

Trinity College

Trinity College Digital Repository

Trinity College Faculty Manuals

Trinity Archives

8-30-1968

Trinity College Faculty Manual, 1967-1968 (Second Edition)

Trinity College, Hartford Connecticut

Follow this and additional works at: <https://digitalrepository.trincoll.edu/facman>

Recommended Citation

Trinity College, Hartford Connecticut, "Trinity College Faculty Manual, 1967-1968 (Second Edition)" (1968).
Trinity College Faculty Manuals. 36.

<https://digitalrepository.trincoll.edu/facman/36>

5.11.1

FACULTY MANUAL

Prepared and edited by

the Trinity Chapter of

The American Association of University Professors

TRINITY COLLEGE
HARTFORD • CONNECTICUT

2d. ed. June 1967

TABLE OF CONTENTS

Page

1. FOREWORD
2. ACADEMIC FREEDOM
2. FACULTY-STUDENT RELATIONS
3. ORGANIZATION OF THE FACULTY
 - Meetings
 - Committees
5. CONDITIONS OF EMPLOYMENT
 - Promotions, Appointments, and Reappointments
 - Tenure Retirement
 - Leave of Absence Sabbatical Leave
 - Teaching Load Salary Scale
 - Benefits beyond Salary Professional Expenses
9. THE GRADING SYSTEM
10. SUMMER TERM
10. GRADUATE STUDIES
11. THE LIBRARY
13. SERVICES
 - Special Equipment
 - Bookstore Dining
 - Duplicating Service Faculty Secretaries
 - Guest Room Housing
 - Master Calendar for Extra-Curricular Events
 - News Bureau Post Office
 - Publications Supplies
 - Additional Services Provided by Mather Hall
16. AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

FOREWORD

The aim of this Manual is to gather into one place some important facts about the situation of the Faculty at Trinity, and to include relevant excerpts and paraphrases from the College Catalogue and the Regulations of the Faculty. There have undoubtedly been omissions, which we trust will be corrected in future revisions. Suggestions for revisions may be made either to the Trinity chapter of the AAUP, or to the Dean of the College.

The idea of a Faculty Manual was proposed by the Trinity Chapter of the AAUP. The first step was taken when the President appointed an ad hoc committee consisting of Professors Battis, Frese, Meade, Miller, and Paul Smith, who served as Chairman.

Having accomplished the hard and thankless work of launching such a project, the committee then returned it to the AAUP for completion. Subsequently, in response to a suggestion from Dean Vogel, the AAUP membership have voted to assume responsibility for improving the Manual and keeping it up to date.

In addition to the ad hoc committee, our thanks are due to many others who have contributed to the Manual. We are especially indebted to Mr. Parker, Director of Publications, and to Dean Vogel, without whose generous help and active cooperation the Manual could not have been completed.

Richard T. Lee
Robert D. Foulke
Edmond LaB. Cherbonnier
Officers, Trinity Chapter, AAUP
May, 1966

FOREWORD TO THE SECOND EDITION

For the preparation of this second edition, our thanks are once again due to Dean Vogel, and to the numerous faculty members who have suggested pertinent revisions. These suggestions are most important, and it is hoped that the Faculty will keep a critical eye on all the items that find their way into this Manual.

Richard T. Lee
June, 1967

ACADEMIC FREEDOM

Extract from "The Charter of Trinity College"

"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 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."

The College assures every member of the Faculty the freedom to expound any theory or idea that is relevant to his subject, provided that it is treated with objectivity.

When a Faculty member expresses himself as a citizen in the community, he should make it clear that he is speaking as an individual, and not as a spokesman for the College.

FACULTY-STUDENT RELATIONS

An intellectual community. Many students choose Trinity over larger colleges and universities in the hope of finding an environment relatively free from the impersonality and bureaucracy of mass education. The College tries to transform this somewhat vague desire into the kind of interchange between students and Faculty which develops a sense of intellectual community. Within the limits of their time and interest, the Faculty are encouraged to meet the requests of students for informal discussions, advice, and the like; to demonstrate their interest in campus matters by expressing opinions; and to make themselves available for conference with individual students for a reasonable number of hours each week. To this end each faculty member is assigned a private office outside which he should post regular office hours.

Reimbursement for entertainment. Faculty members who entertain students in their homes may apply to the Dean's Office for reimbursement.

Criticism. The Faculty supports the right of undergraduates to criticize openly, either as individuals or collectively, in speech or writing or print, the rules laid down for college government and also the acts and opinions of college officers and faculty members, such criticism being always subject to the canons of courtesy and good taste.

ORGANIZATION OF THE FACULTY

Secretary. The Faculty elect a secretary to represent them on ceremonial occasions and to keep the minutes of Faculty meetings.

Chairmen. Under a policy adopted in 1966-67, appointments to the chairmanship of a department will normally be for a period of five years, with the possibility of renewal by mutual consent of the Professor and the College.

Meetings

Time of Meetings. Regular Faculty meetings are held the second Tuesday of each month. Stated and adjourned meetings are called by the Secretary. Special meetings are called by the President, except that it is customary for the Registrar to call the special meeting after the mid-year and final examinations. The Faculty is expected to attend all Faculty meetings.

Quorum. A quorum consists of a majority of the total voting members of the Faculty.

Voting. Every full-time member of the Faculty has the right to vote from the effective date of his appointment.

The President votes as a member of the Faculty and also has the casting vote, making or breaking a tie.

Tabling. Upon the request of any Faculty member that it be tabled, any motion concerning new business shall lie over until the next regular meeting.

Committees

The Committees of the Faculty (listed in the College Catalogue) fall into two groups: Elected Standing Committees, and Appointed Committees and Councils. All committees meet following their designation each Spring to organize for the following year. Any committee may be called to a meeting by its chairman, and the chairman shall call a meeting at the request of two members of the committee. Action taken by any committee shall be transmitted promptly to the President by its secretary.

Appointed Committees and Councils. Members of the Appointed Committees and Councils are named by the Committee on Committees, with the advice of those concerned. All members may vote, and their term is not restricted.

Standing Committees. Members of the Standing Committees are elected for a term of three years, approximately one-third of the membership being changed each year. Voting is restricted to members holding academic rank. With the two exceptions mentioned below, members are nominated by the Committee on Committees, and may be re-elected.

The two exceptions are the Joint Trustee-Faculty Committees: the Joint Committee on Appointments and Promotions, and the Joint Committee on Educational Policy. Nominations for these two committees are by ballot; the three names with the most votes then stand for election, with the provision that both the arts and the sciences be represented on each committee. No Faculty member may succeed himself on either of these committees without an interval of one year, nor may any member serve on both Joint Committees concurrently.

The Joint Committee on Appointments and Promotions has three Faculty members, who must be full professors with tenure. Its functions are listed under the section immediately following.

The Joint Committee on Educational Policy has five Faculty members, who must have been at Trinity for at least three years. It considers educational matters which the President judges to involve College Policy, and may make recommendations to the Faculty or to the Board of Trustees.

Academic Ceremonies. There are three formal academic ceremonies each year: Matriculation Ceremony in September, Honors Day in May, and Commencement in June. Members of the Faculty are expected to attend these ceremonies in academic regalia.

CONDITIONS OF EMPLOYMENT

Promotions, Appointments, and Reappointments

Promotions, appointments, and reappointments are recommended to the Trustees by the Joint Committee on Appointments and Promotions, which consists of the President, the Dean of the College, three Trustees, and three members of the Faculty.

The terms of appointment for Instructors and Assistant Professors are one and three years, respectively. Persons coming to the Collège at the rank of Associate Professor are given an initial appointment of three years and subsequent appointments of five years. Those who are promoted from within the College to the rank of Associate Professor are appointed for five years.

Tenure

Tenure accompanies promotion to the rank of Professor. Persons coming to Trinity at the rank of Professor are granted tenure, if reappointed, after an initial appointment of three years.

Retirement

Retirement occurs on August 31 following or coinciding with the sixty-fifth birthday. By mutual consent, a Faculty member may remain until the age of seventy in full or part-time status, on annual appointment.

Leave of Absence

Leave of absence without pay may be granted at any time. Application should be made as specified below for sabbatical leave. Leaves of absence do not count as service to the College and most benefits beyond salary are not in effect.

Sabbatical Leave

At the discretion of the Trustees, sabbatical leave may be granted in recognition of effective teaching and scholarship. It consists of either a half year at full salary, or a full year at half salary. Since such leave represents a considerable investment by the College, recipients are expected to remain at Trinity for at least the academic year following a sabbatical.

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 or if on annual appointment after age 65.

Application. Application must be made in writing to the Dean of the College and forwarded by the department chairman, with his endorsement, not later than September 1 of the year preceding the academic year in which leave is requested.

Teaching Load

The normal teaching load is nine hours per week (except for language courses). Since Faculty are expected to devote their full time to the College, they undertake no regular outside employment without permission of the Dean.

Salary 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 1967-68 is:

Professor	\$10,250	to	\$18,000
Associate Professor	9,000	to	12,000
Assistant Professor	7,750	to	9,500
Instructor	7,250	to	8,250

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.

Benefits beyond Salary

Approximately thirteen per cent over and above the gross monthly salary is applied to benefits. New faculty should see Miss Ethel Beaumier, in the Personnel Office, soon after their arrival at Trinity to make arrangements concerning these matters, which include:

TIAA Retirement Annuity: Up to Social Security base, currently \$6,600, the individual contributes 5% and the College 6% for a total of 11%. On that portion of the salary in excess of the Social Security base, the individual contributes 5% and the College 10% for a total of 15%. Participation is voluntary for those under 30 and mandatory for those above this age.

TIAA Major Medical Plan: This plan provides a maximum benefit of \$25,000 for the faculty member or dependent. The entire cost is paid by the College.

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" below \$1,000, plus 40 percent of covered monthly salary in excess of \$1,000, not to exceed a maximum benefit of \$1,000 monthly. "Covered monthly salary" is one-twelfth of the basic annual salary (exclusive of overtime and other forms of additional compensation). This is computed annually on the basis of the individual's salary three months prior to his 30th birthday, and subsequently on the basis of his salary three months prior to each January 1.

Voluntary Group Life Insurance Plan: Members of the Faculty may elect to participate with very favorable rates in this plan which provides coverage approximately equal to salary with double indemnity in case of accidental death.

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 graduate and summer courses at Trinity.

Blue Cross Hospitalization and Connecticut Medical Insurance are available on a group basis.

Moving: Up to \$300 assistance is available to incoming faculty members.

Social Security: All full time staff members are covered by Social Security and the benefits supplement the College's TIAA-CREF retirement program. The cost of this program is shared by the staff member and the College according to the Federal Government plan. Academic appointments of one semester or longer are covered under this 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 should be reported to the Personnel Office and to the medical staff.

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 College, who will refer it for recommendation to the faculty members of the Committee on Appointments and Promotions.

Travel to Professional Meetings. The College encourages members of the Faculty to attend professional meetings. Since such attendance benefits both the individual and the College, some sharing of expenses is expected. Reimbursement is governed by the following provisions:

1. Limit of one trip or \$100 transportation expenses per year, except that a faculty member who is an officer or a scheduled participant in the program, or is requested by the College to attend the meeting may receive additional reimbursement.
2. "Transportation expenses" are taken to include travel by air coach, rail, bus, or private car.
3. For officers or participants, living expenses of \$15 per night away from home.
4. Conference registration fees, if specifically itemized, will be reimbursed.

Application should be addressed to the Dean well in advance, and should be sent via the chairman of the department, with his endorsement if he approves.

Notification of the Dean's approval is accompanied by a certificate which entitles the bearer to tax exemption on rail, bus, and airline tickets.

THE GRADING SYSTEM

Passing grades are A+ through D-. Grades below C- are unsatisfactory. F denotes failure. A pass-fail option is available to juniors and seniors under conditions specified in the Catalogue.

Mid-term grades are reported for all freshmen, and for upperclassmen whose work has been unsatisfactory; such grades are not included in the permanent scholastic records.

When mid-year and final grades have been recorded by the registrar, they may not be lowered. They may be raised only by vote of the Faculty.

Temporary grades. For a full-year, indivisible course a temporary grade is recorded for each term, but only a final grade for the year is permanently recorded on a student's record. Temporary grades are used only to compute standings for financial aid awards, Dean's List, and probation.

Conditional grades. Two special terms indicate that a grade is conditional: "absent" means that a student was not present at a final examination; "incomplete" indicates that a student was prevented from completing his work by circumstances beyond his control. Responsibility for completing such work rests with the student. If it remains incomplete by the end of the following term, the instructor issues a final grade.

Deficiency in English. Every instructor should feel responsible for the use of good English by his students, and should refer a student who writes poorly to the English Department. He may also, at his discretion, give the student a conditional grade for the term, pending notification by the English Department that the student's weaknesses have been corrected.

SUMMER TERM

The Summer Term, divided into two sessions, is defined by the Faculty as one of three academic terms at Trinity.

Student Body

The Summer Term student body is co-educational, and includes students from colleges and universities across the country. Less than one-fourth of the summer students attend for the purpose of making up academic deficiencies. Approximately one-half are graduate students. There are also honor students from secondary schools under the Transition to College Plan, which originated at Trinity.

Summer Faculty

The summer Faculty is normally divided about evenly between Trinity and other institutions. Trinity faculty may teach no more than the equivalent of two half-year courses during the summer. For each such course, the following salary scale applies: instructors, \$700; assistant professors, \$825; associate professors, \$950; and full professors, \$1200. If a course for the full summer term involves laboratory meetings, instructors receive an additional \$200, assistant professors \$250, associate professors \$300, and full professors \$375.

GRADUATE 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 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. The salary scale for part-time instructors is the same as for summer Faculty. A Faculty member who serves as advisor for a Master's thesis receives \$50; a second reader receives \$10.

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

THE LIBRARY

Description

A brief account of the history, collections and physical assets of the Library appears in the college catalogue. A full 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. Also available at the circulation desk are copies of A Guide to the Use of the Trinity College Library, designed primarily for students. This pamphlet includes floor plans of the building.

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.

Members of the faculties and student bodies of the College and the Hartford Seminary Foundation enjoy reciprocal borrowing privileges. In addition, the two institutions take part in an informal cooperative acquisition program.

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 problem 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 January 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 may submit their recommendations in list form or on request cards available at the Librarian's office. In either case, the information about each book requested should be as complete as possible to facilitate the work of the order department.

Approximately two-thirds of the library's books funds are allocated to the teaching departments each year. These allocations are reviewed each year by the Faculty Library Committee. 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 or 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 - Thursday	8:30 a.m.-11:00 p.m.
Friday	8:30 a.m.-10:00 p.m.
Saturday	8:30 a.m.- 5:00 p.m.
Sunday	2:00 p.m.-10:00 p.m.

The Watkinson Library hours are as follows:

Monday - Friday (except Tues.)	9:00 a.m.- 5:00 p.m.
Tuesday	9:00 a.m.-11:00 p.m.
Saturday - Sunday	CLOSED

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 college catalogue following the list of administrative officers.

SERVICES

Special Equipment

One room on campus will be outfitted with kinescope equipment. Instructors may schedule the use of this room, including the services of a cameraman, for the purposes of recording one of their classes on videotape. These tapes will be available only to the instructor for his examination of the conduct of his classes. This program is designed to assist members of the faculty on a voluntary basis to improve the quality of their teaching.

Book Store

The College Book Store, in the basement of Mather Hall, offers Faculty a twenty per cent discount on special book orders, and on most merchandise.

The Book Store will also cash checks up to fifty dollars during its regular hours: nine to four o'clock daily, and until noon on Saturday.

Dining

Luncheon for faculty, administration, and staff in Hamlin Hall, Monday through Friday, 11:45 - 1:15.

Dinner for upperclassmen in Hamlin Hall, Monday through Friday, 5:30 - 6:15 (Faculty welcome).

Three meals daily in Mather Hall, with special hours on Sunday (Faculty welcome).

Snack bar service in the Cave, with special hours on weekends.

Catering service for professional societies and extra-curricular organizations. Arrangements are made through the Mather Hall Office.

Duplicating Service

Duplicating of examinations and course materials is done by the Office of Central Services, located in the basement of Williams Memorial. It is essential to allow plenty of time for this work. The time required varies from four days to two weeks, depending upon the complexity of the material.

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.

Guest Room

Suite A-22 in Cook Dormitory is reserved for guests of the College. Reservations are made through the personnel office.

Housing

The College rents, on reasonable terms, forty-nine unfurnished apartments of varying sizes. Priority is given to new members of the Faculty and staff. The monthly rent is paid in advance at the Treasurer's Office, and no formal bills are normally rendered.

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.

Master Calendar for Extra-Curricular Events

All non-academic events must be scheduled through the Mather Hall Office. The Office issues a weekly and monthly calendar of campus activities, under the direction of the Assistant Dean of Students.

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.

Post Office

There is a branch United States Post Office in Mather Hall, with individual mail boxes for faculty and students.

Hours: 8 - 4 Monday through Friday
8 - 11 a.m. Saturday

Metered Mail. Mail connected with College business is metered in the Office of Central Services, and charged to the department concerned. Bulk mailings require about two weeks for distribution.

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.

Supplies

Office supplies are ordered on special forms through the Personnel Office.

Additional Services Provided by Mather Hall

Tickets at reduced rates for events at Trinity, the Bushnell (local civic center), and local theater groups.

Maps and information for the Hartford area and for Connecticut.

Poster-making service.

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

The Trinity chapter of the American Association of University Professors welcomes new members of the Faculty. It generally meets twice a year 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.

