

MINUTES OF THE MEETING OF THE FACULTY SENATE OF THE UNIVERSITY OF ARIZONA
Monday, January 3, 1955
Room 101, Law Building

The Faculty Senate convened at 3:40 P.M. on Monday, January 3, 1955, in Room 101 of the Law Building. Twenty-six members were present with Vice President Nugent presiding.

Dr. Nugent welcomed the new members of the Senate. These included Dr. Houghton, a Member-at-large, who now serves in the Senate as the newly-elected Chairman of the Faculty; Dr. Picchioni, who represents the College of Pharmacy, succeeding the late Professor Bialk; and the following Member-at-large group elected to serve for a two-year period ending December 31, 1956: Barnes, Blitzer, Wm. Brown, Caldwell, Carpenter, Gegenheimer, Haury, Hudson, Kemmerer, Paylore, Powell, Roberts, Vavich and Wallraff.

The minutes of the meeting of December 6, 1954 were approved with the following corrections:

Page 6, second complete paragraph, delete last sentence which reads "Dr. Humphrey seemed reluctant to agree to this proposal." (P.132 of minute book).

Page 6, third paragraph from bottom of page, last line, substitute "transmitted" for words "passed on". (P.133 of minute book).

Page 7, seventh paragraph, change last sentence to read "He pointed out that the organization recommends that its reports be referred to the Faculty through the proper channels." (P.134 of minute book).

Faculty Elections Committee, report of: Dr. Nugent called attention to the report of the Faculty Elections Committee (Dr. Paul J. Danielson, Chairman), which included, in addition to the election of Chairman of the Faculty and Senate Members-at-large as mentioned above, the following newly elected Committee of Eleven, to serve for the year ending December 31, 1955: Barnes, Wm. Brown, Mary Caldwell, Ewing, Gegenheimer, Hudson, Humphrey, Kemmerer, Paylore, Rhodes, with Chairman of the Faculty the eleventh ex-officio members.

Election of Member-at-large: Dr. Nugent reminded the Senate that a vacancy results in the Member-at-large group since Dr. Houghton is the newly elected Chairman of the Faculty. On motion by Dr. Houghton, with a second by Dean Roy, the Senate voted unanimously to elect Dr. Melvin T. Solve as member-at-large of the Senate to fill this vacancy. Dr. Houghton, in nominating Dr. Solve (the first Chairman of the Faculty), recalled Dr. Solve's many contributions to the University and said it would be most appropriate to have Dr. Solve serve in the Senate until the end of the school year when he retires.

Catalogue material: The Secretary called attention to the notice already sent to members of the Senate regarding the processing of catalogue material from the Advisory Council for the College of Liberal Arts, the College of Engineering and the College of Education. There were several matters which had not received final consideration but, otherwise, the material could be regarded as having been approved by the Council. One proposal yet to be considered was that of listing

University of Arizona
Tucson

October 19, 1954

*Senate - 11/1/54
Held for reference
at 11/1/54 meeting
Adopted 12/6/54 with
changes as indicated.
See minutes 135-137
Minute Book*

Memorandum To: Dr. Richard A. Harvill, President

Regarding: Report of A. A. U. P. Committee
on Heads of Departments

The report of the A. A. U. P. Committee on Department Heads was presented to the Committee of Eleven for study at a meeting held October 8, 1954.

After some discussion, the Committee of Eleven voted to refer this report to the Senate with only one change, namely that the wording in Principle #5 "be decided by majority consensus" be changed to read "be supported by general consent." It was felt that Principle #5 would not make any undue inroad upon the authority of the department head as stated in Principle #2.

I return your copy of the report with this memorandum.

Sincerely yours,

/S/ Philip G. Hudson

Philip G. Hudson
Chairman, Committee of Eleven

PGH/al

A. A. U. P.

University of Arizona Chapter

Report of the Committee on Heads of Departments

Preamble

The University of Arizona Chapter of the A. A. U. P. is mindful that the traditional essence of a University is a democracy of scholars. This is the form in which universities have been inherited by Western Civilization, and indeed most of those great and venerable universities whose roots go farthest back into time still elect their administrative officers from among their faculties for temporary terms.

We recognize of course that this practice is not in the American tradition, and we pause but a moment to muse that the nation which offers itself to the world as a model of democratic living does not cast its centers of free thinking into the democratic pattern.

Nevertheless, we believe strongly in the democratic way of life, and we believe that our practices of conduct and operation are most effective when they conform as closely as possible in principle to those of democracy. With these thoughts in mind, we should like to bring to the general attention of the university community a set of principles for departmental administration which were drawn up in 1939 at the initiative of Dean Emil R. Riesen, of the College of Liberal Arts, by a Committee of Department Heads appointed by him. These principles were adopted by a formal vote of the Liberal Arts faculty, and they have formed the guiding principle for the conduct of some of the happiest and most vigorous departments in that College.

It will be observed that the chief officer of the department is cast more in the role of chairman (without limit of tenure) than of head.

Indeed it seems to us quite inappropriate that, in an enterprise which exists entirely for the exploitation and development of ideas, one person in a group should be designated by the title "head": And this objection is no mere play upon words. Nevertheless, in the following presentation we have retained the term "head" which is for us conventional if not logical.

In promulgating this set of principles, we have changed the order somewhat. We have changed the wording primarily to remove restricting applications to the Liberal Arts College, but we believe that we have changed the spirit and intent of the statements not at all.

Following certain of these statements is a brief amplifying note written by your Committee. These notes may be recognized by their deeper indentation.

I. General Principles.

Principle #1. Formal differences in academic or administrative rank do not imply corresponding differences of authority in matters of scholarship.

Principle #2. The ultimate administrative responsibility for the successful conduct of the department rests upon the Head of the Department. This implies that his office clothes him with sufficient discretionary authority (but not arbitrary authority) to make his responsibility effective.

But the general responsibility for the successful conduct of the department and for its reputation for scholarly achievement rests upon each member of the department.

Principle #3. So far as is possible departmental policies and affairs should be decided upon after discussion in departmental meetings.

add at end of Principle # 4

However, if such conferences involve departmental matters the head of the department should be made aware of the fact that the conference has been arranged. This is not to be interpreted as requiring the staff member to obtain the permission of the head of the department for the conference.

Your committee believes that departmental meetings should be held regularly. The best frequency will of course depend upon the size and nature of the department. But once-a-semester budgetary meetings are certainly not adequate. And conferences held by the Head individually with each member are no substitute for a convocation in which all members, regardless of rank and seniority, feel completely free to express their views among themselves for mutual support and criticism.

Principle #4. The Head is the official representative of the department and in that capacity should act for the department in all official departmental matters and in relationships between the department and the Dean. This is not intended to interfere with conferences between department members and the Dean or President.

Principle #5. A well conducted department is one in which vigorous discussion and exchange of judgment are achieved, and a minimum of supervision and administrative authority is exercised.

This implies that basic departmental actions and policies should, wherever possible, be ^{supported by general consent.} ~~decided by majority consensus.~~ ?

This points up an area of inconsistency and compromise between Principle #2 and Principle #5. The wise and tactful handling of this area of compromise is one of the most critical tests of a successful academic administrator. In a large measure it will determine the extent to which he will win the respect and loyalty of his staff and the respect and admiration of his colleagues. In particular we recognize that Principle #2 must sometimes take precedence over Principle #5. But when it does so the department head should realize that the burden of

justification rests upon his decision, and that he stakes this justification upon the test of time.

II. Specific Responsibilities of the Department Head

The following compilation and classification of the responsibilities of the Department Head are taken directly from the Liberal Arts Report. Your Committee has included one recommendation (Under Part C, Item 3) and two additional items (Part A, Items 5 and 9). No significance is to be attached to the order of items within each Part.

Part A. In Department Conference:

(insofar as time and number and availability of staff permit)

1. Organization and co-ordination of the academic work of the department.
2. The quality and progress of the departmental work as a whole.
3. Group consultation on content of courses for the purpose of the co-ordination of the department's work.
4. Adequacy of the whole program of work and of departmental research, the latter as distinguished from individual research.
5. Selection or rejection of graduate students.
6. New Appointments.
7. Allocation of the services of staff members, assistants, and clerical staff.
8. Library purchases.
9. Decisions upon major purchases especially those of a capital nature. The allocation and programming of major equipment.

Part B. In Conference with Individual Department Members:

1. Quality of teaching and of the discharge of other professional assignments and duties.

2. The care and use of supplies and equipment by the individual department member, etc.
3. Promotions and increases in salary.
4. Official student-teacher relationships.
5. Campus rules and regulations insofar as they involve the department.

Part C. Routine:

1. Such department reports as are required.
2. Preparation of the department budget after individual and group conferences with the department.
3. Acting as major professor in his department's field. By agreement preferably, the supervision of student's work may be divided among the members of the department. Ultimate responsibility rests upon the Head.

Recommendation of this Committee: In general in the case of graduate work the director of the thesis should serve as the major professor.

4. Care of department property, with cooperation from the members of the department.
5. Expenditure of department funds in line with department policies.
6. Representing the department in such matters as correspondence, care of departments records, and routine external relations.

Your Committee recommends that this report be accepted and transmitted to the president of the University and secretary of the faculty with the request for inclusion as an item of business at the next meeting.

Respectfully submitted:

Professor E. Carpenter

Professor E. W. Haury

Professor R. R. Humphrey

Professor C. H. Lowe

Professor A. R. Kemmerer, Chairman

Chemistry 1a-1b with 4 units of credit but with 3 lecture hours and 4 laboratory hours. Dr. Nugent explained that this item was being referred again to the Council.

Dr. Roberts explained the nature of the request, pointing out the need for opportunity to divide large classes into small quiz or recitation sections in order to provide effective instruction. Dean Roy moved that consideration of this item be postponed until the final report is received from the Council. The motion was seconded by Dr. Roberts and carried.

Dean Chapman pointed out that in the College of Engineering one item was still to be considered. This was a proposal to adjust admission requirements in Mathematics.

Dr. Roberts questioned the desirability of deleting Zoology 144 as a requirement in the School of Home Economics curriculum as reported in the College of Agriculture summary of requests. He moved, with a second by Dr. Caldwell, that this deletion be denied. It was pointed out by the chair, however, that the College of Agriculture material had not yet been considered by the Advisory Council and, therefore, was not before the Senate at this time. Dr. Roberts explained that a request to delete a required course such as Zoology 144 was a matter which should have been referred to the Department of Zoology and that this had not been done. He agreed that the matter could be discussed at a subsequent meeting and on his motion, with a second by Dr. Carpenter, the motion to deny the request was tabled.

Dr. Gegenheimer asked about the status of Classics 100a-b, Hebrew. He was concerned as to whether or not the course would carry Graduate credit. Dean Roy explained that the question had not been considered in connection with the original request, and that it had been referred to Committee.

With reference to the College of Education report, Dr. Blitzer called attention to the provision for the Physical Science major and explained that two courses listed, namely Physics 104 and 108, will not be given after this year. The chair asked Dr. Blitzer to refer the matter to Dr. Warner and Dean Roy since the adjustment should originate in the Department of Physics.

Dr. Gegenheimer also asked about the status of the proposed new course in orientation in Physical Education for Men which was submitted with two units of credit. The Co-ordinating Committee had questioned this value and suggested only one unit. It was explained that this matter had been referred by the Council to the department concerned and that consideration was still pending.

Dr. Carpenter questioned the appropriateness of the title of the proposed new course, "Elementary School Guidance." On motion by Dr. Roberts, with a second by Dean Roy, the Senate voted to refer this question to the College for review.

In response to question by Dr. Carpenter regarding the nature of the descriptive paragraph on Education 237, Dr. Gegenheimer explained that a misprint had occurred and the word "effective" should be substituted for "elective."

Dr. Carpenter also questioned the status of Education 254 - Advanced Statistics, and pointed out that its only prerequisite was Education 154. However, neither course 154 nor course 254 requires mathematics. On his motion, with a second by Dr. Roberts, the Senate voted to refer this course to the College for consideration of the nature of prerequisites required.

The prerequisite for seniors in connection with enrollment in the Graduate course, Education 201 - Current Problems in Education, was also questioned by Dr. Carpenter. The statement indicated that the prerequisite for seniors was only six units of Education. Dr. Merritt pointed out that the phrase "prerequisite for Seniors" would undoubtedly be deleted in connection with all 200 courses and that in this particular case no seniors had been enrolled in the course which formerly was Education 299. On motion by Dean Roy, seconded by Dr. Haury, the Senate voted to refer this course to the College for consideration of the prerequisite for Seniors.

In answer to a point raised by Dr. Carpenter regarding the statement of the major which, on page 8 of the summary, is indicated to "constitute a total of 24 to 48 units to be selected with the advice of the department," Dr. Gegenheimer explained that this had been amended by the Co-ordinating Committee and approved by Dean Garretson to read "constitute not less than 24 nor more than 48 units", and the change was approved by the Advisory Council. However, Dr. Carpenter objected to the lack of definition in the "major" statement and on his motion, with a second by Dr. Roberts, the Senate voted to refer this statement to the College for clarification as to the number and nature of credits actually prescribed for the major.

A discrepancy in the number of units listed in the College of Education curriculum with a major in Business, page 7 of the summary, as related to the number of credits required for the degree, also was pointed out by Dr. Carpenter and upon his motion, with a second by Dr. Roberts, this matter was referred to the College for review. A similar question was raised by Dr. Carpenter in connection with the curriculum in Physical Education, and on his motion, with a second by Dr. Galbraith, the Senate referred this item to the College for clarification.

Dr. Carpenter also called attention to the statement in the College of Education material, page 129 of the catalogue, with reference to "a broad and liberal educational background..." in connection with preparation of teachers and school officers. He pointed out that such training was not indicated by the nature of the prescribed programs such as those in Business, Physical Education, and Music Education. He felt that the statement should be deleted and, after considerable discussion, he agreed that in the absence of Dean Garretson the question should be referred to the College for consideration. This motion was seconded by Dr. Roberts and passed.

Dr. Roberts asked for information as to the reason for deleting the paragraph regarding the Freshman and Sophomore years of the Elementary School Teacher training program and moved that it be referred to the College. Dean Roy stated that the college had suggested a substitute curriculum for the Freshman and Sophomore years, with a statement as to recommended electives. Dr. Roberts then withdrew his motion. It was his opinion that foreign language should be listed as a suggested elective in the curriculum and moved that this suggestion be referred to the College of Education for consideration. The motion was seconded by Dr. Carpenter and passed.

Dr. Roberts called attention to the summary of the College of Education which includes a proposed listing for "Health Education" and challenged this arrangement since it was not typical of the departmental organization. He moved that this matter be referred to the College of Education but withdrew his motion when it was pointed out that the proposal to list the Health Education group of courses had not yet reached the Senate.

Dean Chapman raised a question about the listing of summer field courses, particularly in Engineering. Mr. Leshar explained that the question of listing a field course in Engineering, either for the second semester or for the summer session, had not yet been decided by the Advisory Council. It was clear, however, that the Geology field course and the field course in Range Management would both be listed as summer session offerings. It was understood in this connection that a special summer session registration fee of \$5.00 only would be charged.

Dean Roy pointed out that a re-alignment of the Liberal Arts major in Geology was still to be considered.

Dr. Nugent indicated that the various items which the Senate had referred to the departments and colleges for further consideration would be returned for consideration at an early meeting and announced that the Senate would meet again to consider catalogue material on Monday, January 10, 1955. It was understood that the catalogue material processed for the College of Liberal Arts, College of Education and College of Engineering was approved except for the items mentioned in the foregoing material.

A.A.U.P. memorandum regarding salaries and promotions: Dr. Nugent called attention to the A.A.U.P. memorandum regarding salaries and promotions. This had been distributed to members of the Senate from the Office of the President since the last meeting. He pointed out that Mr. Boland of the College of Business and Public Administration, who was a member of the committee which drew up the memorandum, was present and would be glad to answer any questions concerning the memorandum. No questions were raised and Mr. Boland said if any were raised at a subsequent meeting answers could be given by two or three members of the committee who are also members of the Senate.

Dr. Humphrey explained that the report was originally given to President Harvill with the request that he in turn refer it to the general faculty for acceptance or rejection. The President had suggested that it be submitted through the regular channels. It was Dr. Humphrey's understanding that the President would refer the matter to the Senate for approval or disapproval in order to clear the way to have it referred to the general faculty. He felt that inasmuch as the report had been in the hands of Senate members for approximately three weeks they should be in a position to take specific action and moved that the report be approved, with the request that the President transmit it to the general faculty.

See page 185a for copy of memo as submitted to Senate by Dr. Humphrey 2/4/55

Dr. Schneck remarked that there were new members in the Senate who had not had an opportunity to study the report. Dr. Nugent replied that the report had been distributed to the new members.

In reply to a question as to what his motion implied, Dr. Humphrey stated the Senate should accept the memorandum as a report we believe in, and he would like to see action taken on it. The Secretary pointed out that the minutes of the Senate's last meeting indicated that in the opinion of the President it would be proper to have a committee of the Senate review the memorandum before it is acted upon by the Senate.

Dr. Galbraith then seconded Dr. Humphrey's motion and a vote was taken. At this point Dean Patrick explained that he had voted against the motion not because he disapproved of the memorandum but because he had not had time to study it in all respects. He felt that some members of the Senate were not ready to vote on the report. It was his judgment that it was desirable that a Senate committee review

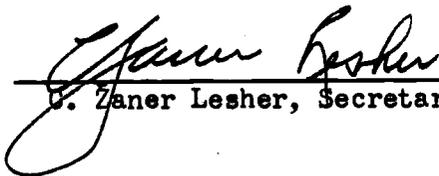
the matter and submit a recommendation for consideration. Dr. Humphrey explained that it was not his thought to have the matter hurried through the Senate before everyone had had an opportunity to study and examine the memorandum carefully. He assumed that since the memorandum had been published some time ago, members would be ready to act today. He defended his motion but said he felt the matter should not be voted on unless everyone were familiar with the question. He explained that the report to his knowledge, had not been referred to the Committee of Eleven but had come directly to the Senate from the President's office.

Dr. Nugent then ruled that the vote had not been in order since it was apparent that many members of the Senate were not properly prepared to vote on the question, and the matter was again before the house.

Dr. Humphrey moved that the report be referred to a special committee of the Senate to be brought up at a meeting in the near future. This motion was seconded by Dean Patrick and passed.

Faculty Membership, report re: Dr. Nugent referred briefly to other reports, particularly that on faculty membership, which would come up for consideration at a future meeting. Dr. Galbraith asked that the members of the Senate study carefully the report of the committee on faculty membership so that they may be prepared to act on the report at the next meeting of the Senate.

Meeting adjourned at 5:40 P.M.


G. Zaner Leshner, Secretary

Proceedings of the Faculty Senate
Meeting of Monday January 3, 1955

New members welcomed: Dr. Nugent, as Chairman pro tem, welcomed to the Senate the following new members: Dr. Houghton, a member-at-large who now served in the Senate as the newly-elected Chairman of the Faculty; Dr. Picchioni, who represents the College of Pharmacy, succeeding the late Professor Bialk; and the following Member-at-large group elected to serve for a two-year period ending December 31, 1956: Barnes, Blitzer, Wm. Brown, Caldwell, Carpenter, Gegenheimer, Haury, Hudson, Kemmerer, Paylore, Powell, Roberts, Vavich and Wallraff.

Faculty Elections Committee, report of: The report of the Faculty Elections Committee, filed as a matter of record, reported the election of new members of the Senate and the Faculty Chairman, as listed above, and the following newly elected members of the Committee of Eleven: Barnes, Wm. Brown, Mary Caldwell, Ewing, Gegenheimer, Hudson, Humphrey, Kemmerer, Paylore, and Rhodes (with the Chairman of the Faculty the eleventh ex-officio member).