

TO ALL MEMBERS OF THE FACULTY:

Proceedings of the Faculty Senate
Monday, May 17, 1948

ADDITIONAL BY-LAWS, APPROVAL OF: The Senate adopted the following proposition subject to the approval of the General Faculty.

11. That a standing University Committee on Committees be established with the organization and functions herein prescribed.
 - a. Membership and organization. This Committee shall be composed of six members of the faculty, appointed by the Chairman of the Faculty. Not more than two members shall be appointed from any one college faculty. The initial appointments shall be; two for one year, two for two years, and two for three years. Thereafter, appointments shall be made for three years, except to fill unexpired terms. No member shall serve two consecutive terms. The Committee shall elect its chairman from those of its members whose unexpired terms are the shortest.
 - b. Duties. The Committee on Committees shall appoint the members of all committees created by the General Faculty or by the Senate, except when and to the extent that, action creating such committees specifies otherwise.

Upon request of any administrative official in the University, the Committee shall also recommend persons for appointment to existing committees or new committees whose appointments lie within the discretion of such requesting official.

All appointments and recommendations made by the Committee on Committees shall be made in conformity with the conditions prescribed by the action calling for them and in harmony with principles which may at the time be applicable to such committees.

- c. Effective date of this plan. This plan shall become operative upon its approval by the General Faculty.

In connection with the above, the Senate approved the following recommendation to the President of the University:

"The Senate recommends a review of the membership of the several standing committees of the University, as published in the catalogue. It is recognized that certain administrative officers should be permanent members of certain committees. It is suggested that those officers be designated by title, rather than by name. It is recommended that the remaining membership of the several committees, designated by name, should be rotated rather freely among the faculty, and that, generally speaking, individual terms should not exceed three to five years. It is suggested that the Committee on Committees might be of assistance to the President in this matter."

The Senate approved the following changes in the previously approved election procedure (as adopted at the meeting of Tuesday, April twenty-seventh) as follows, subject to the approval of the General Faculty:

Under Paragraph Fourth, Subparagraph a., add the following paragraph to the four already approved: In the event that the number of members at large should be changed, the basic principles herein prescribed shall still be applicable. That is, on the nominating ballot each voter shall be allowed to vote for as many persons as are to be elected; and on the second ballot, the list of nominees shall be double the number to be elected, allowing each voter to vote for as many as are to be elected.

Under Paragraph Fourth, Subparagraph f., insert the word "Normally" before the first sentence.

Add Subparagraph g. under Paragraph Fourth as follows: With each set of ballots, faculty members shall be sent appropriate lists of names indicating incumbents whose terms are expiring and whether or not they are eligible for reelection, Senate members whose terms hold over for another year, and persons who may have been elected on earlier ballots that year.

The Senate approved the following additional proposition as submitted by the Committee on By-laws:

12. That, pursuant to III, E, 8 of the Faculty Constitution, a standing Senate Committee on Faculty Grievances be established with the organization and functions herein prescribed:

a. Membership and Organization. This committee shall consist of three members of the faculty. One member shall be appointed by the University Committee on Committees, one by the President of the University, and one by these two members.

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Initial appointments shall be: one for one year, one for two years, and one for three years. First appointees shall determine by lot the length of their respective terms. Thereafter, appointments shall be made for three years, except to fill unexpired terms. Members shall be eligible for reappointment.

The committee shall elect its chairman upon its initial organization. Thereafter, the member whose unexpired full-term appointment is shortest shall be the chairman.

In any case involving a member of the Committee on Grievances, his place shall be taken by a disinterested person selected as he was, for dealing with that case.

b. Duties. As a matter of general principle, this committee shall concern itself with complaints and grievances by members of the faculty in ways designed helpfully to supplement the regular administrative processes of adjusting such matters. Normally, the committee shall take no final action on complaints brought to its attention until it becomes apparent that complainants are unable to obtain satisfactory solutions or adjustments through the customary administrative channels.

The committee shall receive complaints in writing from individual members of the faculty or from groups of faculty members. It shall investigate such complaints, hearing, receiving, and recording testimony, and shall make recommendations for solutions or adjustments of the matters involved to the President of the University.

The committee shall also make investigations and recommendations with

respect to grievances of faculty members upon request of the President or of the Board of Regents.

OUTSIDE WORK, DISCUSSION OF: Dr. Solve presented the following proposal concerning outside work recommended by the Committee of Eleven:

Definition: "Outside work" shall be considered as continuing or periodic work not included in that for which the employee is paid by the University but in which the employee may wish to engage for any reason whatsoever.

- I. When the outside work is classifiable as falling within the employee's professional field or within the field of public service, it should not only be permitted freely but to the extent that it does not interfere with the employee's teaching or other assigned duties, it should be encouraged. The University recognizes the fact that such work tends to broaden the employee's background and experience and thus to increase his value to the University as a teacher, research worker or administrator.

Whether or not the employee who engages in such work receives compensation therefor is deemed of no consequence and as having no bearing on the general question.

If no University facilities are employed or consumed in the work the University shall place no prohibition upon it nor claim any part of any compensation received for it.


If University facilities are employed or consumed in the work the University may enter into a suitable arrangement with the person performing the work and the one for whom it is performed as to the amount to be paid to the University to compensate for the use of its facilities. This fee shall bear no relation to the salary or to other pay received by the employee for services rendered the University. In this connection the practice specified in the University Announcement "Test Policy and Procedure" dated October, 1942, may be followed.

- II. The writing of books or other creative work of a similar nature shall be encouraged to the extent that it does not interfere with the assigned duties of the employee. If such creative work results in royalties or the sale of copyrights, etc., the University shall make no claim thereto.
- III. Engaging in work of a non-professional or non-public service nature may sometimes be considered by some persons as inappropriate to the professional or academic standing of the employee and the University. For this reason it might be considered undesirable for faculty members to engage in this type of activity. However, faculty members not infrequently find it necessary to engage in such employment. Therefore, the University should prohibit such work only when it is entirely clear that that work is inappropriate and would result in discredit or in diminished effectiveness of the employee or the University.
- IV. The question of whether or not outside work interferes with the assigned duties of the employee shall be determined in each instance in conference between the employee, his department head, the appropriate dean, and the Office of the President. The decision shall rest upon actual facts in the specific case. It shall be the duty of the employee who engage in outside work to report that fact to his department head.

The Senate voted to postpone consideration of the proposal until September.

REVISION IN RETIREMENT PLAN, DISCUSSION OF: A recommendation concerning the retirement plan submitted by the Committee of Eleven was referred to Professor Howard and his committee for further study. The recommendation reads as follows:

"That the faculty committee appointed to draw up a satisfactory retirement program for the University of Arizona faculty, under the chairmanship of Professor R. M. Howard, be requested to take the necessary steps toward securing administrative sponsorship of suggested revisions in the present law which would minimize inequities now apparent with respect to pay for past services. The retirement plan committee's original recommendations, embodying the wishes of the faculty, were limited by the final enactment restricting the contributions of the University itself to such an extent that no adequate arrangement for this important aspect of our retirement system has been possible. If such revisions could be worked out with the administration for presentation to the next regular session of the Arizona State Legislature, we should at least have made the first move toward remedying the present unsatisfactory situation."


David L. Windsor
Secretary Pro Tem

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