

UNIVERSITY FACULTY SENATE

SUMMARY OF AGENDA

September 13, 1993

- I. **ADOPTION OF THE AGENDA**
- II. **APPROVAL OF THE MINUTES:** May 3 and May 10, 1993
- III. **REMARKS BY INTERIM UNIVERSITY PROVOST MURRAY and/or VICE PROVOST ANDERSEN**
- IV. **ANNOUNCEMENTS:** Senate President Scott
- V. **OLD BUSINESS**
 - A. Election of Senate Vice President
- VI. **NEW BUSINESS**
 - A. Election of the chairperson of the Committee on Committees and Nominations
 - B. Recommendation to amend the Faculty Handbook relative to Examinations and Tests
 - C. Introduction of new business





University of Delaware

UNIVERSITY FACULTY SENATE
219 McDOWELL HALL
NEWARK, DELAWARE 19716

(302) 451-2921
(302) 451-2922

September 1, 1993

TO: All Faculty Members

FROM: Bonnie Kime Scott, President
University Faculty Senate *BKS*

SUBJECT: Regular Faculty Senate Meeting, September 13, 1993

In accordance with Section IV, paragraph 6 of the Constitution, the regular meeting of the University Faculty Senate will be held on Monday, September 13, 1993 at 4:00 p.m. in room 110 Memorial Hall. The agenda will be as follows:

AGENDA

- I. Adoption of the Agenda.
- II. Approval of the minutes of the Senate meetings of May 3 and May 10, 1993.
- III. Remarks by Interim University Provost Murray.
- IV. Announcements: Senate President Scott
- V. Old Business
 - A. Election of Senate Vice President. (Biographies of the two nominees are presented in Attachment 1.)

Thomas Angell
Larry Peterson
- VI. New Business
 - A. Election of a chairperson of the Committee on Committees and Nominations from among the committee members elected by the Senate.

Frank B. Dilley (Philosophy)

- B. Recommendation from the Coordinating Committee on Education (B. Scott, Chairperson '92-'93), as modified by the 1992-1993 Executive Committee to amend the Faculty Handbook on Examinations and Tests. Words to be added are indicated in bold type. Words to be deleted are indicated in italics and brackets. See Attachment 2 for the current wording.

RESOLVED, that the Examinations and Tests Policy in the Faculty Handbook at II. "Selected Academic Policy Statements," subsection 2. "Examinations and Tests," page II-3 be amended as follows:

2. Examinations and Tests

Final examinations or other end-of-the-semester assignments must *[should]* be given *[according to the printed schedule issued by the Records Office.]* in all courses. Faculty will inform their chairperson and students of the nature of the end-of-the-semester assignment for each course at the beginning of each term. *[By prior arrangement with the department chairperson (or dean), the faculty member may use alternate means of evaluation.]* Because the University does not operate with a formal honor system, faculty are responsible for proper monitoring of examinations and tests.

MIDDLE PARAGRAPH UNCHANGED

No examination, hourly examination, test, or quiz counting for 25% *[33 and one-third percent]* or more of the semester's grade for any class (except laboratory exams) shall be given during the last week (five class days) of any regular semester. There shall be a 24-hour break between the end of classes and the first examination which shall be designated Reading Day. No examinations, tests, or quizzes may be given on Reading Day, to allow students to review for upcoming finals and to complete projects. Examinations will occur according to the printed schedule issued by the Records Office.¹

- C. Such items as may come before the Senate. (No motion introduced under new business, except a motion to refer to committee, shall be acted upon until the next meeting of the Senate.)

BKS/rg

Attachments:

1. Biographies
2. Page II-3 of the Faculty Handbook

¹Content of final sentence was originally in the first sentence of the first paragraph.

ATTACHMENT I

VACANT POSITION: VICE PRESIDENT

NAME: Angell, Thomas S. DEPARTMENT: Math Sciences
 RANK: Professor DATE OF HIRE (FULL TIME): September 1969
 HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? YES NO

IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING:

COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)
Ad Hoc Cte. on Academic Standards	1975-76	Member
Trustee Ad Hoc Cte. on Judicial Policy	1975-76	Member (appointed by Senate)
Trustee Cte. on Student Affairs	1979-80	Senate representative
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

PLEASE USE THIS SPACE FOR ANY COMMENTS YOU MAY HAVE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION.

Departmental representative (senator) 1982-83

NAME: Peterson, Larry DEPARTMENT: Music
 RANK: Associate Prof. DATE OF HIRE (FULL TIME): 7/19/80
 HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST? YES NO

IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING:

COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)
Film Subcte.	1987-88	Member
Performing Arts Subcte.	1988-90	Member
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

PLEASE USE THIS SPACE FOR ANY COMMENTS YOU MAY HAVE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION.

Senator: 3 terms. Music Department Chairman: 1 term (5 years).
 College of Arts and Science Task Force to evaluate all group requirements, and foreign language, math, and Second Writing Requirements (1990-91). Current board member, Center for Teaching Effectiveness. Current member of Planning Committee for Teaching Effectiveness Conference for UD faculty (5/30-6/7, 1993).

II. SELECTED ACADEMIC POLICY STATEMENTS

Faculty members are employed to carry out the educational objectives of the University and are subject always to the responsible and adequate performance of the duties for which they were retained.

Instruction is the most fundamental of the educational objectives of the University. The University fails in its primary mission unless it is able to foster the acquisition of knowledge and skills in its students. Research is of value in its own right, but its presence in the academic program is justified mainly insofar as this research contributes to excellence in the learning of its students. Moreover, a number of service activities within the University so complement the learning of students and faculty that they in fact constitute essential parts of the University's academic program. This is especially true of the services provided by the Library and the Office of Academic Computing and Instructional Technology. It is the stated objective of the University to foster the total intellectual, social, and emotional growth of its students, hence extra-course educational activities must be considered as integral parts of the educational program of the University.

The following policies and guidelines with regard to faculty responsibilities in teaching and research have been selected for inclusion in this handbook.

1. Holding Classes

It is expected that all classes will meet as scheduled. In the event of illness, the chairperson (or dean) should be notified in advance of the class so that alternative arrangements can be made. Authorization to miss classes for any other reason must be obtained in advance from the department chairperson (or dean).

2. Examinations and Tests

Final examinations should be given according to the printed schedule issued by the Records Office. By prior arrangement with the department chairperson (or dean), the faculty member may use alternative means of evaluation. Because the University does not operate with a formal honor system, faculty are responsible for proper monitoring of examinations and tests.

To minimize conflicts for students with other scheduled University courses and activities, a required examination, test or quiz (excluding make-up examinations for individuals and regularly scheduled final examinations) may be given only during regularly scheduled class or laboratory hours associated with that course, with the sole exception of common examinations given for multi-section courses when these various sections have different scheduled meeting times. For these permissible common examinations, the examination dates and times must be determined sufficiently far in advance that they will be printed in the Registration Booklet for that term. The Records Office will treat these examination times as schedule conflicts for students seeking to register for another course meeting at the same or overlapping times.

(Rev. 2/3/86)

No examination, hourly examination, test, or quiz counting for 33 and one-third percent or more of the semester's grade for any class (except laboratory exams) shall be given during the last five class days of any regular semester. No examinations, tests, or quizzes may be given on Reading Day, to allow students to review for upcoming finals and to complete projects.

(Rev. 5/4/92)