Requirements.

The same procedure as in (1) shall apply when a department proposes changes in the requirements for its major.

3. Announcement of College Courses.

The same procedures will be followed as in the past except that the faculty member offering the College Course shall furnish twenty copies of the course description to the Registrar for distribution to the Curriculum Committee at least ten days prior to the stated faculty meeting at which it will be announced. It will be the further responsibility of the faculty member to furnish descriptions of the course for each person attending the faculty meeting.

4. Student Taught Courses.

Procedures will be followed as outlined in the College Catalogue.

5. Interdisciplinary Majors.

All proposals for interdisciplinary majors shall be reported to a designated member of the Curriculum Committee. This member will review the proposal and recommend action to the Committee. The Chairman of the Curriculum Committee will then announce to the faculty those interdisciplinary majors which are approved.

B. Individually Tailored Interdisciplinary Majors

A student wishing to construct his own interdisciplinary major must, in consultation with a faculty sponsor and with the advice of the department chairmen of the disciplines involved in the program, prepare a program of study which would constitute his major. (See the appropriate pages in the College Catalogue.)

Such a major should be initiated only when it is clearly directed to the achievement of objectives which cannot reasonably be approximated by any existing major. It must encompass a body of interrelated courses which enable achievement of the learning objectives, and should be unified by a synthesizing agent such as a carefully devised thesis project and/or appropriate comprehensive examination. Fulfillment of the major should not be possible simply by means of perfunctory completion of a certain number of assorted courses in several disciplinary areas.

The student, together with his faculty sponsor, must submit his proposal to the Faculty Curriculum Committee for its approval. This should be done by following the format given below. A copy should be

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sent to each member of the committee. All procedures necessary to establish the major should be completed prior to pre-registration in the spring of the student's Freshman year or prior to pre-registration in the spring of his Sophomore year.

Sample Form of Request for an Individually Tailored Interdisciplinary Major

Date

Name of Student Class

Title of proposed interdisciplinary major

Name of faculty sponsor

I. Objectives

II. Courses

Department

Course No.

Title of Course

Instructor

Freshman year

Sophomore year

Junior year

Senior year

III. How these courses are interrelated and enable achievement of the learning objectives

IV. Synthesizing agent (unifying project; e.g., thesis, comprehensive examination

V. Further comments or explanation

Signature of student

Signature of faculty sponsor

Educational Policy

It shall be the responsibility of this committee to consider questions of educational policy. This committee may initiate recommendations through the President to the Board of Trustees on all questions relating to changes in the educational program of the College.

In the event that the Educational Policy Committee undertakes a formal inquiry that may lead to the discontinuation or reorganization of a department or program, the department's chairman or the program's director shall be given reasonable opportunity to participate in all phases of the inquiry. (Passed May 9, 1974.)

Before any such inquiry is undertaken the chairman or director shall be given reasonable opportunity to present to the committee a statement in behalf of his department or program, which statement may argue the case against the undertaking of any formal inquiry. (Passed October 8, 1974.)

The faculty members of this committee will report on its deliberations to the Faculty.

Membership of this committee shall consist of:

- (a) The President and Dean of the Faculty (ex officio)
- (b) Five members of the Faculty who must have been at Trinity for at least three years. These faculty members are to be elected by ballot and will serve three years. No member may succeed himself on this committee, nor may any member on this committee serve on the Joint Committee on Appointments and Promotions concurrently. Faculty members of both the arts and sciences will be represented on this committee.
- (c) Five members of the Board of Trustees.

CRITERIA FOR DETERMINING ALLOCATION OF FACULTY POSITIONS

General

1. Criteria for the allocation of positions should operate to select only those positions that can be filled by qualified personnel. At the present time the probability of finding people who most nearly fit our notion of "qualified" is maximized if we confine ourselves to that group of people whose primary intellectual identification is with one or more of the accepted academic disciplines. Therefore Trinity should continue to be organized by departments, since these divisions most nearly match the divisions of "academic disciplines." Furthermore, each faculty member should hold an appointment in one or more academic departments.
2. If all accepted disciplines cannot be represented on campus, then it is preferable to have strength in some than relative weakness in many. The relative merits of all departments or programs, whether existing or proposed, shall be under continual assessment.
3. Considerations of cost operate throughout. If the arguments for various programs appear equally strong, the less expensive ones should be preferred.

Particular

- 1a. Departmental requests for personnel should be justified initially by reference to what the department takes to be the factors essential to maintaining the strength and integrity of that discipline. This justification might also make reference to the minimal number of people needed to maintain that integrity.

- 1b. Consideration should also go to requests for staffing of college-wide (e.g., Freshman Seminar) positions and special extra-departmental programs (Guideline courses, Urban and Environmental Studies, Intercultural Studies, etc.). Other experimental and innovative programs which require additional staffing should be given equal consideration at this stage. It should be noted that the case for a change in program is generally harder to make than the case for no change, quite without regard to the real merits of the two cases. There ought to be some bias in favor of any new proposal, simply to offset this disadvantage.
2. Subsequent justification for the staffing of any existing program, whether departmental, interdepartmental, college-wide, or special studies program may be in terms of patterns of enrollment. Typically departments whose course offering tend to be tightly organized will base their case on the integrity of their discipline. Departments whose offerings are less tightly organized will tend to cite enrollment figures. However, it should be recognized that "tight" or "loose" organization itself says nothing about the integrity and worth of the discipline. Neither, of course, do enrollment figures. Enrollment figures do indicate, nevertheless, as well (or better) than any other measurement the relative success of a program in satisfying student desires. We shall assume without argument that the relevant student desire is for quality instruction in respect to some worthwhile subject matter. But the demands of the subject matter (the discipline) must be given priority if any student is to have a reasonable chance for quality instruction.

Hence any argument for an additional position in an existing program or department must show (1) that it is essential in order to achieve the desired quality of course offerings, or if (1) is satisfied, then (2) that quality cannot be maintained in the face of rising enrollments. If the argument is for retention of the present number of positions, particularly in the face of declining enrollments, then it must show that the achieved quality of the program would be substantially compromised if the number of faculty in the program or department were reduced.

3. The primary task of the Chairman or Program Director is to make a case for the position based on the above criteria. In cases of vacancies created by the expiration of contracts of non-tenured faculty, however, he is entitled to strengthen his claim on that position by citing particular strengths of the person currently occupying it. The person may, in some respects, be a supererogatory benefit. He may do more than fulfill the requirements which justified the position in the first place. These facts should be allowed to influence the committee's recommendation.

(Formulated by the Educational Policy Committee in October, 1971)

Financial Affairs

It shall be the responsibility of this Committee to: receive and review analyses of past budgetary experience; receive and review current budget reports that may be prepared for both short- and long-range projections; present the Faculty views relative to budgetary procedures and expenditures to the Board of Trustees, and to review, with the Administration, the development of faculty salary schedules and fringe benefits.

It shall also be the responsibility of this Committee to serve as an advisory body for the Library, the Athletic Department, and the Director of Financial Aid.

The Committee's works should involve it in a joint effort with the Trustees and Administration. Final responsibility for financial affairs of the College, however, rests with the Board of Trustees.

The Committee will report regularly to the Faculty.

Membership of the Committee shall consist of:

- (a) Four elected faculty members
- (b) The President, Dean of the Faculty, and Treasurer and Comptroller (ex officio)
- (c) The Librarian (ex officio)
- (d) Director of Athletic Affairs (ex officio)
- (e) Two students

Faculty members will serve for a term of four years with rotation every two years.

Graduate Fellowship Committee

This Committee is composed of faculty and administrators who are the Trinity liaison persons for national fellowship opportunities. The committee publicizes information on fellowships; stimulates faculty and students to collaborate in making applications; sometimes screens and recommends applicants (as in the case of the Watson and Keasbey Fellowships); and seeks to assist in preparing Trinity nominees who have been chosen for competitive interviews. Recommendations for awarding the W. H. Russell, H. E. Russell and Terry Fellowships are made to the full faculty each April.

Graduate Studies Committee

All matters relating to the graduate program, including course changes, should be sent to this Committee. (Passed November 13, 1973.)

This Committee is responsible directly to the faculty.

Membership of the Committee shall consist of:

- (a) Representatives selected by each department currently engaged in graduate studies
- (b) One faculty member of the Curriculum Committee
- (c) One graduate student appointed by the T.G.S.A.
- (d) Administrator of the Graduate Office (ex officio)

(Passed January 26, 1971,)

Lecture Committee

It shall be the responsibility of this Committee to initiate or review proposals for College-sponsored lecture-type programs and to award assistance on the basis of their individual merits. (Passed January 26, 1971.)

Membership of the Committee shall consist of:

- (a) Three appointed faculty members
- (b) Two students
- (c) Director of Public Information (ex officio)

Membership on this Committee will be for a term of three years.

Committee on Evaluation

It shall be the responsibility of this Committee to initiate, oversee and consult periodically with the Faculty and students on the operation of the regular student evaluation. (Passed December 12, 1972.)

During each semester, beginning in the Trinity Term of 1975, there shall be a student evaluation of each course offered. The form of the questionnaire is left to the discretion of each department. The results from the student evaluation of each course shall be forwarded to the individual and the chairman of the department. (Passed November 12, 1974.)

Membership of this Committee shall consist of:

Three elected faculty members.

Teaching Techniques

It shall be the responsibility of this Committee to encourage discussion of and improve the dissemination of information about the art of teaching. This Committee shall obtain and distribute to those interested, published material related to teaching methods and find speakers from within or without the College, organize symposia and colloquia on the methodology, psychology and philosophy of education. (Passed February 13, 1972.)

Membership of this Committee shall consist of:

Five elected faculty members.

Working Paper on the Role of the Department Chairman

The department chairman is the spokesman for his department, and he is directly responsible for its well-being and integrity. His is the delicate task of maintaining both the quality and the morale of the department, without sacrificing either to the other. The resources of judgment, tact and leadership which this requires can never be fully spelled out. What follows is an attempt to describe the chairman's more tangible responsibilities and functions, and the procedures for discharging them.

1. Personnel of the department, including their professional growth and their contribution to Trinity, in keeping with the procedures outlined in the statement on appointments, re-appointments, promotions, and tenure, and the departmental procedures governing recommendations for merit increases in salary.
2. The budget of the department.
3. The equipment, supplies, and assessment of secretarial needs of the department.
4. The supporting educational services such as library collections, laboratory equipment, etc.
5. The intellectual responsiveness and stature of the programs offered by the department, including the content of the major, the course offerings, and related academic concerns.
6. The composition of the teaching load of departmental members.
7. Relations with students enrolled in courses in the department and majoring in the field.
8. Communication of pertinent information to all members of the department.

To assure the chairman that he has the requisite authority, the following procedures will apply in those areas most directly concerned.

- A. Budget: Each chairman will prepare and submit to the Dean an annual itemized budget request for his department, consulting with the Dean if either so desires. He will receive from the Dean information about his budgetary allocation for the year once the process of request budgets and appropriations has been completed.
- B. Faculty appointments: In initial faculty appointments at the rank of instructor or assistant professor, the chairman shall make the recommendation directly to the Dean of the Faculty after appropriate consultation, with the understanding that the Dean may decline the appointment only after full discussion. In the initial appointment of associate or full professors, the chairman forwards his recommendation to the Committee on Appointments and Promotions, which body, if it questions the appointment or lacks sufficient information, shall confer with the chairman before a final recommendation is reached. Recommendations on reappointment, promotions, and award of tenure are sent by the chairman to the Secretary of the Committee on Appointments and Promotions (the Dean of the Faculty) for its action and, if the committee questions the

appointment or lacks sufficient information, the chairman shall have the opportunity to meet in closed session with the committee before a final recommendation is reached. Chairmen shall be notified of any decision bearing on a member of their department in advance of the President's formal letter of notification to the faculty member involved. These provisions do not preclude the committee from calling upon the chairman at any time in case it wishes additional information.

- C. Salary determinations: The Dean of the Faculty shall elicit evaluations from each chairman and, within the money available for merit increases, arrive at an initial recommendation which he and the chairman shall then review. If, subsequent to these discussions, changes become necessary, the dean shall notify the chairman of such changes prior to the mailing of letters to faculty members. Each chairman shall also receive copies of those letters in advance so that he has formal notification and may therefore be prepared to talk with his faculty should questions arise.
- D. Curricular recommendations: Each chairman has the authority to transmit to the appropriate committee and/or administrative officer proposals for modifications in the department's program, and make exceptions in the department's major in individual cases.
- E. Faculty communications: A member of a department who wishes to discuss departmental matters should meet with the chairman. Should he wish also to confer with the Dean or the President on such matters, he should first inform the chairman. Similarly, if the Dean or President wishes formally to discuss with one or more members of the department a subject which directly affects the department's major concerns, the Dean or President will inform the chairman.
- F. Joint conferences: The Dean or President may from time to time call a meeting of all chairmen to discuss matters of concern to all departments; or should one or more chairmen wish such a conference, he may call such a meeting, with prior notification to the Dean.

The President and Dean of the Faculty have the continuing responsibility within these guidelines and along with the entire faculty, for assuring the overall academic quality of the departments and programs of the College and will hold periodic, informal discussion with individual chairmen on departmental matters.

THE TENURE OF DEPARTMENT CHAIRMEN

The chairman is the chief administrative officer of his department. Appointment to a chairmanship is confirmed by a letter from the President. In accordance with the Trustee resolution* of January 14, 1967, the term shall be for 5 years, or less by mutual consent. Prior to the expiration of the stated

* From Trustee minutes, January 14, 1967:

- 1) That the President shall appoint the best qualified persons as chairmen of academic departments regardless of seniority. Normally chairmen will be appointed or reappointed, to serve for a period of not more than five years.
- 2) The other duties of the chairmen will be adjusted in accordance with the administrative duties involved.

term, it is understood that a review will occur before a decision is reached as to whether to renew the chairmanship or whether to seek a successor. This review should take account of the interests of both the College and the faculty. In the course of the review the Dean will consult with every member of the department, in the hope of reaching consensus. Similarly, the Dean will consult with every member of a department, whenever there is a vacancy in the chairmanship, as to the choice of the chairman.

Normally no chairman shall be asked to continue his responsibilities beyond the year in which he reaches his 62nd birthday. Any faculty member who has once served as chairman is otherwise always eligible to serve again, even if he has for a period of time served as a faculty member without administrative responsibilities.

At all times a chairman should feel free to discuss with the Dean and/or President the conditions within his department, his own administration of the department, or matters relating to the responsibilities of the chairman.

At least once every three years the chairman shall meet with the Dean and President to review the wisdom of these provisions.

November 3, 1969

Meetings of Chairmen of Departments

From time to time, the chairmen of departments meet to discuss problems of mutual concern. The chairmen's group has no formal organization. Meetings are usually convened either at the call of the Dean or of chairmen who have problems they wish to discuss. This group has been active, for example, in helping to develop a procedure for appointments and promotions and in exploring questions having to do with the academic loads of faculty members.

Faculty Meeting Rules

1. Faculty meetings shall be designated stated or special.
2. Meetings will be conducted in accordance with Robert's Rules of Procedure.
3. A parliamentarian will be appointed annually by the Committee on Committees.
4. Time and place of stated meetings will be established for the academic year at the beginning of the Fall semester and published.
5. Special meetings may be called by the President and will be called by the Secretary of the Faculty upon receipt of the written petition of one-third of the faculty.
6. Business at special meetings will be confined to the specific business for which they are called and regular business will not be considered.
7. Committee reports, other than those of a routine nature should be prepared and distributed seven days before the stated meeting. Routine reports shall be laid before the meeting and passed without debate unless there is objection.
8. Members, other than the proposer and seconder of a motion may rise only once to speak to a particular motion, or part thereof, with the exceptions and qualifications found in Robert's Rules. However, the meeting may resolve itself into a Committee of the Whole in which event restrictions on debate will not apply.
9. No new business may be directed to the faculty for action in the meeting at which it is presented except by a two-thirds vote of those present. It should instead be referred to the appropriate committee for consideration. The committee shall report to the faculty by the next stated meeting.

Faculty Appointments, Reappointments, Promotions, Tenure, Retirement

Both the Board of Trustees and the Faculty of Trinity College have requested that the Administration provide a statement on the guidelines used in determining faculty appointments, reappointments, promotions, and the award of tenure. The following statement, including also an explanation of the procedures which would apply to the discharge of a tenured faculty member, a most unlikely circumstance, seeks to clarify the considerations which the appropriate committee will have in mind when it reviews faculty appointments. Although these provisions represent a working philosophy in these important matters, they do not preclude exceptions in individual cases. This statement in no way alters agreements made between the College and individual faculty prior to the academic year 1968-1969.

New Appointments

New appointments shall be for one, two, or three years at a rank and salary appropriate to the academic background and teaching experience of the appointee. In the letter of appointments the College will indicate whether the appointment is terminal or open to renewal if mutually agreeable. The new faculty member is asked to provide a letter of acceptance and a transcript of his graduate work for the official College files.

In the case of those who will teach partly in a department and partly in a special program, the following policy will apply: "Appointment of such personnel shall be made upon the joint recommendation of the Program Director and the Chairman of the Department in which the appointee will maintain his basic disciplinary obligation." (Faculty Minutes, May 11, 1971)

Reappointments

The departmental chairman initiates the request for reappointment of a faculty member not on tenure by addressing a letter to the Dean of the Faculty. In the case of a faculty member who has completed two or more years of service, this request must reach the Dean by May 1 of the academic year prior to the final contract year; for those in their first or second year of service, by the time during the Christmas term designated by the Dean's office. Regardless of the stated term or other provisions of any appointments, written notice that a probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of his appointment, as follows: (1) not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; (2) not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; (3) at least twelve months before the expiration of an appointment after two or more years of service at the institution.

Promotions

The department chairman initiates the request in writing to the Dean of the Faculty for the promotion of a faculty member on his staff. This recommendation should include what the faculty member has done since his last

promotion or since his appointment at Trinity. The Committee on Appointments and Promotions will then review the teaching contribution and scholarly activity of each candidate, his or her services to the College community, and in some instances the rank structure within a department and the relevance of the fields of competence of the teacher in question to the educational goals of the institution. Time-in-rank shall not be a factor either for or against eligibility for promotion. All nominations shall normally reach the Board of Trustees at the January meeting of the Corporation.

Criteria for Faculty Ranks and Promotions

1. Instructor.

Appointment to the rank of instructor shall be for one year, renewable or not in accordance with the letter of contract.

2. Assistant Professor.

Appointment or reappointment at the rank of assistant professor normally shall be for two years and is renewable unless the letter of contract specifies to the contrary. Promotion to this rank requires:

- a. The Ph.D. or highest degree appropriate to discipline
- b. Demonstrated professional competence
- c. Scholarly activity and professional alertness

3. Associate Professor.

Those initially appointed to the rank of associate professor receive a three-year contract, renewable with or without tenure in keeping with the provisions for determining tenure. Two appointments at this rank may be regarded as conferring tenure unless the College indicates to the contrary. Promotion to this rank assumes:

- a. The Ph.D. or its equivalent
- b. Outstanding performance as a teacher
- c. Mature scholarship recognized by the profession
- d. Continuous and substantial service to the College

4. Professor.

Appointment to the rank of full professor from within the faculty at Trinity recognizes a sustained contribution to the academic programs of the College and an established professional competence. This appointment automatically confers tenure if it has not already been granted. Appointments to this rank from outside the Trinity faculty shall be for three years and require a decision on tenure by no later than the second year of the appointment. Promotion to this rank shall rest on a review of the following criteria:

- a. The Ph.D. or its equivalent
- b. Outstanding performance as a teacher and/or equivalent service in professionally related work

- c. Mature scholarship recognized by the profession through publications, exhibits, election to office in national professional organizations, receipts of awards and grants, or similar marks of distinguished accomplishment
- d. Continuous and substantial service to the College

Tenure

The department chairman initiates a recommendation for the granting of tenure by providing the Dean of the Faculty with an appropriate resume of the teacher's teaching and academic achievements. Normally, these recommendations should be submitted no later than May 1 of the year preceding a final decision, so that an appropriate review may occur and action by the Joint Committee on Appointments and Promotions take place well in advance of the required time of notification of decision. As tenure commits Trinity College to permanent appointment so long as the position to which the appointment is made continues to exist -- even though it does not guarantee either subsequent promotion or salary increments -- the College must exercise the greatest care in reaching a decision. For that reason the Committee may call upon other senior members of the faculty to participate in the recommendation.

The approval of a tenure appointment shall be confirmed in writing and made a part of the records of Trinity College.

A faculty member may be recommended for tenure under one of the following conditions with respect to the length of service completed before the end of the academic year prior to fulfilling the tenure requirements:

1. Seven years of full-time teaching at Trinity College and the rank of associate professor or higher by the time tenure, if granted, becomes effective.
2. Four years of full-time teaching at Trinity College and the rank of associate professor or higher AND more than three years of full-time teaching at one or more regionally accredited institutions of higher learning (provided that service at one of these institutions was of at least three years duration), or equivalent service in professionally related work by the time tenure, if granted, becomes effective.
3. Specific indication in the letter of contract from Trinity College in those cases not covered by the above stipulations.

Dismissal of a Faculty Member with Tenure or Prior to the Expiration of His Appointment

The College may dismiss a faculty member with tenure or prior to the expiration of his appointment only for adequate cause. Adequate cause will be directly and substantially related to the fitness of the faculty member in his professional academic capacity, which includes responsible conduct toward all members of the College community, or to conditions of financial exigency, or to the discontinuance of a program or department of instruction. Such dismissal will not be used to restrain the faculty member in his exercise of academic freedom or other rights of American citizens as guaranteed by the Constitution of the United States.

In the case of a faculty member's incapacity to meet his professional obligations for medical reasons, the procedures to establish total disability as provided under faculty benefits will be followed. If, however, the incapacitated faculty member is unable or refuses to avail himself of this benefit, the College may dismiss him with one year's salary in lieu of notice.

In cases of financial exigency or the discontinuance of a program or department of instruction, the issues will be reviewed by the appropriate elected faculty committee, with ultimate review of all controverted issues by the Board of Trustees. If the faculty member is to be dismissed, the College will give him at least one year's notice or, in lieu thereof, at least one year's severance salary.

All other cases will be preceded by discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement. In disputed cases there will be a hearing before the appropriate elected faculty committee. The faculty member will be informed in writing of the charges against him at least twenty days before the hearing. The committee, in consultation with the President and the faculty member, will decide whether the hearing will be public or private. The faculty member will have the opportunity to be heard in his own defense and will be permitted to have an adviser of his own choice who may act as counsel. A full stenographic record of the hearing will be made available to all parties concerned. In appropriate cases, the testimony will include that of qualified teachers and scholars from the College or other institutions of higher learning. The Committee will decide whether adequate cause for dismissal has been established and so inform the Board of Trustees. The Board of Trustees will then act upon the record and the decision of the committee. If the Board of Trustees does not sustain the committee's decision, the committee will have the opportunity to reconsider, taking into account the Board's objections. The Board of Trustees will make a final decision only after a study of the committee's reconsideration.

(Effective date: September 1, 1969)

Faculty Retirement:

The present retirement policy is stated as follows:

Normal Retirement:

Retirement occurs on August 31st following or coinciding with, the 65th birthday except in the case of persons born prior to January 1, 1910 who will be allowed to continue through the academic year in which they reach age 66.

Early Retirement:

Faculty members may elect to retire at any age between 62 and 65 years under the following arrangement: At the time of actual retirement, the College will make a lump sum payment to TIAA/CREF equal to the combined amount of what would be constituted by the individual and the College, based on the individual's current salary, for the period of time between point of retirement and the point in time when the retiree would be 65 years old.

The effect of this lump sum payment is to substantially increase retirement benefit payments. Precise amounts of such changes must be individually determined in consultation with TIAA/CREF. Any faculty member interested in exploring this matter in detail should contact the Dean of the Faculty.

(Effective date: November, 1971)

Sample form for Departmental Recommendations:

Reappointment, Promotion, Tenure

Name of Faculty Member _____ Department _____

Present Rank _____. Age as of September 1, 197__

Current Appointment Status:

Tenured _____ Date initial appointment _____

Untenured _____ Expiration of present contract _____

Latest possible date for tenure decision _____

Category of recommendation (check all that apply)

Discontinuance _____ Promotion _____

Reappointment _____ Tenure _____

Supporting Materials:

The Chairman should attach pertinent information concerning:

a) teaching effectiveness; b) scholarly competence and contribution;
c) service to the College and community; d) evidence of intellectual stimulation and counsel to colleagues;* e) documented comment, other than your own, in regard to the value of this person as a faculty member.

*If data for items a) through d) which was supplied in conjunction with the October merit evaluation is still applicable, please check here _____ and copies will be reproduced in the Office of the Dean of the Faculty for use by the A & P Committee. Or, if you wish to revise or update those reports, please submit new copy.

The nature of the recommendation supplied herewith has been communicated to the above named person. Yes _____ No _____

If the answer above is "no", please explain briefly in the space below.

Signature _____ Department _____

Please return this to Secretary of the Committee on Appointments and Promotions (Dean of the Faculty) on or before _____.

Teaching

Since Faculty are expected to devote their full time to the College, they undertake no regular outside employment without permission of the Dean of the Faculty.

Teaching Load

The regular teaching load consists of nine (9) hours of teaching assignments per week or an average of nine hours per week throughout the regular academic year.

In order to facilitate the staffing of departmental or program course offerings, it is the responsibility of the department chairman and/or program director, in consultation with the Dean of the Faculty and the individual faculty member, to establish equivalencies between individual study projects (tutorials, independent studies, intensive studies, etc.) and "traditional" courses, as well as between laboratory/studio sections and "traditional" courses. Such consultation and determination of equivalencies shall take place within the context of guidelines established by the faculty of the department concerned. It is the responsibility of the faculty member to teach nine hours of traditional and/or equivalent courses as required to meet the needs of the department or program.

It is expected that department chairmen and program directors, as well as the Secretary of the Faculty, shall teach two-thirds of the regular specified teaching load per year.

In addition to teaching responsibilities each faculty member should be accessible to students for advising and counseling during regular or posted office hours.

Each faculty member is also expected to engage in scholarly pursuits and to undertake normal committee assignments. (For "Guidelines for Committee Service" see Chapter I, page 7.)

(Adopted April 30, 1974)

The Grading System

1. Every instructor shall turn in a letter grade on a scale of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or Inc. (Incomplete) for every student registered in every class at the time designated.

At any registration, any fulltime student may designate as part of a regular fulltime program one course, not required for the major, as a "Pass/Fail" course. This designation may be changed by the student at any time during the first two weeks of classes. After the first two weeks and prior to the last two weeks of classes the student may notify the Registrar that he wishes to receive a letter grade in his Pass/Fail course. After the first two weeks of classes the student may not convert to Pass/Fail a course which he had elected to take for a letter grade. Any student on Academic Probation shall not be permitted to take a Pass/Fail course during the next two semesters of enrollment after he incurs the Probation.

Students whose names appear on the final class list but who have failed to appear or respond to requests to appear must be considered members

of that course and graded accordingly, provided that the Instructor has checked with the Registrar to ascertain student's enrollment. In the event that a grade is not reported, the instructor's chairman shall investigate and if necessary report a grade himself.

2. A grade of "Incomplete" may be used only when in the instructor's judgment (which may be based on a written statement from the Dean of Community Life) a student has been prevented from completing required course work by circumstances beyond his control. While the final decision regarding the use of "Incomplete" rests with the instructor, every effort should be made to use this option sparingly.

In the event that a student is absent from the final examination, the instructor has the option of turning in a letter grade reflecting this failure or of assuming that the absence may have been due to circumstances beyond the student's control and entering a grade of "Incomplete" pending clarification.

3. Each "Incomplete" grade must be accompanied (within 24 hours) by a written statement on a form provided by the Registrar. A copy shall be sent by the instructor to the Registrar and the student. This statement shall explain in detail (a) the reason for the "Incomplete" grade and (b) the circumstances under which the "Incomplete" status will be removed. This form will be placed in the student's file and will remain there until the "Incomplete" grade has been replaced by a letter grade.

4. A grade of "Incomplete" must be removed from a student's transcript and replaced with a letter grade during the following semester in which a student is enrolled. The deadline for the completion of unfinished work should be set by the instructor, and communicated by him to the student, but in no case may it be extended beyond two-thirds of the following semester in which the student is enrolled. If no grade is submitted within two weeks of this expiration date, then the grade of F will automatically be entered.

5. A grade change shall be based on computational or judgmental error, or by circumstances beyond the control of the instructor or the student. A request for such a change shall be forwarded to the Committee on Academic Affairs. It must take the form of a detailed statement of explanation and may be rejected only if in the opinion of the Committee this statement is vague, frivolous, or is not stated in terms of the three above-mentioned criteria. Such a request may be revised for resubmission.

The Committee shall then report to the Faculty the names of students and instructors involved, the grade changes, and a summary of the reasons given in support of these requests. This report shall be for the information of the Faculty, not for a vote.

6. The designation of "Drop" shall be used only if a student drops a course between the beginning of the third week and the expiration of two-thirds of the semester.

7. The preceding six regulations shall be (1) added to the Faculty Manual and (2) reprinted each year and included by the Registrar with his request for grades at the end of each term. It shall be the special responsibility of each department chairman to discuss these points with each new member of his staff early in the term.

Guidelines on Incomplete Grades

1. Since no set of regulations can regulate the use of the "Incomplete" grade and at the same time guarantee the freedom of instructors to make judgments in unusual cases, it is important that the Faculty understand the need for restraint in the use of this option. Each member of the Faculty should consider the following points before making a decision in an individual case:

- (a) Widespread use of "Incomplete" grades may demoralize those students who accept their academic responsibilities by completing their work on time.
- (b) Widespread use of "Incomplete" grades may also be a disservice to marginal students since completing the work the following term may become a far greater task than he or she imagines. In some cases, a "kindness" on the part of the instructor in fact results in greater academic difficulty for the student.

2. Certain measures will, we feel, help students to understand just what is expected in a particular course.

- (a) In most courses, a clear and precise syllabus should be prepared stating exactly how many tests, examinations, and papers will be required and exactly when they will be due. Failure to distribute such a syllabus on the first day of class makes it difficult for students to plan their work. Further, it makes it difficult for an instructor to resist a student's request for an "Incomplete" on the grounds that he or she was unable to complete the work on time.
- (b) In planning deadlines, instructors should allow enough time to read and comment on the work submitted before the grades for the course are due. There is no reason why all papers should be due in all classes during the last week before grades are to be handed in. The use of staggered due dates for papers in large courses is recommended.
- (c) Every instructor should state clearly at the beginning of the term just what his practice will be with regard to "Incomplete" grades.
- (d) Whenever possible, a course grade should be based on more than a single paper or examination. Reliance in a single item may create a situation in which (1) grades become inflated, (2) students are unsure of their progress and (3) the probability of "Incomplete" grades and grade changes due to judgmental errors is increased.
- (e) To combat confusion or uncertainty about standards, Departments are encouraged to conduct discussion groups among their own members to evaluate specific papers or examinations, working toward a more-or-less uniform standard.
- (f) Since some instructors base their evaluation of a student entirely on written performance and others include such factors as effort; class participation, intellectual development, it is most important for every instructor to discuss frankly with his students at the beginning of the term just what the basis for evaluation will be in a particular course.

Classrooms

Classroom assignments are scheduled through the Office of the Registrar.

Offices

Office space is assigned to faculty members by the Dean of the Faculty.

Teaching Resources

Attention is drawn to Chapter VII, "General Services and Facilities."

Academic Advising

The core of the academic advising program is the Freshman seminar. The instructor in each seminar acts as the advisor for his seminar students during their freshman and sophomore years. This system generally provides for a good relationship between advisor and advisee, and, based on the comments of both faculty and students, it worked extremely well during its first year of operation in 1969-1970. Once a student chooses a major, generally at the end of his sophomore year, he is assigned an advisor by his major department. For a list of Freshman Seminar Advisors see the current "Catalogue Issue" of the Trinity College Bulletin.

Confidentiality of Faculty Records

Official information about present or former members of the Faculty is maintained by the Dean of the Faculty. Such information is considered to be confidential. Confidential evaluations and private information should not be released in their original form under any circumstances. All requests for information about a present or former faculty member addressed to members of the College faculty or administration or student body should be referred to the Dean of the Faculty, except when the person receiving the request has been requested to release information about a faculty member by the member himself.

Persons answering requests for information about members of the Faculty should follow the same principles which pertain to the confidentiality of student records.

(See the Trinity College Handbook for a complete statement of College policy on the confidentiality of records.)

A further statement was adopted by the Faculty at its meeting on 9 May, 1972:

Under no circumstances, except where authorized by the parties involved, will confidential and personal information concerning faculty records, employment status, departmental, committee or administrative recommendations, be made public. Where release of such confidential or personal information will constitute a breach of academic freedom it shall not be released even if consented to by the parties involved.

II. FACULTY SALARY SCALE AND BENEFITSSalary Scale

The comparative standing of Trinity and other colleges in regard to salaries and other benefits is listed in each summer edition of the AAUP Bulletin. The salary scale for the academic year 1975-76 is as follows. These figures represent the "rounded off" range of salaries in each rank.

	<u>Minimum</u>	<u>Maximum</u>
Professor	\$17,500	\$30,000
Associate Professor	14,000	21,000
Assistant Professor	12,500	17,000
Instructor	11,500	14,000

Salary increases are made on the basis of individual merit. Each chairman annually submits a written report and evaluation concerning each member of his department, and this is used as a basis of discussion with the Dean and the President with regard to salary adjustments, reappointments, and promotions. A copy of the form for merit review follows:

Sample Form for Faculty Evaluations for the Determination
of Merit Increases in Salary

Name of Faculty Member _____ Department _____

Came to Trinity _____ Age as of September 1, 197__ _____

Present Rank _____

Tenure status: tenure _____; untenured _____

On separate page(s) please comment upon the above-named faculty member in relation to each of the following performance categories or attributes.

- a. teaching effectiveness
- b. scholarly competence and contribution
- c. service to the College and community
- d. evidence of intellectual stimulation and counsel to colleagues
- e. a statement of the merit ranking of the faculty member concerned relative to his colleagues in his department

The nature of the evaluation supplied herewith has been communicated to the above-named person. Yes _____ No _____

If the answer above is "no", please explain briefly in the space below.

Signature _____ Date _____

Chairman, Department of _____

Please return to the Dean of the Faculty on or before October 15.

Benefits Beyond Salary

Approximately fifteen per cent over and above the gross monthly salary is applied to benefits. New faculty should visit the Personnel Office in Williams Memorial soon after their arrival at Trinity to make arrangements concerning these matters. Insurance forms are sent to new faculty members to be filled out prior to the effective date of their appointments to insure early and complete coverage.

TIAA-CREF Retirement Annuity: An individual becomes eligible to participate after one year of service and attainment of age 30. The College currently contributes 8% of salary to the Annuity program. The individual may voluntarily contribute 5% of salary to the program, and may also make extra personal contributions. The individual may determine how the total contribution is allocated between TIAA and CREF, with the option of allocating 100% to CREF. Faculty members may elect the salary reduction option whereby taxes are deferred on their contributions until retirement. It is also possible to make extra personal contributions. Further information can be obtained from the Personnel Office.

TIAA Major Medical Plan: This plan provides a maximum benefit of \$25,000 for the faculty member or dependent. The entire cost is paid for by the College. Claim forms can be obtained from the Personnel Office.

The same Major Medical Coverage that is available to active staff members (\$25,000) and their dependents applies during that staff member's retirement (upon completion of fifteen years of service and age 60) as follows:

1. To an insured spouse who has not reached age 65;
2. To insured children while they remain "eligible dependents";
3. To an insured retired staff member who has not reached age 65.

At the time the insured spouse or retired staff member reaches age 65, the reduced Major Medical Coverage (\$10,000 maximum) and Medicare become effective.

TIAA Group Total Disability Benefits Plan: This insurance, the entire cost of which is paid by the College, is applicable to all members of the faculty who are age 30 or over. Monthly income benefit is 60 percent of "covered monthly salary" up to \$1,500, plus 40 percent of covered monthly salary in excess of \$1,500, not to exceed a maximum benefit of \$1,500 monthly. "Covered monthly salary" is one-twelfth of the basic annual salary (exclusive of overtime and other forms of additional compensation) that was in effect on the date the disability began. Additionally, the plan provides benefits toward the TIAA-CREF annuity. This plan expires when the insured reaches age 64 1/2.

Group Life Insurance Plan: Members of the faculty will receive group life insurance which provides coverage approximately equal to salary with double indemnity in case of accidental death. However, the amount of insurance for each retired employee, who is a participant in the College's retirement programs, shall be reduced to an amount equal to 25% of the amount of insurance in force on the day prior to retirement, subject to a minimum of \$1,000. The entire cost of both plans is paid by the College.

Blue Cross Semi-Private Plan and Connecticut Medical Service Century Contract are available on a group basis. The College contributes 2/3 of the cost for the individual and dependents.

Payroll deduction information is available in the Payroll Office.

Social Security: All faculty members are covered by Social Security (FICA). The cost of this program is shared by the staff member and the College according to the Federal Government plan.

Workmen's Compensation: All Trinity College faculty members are entitled to maximum benefits under the State Workmen's Compensation Act. Any employment connected injury must be reported to the Personnel Office before benefits can begin.

Business Travel Accident Insurance: This policy provides 24 hour a day accident insurance protection for faculty members while traveling away from home on College business. The policy provides death (\$50,000) and dismemberment benefits in case of accident. Because the College provides this coverage, the cost of individual trip insurance is not reimbursed by the College.

Moving: Up to \$500 assistance is available to incoming faculty members.

Housing: Only rarely is the College able to offer unfurnished apartments for rental by new faculty members. For information contact the Assistant Dean of Housing.

For persons wishing to buy or rent accommodations away from the Campus, the Treasurer's Office is glad to arrange introductions to banks and real estate agents.

Tuition Scholarships for Children of Faculty: Tuition scholarships for four years of undergraduate study up to \$1650 per year are paid directly to the college attended. Children of faculty admitted to full-time study as undergraduates at Trinity are awarded full-tuition scholarships for four years.

Free Tuition at Trinity: Faculty members and their dependents may enroll without tuition charge in courses at Trinity.

III. FACULTY SUPPORT PROGRAMS

Sabbatical Leave

The following policy statement concerning Sabbatical Leave was adopted by the Trustees on March 22, 1975:

In order to provide each Faculty member with the opportunity for intellectual self-renewal, Trinity College grants sabbatical leaves in the expectation that they will be used for research and other professional and scholarly activities. A sabbatical consists of a half-year leave of absence at full salary or a full year at half salary. Any eligible faculty member whose proposed sabbatical activities are approved by his or her department chairman and whose application is received by the Dean of the Faculty by the deadline noted below shall be granted a sabbatical in the year requested unless unanticipated or extraordinary institutional interests require a deferment.

Eligibility. Application may be made for a sabbatical leave to be taken in the seventh or later year of full-time employment by the College, and in the seventh or later year after the year of a sabbatical leave. Years of service beyond six are not cumulative in determination of eligibility. No member of the faculty is eligible for a sabbatical leave during the year preceding the date on which he will become eligible for retirement.

Application. Application must be made in writing to the applicant's Department Chairman and forwarded to the Dean of the Faculty by the department chairman, with his endorsement, not later than September 10 of the year preceding the academic year in which leave is requested.

Leave of Absence

Leave of absence without pay may be granted when doing so would not seriously hamper maintenance of necessary course offerings or other College functions. Application should be made as specified above for sabbatical leave.

The maximum permissible extent of a leave of absence or of the combination of sabbatical leave with a leave of absence is two years.

Defrayment of Professional Expenses

Research and Publication. There is a special fund to assist the Faculty with expenses incident to research or publication, when financial help is not available from other sources. The fund covers such expenses as the typing of scholarly papers for publication, travel to a specialized library, or duplication of library materials. Application should be made in writing to the Dean of the Faculty. (See also Chapter VII, page 6, "Publications")

Travel to Professional Meetings. The College encourages members of the Faculty to attend and to participate in professional meetings. Since such attendance benefits both the individual and the College, some sharing of expenses is expected. Owing to the unpredictability of the number of requests and amount of expenses per request, prior authorization is required for assurance of the level of reimbursement that can be made. Requests should be made, in writing, to the Dean of the Faculty well in advance of the dates of attendance. Reimbursement is governed by the following provisions:

- 1) Formal participants--presenters of papers, discussants and panel members listed in the meeting program, national officers of scholarly and professional organizations, and persons acting as official representatives of the College--are entitled to reimbursement for round trip transportation cost, registration fees and an allowance of \$25 per day, for meals and lodging, including travel days.
- 2) Attendees other than formal participants are entitled to reimbursement for travel and registration fees up to a maximum of \$125 per year.
- 3) Travel reimbursement is limited to travel via air coach, rail, bus or private automobile. Private transportation will be reimbursed at the rate of 12 cents per mile.
- 4) Reimbursement is made only upon submission of two completed, signed copies of the Expense Report (see sample form on next page), accompanied by one set of proper receipts (where such are available) from hotel, travel service, credit card, etc.
- 5) Travel advances will be provided only when absolutely necessary. When advance payments are made the duplication of record keeping, check writing, etc. adds to the cost of operating the College's business office.
- 6) Authorization should be sought well in advance for travel which will be undertaken late in the year. Otherwise, late applicants may find reimbursement funds fully committed or expended.

Faculty Entertainment Fund

Limited funds are available to faculty members to entertain students at faculty residences. Contact the Office of the Dean of Students.

Faculty Use of College Automobiles

Trinity College has two station wagons available for use on college official business by the faculty and administration loaned on a first come, first served basis to a bona fide licensed driver, over 25 years of age. To reserve a car, call Buildings and Grounds, ext. 277. If a car is available, the secretary will make the reservation and explain the procedure. If, for any reason, you will not be using the car, call Buildings and Grounds and cancel.

SAMPLE OF EXPENSE REPORT

EXPENSE REPORT of _____

For period _____ to _____

PURPOSE of trip(s)

DETAIL of Expense:- (Please list expenses in detail, arrange chronologically by days. Show name of town. Attach receipted bills and supporting documents.)

Date	Description	Travel	Hotel	Meals	Misc.
Totals					

Grand Total Expense \$

Remarks

Advance rec'd. from Treasurer's Office	xxx	\$	_____.
Advance withheld	\$	_____.	xxx
Expenses, as above		_____.	xxx
Due College turned in herewith		_____.	xxx
Due from College.	xxx		_____.
Totals (must balance)	\$	_____.	\$

Signed _____ Approved _____

INDICATE ACCOUNTS TO BE CHARGED:

Charge:	\$

IV. ORGANIZATION OF THE ADMINISTRATION

Organizational revision in process Summer, 1976.

V. COLLEGE COUNCILSTrinity College Council* (Inactive)Origin and Purpose of the Council

The concept of the Trinity College Council was first anticipated by the Joint Faculty-Trustee Committee on Educational Policy. In June, 1968, the Board of Trustees passed a resolution authorizing the President to appoint "a twelve-man advisory body...to meet with him during the coming academic year and to confer with him on issues before the Trinity Community."

On July 22, 1968, Mr. Lockwood made a report to the Commission on Regulatory Procedures (this Commission was engaged during the summer of 1968 in the task of drafting judicial procedures for the College); in that report, presented to the third meeting of the Commission, Mr. Lockwood wrote:

"I know of no regulations concerning reasonable conduct on the campus which are not properly the concern of all. Therefore, I do not know how we can profitably restrict either the formulation or approval of such provisions to one constituency alone, wherever we place responsibility for their observance. But the variation in presence or longevity among the constituencies--is perplexing when we seek to describe the legislative process: students stay but a comparatively short time; faculty have a wide range in relative seniority; and administrators may or may not have grey hair (with or without membership in the faculty). Admittedly, democracy in such a community needs a great deal of Woodrow Wilson's accommodation. Yet, the possible gains from having an all-college council to advise upon matters pertaining to life outside of the classroom, to recommend policies when and if appropriate, to initiate changes when review dictates, and to reflect upon the quality of life at the College may well be worth the effort. The existence of such Council would permit the drafting of a code, to be submitted to the faculty, students and administration for approval."

Mr. Lockwood wrote in his report that the Board of Trustees had at its June meeting authorized the President to appoint a twelve-man advisory board (four students, four faculty and four administrators) to meet with him during the coming academic year and to confer with him on issues before the Trinity Community. He said that such a body could review a codification and possible revisions of regulations which a smaller committee of three (one student, one faculty member and one administrator) would draw up during the summer. That regulatory code would then be presented to the twelve-man advisory group, which Mr. Lockwood suggested be known as "The Trinity College Council," and if it were approved by two-thirds of the group it would be in effect until such time as changes or additions emanating from the College were approved by it.

The President saw certain advantages coming about as a consequence of the activation of such a Council, and he wrote as follows:

* These statements were prepared by Dr. Frank M. Child, second Chairman of the Council.

"First, this Council could fill a void during a critical period early in the fall. Second, its position would parallel that of the proposed judicial system. Third, to it could come matters from the Senate, the Faculty, and Administration, matters which at present tend to move haphazardly from one group to another but seldom to all three and which then hang unresolved largely because no one knows clearly whose responsibility they have become. For instance, it is apparent that we need a statement on access to and egress from College buildings. The administration can easily issue such a statement, but it could gain immensely from review by such a council before becoming visible and articulated institutional policy. Fourth, the council could advise the administration on how specifically the rules and regulations should appear in college publications. I for one would welcome such advice. Fifth, when we try to formulate general guidelines for those aspects of behavior which appear less directly related to the educational mission of Trinity but upon which the institution must take a stand if it is to fulfill its responsibility to society and to provide a standard against which the individual judges his own values, such a council could serve in a way that it is impossible for large bodies to function. Also, this Council could refine our procedures so that we avoid the "crash-crisis" approach to issues -- those frenetic fulminations which so frequently deflect good judgment. We need some body of workable size to deliberate in authentic fashion about the policies which affect the well-being of the College: we need some body which is representative of and sensitive to the various groups within the College and which will serve to anticipate their needs."

Further along in his report, after proposing that the Commission appoint a committee of three to prepare a revised code of regulations during the summer for submittal to the proposed TCC, the President proposed that the Council's recommendations become effective unless he, acting in his capacity as the representative of Trinity exercised a veto, noting that whenever he did so he would be obligated to deliver to the council, and thus to the community, a written statement of his reasons.

The Commission accepted the President's proposal. The TCC's members were initially appointed by the President and, with the exception of the Administrative representatives, subsequently elected by the groups which they represented. The Council held its first meeting on September 11, 1968, and at that meeting Mr. Lockwood, according to the meeting minutes, "described the function of the council broadly, assigning to it the responsibility for receiving requests from the various quarters of the College, to consider matters affecting the non-academic life within the institution body of the College." He assigned it, in addition, "the responsibility for initiating consideration of issues which were expected to be of moment to the well-being of the College, such considerations to lead to the formulation of appropriate recommendations."

The President at this same meeting also made it clear, according to the minutes, that "the Council could take action, when appropriate, in its own

right, such actions being subject to veto by the President who, in the event of veto exercise, would present in writing or orally to the Council the reasons for his action."

Function

The Trinity College Council is an elected council advisory to the President of the College. The President may not be a member of the Council. The Council transmits its advice in the form of official Actions, which the President may either accept, reject, or request to modify. In case the President rejects, he must inform the Council in writing of his reasons. In case the President requests a modification, the Council may accede or refuse, giving its reasons.

Council Actions should be directed to matters of policy, leaving the timing of implementation in the President's hands.

Officers

Chairman - elected for a one year term, usually at the first meeting of the spring term

Vice-Chairman - elected for a one year term at the first meeting following the annual election of student members

Secretary

Regular Meetings

Regular meetings shall be held fortnightly, although in emergencies they may be held more frequently.

Regular meetings shall be Wednesday at 4 p.m.

All regular meetings shall be open to the public which may participate according to procedures outlined below.

Members and Their Election

The TCC shall consist of twenty members:

Eight faculty members, elected for two year terms

Seven elected undergraduates

One alumni representative designated by the Board of Fellows

One director of the Parents' Association

Three administrators appointed by the President

Form of Minutes

The minutes shall contain record of attendance, names of makers of motions, all motions and official actions, the voting record of each member, all topics considered and discussed, and all directions to members. In general, the minutes shall be all inclusive within the discretion of the secretary. They shall also include the President's responses and replies to the Council, and all communications to the Council. The minutes and their appenda shall be paginated sequentially.

Distribution of Minutes

Copies of the minutes and their appenda shall be sent to:

1. All members of the Council.
2. The President of the College, the Secretary of the Faculty, the Office of Student Government.
3. The College Librarian (for public perusal).

Parliamentary and Voting Procedure

A quorum shall be seven members. Robert's Rules of Order (75th Anniversary Edition) shall be generally followed.

In the event of a tie vote, a motion loses. No proxies are allowed.

Discussion from non-members shall be restricted to the portion of the meeting called Comments from the Public, unless the Council adjourns to a committee of the whole, or unless a member requests that a non-member speak is approved by the Council.

Order of Business

- I. Call to order.
- II. Approval of minutes of preceding meetings.
- III. Old Business
 - A. Council's reactions to communications from the President or other members of the College, addressed to the Council on subjects directly related to official Council actions.
 - B. Reports of Standing Committees.
 - C. Reports of ad hoc committees. (Usually committees of members, working for short times, say two weeks, on highly restricted non-controversial functions.)
 - D. Reports of Special Committees (composed of members and non-members, of relatively long-life [more than two weeks], concerned with an important controversial problem, and charged to bring a draft proposal of new policy to the Council).
- IV. New Business

This is the time for new business which will require Council study and action to be brought up. All new business shall be sponsored (in the form of a motion) by a Council member. General suggestions from non-members shall be included below as Communications or Comments from Public.
- V. Information and Proposals from Members

The content of this part of the meeting is not well established, but has included in the past verbal reports by members of information they wish the Council to have, and informal discussions of problems which might or might not become Council business.
- VI. Communications

Here will be reported written communications addressed to the Council, usually through the Chairman or the Secretary.
- VII. Discussion of Future Agenda.
- VIII. Comments from the Public.
- IX. Adjournment.

General Procedure for Official Council Action

1. Authorize, charge and appoint an ad hoc or a special committee.
2. Accept in principle a draft proposal from the committee.
3. Discuss draft proposal with constituencies.
4. Revise draft to penultimate form.
5. Vote to accept as Action No. _____ (numbering is sequential).
6. Allow a two week respite for further reaction from the President and the constituencies, and printing of final form of Action.
7. Vote to transmit Action to the President for his approval.
8. Upon receiving President's response, vote to accede (or not) to changes in wording or interpretation of Action recommended by the President.

Distribution of Agenda

To Council Members, President of the College, Office of Student Government, Secretary of the Faculty, Librarian, Editor of the Tripod, Chairman of any T.C.C. Committees; posted on bulletin boards (Mather Campus Center, Jarvis).

Committees

The Council has three standing committees, the Committee on Amendments to the Procedures on Matters of Discipline and Dispute, the Committee on Rights and Responsibilities of Members of the College and the Committee on Procedures of the Trinity College Council. Ad hoc committees, consisting of Council members, are appointed and when their work is completed, discharged by the Chairman of the Council. Special committees are assigned to subjects which require greater effort or expertise than the Council can provide from its membership. Members of special committees need not, therefore, be members of the Council, and members of special committees are appointed and discharged by the Chairman of the Council.

Advisory Council on Teacher Preparation

The purpose of the Advisory Council on Teacher Preparation is to provide an improved liaison between the Department of Education and those departments that are responsible for the academic training of our teaching candidates.

The function of the Council is to develop an overall faculty interest in, understanding of and approach to the problems in the preparation of secondary school teachers. The Council will assist the Department of Education in the coordination of the teacher preparation program. The Council will deal with such matters as recruitment for secondary school teaching, early identification of prospective teachers, certification requirements, preparation in the disciplines to be taught and the nature of practical student teaching experience including provisions for broader participation in the visitation and counseling of student teachers.

Membership of the Council is determined by those departments engaged in some phase of teacher preparation; each department appoints, with the approval of the President of the College, one of its members to serve on the Council.

Library Advisory Council

The Library Advisory Council supplants the faculty library committee as an advisory body to the Library. It is a forum in which the faculty, graduate and undergraduate students and library staff can discuss matters of mutual concern.

Membership

Librarian and Chief of Readers' Services (ex officio)

Three faculty members elected by the faculty

One graduate student appointed by the Graduate Student Association

Three undergraduates elected by the student body

Athletic Advisory Council

Created by the Trustees, this council advises the Director of Athletics on intercollegiate athletics.

Membership:

- 1) The President of the College or his appointee;
- 2) The Treasurer of the College;
- 3) The Director of Athletics;
- 4) Three faculty members elected by the Faculty;
- 5) Three Alumni members elected by the Alumni Association; one each year for a three-year term;
- 6) The President of the student body or his appointee;
- 7) Two other student representatives, appointed by the Student Government, to serve two-year terms. (A member of the junior class appointed each year.)

Advisory Committee for the Health Professions

The Advisory Committee for the Health Professions counsels students in careers in medicine, dentistry, veterinary medicine, and other related fields. The Committee serves as the liaison between Trinity and the medical school admissions committee by providing composite letters of recommendation and other information about the applicants. The Committee cannot guarantee admissions to medical school, nor act as an advocate for any one student. Freshmen considering the health professions should consult with one of the members of the Committee regarding course selection. (See Chapter I, page 8 for list of members.)

Experimental Programs Committee (Inactive)

The function of this advisory committee is to encourage, coordinate and evaluate experimental methods and programs of teaching and learning at the College. Faculty and students are encouraged to bring suggestions and ideas to the Committee. Members are appointed by the Dean of the Faculty.

Computer Users Committee

This Committee functions to generate policy recommendations concerning the development of computer facilities at the College and their efficient use. Members are appointed by the Dean of the Faculty.

VI. ADMINISTRATIVE PROCEDURES IN MATTERS OF DISCIPLINE AND DISPUTE

A detailed statement of procedures may be found in the Trinity College Handbook.

VII. GENERAL SERVICES AND FACILITIES

Library

Description

A brief account of the history, collections and physical assets of the Library appears in the College Catalogue. A description of the collections of the Watkinson Library, a part of the Trinity College Library since 1952, appears in a folder available at the circulation desk and at the Watkinson curator's office on the third floor.

Borrowing Privileges

Faculty members are expected to return library books when they are due. Those wishing to borrow a book for an extended time (i.e. a semester) may request this privilege at the time the book is borrowed.

Faculty may have borrowing privileges at other Consortium libraries by requesting a letter from the librarian.

Reserve Book Requests

Faculty members may place books on reserve shelves for their courses by filling out Reserve Book Request forms available at either the circulation or reference desks. Since the library is primarily an open-stack collection, Faculty are urged to place on reserve only those books which they expect will be in heavy demand by large numbers of students. Leaving other books in the stacks should pose no problems since all books on loan are subject to recall at any time for the use of another person. Books which faculty members wish to restrict to seven-day loan for the use of their classes are so marked and are left in the stacks.

Reserve book requests for the summer session and the first semester must be filed with the library by June 1 so that they can be fully processed by the first day of classes. Requests for the second semester must be filed by December 1.

Interlibrary loans

This library follows the Interlibrary Loan code established by the American Library Association. Because of the constantly increasing demand on the resources of all libraries it is necessary that it be adhered to. Under this code faculty requests to borrow from other libraries books no longer readily available by purchase are honored.

New faculty members are encouraged to familiarize themselves with Trinity's library resources and to request the Librarian to make necessary purchases in advance of making assignments.

Book Orders

Faculty are encouraged and, indeed, expected to recommend worthwhile titles for purchase. They should submit their recommendations on request cards available in the Order Department and the Librarian's Office. The

information about each book requested should be as complete and as legible as possible to facilitate the work of the Order Department.

Approximately one-half of the library's books funds are allocated to the teaching departments each year. These allocations are reviewed each year by the Library Advisory Council. Some department chairmen request that all departmental orders be directed to them or to another department representative. It is recommended that new faculty members check with their chairmen regarding departmental policy.

Requests for periodical subscriptions may be submitted directly to the Librarian. Such purchases are made from a separate fund.

Trinity College Library Associates

The Associates organization is a group of "friends of the library" which has been in existence since 1951. They annually contribute funds and worthwhile books and work in other ways to improve library services on this campus. Faculty members and their wives are encouraged to join in this endeavor. While payment of annual dues is welcome it is not required. Many Faculty belong by virtue of occasional gifts of books or the annual renewal of a periodical subscription. The Librarian will be pleased to enroll a faculty member and his wife upon request.

Library Hours

During term time the College Library is open the following hours:

Monday - Friday	8:30 a.m. - 12 midnight
Saturday	9:30 a.m. - 12 midnight
Sunday	12:00 p.m. - 12 midnight

The Watkinson Library hours are as follows:

Monday - Friday	8:30 a.m. - 5:00 p.m.
Sunday	12:00 p.m. - 5:00 p.m.

Vacation and holiday hours are posted at the main entrance in advance of their occurrence.

Library Staff

A complete list of the members of the staff appears in the Catalogue Issue of the Trinity College Bulletin in the section headed "Administration".

Bookstore

The Trinity College Bookstore is owned and operated by the Follett Corporation.

- a. Hours: Regular hours are 9 a.m. to 5 p.m. Mondays through Fridays. Special hours prior to the first week of classes each semester and evening hours during the first week of classes are scheduled and published in the College Weekly Calendar. Any changes in hours for special weekends, vacations, and summer session are also published in the College Weekly Calendar.

- b. Bookstore Guide: All course books are arranged alphabetically by Course and numerically by Course Number.

Stock books are arranged by subject and alphabetically by author's last name within each subject area.

Every college bookstore relies upon its community for ideas and suggestions for improving its stock and services. The Bookstore welcomes such suggestions and has provided a special box and cards on the counter by the Office.

The Bookstore will special order single copies of hard-cover and paperback books (publisher's regulations permitting). Please see the Bookstore Manager.

Check the Tripod or the Weekly Calendar for special items and other matters of interest pertaining to the Bookstore.

- c. General Information:

- 1) Please do not bring books or other articles into the Store. A place for leaving such articles has been provided within the entrance to the Store.
- 2) Please enter and exit via the East Door. The North Door is an emergency exit.
- 3) Checks up to \$30.00 may be cashed in the Bookstore.
- 4) Course Book Orders are due in the Bookstore on May 1st for the Christmas Term, on November 1st for the Trinity Term, and on March 15th for Summer Sessions.
- 5) There are no personal charge accounts in the Store.

- d. Bookstore Returns Policy:

Textbooks:

- 1) Course Drops, Changes, Incorrect Titles--Refunds will be made during the first three weeks of classes only.
- 2) School Withdrawals--Refunds may be obtained through the fifth week of each semester (Summer School, third week). A copy of the withdrawal slip must be presented at the time the return is made.

Non-Textbook Returns:

- 1) No refunds will be made on supply items, special orders, or non-adoption books unless defective and a replacement item is not available in the store.
- 2) Clothing items may be returned for size changes or defects only.

All items must be unmarked (except used books) and in clean resalable condition.

NO REFUNDS CAN BE CONSIDERED OR ACCEPTED WITHOUT A DATED SALES RECEIPT.

- e. Text Request and Desk Copy Information:

- 1) Desk Copies--Desk copies can be obtained directly from the publisher by the departments using the ATPI-NACS desk copy request forms. (The publishing industry will not honor desk copy requests submitted by bookstores.)
- 2) Desk Copy Loans--If at the start of classes you have not received your desk copy, you may check out a copy from the bookstore on a 45-day loan basis. If at the end of 45 days the book has not been replaced, a billing will have to be made to your department for the book.

3) Text Request Forms:

- a) A separate text request form should be used for each course; if more than one section of the class is using the same book, list the section numbers.
- b) Submit all course and section numbers as they will appear in the Schedule of Courses as published by the Registrar each semester.
- c) If no books are to be used, type course and section number with "NO TEXT" and we will list this information for the students.
- d) If text has not been decided, type course and section number with "TEXT NOT DECIDED" and supply the date when the request will be submitted if it is available.
- e) List all information as completely as possible. Unless a specific old edition is desired, mark "latest" and the most current edition will be ordered.
- f) List alternate titles or publishers where there is doubt that the first selection will be available.
- g) Indicate in the status column whether the books listed are required or recommended.
- h) Recommended books are ordered based on sales records and the number of recommended books requested for a particular course or section (normally 10% to 25% of the total enrollment). If it is anticipated that larger quantities will be needed, please indicate.
- i) If filled in, the anticipated enrollment column should reflect the total enrollment figure for each line.
- j) Books are ordered for one semester at a time and must be requested again each semester that they are to be used.
- k) When requesting course related supplies, list complete description, vendor, item number and estimated cost, if available.
- l) Supply items will be stocked in the supply department area unless specific instructions to the contrary are received.
- m) Phone orders should be made only on an emergency basis. Confirmation should be sent out on the same day that the phone order is placed.
- n) Course book orders are due in the Bookstore on May 1st for the Christmas Term, on November 1st for the Trinity Term, and on March 15th for the Summer Session.

Supplies, Printing, Duplicating: Central Services, Etc.

Office supplies may be ordered through the purchasing agent of the Office of Central Services and are charged to the departments. (Supplies for personal use may also be ordered at a discount through the purchasing agent.)

Duplicating of examinations and course material as well as other printing is done by the Office of Central Services. It is essential to allow plenty of time for this work. The time required varies from four days to two weeks, depending on the complexity of the material.

Ditto, duplicating, and sign making services are also available in the Mather Campus Center Print Shop. Ditto services are guaranteed within

24 hours, duplicating services within 48 hours, and signs within 7 days.

Duplicating machines are also available in the library.

Faculty Secretaries

Each department is assigned one of the Faculty Secretaries. Secretarial help is confined to matters of College business, and does not include professional papers or other personal writing projects.

Dining

Breakfast, lunch and dinner are served to student meal ticket holders in Mather Dining Halls Mondays through Sundays.

Hamlin Hall provides an a la carte luncheon service for faculty, staff, and administration Mondays through Fridays from 11:45 a.m. to 1:15 p.m. Tables may be reserved (no more than two per day) for special meetings by contacting the Master Calendar Office (ext. 275).

The snack bar ("The Cave"--located in the basement of Mather Campus Center) is open daily, as well.

Students may join faculty and staff in Hamlin for lunch on an invitation basis. Meal tickets are honored. Faculty and Staff may dine in Mather Dining Halls for any meal--you pay as you enter.

Catering service is available for professional societies, extracurricular organizations, and Departmental functions. Arrangements are made through the Master Calendar Office (ext. 275).

There will be no food service provided during Thanksgiving vacation, Christmas Vacation and during the month of June.

Hours for all food service facilities are published in the Fall by Mather Campus Center.

Master Calendar For Extra-Curricular Events

All non-academic events must be scheduled through the Master Calendar Office (ext. 275). Mather Campus Center issues a weekly calendar of campus activities. Contact Mather Campus Center for details.

Additionally, a 5-College Calendar is published by the Greater Hartford Consortium twice monthly. Deadline is the third and sixteenth of the month prior to the month of the event, and written information must be submitted to the Master Calendar Office. Information such as admission charge, whether I.D.'s are required, and other details should be included.

News Bureau :

The News Bureau handles news releases to the various media. Members of the Faculty should keep the Bureau informed concerning special departmental programs, publications, lectures, and other items of general interest.

The Bureau also keeps a biographical file of every member of the Faculty, and upon request will prepare publicity for those who have speaking engagements. Accuracy of the files is possible only when faculty members keep the Bureau informed of new data or changes to be included in the files. (These may include changes in professional status, family circumstances, home address and other vital statistics.) Contact Mrs. Silvestri, Ext. 370.

Publications

All College printing is done by the Office of Publications. The office is staffed to edit copy for the printer, and also to help with design and format.

Post Office

The Post Office, under the supervision of the Director of Mather Campus Center, is located on the lower level of Mather Campus Center. The office is open for all postal services between 9:00 a.m. and 4:00 p.m., Monday through Friday. Some faculty are assigned postal boxes, while others receive mail in their department.

Mail arrives on campus at approximately 8:30 a.m. and 1:00 p.m. on Monday through Friday. The outgoing mails are at 12:15 p.m. (Noon) and 3:00 p.m., on Monday through Friday, Saturday at 2:15 p.m., Sunday at 3:00 p.m. from the mailbox in the basement of Mather Campus Center, and no pick-up on Holidays. Parcel Post comes in only once a day in the morning, Monday through Friday.

Since the volume of mail being received has increased substantially during the past two years, it is no longer possible to continue the policy of allowing post office boxes to be stuffed with items pertaining to campus activities, notices of meetings, etc. A distribution table has been provided in the basement of Mather Campus Center to handle flyers, cards, and other items in these categories. For regular campus distribution of such publicity it is suggested that about 200 copies be prepared and placed on the distribution table.

Term papers should not be left in the post office. Faculty are asked to urge students to deliver papers directly to the Faculty member's office.

Campus faculty, staff and administrative distributions will still be handled in the post office if addressographed. Publicity for major events such as graduation, parents' day, registration, etc. will also be taken care of in the Post Office.

Mail addressed to students must include the correct box number.

Arrangements for special return boxes for questionnaires, volunteer work, etc. should be made with the Director of Mather Campus Center.

Lounge and Recreational Areas

The Bowling Lanes and the several lounges are operated under the supervision of the Director of Mather Campus Center and are available for faculty use.

Additional Services Provided By Mather Campus Center

Reservations for rooms for visiting lecturers, special classes and other meetings anywhere on campus must be made through the Master Calendar Office, ext. 275.

Guest Room

Suite A-22 in Cook Dormitory and the Mather Campus Center guest room are reserved for guests of the College. Reservations should be made through the Master Calendar Office, ext. 275. Reservations are made on a first-come, first-serve basis.

Tickets at reduced rates for events at Trinity, the Bushnell (local civic center), and local theatre groups are regularly advertised at the Front Desk of Mather Campus Center.

Maps and information for the Hartford area and for Connecticut are available.

Lost and Found

All lost and found items turned in to the Front Desk in Mather Campus Center are forwarded to the Security Office.

Athletics

The Ferris Athletic Center will be available for faculty use during the academic year on days and at times posted periodically. Lockers for male faculty will be issued at the Equipment Room located in Unit B; lockers for female faculty, in the Equipment Room in the Women's locker area in Trowbridge. With the exception of towels, participants must provide their own gear. Faculty are urged to participate in the winter "noon time" alumni-faculty activity program which includes tennis, swimming, squash, basketball, jogging and special exercises.

Austin Arts Center

The Austin Arts Center houses the departments of Drama, Fine Arts and Music and their related activities. The Widener Gallery offers annually six to eight exhibits. In the 400-seat James L. Goodwin Theatre the Theatre Arts Department performs four major productions and a program of student-directed plays. There are as well a number of musical events and lectures on subjects related to the arts. The recreational listening room contains a vast record collection of both music and spoken word. The records are not available on loan, but high quality equipment is provided for listening at the Center. Reservations must be made to use this room. For information on the Arts Center program phone 527-8062.

Cinestudio

With the establishment of the Cinestudio in the Kriebble Auditorium of the Clement Chemistry building a diversified program of fully theatrical 35mm films has been made available to the college and community. For program information phone 527-3811.

Office of Community Education

One of the great advantages of Trinity College is its location in the heart of an urban center. To enable members of the college community to become involved in the life of the City of Hartford, and to gain experience and insight into urban problems, Trinity College has established an Office of Community Education. The office is under the direction of Mr. Ivan A. Backer, who will gladly assist any faculty member:

1. By developing field work placements and internships for students.
2. By providing information about Hartford or suggesting other sources for the information.
3. By acting as a resource person in establishing contact with individuals in the community--in government, in industry, in institutions, or in neighborhood organizations--who have special areas of expertise.
4. By suggesting ways in which individual faculty members, or their spouses, can participate as volunteers in the community.

The Chapel and the Office of the Chaplain

The Chapel and the Chaplain are at the services of all members of the College and their families. The Chapel was consecrated by the Episcopal Church and functions according to its usages. From this basis, the Chapel tries to serve the entire College. Those who would like to participate and take part in the Chapel services are invited to do so. The Chapel also assists the work of Hillel and the Newman Apostolate. Hillel is advised by Mr. Steven Zwiebaum and operates with Hillel in the Hillel House. The

Reverend David Lonergan, a Roman Catholic priest appointed by the Archdiocese of Hartford, serves Trinity and the University of Hartford. Hillel has services each Friday evening and Roman Catholic mass is celebrated at 1:15 p.m. every Sunday afternoon either in the Faculty Club or in the Chapel. An ecumenical Chapel Committee of students, faculty and administrators directs the activities of the Chapel. The Chapel office serves as an office for all of the religious advisors on campus and they may be reached through the Chapel extensions.

The Chapel, generally in association with the Program in Music, sponsors a series of organ recitals and other musical events. The organs and the pianos of the Chapel are available for practice with the permission of the music faculty.

The Chapel Committee brings into the College a number of visiting theologians and leaders of the religious community. Often times informal dinners are held in conjunction with these visits. Faculty and administration persons are invited to these dinners and an attempt is made to keep an up-to-date mailing list of those who, it is thought, might be interested. Persons interested in these dinners and any of the other activities of the Chapel and the religious groups are asked to make themselves known at the Chapel office.

Alan Tull, the Chaplain, is a member of the faculty of the Department of Religion and also works with the Community Life staff. He may be reached at his office in the Chapel, at his apartment at 86 Vernon Street, #2, or around the campus.

College Counselors

The College Counselors are available to the faculty at all times for consultation about students who they think are in emotional difficulty, and faculty members are encouraged to contact the Counselors if they feel that particular students are behaving in ways which might indicate such problems.

The faculty should be aware that the Counselors are bound by professional ethics and state law NOT TO DISCUSS their contacts with specific students and NOT TO REVEAL whether or not they are seeing an individual professionally. The Counselors can, of course, talk freely about "usual procedures" with any situation that a faculty member brings to their attention.

In addition, it helps very much if the Counselors have information which faculty members can bring to them such as a sudden change in the quality of a person's work, attendance, or overt behavior during classes. Many cases have been directly referred to the Counselors by faculty members and many faculty members have been especially helpful in working out some of the students' problems in conjunction with or independent of the Counselors. The effectiveness of faculty members working with and helping students in emotional difficulties cannot be overestimated and the Counselors welcome all help and concern from the faculty.

Because of their statutory privileged communication, the Counselors are also in a position to help deal with such problems as drug use which, for legal and other reasons, might be more difficult for faculty members to deal with.

The College Counselors are Dr. George C. Higgins and Dr. Randolph M. Lee. Both are clinical psychologists licensed by the State of Connecticut. Their offices are located at 76 Vernon Street and they may be called at any time, day or night.

Audio-Visual Center

The facilities of the Audio-Visual Center, under the direction of Mr. John Monaccio, are available for faculty use. These facilities provide each faculty member with the capacity to:

- 1) Plan, produce and show video tapes;
- 2) Select and utilize educational films;
- 3) Prepare and present transparencies and slides;
- 4) Utilize other multi-media equipment on a loan or rental basis.

The audio-visual equipment is especially useful for recording classroom or laboratory activities on videotape. The equipment may be transported to virtually any classroom or it may be used in a specially outfitted seminar room in the Life Sciences building. The videotapes will be available only to the instructor and his students for their use. It is hoped that the use of this equipment will assist the faculty and students on a voluntary basis to improve the quality of teaching and learning at the College.

Requests for audio-visual services should be sent in writing to Mr. Monaccio well in advance of planned use of equipment, slides, etc.

VIII. GRADUATE STUDIES AND SUMMER TERM PROGRAMSGraduate Studies

In the evening and during the Summer Term, the College offers graduate courses leading to the Master's degree. These courses are also open to undergraduates, juniors and seniors with honor records, some of whom take an accelerated program leading to both the Bachelor's and Master's degree in four years.

Although a few specialized courses in the graduate program are taught by visiting faculty, most are taught by the regular Trinity Faculty as a proportion of their basic teaching load. For graduate courses taught in the summer, the salary scale is listed below in the Summer Term section. A Faculty member who serves as adviser for a Master's thesis receives \$150; a second reader receives \$75.

Members of the faculty, administration, and staff, with their dependents, may enroll in (or audit) graduate courses for which they are qualified free of tuition charges.

Summer Term

A limited variety of course work is offered during the summer months, a period of time conveniently referred to as the "Summer Term." Most of the offerings are at the graduate level and are scheduled as an integral part of the graduate program for the whole year.

Certain undergraduate courses for which there is a special demand or "market" are offered on a regularly scheduled basis. Other courses may be offered on a tutorial basis. Enrollment for independent study is also possible at both graduate and undergraduate levels.

Compensation scales for summer term instruction are as follows for the normal, one course-credit offering, without laboratory: Instructors \$1,050; Assistant Professors \$1,100; Associate Professors \$1,150; Professors \$1,200. These scales are based upon a minimum enrollment of six students per course. When enrollment may run less than six or when tutorial instruction or independent study supervision is involved, the normal compensation rate is \$135 per student per course credit.

IX. INDIVIDUALIZED DEGREE PROGRAM

The Individualized Degree Program (IDP) is a self-paced course of study in the liberal arts tradition offering an alternate route to the B.A. or B.S. degree. It has been in operation since 1973, and is open to resident and non-resident students of all ages.

The fundamental component of work in the IDP is the "study unit," which is a detailed guide to a particular area of knowledge drawn up by individual members of the Trinity faculty. Each study unit lists the specific objectives the student is expected to achieve, gives detailed instructions on how the material is to be learned, and indicates how the student's knowledge and progress will be evaluated. The frequency of contact between the supervising faculty member and the student is an inherent factor in the design of each unit; work in the IDP is not expected to be accomplished solely through correspondence.

IDP students are also expected to complete an "IDP Project," which is a task (or series of tasks) which a student devises for himself with the guidance of a faculty member, in which he applies his conceptual knowledge of a particular problem. Projects can range from research papers to portfolios of artistic work to laboratory experiments. The student provides the initiative for organizing the project, and the amount of effort involved in planning and executing a project will normally be equivalent to that of a semester's credit or slightly more.

Faculty members are paid \$75.00 for the creation of each study unit, and for the supervision of each student who chooses that unit. Remuneration for IDP Projects is between \$175.00 and \$225.00.

For further information, please contact Dr. Alan Fink, Director, or the IDP office at 76 Vernon Street.

X. FACULTY ORGANIZATIONS

American Association of University Professors

The Trinity chapter of the American Association of University Professors welcomes new members of the Faculty. It generally meets once a month for the following purposes:

- to consider questions of general interest to the profession;
- to consider current local questions of educational method or policy or of professional obligation and privilege;
- to take action upon specific matters of Association business submitted to the Chapter by the national organization;
- to cooperate with the officers of the national organization in dealing with professional problems.

The Faculty Club is located in the Lounge outside Hamlin Hall dining room. Free coffee and tea are available after lunch during the academic year. It is open to all members of the Faculty.

APPENDIX

Policy Statement on Discrimination and Prejudice.

The President presented the Policy Statement on Discrimination and Prejudice which the Executive Committee had reviewed and recommended to the Board.

After a brief discussion it was moved and voted to adopt the following:

Trinity College is committed to being an academic community free of discrimination and prejudice and, to this end, will continue to abide by all applicable Federal, State and local laws pertaining to nondiscrimination and fair employment practices. Trinity College is committed to providing equal opportunity to all qualified individuals in its employment and personnel practices, and to policies and practices which will assure that there will be no discrimination against any individual on the grounds of race, color, age, religion, sex, or national origin. Decisions relative to employment and promotion will continue to be made on the basis of individual qualification and merit. The College will take affirmative action to ensure that all members of the Trinity Community are fairly and equitably treated.

VOTED May 24, 1975

Appendix

Charter of Trinity College as Amended and now in Force

WHEREAS sundry inhabitants of this State, of the denomination of Christians called The Protestant Episcopal Church, have represented, by their petition addressed to the General Assembly, that great advantages would accrue to the State, as well as to the general interests of literature and science, by establishing within the State another Collegiate Institution: therefore,

I. *Resolved by this Assembly:* That Thomas C. Brownell, Harry Croswell, Elijah Boardman, Samuel W. Johnson, Birdsey G. Noble, Samuel Merwin, Nathaniel S. Wheaton, Elisha Cushman, Charles Sigourney, Thomas Macdonough, Richard Adams, David Watkinson, Ebenezer Young, Jonathan Starr, Jr., Nathan Smith, John Thompson Peters, Asa Chapman, Elias Perkins, John S. Peters, and Luther Loomis, and their successors* be, and the same hereby are, constituted a body politic and corporate for ever, by the name of the "TRUSTEES OF TRINITY COLLEGE," and by that name shall and may have continual succession hereafter, and shall be able in law to sue and be sued, implead and be impleaded, answer and be answered unto, defend and be defended, in all courts and places whatsoever, and may have a common seal, and may change and alter the same at their pleasure; and also shall be able in law to take by purchase, gift, grant, devise, or in any other manner, and to hold any real and personal estate whatsoever; *Provided always,* That the clear yearly value of such real estate to be so acquired shall not exceed the sum of fifteen thousand dollars; and also that they and their successors shall have power to give, grant, bargain, sell, convey, or otherwise dispose of, all or any part of the said real and personal estate, as to them shall seem best for the interest of said College.

II. *Resolved,* That the said Trustees and their successors shall forever hereafter have full power and authority to direct and manage the Funds for the benefit of the institution, and also to prescribe and direct the course of study, and the discipline to be observed in the said College; and also to elect from their own number or otherwise, a Board or Committee, to be called the Fellows of the College, to whom they may commit the superintendence of the course of study and discipline; and also to select and appoint a President of the said College, and such Professor or Professors, Tutor or Tutors, to assist the President in the Government and education of the Students belonging to the said College, and such other officer or officers as to the said Trustees shall seem meet, all of whom shall hold their office during the pleasure of the Trustees; *Provided always,* That no President shall be dismissed by the Trustees, without cause previously

* For current provisions concerning Trustees, see amendment of April 11, 1962

stated to him in writing, and a full opportunity allowed him for his defense, and by the concurrence of at least two-thirds of the Trustees; and *Provided further*, That no Professor, Tutor, or other assistant officer shall be eligible to the office of a Trustee.

III. *Resolved*, That any five of the said Trustees, lawfully convened as hereinafter directed, shall be a quorum for the dispatch of all business except for the disposal of real estate, or for the choice of a President, or for the election of Trustees, for either of which purposes there shall be at least a majority of the whole number of Trustees.

IV. *Resolved*, That the President of the College shall always be, *ex officio*, a member of the Board of Trustees, and President thereof*; and that a Secretary of the Board shall be elected by the Trustees, to hold office during their pleasure.

V. *Resolved*, That the said Trustees shall have power to increase their number from time to time, at their discretion, to the number of twenty-four*; and they shall also have power, by a majority of votes of the members present, to elect and appoint, upon the death, or other vacancy of the place or places of any Trustee or Trustees, other or others in his or their place or stead, as often as such vacancy shall happen*; and also to make and declare vacant the seat of any Trustee who shall absent himself for any term of two years, or from any four successive meetings duly notified; and they shall also have power to meet from time to time upon their own adjournment, and so often as they shall be summoned by their Chairman or President, or, in his absence, by the Senior Trustee, whose seniority shall be accounted according to the order in which the said Trustees are named in this act, and shall be elected hereafter: *Provided always*, That the said Chairman, or President, or the Senior Trustee, shall not summon a meeting of the Corporation, unless required thereto in writing, by three of the members; and *Provided also*, That he cause notice of the time and place of said meeting to be given in such manner as the Trustees shall in their by-laws prescribe.

VI. *Resolved*, That the said Trustees and their successors shall have power and authority to grant all such literary Honors and Degrees as are usually granted by any University, College, or Seminary of learning in this State, or in the United States; and in testimony of such grant, to give suitable Diplomas, under their seal and the signatures of the President and Secretary of the Board, which Diplomas shall entitle the possessors respectively to all the immunities and privileges which, either by usage or by statute, are allowed to possessors of similar Diplomas from any other University, College, or Seminary of learning.

VII. *Resolved*, That the said Trustees and their successors shall have full power and authority to make all ordinances and By-Laws which to them shall seem expedient, for carrying into effect the designs of their

* See amendment of April 11, 1902.

Institution; *Provided always*, that such ordinances or By-Laws shall not make the religious tenets of any person a condition of admission to any privilege in the said College, and that no President or Professor or other officer shall be made ineligible for or by reason of any religious tenet that he may profess, or be compelled, by any By-Law or otherwise, to subscribe to any religious test whatsoever; and *Provided also*, that none of the By-Laws as aforesaid shall be inconsistent with the Constitution and Laws of the State, or with the Constitution and Laws of the United States.

VIII. *Resolved*, That the Funds which may at any time belong to the Institution now incorporated, shall enjoy the like exemptions from taxation, and the Institution itself, and its officers, shall enjoy the same privileges and exemptions, as have already been granted, or may hereafter be granted to Yale College, its officers, and its Funds.

IX. *Resolved*, That whenever Funds shall be contributed or secured to the said College, to the amount of Thirty Thousand Dollars, and not before, the Trustees may proceed to organize and establish the said College in such town in this State as they shall judge most expedient.

Approved May, 1823 Vol. 1, Special Acts, State of Conn., Page 468

Amended May, 1845, Vol. 2, Special Acts, State of Conn., Page 67

Amended June 23, 1857, Vol. 5, Special Acts, State of Conn., Page 79

Amended March 21, 1883, Vol. 9, Special Acts, State of Conn., Page 739

Amended March 7, 1889, Vol. 10, Special Acts, State of Conn., Page 809

AMENDMENT APRIL 14, 1962

Vol. 21, Page 806, Secretary of State's Records
of Specially Chartered Corporations

Resolved: That notwithstanding any provision heretofore contained in the Charter of The Trustees of Trinity College or the Standing Rules of the Board of Trustees of Trinity College, the following provisions dealing with the Board of Trustees of Trinity College shall govern the number, term of office, and manner of election of the Board of Trustees of Trinity College:

SECTION 1. The activities, property and affairs of The Trustees of Trinity College, a corporation specially chartered by the General Assembly, shall be managed by a board of trustees of not less than twenty nor more than twenty-seven persons, including the President of the College while in office.

SEC. 2. The present twenty-two persons who have been elected to serve for life as Trustees of Trinity College, and the President, shall be Life Trustees of Trinity College, together with such other persons who may be elected from time to time by a majority of votes of the Trustees present at a meeting duly warned at which a quorum is present. From and

after the day next preceding the public Commencement Day of said College in the year 1968, there shall be not more than twenty-one Life Trustees, including the President while in office.

SEC. 3. The present persons who have been elected to serve as Alumni Trustees shall be Alumni Trustees of Trinity College, together with such other persons who may be elected from time to time as hereinafter set forth. From and after the day next preceding the public Commencement Day in the year 1968, there shall be not more than six Alumni Trustees.

SEC. 4. Any person shall be eligible to serve as an Alumni Trustee who has the qualifications required for voting for that office as set forth in section 5 hereof, and whose class has for a period of at least five years been admitted to a degree in Trinity College.

SEC. 5. All persons who have been admitted to any degree in Trinity College and all persons who have matriculated at Trinity College in a class which has been admitted to a degree and who no longer are in undergraduate status at Trinity College, may, on the day next preceding the public Commencement Day of said College in the year 1962, and on the day next preceding each subsequent Commencement Day, cast their votes for an Alumni Trustee of said College, and the person for whom a plurality of such votes which shall on each of these days be cast shall be an Alumni Trustee during the following six years; if the same number of votes is cast for each of two or more persons, one of them shall be designated by lot conducted by the Board of Trustees to be such Alumni Trustee. The Board of Trustees may provide for the election of more than one Alumni Trustee on the day next preceding the public Commencement Day in the year 1962, or in any year subsequent to the year 1962, in which event any Alumni Trustee other than an Alumni Trustee elected for a term of six years shall be elected for such terms not in excess of five years as may be determined by the Board of Trustees of Trinity College.

SEC. 6. The Board of Trustees, by a majority of votes of those present at a meeting duly warned at which a quorum is present, may elect, upon the death or other vacancy of the place of any Life Trustee, another in his place or stead. Any vacancy of the place of any Alumni Trustee shall be filled by election on the day next preceding the public Commencement Day after such vacancy and in the manner set forth in section 5 hereof. The Board of Trustees may make and declare vacant the seat of any Life or Alumni Trustee who shall absent himself for any term of two years or from any four successive meetings duly notified.

SEC. 7. The Board of Trustees may establish, and at its pleasure alter, rules and regulations as to the manner in which votes shall be cast, and such other rules and regulations as it may deem necessary to carry into execution the provisions of this resolution.

Be it further *Resolved*: That any provisions of the Charter of The Trustees of Trinity College or of the Standing Rules of the Board of Trustees inconsistent with the foregoing resolution shall be suspended for such time as said resolution remains in effect.

Statutes of Trinity College

TITLE I

Of The Corporation

SECTION 1. The Corporation is, by the Charter of the College, the supreme governing power.

SEC. 2. An Executive Committee of ten members of the Corporation, of whom five shall constitute a quorum, and of which the President shall be a member, shall be annually appointed by the Board, which Committee shall transact the routine business of the Corporation, and such other business as may be referred to them by the Board.

SEC. 2A. An Investment Committee of not less than five members of the Corporation, of whom three shall constitute a quorum, and of which the President shall be a member, shall be appointed annually by the Board. This Committee shall supervise the Capital Funds of the College, and as agent for the Corporation, shall have authority to invest and reinvest such funds, purchase or sell securities in the name of the Corporation and delegate to one or more of its members and to the Treasurer authority to sign, either alone or together with such others as the Committee may designate, any documents necessary in such transactions. The Committee shall keep minutes of its meeting and at each meeting of the Board of Trustees it shall report all the transactions which it has completed or authorized since the previous meeting.

SEC. 3. Former members of the Board of Trustees, other than those elected by the votes of the Alumni, who shall have resigned their office as Trustees, and whose resignation shall have been accepted by the Board, may become Trustees Emeriti. Trustees Emeriti shall be elected by the vote of a majority of the Trustees present at any meeting. Such Trustees Emeriti shall be duly notified by the Secretary of the time of meetings of the Board of Trustees, and shall be entitled to attend all meetings of the Board and to participate in the discussions and deliberations of the Board, but shall not be entitled to vote upon any matter or question pending before the Board.

SEC. 4. The Corporation shall elect annually at the June meeting a Chairman of the Board of Trustees who shall be a Trustee who has not passed his seventieth birthday. The Chairman shall have senior rank after the President at all academic ceremonies and occasions, and shall serve as the adviser of the President in matters that concern the Trustees, and shall serve to advise the other Trustees about internal matters that affect the Corporation. The Chairman shall preside at meetings of the Corporation.

shall preside at any meeting of the Executive Committee which the President is unable to attend, shall preside at any meeting of any other Standing Committee of the Trustees of which the President is chairman and which the President is unable to attend, shall be *ex officio* a member of all Standing Committees of the Trustees, and shall be the Chairman of the Committee on Committees.

TITLE II

Of The Faculty

SECTION 1. The President and those Professors and other officers who are permanently engaged in the instruction and oversight of undergraduate and graduate students, the Vice Presidents, Treasurer, and Librarian, constitute the College Faculty, to whom is committed the government of the students.

SEC. 2. The Corporation may appoint, from time to time, a person who, in the absence of the President, shall, for all the ordinary purposes of government, act as President. The Faculty may delegate authority to committees of their own number appointed by themselves.

SEC. 3. A Secretary shall be appointed by the Faculty, who shall keep a correct record of their proceedings, subject at all times to the inspection of the Corporation.

SEC. 4. The Faculty may make rules and by-laws for their own guidance and the administration of matters committed to their charge: *provided* such rules and by-laws do not conflict with the Charter or Statutes.

TITLE III

Of The Association of The Alumni

SECTION 1. The Association of the Alumni consists of all matriculated members of the College who are no longer in College, all recipients of honorary degrees, and all members of the Faculty under contract to the College.

SEC. 2. The Association has power to make laws and choose officers for its own government; and according to said laws to assemble from time to time, to consult and advise for the benefit of the College, and to exercise such other powers and privileges as are specially ceded by the Corporation.

SEC. 3. The Association has the right of nominating candidates for admission *ad eundem gradum*; and also of nominating the Junior Fellows.

TITLE IV

Of The Fellows

SECTION 1. The Board of Fellows shall consist of six Senior Fellows and six Junior Fellows, all of whom shall be Alumni of the College. The Senior Fellows shall be nominated by the Executive Committee and appointed by the Corporation. The Junior Fellows shall be elected by the Association of the Alumni. Each Senior Fellow and Junior Fellow shall continue in office for three years from the time of his election. No Fellow may hold such office for more than two full consecutive terms.

SEC. 2. The Fellows are the official examiners of the College and shall make an annual report to the Corporation. Their function is to assist, in an advisory capacity, the Board of Trustees and the administration of the College in the establishment of college policy. They shall have the right to make reports to the Trustees at any time and they may recommend to the Trustees candidates for honorary degrees.

SEC. 3. The President of the College may appoint a representative to meet with the Board of Fellows and to act as an intermediary between the Trustees and the Fellows.

SEC. 4. The Board of Fellows shall choose a Chairman and a Secretary from their own number.

TITLE V

Of The Academic Year

SECTION 1. The Academic Year shall be divided into two terms of approximately equal length, named respectively Christmas Term and Trinity Term with the opening and closing days as well as the other significant dates set by the Trustees.

TITLE VI

Of Admission

SECTION 1. Candidates for admission shall present testimonials of good moral character, and if from other colleges, shall also present certificates of honorable dismissal. Candidates must be at least fifteen years of age, and shall satisfy the prescribed requirements for admission.

SEC. 2. Students who do not propose to pursue all the studies of any of the regular courses, may be permitted, under the name of Special Students, to recite with any class in such studies as they shall be found qualified to pursue. They shall be subject to the rules, and shall enjoy the same privileges as regular students; and, upon honorable dismissal, shall be entitled to a certificate from the President, stating the time they were members of the College, and the studies pursued during that time.

TITLE VII

Of Matriculation

SECTION 1. Matriculation shall consist in signing, in the presence of the President and two or more Professors, the following promise:

"I promise to observe the Statutes of Trinity College; to obey all its Rules and Regulations; to discharge faithfully all scholastic duties imposed upon me; and to maintain and defend all the rights, privileges, and immunities of the College according to my station and degree in the same."

SEC. 2. The time for matriculation shall be fixed by the Faculty.

TITLE VIII

Of The Course of Studies

SECTION 1. The studies shall be arranged in the following courses:

(1.) A course in Arts including such studies as shall be prescribed. Persons recommended by the Faculty as having completed this course, and having fulfilled the other prescribed requirements, will be granted the degree of Bachelor of Arts.

(2.) A course in Science including such studies as shall be prescribed. Persons recommended by the Faculty as having completed this course, and having fulfilled the other prescribed requirements, will be granted the degree of Bachelor of Science.

TITLE IX

Of Collegiate Exercises and Divine Service

SECTION 1. Every student shall perform such collegiate exercises as shall be assigned him.

SEC. 2. Students shall attend divine services as prescribed by the Regulations of the College.

TITLE X

Of Rooms and Boarding Places

SECTION 1. No student not residing with his parent or guardian may lodge in any building not owned or controlled by the College, without permission of the Dean. Such permission may be given upon such condi-

tions and for such time, not exceeding one year, unless the permission is renewed, as the Dean may deem advisable.

SEC. 2. Rooms in the college buildings shall be assigned to the students under the supervision of the Treasurer. No student shall remove from one room to another without the Treasurer's permission.

SEC. 3. Every student shall be responsible for all damage done to his room during his occupancy. He shall also be accountable for all improper conduct of any kind occurring in his room.

SEC. 4. An officer of the College may visit any room, at any hour of the day or night, and may examine, as he shall think proper, anything in said room. Every student shall immediately open his door when required by an officer.

SEC. 5. The students shall board only in such places as are approved by the Dean.

SEC. 6. Residence within the walls is not allowed in vacation, unless by permission of the Dean.

TITLE XI

Of Discipline

SECTION 1. The Faculty shall keep a record of the progress in study, punctuality in attendance, and general conduct of the students.

SEC. 2. The students shall be ranked in the several classes according to their progress in study. At the close of each term an account of the scholarship of each student shall be transmitted to his parent or guardian.

SEC. 3. The punishments of the College shall be admonition, censure, suspension, dismissal, and expulsion, together with fines and extra work.

SEC. 4. When a student is suspended he is required to leave the College and vicinity at such time as the President may designate; and a failure to do so shall be considered a ground of additional disciplinary action.

TITLE XII

Of Examinations

SECTION 1. At the close of Christmas Term there may be examinations upon the studies of that term, in whole or in part, and at the close of Trinity Term there shall be examinations, in whole or in part, upon the studies of that term, or upon the studies, at the discretion of the Faculty, of the whole Academic Year.

TITLE XIII

Of Commencement

SECTION 1. The exercises of Commencement shall be assigned by the President, and shall be attended by the students in conformity with such arrangement as may be prescribed.

TITLE XIV

Of Academic Degrees

SECTION 1. Matriculated students recommended by the Faculty as having kept the requisite terms, sustained all the examinations in the course in Arts, and paid all college fees and dues, and all other charges provided for in Title XVI, may be admitted by the Corporation to the degree of Bachelor of Arts. In like manner students recommended as having completed the course in Science may be admitted to the degree of Bachelor of Science.

SEC. 2. The degree of Master of Arts in Course or Master of Science in Course and the degree of Bachelor of Science in Engineering or Bachelor of Science in Electrical Engineering, or Bachelor of Science in Mechanical Engineering may be conferred on Bachelors of Arts or Science who shall have satisfied the academic requirements prescribed by the Faculty; provided that the aforementioned degrees shall not be conferred upon graduates of Trinity College who have earned quantitative credit for less than four courses beyond the requirement for the first baccalaureate degree, nor upon any graduate of another College unless he shall pursue a full year of study at Trinity College.

SEC. 3. Degrees shall be conferred by the President of the College, on Commencement Day, or at such other times as the Corporation may specially appoint.

TITLE XV

Of The Library

SECTION 1. The Library shall be in charge of the Librarian, who is empowered to make such regulations in regard to access to the Library, and the times and conditions of borrowing books, as he may deem necessary or desirable, subject to consultation with the President.

SEC. 2. A book shall be kept by the Librarian, in which shall be inscribed the names of all contributors to the Library, together with a list of the books which they have contributed. And if any person shall make a

donation of books to the value of five hundred dollars, his name shall be conspicuously inscribed in some appropriate place in the Library.

SEC. 3. The Librarian shall make an Annual Report to the Board of Trustees on the state of the Library, the increase in the number of books, and the sources from which they were derived, together with such other information as he may deem important.

TITLE XVI

Of College Dues

SECTION 1. The Treasurer or Comptroller shall, at the beginning of each term, collect the college bills for that term. The charges for tuition and incidentals for the Christmas Term must be paid before registration. The remainder of the bill for the Christmas Term and the bills for the Trinity Term must be paid within ten days after the date they are rendered. Non-payment shall render the student subject to suspension until such time as payment be made. All bills for damages to college property, etc., shall be rendered immediately, and their collection shall be governed by the same rules as apply to the Term Bills. Nothing is to be deducted or refunded for absence, unless occasioned by sickness, or in any case for any period less than half a term.

SEC. 2. No student can receive his degree or an honorable dismissal until the Treasurer or Comptroller certifies that all his college bills are paid.

TITLE XVII

Of Amendments

SECTION 1. These Statutes may be amended at any meeting by a two-thirds vote of the Trustees present, provided that twenty days' notice of any proposed amendment shall have been sent to each member of the Board of Trustees.

Memoranda, Corrections, or Inserts to the Faculty Manual

(Trinity College, Hartford, CT)

They may be part of the version or edition of the Manual that precedes this page.

They include the documents known and available within the

Trinity College Archives at the time of digitization.

Note: The Trinity College Archives added this 'dividing page' prior to digitization.

ECS 3/5/2021

September 26, 1977

To: Members of the Faculty

From: Professors Gettier, C. Miller, and Stewart

Re: Editorial Revision of the Section on the Appointments and Promotions Committee in the Faculty Manual, pp. I.16ff.

The enclosed document represents the editorial work of the Ad Hoc Committee entrusted with the responsibility of redrafting the section of the Faculty Manual (FM) concerning the Appointments and Promotions Committee. If accepted this document would replace pp. I.16-19B of the current Manual. No changes of substance have been made in the text except as indicated by specific Faculty actions or as recommended below. The Committee has relied upon the Report of the Ad Hoc Committee to Study Tenure (Miller Report; April 10, 1972), the Report of the Special Committee on Reappointment, Tenure, and Promotion (Kerson Report; February, 1976) and the Academic Freedom Committee Recommendations to Amend the Kerson Report (March 9, April 2, May 4, 1976) as well as upon the Faculty Manual and isolated Faculty actions as indicated. The draft itself is documented paragraph by paragraph in footnotes at the end.

The Ad Hoc Committee wishes to bring the following items and recommendations to your attention.

1. The status of the Memorandum of 10/23/73 (FM I.19ff.) is uncertain. There is no Faculty action giving it official standing, yet the Appointments and Promotions Committee seems to have been operating on the basis of this document for the past four years. We have, therefore, accepted the de facto status of the Memorandum and have incorporated it into the body of this draft. Our decision particularly affects Paragraphs (1) and (6), for which see the appropriate footnotes.

2. The Ad Hoc Committee has made the following changes in the text which require Faculty action. We met jointly with the Appointments and Promotions Committee for clarification on numerous matters and received its support for these emendations.

- a. In Paragraph (1) delete the possibility that the Appointments and Promotions Committee may initiate recommendations. It appears anomalous to us to have the Committee requesting recommendations which it must then judge impartially.
- b. In Paragraph (23) the phrase "as far as is practicable" has been added twice. This addition is made to allow the process of making recommendations to go forward when a tenured faculty member is truly unavailable, e.g., on sabbatical and incomunicado.
- c. Paragraph (30) is an addition on the basis of the Kerson Report. Delete the last phrase "if he or she requests" from Recommendation #3 of that report. The Committee feels that it is more in the spirit of this document to have the candidate receive any adverse decision with explanation in writing automatically.

- d. Paragraph (32) has been amended at the recommendation of Professor R. Lindsay, Chairman of the Appeals Board, in order to require the Board to meet with the Appointments and Promotions Committee in the event that the Board recommends that the Committee reverse its decision. Such a meeting should provide a better understanding of the Board's recommendation than reliance upon a written statement and insure a greater measure of fairness on behalf of the complainant.

3. Particular attention is drawn to the elimination of all references to "rank structure," which we consider to be unwarranted on the basis of the Miller Report. See Paragraph (10) and the now omitted paragraph on FM I.18 (top).

4. The Academic Freedom Committee should take note to include in the next edition of the Manual a description of the Appeals Board under Faculty Committees and the document passed by the Faculty (3/8/77) entitled "Criteria for Faculty Ranks and Promotions in Physical Education."

5. The Ad Hoc Committee did not attempt to edit the section of the Manual headed "Faculty Appointments, Reappointments, Promotions, Tenure, Retirement" (FM I.33ff.) for the reason that the Faculty has taken no action bearing on this material other than to encourage more thorough procedures during the time of recruitment (Miller Report). The Dean of the Faculty has agreed to stress the latter in his communications with Department Chairmen. The Faculty might, therefore, find it desirable at some point to examine that section of the Manual along with the editorial revision presented here to determine if there are parts which need to be clarified. Now that the Faculty has with this revision a complete summary of all Faculty actions to date, it may well wish to turn its attention to matters of substance. For example, there has always been considerable debate about such phrases as "the situation of the College" and "institutional considerations" in Paragraph (11) and the parenthetical qualification in Paragraph (16). The Ad Hoc Committee did not address itself to such precisely because they are matters of substance.

In conclusion the Ad Hoc Committee respectfully recommends that the Faculty accept the four changes enumerated in (2) above and then endorse the enclosed document as an accurate description of the Appointments and Promotions Committee as dictated by specific Faculty actions in the past five years.

Faculty Manual

Editorial Revision of Section on Faculty Committees: Appointment and Promotions (Faculty Manual, pp. I.16ff)

Par. Appointments and Promotions

0. There is a Faculty Appointments and Promotions Committee. This Committee also meets with Trustees as a Joint Appointments and Promotions Committee.
1. It shall be the responsibility of this Committee to receive recommendations in respect to appointments, reappointments, promotions, tenure, and termination. The principal source of these recommendations is the faculty member's department chairman; these actions may also be initiated by the Dean of the Faculty or a majority of the tenured members of the department. These requests will be reviewed by this Committee, and as a consequence recommendations may be made to the Board of Trustees.
2. The Committee shall report regularly to the Faculty. It should (a) present to the Faculty policies and operating procedures that are now current, with particular attention to the need for information on the part of new faculty members, (b) present to the Faculty for its approval recommendations for policy change that may be initiated by the Trustees, the Administration, the Committee itself, or other faculty members, and (c) discuss with the Faculty questions regarding the criteria for reappointment, promotion, and tenure.
3. Membership of the Faculty Committee consists of three tenured full professors, the President, and the Dean of the Faculty. The Joint Committee consists of the Faculty Committee together with three members of the Board of Trustees.
4. One faculty member is elected annually, with nominations by ballot, followed by voting on the three names with the highest vote, with the provision that both the arts and sciences be represented on the Committee. No faculty member of this Committee may serve concurrently on the Joint Educational Policy Committee, nor may any faculty member succeed himself or herself on this Committee.

Guidelines of the Committee on Appointments and Promotions

5. The Joint Committee meets regularly twice a year, in November and May. Other meetings of the Faculty Committee and the Joint Committee may be called by the chairman of the Committee as the business of the Committee necessitates.
6. The Faculty Committee is responsible for the final preparation of all recommendations for appointments, reappointments, promotions, and tenure which subsequently come before the Joint Committee or the Executive Committee of the Board of Trustees. As the Committee cannot of itself initiate actions, its function is to act upon recommendations prepared by the various academic departments in concert with the Dean of the Faculty, who serves as the Secretary of the Committee. In under-

taking its work in the final preparation and submission of these recommendations to the Joint Committee or the Executive Committee, the Faculty Committee observes the following guidelines and procedures.

7. (A detailed Statement of 1969 with regard to policy, procedure, and practice in the matter of Faculty appointments, reappointments, promotions, tenure, and retirement is printed in this Manual on pp. I.33ff. Particular attention is called at this point to the stipulation that so far as is practicable, the chairman should provide an opportunity for all members of the department to discuss the merits of candidates under consideration for appointment).

1. Initial Appointments

8. A. In the case of initial faculty appointments at the rank of instructor or assistant professor, the chairman of the department concerned, after appropriate consultation with the Dean of the Faculty, shall submit a written recommendation to the Dean of the Faculty, who may approve or disapprove the appointment. Appointments at the rank of instructor and assistant professor are ratified by the Executive Committee of the Board of Trustees as a matter of record.

9. B. Initial faculty appointments at the rank of associate or full professor require the submission of written recommendations to the Dean of the Faculty, who will present this recommendation, with other pertinent information, to the Faculty Committee for its approval.

2. Reappointments

10. It is the responsibility of the Dean of the Faculty to determine well in advance of any mandatory deadline as specified in the 1969 Statement those faculty upon whose reappointment the Committee must act within a given year. To assure that department chairmen are adequately apprised of the ramifications of any recommendations they make, the Dean of the Faculty will confer with each department chairman concerning such recommendations and review with the chairman the provisions of the 1969 Statement as they pertain to the sequence of reappointments and the possible effects of decisions, particularly (a) whether or not the reappointment will presume tenure or (b) whether or not the reappointment will be terminal.

11. Out of respect for the need of the faculty to plan ahead and to know as early as possible the situation of the College, the Faculty Committee generally does not recommend the reappointment for more than three successive years at the rank of instructor anyone who does not qualify for promotion. For a person initially appointed at the rank of assistant professor, two two-year appointments should normally suffice to determine whether the College should encourage the individual to remain, with a reasonable prospect of tenure, or whether, because of departmental evaluation and/or institutional considerations, the individual should be given a terminal appointment so as to have ample opportunity to secure appointment elsewhere.

Reappointments of persons initially hired at the rank of associate or full professor usually involve tenure, and therefore these cases are subject to all the regulations governing tenure upon reappointment.

3. Promotions

13. The Faculty Committee follows the criteria set forth in the 1969 Statement in reviewing recommendations for promotion. The critical criterion is the quality of the faculty member as a teacher at Trinity College. The Committee also gives careful attention to the individual's scholarly achievements or promise and his or her service to Trinity College.

14. In order to assure equal recognition within each rank, the Committee tries to consider at one time all promotions from one rank to another and review all associate professors (whether recommended for promotion to full professor or not) before acting upon a specific recommendation from a department.

4. Tenure

15. The award of tenure represents a commitment on the part of the College to protect the individual faculty member from dismissal under the conditions specified in the 1969 Statement.

16. In making a final judgment on awarding tenure, the Faculty Committee considers each individual faculty member on his or her own merits without regard to the percentage of faculty already on tenure or (except in extraordinary circumstances as defined in advance by the Joint Committee on Educational Policy) other structural considerations. It also considers the degree of enthusiasm in the evaluation of the individual recommended for tenure. The Faculty Committee must be persuaded by the prospect of long range contributions from the individual concerned or must refuse tenure.

5. Criteria and Documentation of Evaluation for Reappointments, Promotions, and Tenure

17. A. Excellence in teaching (e.g., written evaluations by colleagues who have visited the candidate's classes, written evaluations by students, samples of syllabi and other course materials).

18. B. Evidence of scholarship and creative work (e. g., books, articles, reviews, public lectures, recitals and reviews of same, etc. - these to be evaluated by colleagues in the College and by other professionals outside the College).

19. C. Evidence of intellectual stimulation and counsel to colleagues (e.g., written evaluation of the quality of the candidate's contribution to Trinity as an intellectual community).

20. D. Evidence of service to the College and the Department (e.g., committees, advising and counseling students, etc.).

E. Evidence of service to the profession at large (e.g., membership in regional and national professional organizations, regional or national professional committees, offices held in such organizations).

A. Favorable Recommendation by the Committee

22. The criteria used to evaluate an individual for reappointment, promotion, or tenure should never be so narrowly construed, nor applied in such a way, as to prejudice the case against individuals of unconventional points-of-view or life-styles.

6. Departmental Procedures

23. In recommending persons for reappointment, promotion, or tenure the chairman must consult formally with all tenured members of the department as far as is practicable. Such consultations should begin prior to the decision to initiate action. In this process of consultation, all tenured faculty members shall have access to all relevant, obtainable, and non-confidential materials on the basis of which an informed judgment may be made. In addition, as far as is practicable, tenured faculty (other than the candidate under consideration) shall meet jointly to discuss the merits of any proposed recommendation. This process does not preclude a department from the use of an executive committee, elected by its faculty members, to serve such purposes - not inconsistent with the above or AAUP principles - as it deems appropriate.

24. The chairman should report faithfully to the Appointments and Promotions Committee the tenor of the discussion, the division (if any) within the department, and the departmental recommendation, along with his or her personal recommendation. The Committee also expects all other members of the department to submit their own personal letters of recommendation.

25. At the time that the chairman submits a recommendation to the Appointments and Promotions Committee, he or she is expected to communicate to the candidate the nature of the recommendation.

7. Committee Action

26. In addition to the report of the department chairman, the Committee will receive information in the form of (a) a curriculum vitae and supporting documentation supplied by the candidate, (b) letters from the tenured and non-tenured members of the department and letters from other members of the faculty, (c) letters or other documentation from students, and (d) letters from professionals outside of Trinity, when requested and/or appropriate.

27. In each case - appointment, reappointment, promotion, or the awarding of tenure - which calls for Faculty Committee or Joint Committee action, the Dean of the Faculty will provide each member of the Committee all of the necessary and available information pertaining to the recommendation.

28. The Faculty Committee may, if in its deliberations it questions a recommendation or believes it lacks sufficient information, call

the chairman and other members of the department to meet with the Faculty Committee in closed session to discuss the matter prior to the Committee's action.

A. Favorable Recommendation by the Committee

29. If the recommendation is approved by a majority vote of the Faculty Committee, the recommendation will be presented for approval to the Joint Committee or to the Executive Committee of the Board of Trustees, as is appropriate. Trustee action is necessary before the recommendation is confirmed.

B. Failure to Secure the Committee's Recommendation

30. In the case of rejection of a candidate for reappointment, promotion, or tenure the decision of the Committee with reasons must be communicated in writing with a reasonable degree of specificity to the chairman or the original recommender and to the candidate.

31. In the event of a negative decision by the Committee, the candidate may, within forty-five days of being notified, appeal the decision to the Appeals Board established to hear such complaints. An appeal shall be considered by the Appeals Board only if and after a complainant, in the opinion of the Appeals Board, has made a prima facie case that there was either a serious defect in procedure in the reaching of the decision, or that the decision made was fundamentally unfair, in his or her case.

32. In cases accepted for rehearing, the decision of the Appeals Board shall be communicated in writing to the candidate and to the Committee on Appointments and Promotions. In the event that a reversal of the original decision is recommended, the Appeals Board shall meet with the Committee on Appointments and Promotions and advance arguments in support of its recommendation. The Appointments and Promotions Committee shall then deliberate and make a final judgment in the case.

33. In all cases, department chairmen shall be notified of any decision bearing on a member of their department in advance of the President's issuance of a formal letter of notification to the faculty member involved.

Footnotes (by paragraph) to the Revision of the Faculty Manual I.16ff.

0. New paragraph to distinguish between the Faculty Committee and the Joint Committee.

1. Faculty Manual (FM) I.16

The paragraph has been modified to permit others than the department chairman to initiate action as indicated in the Memorandum of 10/23/73 with the change recommended by the Ad Hoc Committee and requiring Faculty action. If this change is not acceptable, the paragraph should read:

"It shall be the responsibility of the Committee to receive from each department chairman recommendations concerning his or her department members in respect to appointments, reappointments, promotions, tenure, and termination. A tenure decision may also be initiated by the Dean of the Faculty, the Appointments and Promotions Committee, or a majority of the tenured members of the department. These requests will be reviewed by this Committee and recommendations made to the Board of Trustees."

The insertion of the second sentence in this alternate paragraph is warranted by the Miller Report (MR) Recommendation #8.

2. FM I.16

In (c) the wording has been modified for clarity and to avoid any possible admonition to discuss individual cases.

3. FM I.16

The language is modified to make the distinction as in Paragraph (0).

The parenthetical phrase "one from the sciences" is omitted since it may be construed to mean "only one from the sciences." This meaning is clearly not intended by the motion passed by the Faculty on January 22, 1970, which simply says that "Faculty members of both the arts and sciences will be represented on this Committee."

4. FM I.16

The addition of the final clause of the paragraph is warranted by Faculty action on January 22, 1970.

5. FM I.16

The membership of the Committee having been defined in preceeding paragraphs, this paragraph has been shortened.

6. FM I.16

The paragraph agrees with Paragraph (1). If the latter is not accepted, the second sentence of this paragraph should read:

"Although the Committee may initiate a tenure decision, its normal function is to act upon recommendations prepared by the various academic departments in concert with the Dean of the Faculty, who serves as the Secretary of the Committee."

Footnotes to Revision, p. 2

The phrase "or the Executive Committee of the Board of Trustees" has been added to the first and last sentences of the paragraph since some recommendations are forwarded directly from the Faculty Committee to the Executive Committee.

7. This paragraph is an addition to draw attention to the section of FM I.33ff. for all that follows.

The second sentence is warranted by the Academic Freedom Committee (AFC) Proposal #4.

8. FM I.16

9. FM I.17

10. This paragraph combines two paragraphs of FM I.17, eliminating reference to "rank structure of the faculty" and to "rank and tenure structure within the department" on the basis of MR #2.

11. FM I.17

12. FM I.17

13. FM I.17

The next two paragraphs of FM I.17f. have been omitted. The content of the first is included in this draft in Paragraphs (17-21). The second refers to "rank structure" and so has been dropped.

14. FM I.18

15. FM I.18

16. MR #2 and FM I.18

17. Memorandum of 10/23/73 (FM I.19)

18. Same.

19. Same, but with the change from "departmental and committee work" to "Trinity as an intellectual community." Note that the order of the criteria of the Memorandum has been changed to group the items more sensibly.

20. Same, with the addition of "and the department."

21. Same.

Item (F) of the Memorandum has been deleted since it does not appear as a criterion in MR #9.

22. AFC #5

23. AFC #3 and Kerson Report (KR) Recommendation #1

The phrase "as far as is practicable" has been inserted in the first and fourth sentences to allow for the fact that there are occasions, e.g.,

sabbaticals, when a tenured faculty member is unavailable. These insertions require Faculty action.

For the last sentence, cf. Faculty Minutes of 5/4/76, p. 559.

24. AFC #3

The second sentence is warranted by Paragraph (26) and is included as well here under "Departmental Procedures" for emphasis.

25. Memorandum III.a (FM I.19A)

26. Memorandum III.b-d (FM I.19A) and KR #2

27. FM I.18. The original order of Paragraphs (26) and (27) has been reversed.

The last sentence has been modified for clarity.

28. FM I.18 with the addition in line two of "and other members."

29. FM I.19

30. KR #3

The phrase "or the original recommender" has been added to agree with the change in Paragraph (1) allowing others than department chairmen to make recommendations.

The last phrase of KR #3, "if he or she requests," has been omitted. This deletion requires Faculty action.

31. AFC #1 and Faculty action of 3/8/77, cf. Faculty Minutes, p. 599.

32. KR #4 and recommendation of Professor Lindsay of the Appeals Board in a letter of 5/11/77. The second sentence of the paragraph, therefore, requires a faculty vote.

33. FM I.19.

John A. Gettier
Charles Miller
Robert C. Stewart

September, 1977