UNIVERSITY FACULTY SENATE

SUMMARY OF AGENDA

FEBRUARY 7, 1994

I. ADOPTION OF THE AGENDA

II. APPROVAL OF THE MINUTES: December 6, 1993

III. REMARKS BY INTERIM UNIVERSITY PROVOST MURRAY and/or VICE PROVOST ANDERSEN

IV. ANNOUNCEMENTS

1. Douglas F. Tuttle, Director of Public Safety: Implications of Federal Clean Air Act

2. Senate President Scott

ANNOUNCEMENTS FOR CHALLENGE

1. Revision of the B.S. in Chemistry: Creation of concentration in Environmental Studies

2. Revision of the B.A. in Theatre Production

3. Revision of the B.S. in Human Resources: Dietetics

4. Revision of the minor in Food Science

5. Revision of the major in Agricultural Engineering Technology

6. Revision of the minor in Economics

7. Revision of the Master of Business Administration

V. OLD BUSINESS

A. Recommendation to prohibit listing of academic activities not in compliance with the University non-discrimination policy

B. Recommendation regarding publication of restrictions on admission to certification programs

VI. NEW BUSINESS

A. Recommendation for provisional approval of an M.A. in Foreign Languages and Pedagogy
Summary of Agenda

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B. Recommendation for the establishment of a new Honors Degree leading to the Honors B.S. in Business Administration

C. Recommendation for the establishment of a new Honors Degree leading to the Honors B.S. in Accounting

D. Recommendation for permanent status of the Bachelor of Applied Science in Engineering Technology

E. Recommendation for permanent status of the Bachelor of Applied Science in Agricultural Engineering Technology

F. Recommendation regarding a minimum grade requirement for all students enrolled in ENGL 110

G. Recommendation for approval of revision of the Committee on Faculty Welfare and Privileges Termination and Complaint Procedures

H. Recommendation on amending the Faculty Handbook concerning the Committee on Instructional, Computing and Research Support Services to include liaison with the University Bookstore

I. Introduction of new business
January 28, 1994

TO: All Faculty Members

FROM: Thomas S. Angell, Vice President
University Faculty Senate

SUBJECT: Regular Faculty Senate Meeting, February 7, 1994

In accordance with Section IV, paragraph 6 of the Constitution, the regular meeting of the University Faculty Senate will be held on Monday, February 7, 1994 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 meeting of December 6, 1993.

III. Remarks by Interim University Provost Murray and/or Vice Provost Andersen.

IV. Announcements
   A. Douglas F. Tuttle, Director of Public Safety: Implications of the Federal Clean Air Act
   B. Senate President Scott

Announcements for Challenge

1. Revision of the B.S. in Chemistry (Attachment 1)
2. Revision of the B.A. in Theatre Production (Attachment 2)
3. Revision of the B.S. in Human Resources; Dietetics (Attachment 3)
4. Revision of the minor in Food Science (Attachment 4)
5. Revision of the major in Agricultural Engineering Technology (Attachment 5)
6. Revision of the minor in Economics (Attachment 6)
7. Revision of the Master of Business Administration (Attachment 7)
V. Old Business

A. Recommendation from the Faculty Senate Executive Committee to prevent listing of academic activities not in compliance with the University non-discrimination policy.

WHEREAS, the University of Delaware has the following policy on discrimination:

The University of Delaware is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, gender, religion, ancestry, national origin, sexual orientation, veteran status, age, or disability in its educational programs, activities, admissions or employment practices.

and

WHEREAS, to comply with this, courses offered by departments and programs must be open to all academically qualified students, be it therefore

RESOLVED, that beginning with the 1994-1995 academic year, no academic activity (e.g., course, section, or laboratory) with admissions criteria inconsistent with University policies shall be listed on transcripts, in registration booklets, or in the undergraduate or graduate catalogs, and be it further

RESOLVED, that any complaint about academic qualifications for such activities shall be adjudicated by the University Faculty Senate Committee on Undergraduate Studies or the University Faculty Senate Committee on Graduate Studies, as appropriate.

B. Recommendation from the Faculty Senate Executive Committee regarding publication of restrictions on admission to certification programs.

WHEREAS, the University of Delaware has the following policy on discrimination:

The University of Delaware is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, gender, religion, ancestry, national origin, sexual orientation, veteran status, age, or disability in its educational programs, activities, admissions or employment practices.
WHEREAS, course work in some programs and departments at the University of Delaware may provide opportunities for certifications beyond the University, and

WHEREAS, admissions criteria for these certifications may be at variance with the University of Delaware’s policy on discrimination, be it therefore

RESOLVED, that starting in the 1994-1995 academic year, any description of such opportunities in University publications shall clearly state the existence of restrictions upon the eligibility of students that are inconsistent with the University policy on discrimination.

VI. New Business

A. Recommendation from the Committee on Graduate Studies (P. Hooper, Chairperson), with the concurrence of the Coordinating Committee on Education (J. McLaughlin, Chairperson), for the provisional approval of a new major leading to an M.A. in Foreign Languages and Pedagogy. (Attachment 8)

RESOLVED, that the Faculty Senate approves provisionally, for four years, the establishment of a new major leading to the M.A. in Foreign Languages and Pedagogy.

B. Recommendation from the Committee on Undergraduate Studies (B. Viera, Chairperson), with the concurrence of the Coordinating Committee on Education (J. McLaughlin, Chairperson), for the establishment of a new Honors Degree leading to the Honors B.S. in Business Administration. (Attachment 9)

RESOLVED, that the Faculty Senate approves the establishment of a new Honors Degree leading to the Honors B.S. in Business Administration.

C. Recommendation from the Committee on Undergraduate Studies (B. Viera, Chairperson), with the concurrence of the Coordinating Committee on Education (J. McLaughlin, Chairperson), for the establishment of a new Honors Degree leading to the Honors B.S. in Accounting. (Attachment 10)

RESOLVED, that the Faculty Senate approves the establishment of a new Honors Degree leading to the Honors B.S. in Accounting.

D. Recommendation from the Committee on Undergraduate Studies (B. Viera, Chairperson), with the concurrence of the Coordinating
Committee on Education (J. McLaughlin, Chairperson), for the permanent status of the Bachelor of Applied Science, Engineering Technology. (Attachment 11)

WHEREAS, the Bachelor of Applied Science, Major: Engineering Technology, has been recognized by the national accrediting agency as a quality program, and

WHEREAS, this program generates tangible benefits to the students who successfully complete it, in terms of recognition by employers, and

WHEREAS, these opportunities are available state-wide; i.e., to students in Kent and Sussex Counties as well as those enrolled at the Newark campus, be it therefore

RESOLVED, that permanent status be granted to the Bachelor of Applied Science, Major: Engineering Technology.

E. Recommendation from the Committee on Undergraduate Studies (B. Viera, Chairperson), with the concurrence of the Coordinating Committee on Education (J. McLaughlin, Chairperson), for the permanent status of the Bachelor of Applied Science, Agricultural Engineering Technology. (See Attachment 5)

WHEREAS, the Bachelor of Applied Science, Major: Agricultural Engineering Technology has been recognized by the national accrediting agency as quality programs, and

WHEREAS, the program generates tangible benefits to the students who successfully complete it, in terms of recognition by employers, and

WHEREAS, these opportunities are available state-wide; i.e. to students in Kent and Sussex Counties as well as those enrolled at the Newark campus, be it therefore

RESOLVED, that permanent status be granted to the Bachelor of Applied Science, Major: Agricultural Engineering Technology.

F. Recommendation from the Committee on Undergraduate Studies (B. Viera, Chairperson), with the concurrence of the Coordinating Committee on Education (J. McLaughlin, Chairperson), regarding a minimum grade requirement for all students enrolled in ENGL 110.

WHEREAS, currently the University requires all students to complete ENGL 110, and
WHEREAS, given such a requirement, it is reasonable to expect all students to demonstrate Proficiency in English composition, and

WHEREAS, such proficiency is an essential element for conducting a successful undergraduate course of study, be it therefore

RESOLVED, that, effective September 1, 1994, all students enrolling in ENGL 110 must complete the course with a grade of C- or better.

G. Recommendation from the Committee on Faculty Welfare and Privileges (H. Hall, Chairperson), with the concurrence of the Committee on Committees and Nominations (F. Dilley, Chairperson), to revise the Committee on Faculty Welfare and Privileges Termination and Complaint Procedures. (Attachment 12)

WHEREAS, there exists currently no specific procedure for termination hearings, and

WHEREAS, those hearings are much more serious than other hearings conducted by the Committee on Faculty Welfare and Privileges, and

WHEREAS, the Faculty Handbook, Section III-N, sets forth some specifics in regard to termination procedures, and

WHEREAS, major changes require approval of the whole Faculty Senate, therefore be it

RESOLVED, that the attached "Committee on Faculty Welfare and Privileges Termination and Complaint Procedures" be approved by the University Faculty Senate, effective immediately, and placed on file in the University Faculty Senate Office.

H. Recommendation from the Committee on Committee and Nominations (F. Dilley, Chairperson), amending the Faculty Handbook concerning the Committee on Instructional, Computing and Research Support Services. [Deleted text is double underlined and added text is in bold type.]

WHEREAS, the University Bookstore is vital to the support of the instructional program of the University, and

WHEREAS, no Faculty Senate committee currently consults with and advises the Director of the University Bookstore, be it therefore
RESOLVED, that the charge to the Committee on Instructional, Computing and Research Support Services, as it appears in Section I-III, page I-20, of the Faculty Handbook, be amended as follows:

This committee will advise the Senate on policies, practices, and needs for educational resource facilities and computer facilities. It will further represent the faculty to the Director of Academic Computing and Instructional Technology, and the Director of the Library, and the Director of the University Bookstore.

The Committee on Instructional Computing and Research Support Services shall consist of one faculty member from each of the colleges of the University, one of whom shall be appointed as chairperson; an undergraduate student; a graduate student; a designee of the Director of the Library; a designee of the Associate Provost for Instructional Technology; a designee of the Associate Vice President for Computing and Network Services; and a designee of the Director of the University Bookstore.

I. 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.)

TA/rg
Attachments: Committee Activities Report
1. Revision of the B.S. in Chemistry
2. Revision of the B.A. in Theater Production
3. Revision of the B.S. in Human Resources: Dietetics
4. Revision of the minor in Food Science
5. Revision of the major in Agricultural Engineering Technology
6. Revision of the minor in Economics
7. Revision of the Master of Business Administration
8. M.S. in Foreign Languages and Pedagogy
9. Honors B.S. in Business Administration
10. Honors B.S. in Accounting
11. Bachelor of Applied Science in Engineering Technology
12. Termination and Complaint Procedures
COMMITTEE ACTIVITIES REPORT

BUDGETARY AND SPACE PRIORITIES, CTE. ON (Henry T. Reynolds)

1. Reviewing budget situation with the Provost
2. Reviewing building and space plans and planning with the Senior Vice President
3. Recommending to Executive Committee revision of new program approval procedures to include Committee on Budgetary and Space Priorities

DIVERSITY AND AFFIRMATIVE ACTION, CTE. ON. (Hilton Brown)

Ongoing discussion about how to improve the climate for diversity in this community.

GRADUATE STUDIES, CTE. ON (Paul Hooper)

1. Discussing new graduate program in Biomechanics and Movement Science
2. Discussing revised Graduate Program Policy Statement for Marine Studies
3. Reviewing internal student policies of PTTP
4. Discussing changes in M.A. and Ph.D. programs for Political Science and International Relations
5. Discussing Food Science concentration for Ph.D. program in Animal Science
6. Discussing additional Post-Master's certification programs in Nursing
7. Discussing revised Graduate Program Policy Statement for Urban Affairs and Public Policy

HONORARY DEGREES, FACULTY ADVISORY CTE. ON (Donald Peters)

No items currently before the committee

INSTRUCTIONAL, COMPUTING AND RESEARCH SUPPORT SERVICES, CTE. ON (Alexander Cheng)

Discussing University's video/voice/data network plan

RETIRING, RETIRED AND EMERITI FACULTY, SUBCTE. ON (James Krum)

Discussing early retirement policy

/wc
The University of Delaware
Theatre Department
Bachelor of Arts in Theatre Production
Curriculum Requirements

The B.A. in Theatre Production is designed for those students who are interested in learning about the production areas of the theatre, i.e., scenery, lighting, and costume, and who desire the opportunity to explore these production areas through the prescribed course work and laboratory experiences of a major. Students' practical experiences in the production areas described above will include participating in the production of plays of the Professional Theatre Training Program.

B.A. IN THEATRE PRODUCTION, 37 crs.

Core Courses:

THCA102 Intro to Performance 3 crs.
THCA104 Intro to Theatre 3 crs.
THCA106 Intro to Theatre Production 3 crs.
THCA209 Intro to Theatre Design 3 crs.
THCA201 Intro to Costuming for the Stage 3 crs.
THCA407 Theatre Practicum for Majors 3 crs.

Dramatic Literature

ENCL220 Intro to Drama, 3 crs.
ENCL225 Shakespeare, 3 crs.
(4 other courses as approved by advisor, 4 crs.)

TOTAL CORE: 31 crs.

Electives:

Select TWO 3- or 1- cr. concurrent registration in THCA 407 Practicum for Majors is required with each course. Practicum credits applied in core above:

THCA100 Fundamentals of Stagecraft 3 crs.
THCA102 Fundamentals of Stage Lighting 3 crs.
THCA103 Fundamentals of Costume Production 3 crs.
(4 other courses as approved by advisor, 4 crs.)

TOTAL ELECTIVES: 14 crs.

TOTAL MAJOR CREDITS: 37 crs.

For more information, contact Associate Chair JoAnn Browning, Theatre Department, 031-1201.
MAJOR REQUIREMENTS

External to the College

Humanities .................................................................................. 9

Minor in nine credits selected from Art, Art History, Communication, English, Foreign Languages and Literature, Linguistics, Museum Studies, Music, Philosophy, Theatre.

Courses

CHEM 101 General Chemistry .................................................. 4

CHEM 103 General Chemistry .................................................. 4

CHEM 102 General Chemistry .................................................. 4

CHEM 104 General Chemistry .................................................. 4

CHEM 213 Elementary Organic Chemistry ............................ 4

CHEM 214 Elementary Biochemistry ...................................... 3

CHEM 216 Elementary Biochemistry Laboratory .................... 1

BISC 108 General Biology ..................................................... 3

BISC 113 General Biology Laboratory .................................... 1

BISC 207 Introductory Biology I .............................................. 4

and

BISC 208 Introductory Biology II ............................................ 4

BISC 106 Elementary Human Physiology ......................... 5

BISC 116 Elementary Physiology Laboratory ...................... 6

or

BISC 406 Human Physiology ................................................ 5

BSC 416 Human Anatomy and Physiology Laboratory .......... 5

BISC 371 Introduction to Microbiology .................................. 3

Social Sciences

ECON 151 Introduction to Microeconomics ............................ 3

PSYC 201 General Psychology .............................................. 3

Sociology course ..................................................................... 3

BLLD 309 Management and Organizational Behavior ........... 3

Social Science course selected from:

Anthropology (cultural/social), Black American Studies, Criminal Justice, Economics (including FREC 1201), Geography (economic and social), History, Political Science, and International Relations, Psychology, and Sociology

Food Science

FOSC 301 Food Principles ..................................................... 2

FOSC 311 Food Principles Laboratory ................................... 1

FOSC 306 Food Science ....................................................... 2

FOSC 306 Food Science Laboratory ...................................... 1

Other

Statistics course .................................................................... 3

MATH 1114 Elementary Mathematics and Statistics .......... 5

or

Equivalent competency (math placement exam and five credit hours)

Within the College

IPST course ............................................................................ 5

TDCE course .......................................................................... 5

Within the Department

A minimum grade of C must be achieved for credits to count toward the fulfillment of 41 credits in NTDT and FOSC, a minimum grade of C in 200-level courses must be achieved to progress to upper-level courses, only 300-level courses and a maximum of four credits of Special Problems Independent Study (NTDT 186) may count toward the fulfillment of this requirement.

Admission into Dietetics requires the completion of most courses in the first three semesters of Applied Nutrition. A cumulative grade point average of 2.5 is required for admission and retention.

NTDT 105 Introduction to Nutritional Professions .................. 3

NTDT 200 Nutrition Concepts ............................................... 3

NTDT 240 Introduction to Clinical Dietetics ......................... 2

NTDT 251 Quantitative Food Production and Service .......... 3

NTDT 272 Food Service Systems Management .................... 4

NTDT 275 Laboratory in Quantitative Food Production and Service 3

NTDT 330 Nutrition Counseling ........................................... 3

NTDT 341 Microbiology ..................................................... 3

NTDT 401 Macropragnics .................................................... 3

NTDT 405 Dietitian Seminar ................................................ 3

NTDT 421 Nutrition Research Methods ............................... 3

NTDT 440 Nutrition and Disease ........................................... 3

NTDT 445 Nutrition Education ............................................. 3

NTDT 660 Community Nutrition ......................................... 3

ELECTIVES

16-20

Electives

12-21

Must include Military Science, Music, or Physical Education.

(10) credits of science-type Physical Education or four credits of Music or Health Education credit and four credits of 100- and 200-level courses in Military Science. Air Force may be counted toward the degree.)

CREDITS TO TOTAL A MINIMUM OF ........................................ 129
MINOR IN FOOD SCIENCE

The minor in food science requires application and admission to the program and successful completion of 15 food science credits. The minor in Food Science provides students in other degree programs an opportunity to acquaint themselves with food science. Completion of the minor will provide a basic understanding of this complex technology which includes sciences as diverse as microbiology and engineering. Since Food Science is a multidisciplinary applied science, a student in any science curriculum may minor in food science; however, the exact course selection will be determined in consultation with the FOSC minor advisor. Course selection depends on the student's academic record and science and math preparation.

Student Eligibility Requirements

1. The minor is awarded only to students who have applied and been admitted to the program.

2. A C grade or 2.00 or higher is required in all FOSC courses for the minor in Food Science. The minor in Food Science requires a minimum of 15 food science credits. Required FOSC 305/306 (3), and any 3 other FOSC courses.

3. Successful completion of mathematics courses are required prior to taking food science courses for the minor.

MATH 221/Calculus I (3) and
MATH 222/Calculus II (3)

Number of credits required: 15

FOSC 305/306 Food Science & Laboratory 3 credit hours
Select any 3 courses (12 credits) from:

FOSC 429 Food Processing I 4 credit hours
FOSC 430 Food Processing II 4 credit hours
FOSC 428 Food Chemistry 4 credit hours
FOSC 419 Food Analysis 4 credit hours
FOSC 439 Food Microbiology 4 credit hours
FOSC 445 Food Engineering Tech. 4 credit hours
FOSC 446 Food Process Eng. Tech. I 4 credit hours
FOSC 450 Food Biotechnology 4 credit hours

Specific Requirements are:

EGTE 331 Mechanical Power Units
EGTE 431 Machine Systems for Agriculture
EGTE 321 Storm Water Management
EGTE 445 Food Engineering Technology

and two of the following:

EGTE 328 Agricultural Waste Management Systems
EGTE 421 Soil and Water Management Systems
EGTE 440 Plant Layout and Materials Handling
EGTE 444 Instrumentation
EGTE 456 Fundamentals of HVAC
EGTE 444 Programmable Logic Control Systems
AGCE 428 Land Application of Wastes
MAJOR REQUIREMENTS

Technical Science

Eighteen credits that deal with the application of engineering science subject matter to include one course in each of the following areas: Electricity, Fluid Mechanics, Statics, and Thermodynamics.

Specific requirements are:

EGTE 318 Fundamentals of Hydraulic Systems ........................................... 4
EGTE 244 Electricity for Engineering Technology ........................................ 4
EGTE 311 Fundamentals of Thermodynamics ............................................. 5
EGTE 454 Rural/Light Industrial Buildings .................................................. 4

In addition, a course must be selected from one of the following areas: Dynamics, Electronics, Materials Technology, or Strength of Materials. The course may be selected from the following:

EGTE 344 Electronics and Microprocessors ............................................. 3
EGTE 455 Machinery Design and Development ......................................... 3

Technical Skills

Twelve credits selected to provide skills and knowledge of appropriate methods, procedures and techniques and may include computer use, graphics, problem solving, processes, construction techniques, instrumentation techniques, production methods, field operations, plant operations, safety and maintenance to include:

Required:

EGTE 111 Computer Applications in Engineering Technology .................. 3
EGTE 109 Technical Drafting ................................................................. 2
EGTE 113 Land Surveying ................................................................. 2
EGTE 209 Computer Aided Drafting ..................................................... 2

Electives

EGTE 344 Electronics and Microprocessors ............................................. 3

or

EGTE 443 Instrumentation ................................................................. 3

or

EGTE 467 Applied Microprocessor Interfacing ...................................... 3

Technical Specialization ................................................................. 22

Twenty-two credits selected from courses that involve technical design and electives. At least one course that emphasizes use of the computer as a problem-solving tool will be required.

Specific requirements are:

EGTE 355 Power and Machinery Management I .................................... 4
EGTE 356 Power and Machinery Management II ................................... 4
EGTE 351 Storm Water Management .................................................... 4
EGTE 440 Plant Layout and Materials Handling .................................. 4
EGTE 445 Food Engineering Technology ............................................. 4
EGTE 456 Fundamentals of HVAC ....................................................... 9

Technical Support

Nineteen credits selected to support the specialization and career interests of the student.

Specific requirements

PCSC 204 Introduction to Real Science ............................................. 4

Select one of the following ................................................................. 3

ENTO 201 Wildlife Conservation ...................................................... 3
FRAT 201 Records and Accounts ....................................................... 3
PCSC 211/211 Fundamentals and Lab ................................................ 3

ARSC 101 Introduction to Animal Science ......................................... 3
FRAT 400 Research Methods ............................................................. 3

The remaining twelve credits must be satisfied in part or in total by additional course work in the Agricultural Engineering department as those required subject matter, a double major within the College of Agricultural Sciences or relevant University-approved minor.

To graduate with a major in Agricultural Engineering Technology, students must attain a 2.0 average in Agricultural Engineering Technology courses.

Electives

Elective .................................................................................. 18

After required courses, sufficient elective courses must be taken to meet the minimum number of 190 credits. May include Military Science, Music, or Physical Education. (Only four credits of physical education and one credit of physical science or band organization course credits may be counted toward the degree.)

CREDITS TO TOTAL A MINIMUM OF ............................................ 190
THE MINOR IN ECONOMICS

The minor in economics provides students in other degree programs an opportunity to study at a fairly intensive level the basic concepts and methodology in economics and to gain formal recognition for their efforts. The emphasis of the minor on upper-level courses is to help ensure that minors can claim a reasonable level of competence in the field.

Required courses in minor:

Six courses (18 credits) with a grade of C or better, including ECON 151, 152, 302, 300 or 301, 303, and one more course at or above the 400 level.

Application for minor:

Same as application for major. (see page 173)

Required courses in minor:

Six courses (18 credits) with a grade of C or better in each, including Introduction to Microeconomics (ECON 151) and Introduction to Macroeconomics (ECON 152). Students must also take either the Microeconomics Option or the Macroeconomics Option. The Microeconomics Option requires any one of three intermediate microeconomics courses: Managerial Economics (ECON 251), Microeconomic Theory (ECON 300), or Quantitative Microeconomic Theory (ECON 301) plus any three other economics courses at the 300 level or higher. The Macroeconomics Option requires Money, Credit, and Banking (ECON 302) and Intermediate Macroeconomic Theory (ECON 303) plus any two other economics courses at the 300 level or higher.

Applications for majors and minors are available in the Economics Department Office, 406 Purnell Hall

ATTACHMENT 7

Summary of MBA Program Revision

Based on over a year's worth of work on the part of a College-wide ad hoc committee, the entire University of Delaware MBA curriculum has been revised to bring it in line with the new AACSB Guidelines, as well as students' and businesses' current and projected future needs.

The program continues to be a 48 credit hour program. The major changes include:

1. The program is complete within itself; program prerequisites have been eliminated.

2. Fewer courses are required: 14 required courses have been reduced to 12. Four current requirements have been dropped, BUAD 830, Decision Support Systems; BUAD 873, Systems Behavior and Implementation; BUAD 881, Marketing Research; and FINC 851, Corporate Financial Analysis. BUAD 830 has been replaced by a new statistics course, BUAD 820, Data Analysis and Quality Management. A completely different course, BUAD 810, Titans, Teams, and Technology, has been added as a requirement.

3. More elective courses have been created to provide a wider selection of choices to complete the 4 electives now included in the program. Seventeen new elective courses are proposed.

4. Seven new areas of concentration are added to the current concentration in Finance. These are Accounting, Business Economics, International Business, Management, Marketing, Operations, and Technology and Innovation Management.

5. Revisions in course numbers, titles, and descriptions in virtually all current courses bring them up-to-date with the AACSB Guidelines.
## Comparison of Requirements of MA in FLP and Master of Instruction

### Master of Instruction

#### Admission Requirements
- Show current employment as a teacher
- Letters of Recommendation must address "instructional competencies," "personal characteristics," and "attitudes toward teaching"
- Statement of professional goals approved by supervisor
- Undergraduate GPA of 3.0 overall (no foreign language GPA required)
- No interview required

#### Course Requirements
- 12 credits in Core Areas (Study of Teaching: Academic and Behavioral Assessment, Behavior Management, Motivation, Discipline; Models of Instruction)
- 18 credits in areas selected by student with adviser's approval
- Portfolio required

### MA in Foreign Languages & Pedagogy
- Not required
- Letters of Recommendation on applicant’s academic qualifications
- Letter of application written in the foreign language
- Undergraduate GPA of 2.5 overall, 3.25 in the foreign language
- Interview, partly conducted in the foreign language, required

### MA in English as a Second Language/Bilingualism

#### Admission Requirements
- Letters of Recommendation on academic qualifications
- Undergraduate GPA of 2.75 overall, 3.25 in the foreign language
- GRE Quantitative and Verbal scores

#### Course Requirements
- 15 credits in French or German or Spanish
- 15 credits in the following courses: EDST, LING 477, 478, 479, 480, FLLT 412, LING 411
- 4 credits (either two courses in FL pedagogy certification courses or already taken as undergraduate, other FLLT pedagogy courses)
- 1 credit in Electives
- 1 credit in research project

### Language Requirement
- Required in one language for Bilingual program only
- Two foreign languages required for all concentrations

### Comprehensive Exam
- (See comparison with MAFLL)
### Comparison of Graduation Requirements of MA in FLL and MA in FLP

**Foreign Languages & Literatures**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>MA in FLL</th>
<th>MA in FLP</th>
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<tbody>
<tr>
<td>Language/Literature Courses</td>
<td>8 courses minimum</td>
<td>5 courses minimum</td>
</tr>
<tr>
<td>FL Pedagogy Courses</td>
<td>0 courses required</td>
<td>3 courses minimum</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>2 courses (may include FLL pedagogy)</td>
<td>3 courses (may include major literature)</td>
</tr>
<tr>
<td>Comprehensives Examinations</td>
<td>Written in literature (based on reading list of 80-100 books + courses)</td>
<td>Written in literature (identical to literature concentration)</td>
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<tr>
<td>Oral on literature</td>
<td>Oral on literature</td>
<td>Oral on literature</td>
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### Comparison of MA in FLP and MA in English (Pedagogy Option)

**English Literature & Pedagogy**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>MA in FLP</th>
<th>MA in English</th>
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</thead>
<tbody>
<tr>
<td>Language/Literature Courses</td>
<td>5 courses minimum</td>
<td>5 courses minimum</td>
</tr>
<tr>
<td>FL Pedagogy Courses</td>
<td>3 courses minimum</td>
<td>2 courses minimum</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>3 courses (in literature, linguistics or professional education)</td>
<td>2 courses (in literature, language, foreign language pedagogy or related fields)</td>
</tr>
<tr>
<td>Comprehensives Examinations</td>
<td>Written in pedagogy (based on course work and FL pedagogy theory and practice)</td>
<td>Written on literature (based on reading list of 50-60 books + courses)</td>
</tr>
<tr>
<td>Oral on literature</td>
<td>Oral on literature</td>
<td>Oral on literature</td>
</tr>
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</table>

Note: Admission requirements are essentially the same for these programs, except that the MAFLP substitutes an essay written in the foreign language and an interview conducted at least partially in the foreign language. We can insist on an interview because the target audience for the MAFLP is essentially local and regional, whereas that for the MAFL is primarily national and international. As indicated in the cover memorandum, this combination of evidence of oral and written skills in the foreign language (i.e., the language of instruction of the literature and language portion of the student's curriculum) will be a better predictor of success than the GRE.
Proposed Honors Degree Tracks
College of Business and Economics

Statements to be submitted through the College
and University Senate approval processes.

---------------------------------------------

Honors B.S. in Accounting

The recipient must complete:

1. All requirements for the B.S. in Accounting.
2. All the University's generic requirements for the Honors Degree.

The Honors credits in the major will normally include ACCT 207-208. They may include required courses from other departments in the College. An ACCT course taken at the 600 level will count for Honors credit.

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Honors B.S. in Business Administration

(Appplies to each of the majors available in this degree program.)

The recipient must complete:

1. All the requirements for the B.S. in Business Administration.
2. All the University's generic requirements for the Honors Degree.

The Honors credits in the major must include at least six credits in BUAD and/or FINC courses. They may include required courses from other departments in the College.
how Students in Accounting and Business Administration Majors Can Satisfy Honors Degree Requirements Within the Suggested Curriculum. (Refer to curriculum sheets used by the College.)

1. Sixty credits at the 300 level or higher.

   The minimum number any Accounting major can get by with is 48. When the Honors Tutorial (3 cr.) and Thesis (6 cr.) are added, the total is already to 57. Electives within or outside the College leave room for additional upper-division credits. The minimum number a Business Administration major can get by with is 36. The Business Administration major has numerous specified or unspecified elective course slots that can be used for upper-division credits, so bringing the total up to 60.

2. Twelve Honors credits in the major.

   Easily obtained from ACCT 207-208, ECON 191-192, BUAD 301, 309, 441, FINC 311.

3. Three credits in the Honors Tutorial.

   Utilize the humanities elective or the free elective in the junior year.

4. Three credits in the Honors Seminar course.

   An Honors section of the required senior year course BUAD 441 will count for this purpose.

5. Six Honors credits outside the major.

   Easily obtained from general education or elective courses in the first two years.

6. Twelve Honors credits at the 300 level or higher.

   Obtainable from BUAD, FINC, or (upper division) ECON or ACCT courses. The Honors Tutorial counts for this purpose too. Any other general education or elective Honors courses at the upper division counts too.

7. Total of thirty Honors credits, exclusive of Honors Thesis.

   A student who enters the University through the Honors admission process and completes all the requirements for the First Year Honors Certificate will already have at least fifteen Honors credits by the end of the freshman year. Fitting in fifteen more will be easy for Accounting and Business Administration majors. A student who is not an Honors admit but does well (3.0 or better) may begin taking Honors courses as early as the second semester of the freshman year. Even someone who takes no Honors credits as a freshman could, if he or she is determined to do so, manage to thirty Honors credits into the remaining three years while pursuing one of these majors.

8. Honors Thesis--six additional Honors credits (UNIV 401-402).

   Accounting majors can use the six credits of 'ACCT etc. electives' in the senior year for this purpose. Business Administration majors can use the six credits of free elective in the senior year.

**Remarks**

A. Many Honors freshmen enter the University with AP credits applicable to general education requirements. Winter session, which now includes a number of Honors sections of courses, provides opportunities to 'get ahead of the game' in satisfying requirements. Thus many Honors students will have somewhat more 'elbow room' to fit in all the Honors regular requirements than the four-year curriculum sheets indicate.

B. Since Business Administration majors first encounter their discipline such (BUAD/FINC courses) only as first semester juniors and will need to be writing an Honors Thesis the very next year, they need to be propelled quickly toward possible thesis topics. The Honors sections for these fall semester juniors (BUAD 301, 309, FINC 311) need to be a sort of educational experiences that consciously and deliberately expose them to interesting and worthwhile topics for close investigation. To make the thesis experience a valuable one, a candidate for an Honors Degree in Business Administration ought to have a potential thesis area (if not specific topic) well in mind by the conclusion of that Fall term, and should find a way to research it more fully in the spring, in conjunction with the work for another course in an independent study. That way the candidate can begin the junior year with a solid topic and much of the investigation of it already accomplished. The UNIV 401-402 six credit block across the two semesters of the senior year is not a time for doing the initial research, but a time for consolidation of ideas and actual writing of the thesis.
ENGINEERING TECHNOLOGY

Engineering technology is part of the broad discipline of engineering in which a knowledge of the mathematical and natural sciences is applied to utilize materials and forces for the benefit of mankind. Engineering technology requires the application of scientific and engineering knowledge combined with technical skills in support of engineering activities. Technical management, an integral part of the curriculum, provides basic management concepts utilized in engineering and production-related projects.

The engineering technology curriculum provides a student with a strong background in the basic sciences and the latest technological advances in engineering and management concepts. The engineering technologies is a problem solver and is applications-oriented. The engineering technology curriculum prepares the engineering technologist to make independent judgments, to understand systems components, and to operate systems to achieve conceptual goals without jeopardizing their effectiveness, safety or cost. Close liaison is maintained between the educational programs and industry to give graduates the greatest opportunity for career development and to accommodate industry's needs for competent manpower.

Admission to the engineering technology major requires an Associate Degree in Engineering Technology or equivalent. The curriculum has been structured so that a student may pursue a B.A.S. degree on a full- or part-time basis. Students may complete degree requirements in Newark or through the University Parallel Program at Dover or Georgetown.

Because of mutual interests and problems in production, the ET major is jointly offered by the Department of Agricultural Engineering and the Department of Food and Resource Economics. Prospective students are urged to contact the ET advisor to evaluate their previous academic work prior to applying for formal admission to the program.

DEGREE: BACHELOR OF APPLIED SCIENCE
MAJOR: ENGINEERING TECHNOLOGY

CLASSELL W. C. CREDITS

UNIVERSITY REQUIREMENTS
ENGL 110 Critical Reading and Writing
3
There are at least 3 credits in the liberal arts and/or humanities
3

COLLEGE REQUIREMENTS

Technical Skills

12
There are at least 3 credits in the liberal arts and/or humanities
12

Technical Electives

12

Electives

12

TOTAL

60

A minimum of 150 credits is required to complete the degree.

CREDITS TO TOTAL A MINIMUM OF

150
COMMITTEE ON FACULTY WELFARE AND PRIVILEGES
TERMINATION AND COMPLAINT PROCEDURES

Jurisdiction

The Faculty Constitution charges the Faculty Senate with the right to
delegate responsibility to and charge Faculty Committees. The Faculty
Welfare and Privileges Committee (FWP) has jurisdiction over all
faculty disputes pertaining to faculty termination, reappointment,
evaluation, salary adjustment, sabbatical leave, fringe benefits,
academic freedom, and other areas of personnel policy and conditions
of faculty employment.

All Faculty are within the jurisdiction of and are subject to the
procedures of the Faculty Welfare and Privileges Committee.

The procedures for termination of a faculty member's employment are
different from the procedures for other disputes. Termination
procedures grow out of and are governed by the termination policy set
forth in the Faculty Handbook, III, N. They are set forth in
"Termination Procedures," Section I below.

The procedures for handling all other disputes within the jurisdiction
of the Committee on Faculty Welfare and Privileges are specified in
"Mediation and Hearing Procedures," Section II below. The Faculty
Welfare and Privileges Committee may refuse to consider a complaint in
two instances: 1) if the Committee determines that the issue is not
in its purview; 2) if the matter under dispute is deemed insubstantial
by a majority of the Committee after the Initiator(s) has(have)
followed the steps outlined in Section II-C.

I. Termination Procedures

A. Definitions

For the purposes of Faculty Welfare and Privileges Committee procedures
in termination cases as outlined below, the following words have these
specific meanings:

1. A termination case arises when an appropriate administrator sends
a faculty member a letter of intent to terminate for one of the
three causes enumerated in the Faculty Handbook, III, N
(incompetence, gross irresponsibility, or moral turpitude).
Note that a "termination case" is not the same as a "grievance
case". A grievance is an alleged violation of the AAUP
bargaining agreement and is pursued through the AAUP Grievance
Procedure.
2. **Hearing** refers to the specific steps in C below for the hearing and investigation of termination cases.

3. **Faculty** refers to all voting and non-voting Faculty members as defined by the Faculty Constitution, I, Section I.

4. **The Committee** refers to the Faculty Welfare and Privileges Committee.

5. **Initiator** refers to an administrator who sends a letter of intent to terminate.

6. **Respondent** refers to Faculty, including administrators, against whom an Initiator(s) files a letter of intent to terminate.

7. **Party** refers to either Initiator(s) or Respondent(s) to a termination case.

8. **Hearing Panel** refers to the Committee members selected to hear a particular termination case.

9. **Working Day** refers to the days when the University conducts regular business, normally Monday through Friday and excluding all University holidays. Winter and Summer session days are included. To count Working Days, Parties exclude the day of the receipt of materials or notice requiring response.

10. **Response** refers to the Respondent's written reply to the Initiator's letter of intent to terminate.

**B. General Provisions**

1. A Faculty member receiving a letter of intent to terminate has the right to refuse a hearing. The decision for or against a hearing should be set forth in the Response to the letter of intent to terminate. All reference below to a Respondent's rights and obligations are subject to his/her right to withdraw from the hearing procedures at any time.

2. The burden of proof rests with the Initiator seeking to terminate a Respondent.

3. Each Party has the right to be represented by an advisor of his or her own choosing.

4. Each Party has the right to have an observer present of his or her own choosing.

5. All Faculty may avail themselves of these procedures.
6. All Parties to a Termination Case before the Committee must comply with the Committee's procedures. In particular, all Parties must attend and participate fully in any duly scheduled Committee Hearings on the Case to which they are Parties, unless they are excused from attending in accordance with C-4 below.

7. A Party's failure to attend or participate fully in a duly scheduled Committee Hearing constitutes a violation of the obligations of Faculty at the University of Delaware and will result in such sanctions as the administration deems appropriate.

8. A Party's failure to comply with a provision of Committee procedures will result in that Party's loss of those rights provided by that part of the procedure (for example, documents not submitted within specified time limits will not be admitted as evidence at the Hearing). One Party's failure to comply with Committee procedures does not abrogate the other Party's responsibility to comply.

C. Hearing Procedures

1. Preliminary Steps

   a. Written Letter of intent to terminate

   The Initiator(s) sends the Respondent(s) and the Committee a letter of intent to terminate that sets forth a charge of gross irresponsibility, incompetence or moral turpitude; briefly specifies the nature of the evidence for the charge; and indicates the desired date and any conditions of termination.

   b. Written Response

   Within ten Working Days after the date that the Initiator(s) files a letter of intent to terminate, the Respondent(s) shall file with the Committee a Response that, at a minimum, indicates whether the Respondent(s) denies the charge and wishes a hearing.

   c. Expanded Written Charge

   Within 15 Working Days after the date the Respondent(s) file a Response, the Initiator(s) shall file with the Committee and the Respondent(s) an expanded written charge that lays out the Initiator(s)' case in some detail and sets out the process of investigation leading to the decision to terminate.
d. Pre-Hearing Meeting

Within 15 Working Days after the Initiator(s) submit an expanded written Complaint, the Chair of the Committee shall conduct a short Pre-Hearing Meeting with the Initiator(s) and Respondent(s). At or before this meeting, any Party may raise any questions about the charge, the hearing, advisors, or any other procedural matter. At the meeting, the Chair shall:

1) Fix an expeditious and mutually agreeable time for the Hearing no sooner than four weeks after the letter of intent to terminate;
2) Review Hearing procedures, including the Parties' obligations, the roles of advisors and observers, the rules for submitting documentary evidence, and possible limits on the number of witnesses;
3) Set deadlines for submission of documentary evidence and names of witnesses to be called;
4) Identify advisors and observers selected by the Parties and;
5) Tentatively name the Hearing Panel, pursuant to any Party's claims of conflict of interest under Section 3-b or other cause for excusing a Hearing panel member.

e. Witness Lists

Parties shall submit the names of witnesses to the Committee within the time agreed upon in section d-3 above. The Committee shall make the names available to all other Parties immediately. If the Committee decides to call additional witnesses, it will immediately communicate their names to all Parties.

f. Documents

1) Parties shall submit documents to the Committee at least 10 Working Days before the Hearing or lose the right to submit documents. Within 5 Working Days after receipt, the Committee shall make all documents available in the Senate office to all Parties and the Provost, and to no one else.

2) All documents shall be submitted in duplicate with one set being original documents if at all possible. All documents shall remain in the possession of the Committee. If original documents are in the possession of someone not a Party to the Hearing, then the Committee may request the submission of any such documents for the purpose of making a copy of such document which shall be regarded as if original. If
original documents no longer exist, then copies may be accepted, subject to verification where possible.

3) All documents and correspondence received by the Committee that relate to a Hearing, or to an attempt at Mediation that precedes it, shall be made available by the Committee to the Parties to that Hearing, to the Provost, and to no one else. Parties may not remove original documents from the Senate Office, but may make and remove copies. Items made available shall be considered confidential and shall not be communicated to anyone not a Party, advisor or observer.

2. The Hearing

a. Attendance is limited to the following:

1) The Initiator(s) and the Respondent(s);
2) One advisor selected by each Initiator and one advisor selected by each Respondent;
3) One observer selected by each Initiator and one observer selected by each Respondent.
4) The members of the Committee and supporting staff;
5) Each witness during his/her testimony.

b. Conduct of the Hearing

1) It is the responsibility of the Committee and its support staff to arrange hearing space and maintain records of the Hearing.
2) The Committee Chair or his/her appointed representative shall serve as Chair of the Hearing. This Chair shall call the Hearing to order, determine all procedural questions and objections raised at the Hearing, and determine the admissibility of evidence.
3) All Parties, Advisors, Observers, and members of the Hearing Panel shall be identified for the record.
4) The record shall include both the Initiator(s)' letter of intent to terminate and the Respondent(s)' response.
5) Each witness shall be present in the hearing room only during the time of his/her testimony and shall refrain from discussing the case with other witnesses.

c. Statements and Questioning of Witnesses

1) First the Initiator(s) and then the Respondent(s) may make an opening statement.
2) The order in which witnesses shall be heard is as follows: first the witnesses called by the Initiator(s), second those called by the Respondent(s), and third those called by the Committee.
3) The order in which each witness shall be questioned is as follows:

   a) Witnesses called by the Initiator shall be questioned first by the Initiator, then by the Respondent and then by the Committee.
   b) Witnesses called by the Respondent shall be questioned first by the Respondent, then by the Initiator and then by the Committee.
   c) Witnesses called by the Committee shall be questioned first by the Committee, then by the Initiator and then by the Respondent.

4) After the Hearing Panel and the Parties have questioned a witness, members of the panel and Parties may pose additional questions at the discretion of the Chair.

5) After all witnesses have been questioned, first the Initiator(s) and then the Respondent(s) may make closing statements. After the closing statements, the Hearing Panel may further question the Parties.

d. Transcript of Hearing

A tape and a transcript of the Hearing shall be made available by the Committee to the Parties to the Hearing, to the Provost, and to no one else. The Parties shall not provide a copy of the tape or the transcript or show them to anyone other than their advisors, observers or legal counsel.

3. The Hearing Panel.

   a. Membership

   The Hearing Panel shall consist of five members of the Committee unless, because of conflicts of interest as defined below (b), only four Committee members are eligible.

   b. Conflict of Interest

   1) Any member of the Committee who is a member of the department of the Initiator(s) or the Respondent(s) or who has a relationship of friendship, animosity, or some other nature that goes beyond mere personal acquaintance or professional association may not serve on the Hearing Panel unless otherwise agreed by all Parties.
   2) Either Party may request that any member of the Hearing Panel be excused for cause. Such a request must be made in writing to the Committee no later than five Working Days after the Pre-Hearing Meeting. The Committee shall
decide whether the alleged cause justifies excusing the
member and shall notify all Parties of its decision and
reasons therefore at least 5 Working Days prior to the
Hearing.

4. Attendance

a. All Parties to a Complaint before the Committee must attend
   and fully participate in any duly scheduled Hearings on
   that Complaint.

b. The Committee may excuse a Party from attending under the
   following circumstances:

   1) At least 15 Working Days prior to the Hearing, the Party
      notifies the Committee in writing of a significant,
      conflicting obligation that prevents the Party from
      attending; or

   2) At any time prior to the Hearing, the Party notifies
      the Committee in writing of a serious and unexpected
      emergency or illness that prevents the Party from
      attending.

c. A Party's failure to adhere to section a above, unless
   excused pursuant to sections b-1 or b-2 above, constitutes
   a violation of the obligations of Faculty at the University
   of Delaware and will result in such sanctions as the
   administration deems appropriate. In addition, at its
   discretion, the Committee may proceed with a Hearing in a
   Party's absence.

d. If a Party is excused pursuant to sections b-1 or b-2
   above, the Committee shall postpone the Hearing, reset
   the Hearing to the earliest possible mutually agreeable
   date, and officially notify all Parties and witnesses of
   the new hearing date within five Working Days.

5. Witnesses

a. It is the responsibility of the Parties to name their
   witnesses by the deadline fixed in the Parties' preliminary
   agreement.

b. In the event that either the Initiator(s) or the
   Respondent(s) discover new witnesses after the deadline
   agreed upon, their names shall be provided to the Committee
   immediately. If the Committee determines that this
discovery is legitimate, then the other Parties shall be
informed of the names of the new witnesses immediately.
However, all new witnesses must be identified and their
names communicated to all Parties at least eight Working Days prior to the Hearing.

c. Each witness duly notified of a Hearing is obliged to attend and fully participate in hearing procedures.

d. The Committee may excuse a witness from attending under the following circumstances:

1) Within seven Working Days of the date of the witness' notice to appear, the witness notifies the Committee that he/she is unable to appear; or

2) At any time prior to the Hearing, the witness notifies the Committee in writing of a serious and unexpected emergency or illness that prevents the witness from attending.

e. If a witness fails to appear or is excused from attending under the provisions in d above, the Committee shall determine whether the Hearing shall continue as scheduled or whether, in the interests of fairness, the Hearing should be rescheduled to the earliest possible mutually agreeable date. If the Hearing proceeds as scheduled, but either Party considers the absent witness' testimony to be essential, then that Party may, at the conclusion of the Hearing, petition the Committee for a subsequent Hearing to be limited to eliciting the absent witness' testimony.

f. The Hearing Panel shall attempt to avoid inconveniencing witnesses by realistically scheduling the time each witness is expected to testify and by conducting the Hearing as expeditiously as is consonant with fairness and due process.

g. Unless excused according to d above, the failure of a witness who is a university employee to comply with sections c above constitutes a violation of his/her responsibilities as a member of the University community and will result in whatever sanctions the administration deems appropriate.

6. Advisors and Observers

a. Each Party is free to determine the degree to which his/her advisor will conduct his/her case, including presenting opening and closing statements and questioning witnesses.

b. Each observer selected by a Party may only observe and may not otherwise participate in the Hearing.
7. Committee Report

a. Upon conclusion of a Hearing, the Committee shall write its recommendations to the appropriate administrative officer within 14 working days after the hearing. The Report shall address two questions: 1) Does the evidence provide clear and convincing proof of the Initiator's charges? 2) If so, do the charges constitute a terminable offense, i.e., gross irresponsibility, incompetence, or moral turpitude?

b. The Committee shall provide a copy of its Report to the Provost and to each Party. The Committee shall not provide a copy of, or show, its report to anyone else. The Provost or the Parties may disclose the contents of the Report at their discretion.

II. Mediation and Hearing Procedures

A. Definitions

For the purposes of Faculty Welfare and Privileges Committee procedures as outlined below, the following words have these specific meanings:

1. A Complaint is any question within the jurisdiction of the Faculty Welfare and Privileges Committee brought by a Faculty member for mediation or hearing. Note that a "Complaint" is not the same as a "grievance". A grievance is an alleged violation of the AAUP bargaining agreement and is pursued through the AAUP Grievance Procedure.

2. Mediation refers to the specific steps in B-2 below for resolution of faculty Complaints.

3. Hearing refers to the specific steps in C below for the hearing and investigation of faculty Complaints after the failure of Mediation.

4. Faculty refers to all voting and non-voting Faculty members as defined by the Faculty Constitution, I, Section I.

5. The Committee refers to the Faculty Welfare and Privileges Committee.

6. Initiator refers to a Faculty member who brings a Complaint to the Committee.
7. **Respondent** refers to Faculty member(s), including administrators, against whom a Complaint is brought by Initiator(s).

8. **Party** refers to either Initiator(s) of or Respondent(s) to a Complaint.

9. **Hearing Panel** refers to the Committee members selected to hear a particular Complaint.

10. **Working Day** refers to the days when the University conducts regular business, normally Monday through Friday and excluding all University holidays. Winter and Summer session days are included. To count Working Days, Parties exclude the day of the receipt of materials or notice requiring response.

11. **Response** refers to the Respondent's written reply to the Initiator's Complaint.

**B. Procedures**

1. **General Provisions**

   a. All Faculty may avail themselves of these procedures.

   b. All Parties to a Complaint before the Committee must comply with the Committee's procedures. In particular, all Parties must attend and participate fully in any duly scheduled Committee Hearings on the Complaint to which they are Parties, unless they are excused from attending in accordance with C-4-b below.

   c. A Party's failure to attend or participate fully in a duly scheduled Committee Hearing constitutes a violation of the obligations of Faculty at the University of Delaware and will result in such sanctions as the administration deems appropriate.

   d. A Party's failure to comply with a provision of Committee procedures will result in that Party's loss of those rights provided by that part of the procedure (for example, documents not submitted within specified time limits will not be admitted as evidence at the Hearing). One Party's failure to comply with Committee procedures does not abrogate the other Party's responsibility to comply.

   e. Parties engaged in a Hearing (Section C below) may enlist the help of any employee of the University of Delaware who shall act as an advisor (Section C-2-a-2 below). In cases
of non-renewal or termination of employment, or other cases the Committee deems appropriate, a Party's advisor may be any non-employee of the University of Delaware.

2. Procedures for Mediation

a. Before bringing a dispute to the Committee by communicating a Complaint to the Committee Chair, a faculty member is expected to have exhausted all other reasonable means of resolving the dispute, including, where appropriate, discussion with the faculty member's Chair and/or Dean.

b. An Initiator(s) begins the Mediation process by communicating a Complaint to the Chair of the Committee. If, after discussion with the Chair, the Initiator(s) decides to withdraw the Complaint, or if the Initiator(s) and the Chair mutually agree to drop the Complaint, then the matter is closed and no record of the Complaint is kept.

c. If the Complaint is not terminated through the discussion process in 1 above, the Initiator(s) may present a preliminary Complaint in writing to the Chair of FWP and to the person(s) against whom the Complaint is directed.

d. The Chair shall, with the concurrence of the Committee, refer the Initiator(s) to a member of the Faculty whom the Chair has appointed to act as Mediator. The Mediator shall work with the Initiator(s) and Respondent(s) to investigate the Complaint and effect a resolution agreeable to all Parties.

e. Mediation is concluded when:

1) The Complaint is withdrawn; or

2) The Complaint is resolved to the satisfaction of all Parties; or

3) The Mediator determines that no informal resolution is possible; or

4) After 30 Working Days (or after any extension agreed to by the Initiator(s), Mediator, and the Chair of FWP), the Complaint has not been resolved.

f. Upon conclusion of Mediation, the Mediator shall report the results to the Committee.

g. If a majority of the Committee determines that the Complaint falls within its purview, the Chair shall advise
the Initiator(s) of her/his/their right to a Hearing under
Section C. If a majority of the Committee determines that
the Initiator's Complaint does not fall within its
purview or that the Complaint is insubstantial, then no
Hearing on the matter shall be held.

C. Procedures for the Hearing

1. Preliminary Steps

   a. Written Complaint

      If the Committee agrees to hear the Complaint, the
   Initiator(s) files with the Committee and the Respondent(s)
   an expanded written Complaint which specifies the
   charge(s), reviews the evidence, and includes the remedies
   sought.

   b. Written Response

      Within ten Working Days after the date that the
   Initiator(s) file(s) a Complaint, the Respondent(s) shall
   file with the Committee a Response that, at a minimum,
   indicates whether the Respondent(s) deny the Complaint.

   c. Pre-Hearing Meeting

      Within 15 Working Days after the Initiator(s) submit the
   expanded written Complaint, the Chair shall conduct a short
   Pre-Hearing Meeting with Initiator(s) and Respondent(s).
   At or before this meeting, any Party may raise any
   questions about procedure, the scope of the Complaint, the
   role of advisors, or any other procedural matter. At the
   meeting, the Chair shall:

      1) Fix an expeditious and mutually agreeable time for the
         Hearing;
      2) Review Hearing procedures, including the Parties' 
         obligations, the roles of advisors and observers, the 
         rules for submitting documentary evidence, and possible 
         limits on the number of witnesses;
      3) Set deadlines for submission of documentary evidence 
         and names of witnesses to be called;
      4) Identify advisors and observers selected by the Parties 
         and;
      5) Tentatively name the Hearing Panel, pursuant to any 
         Party's claims of conflict of interest under Section 
         C-3-b or other cause for excusing a Hearing panel 
         member.
d. Witness Lists

Parties shall submit the names of witnesses to the Committee within the time agreed upon in section c-3 above. The Committee shall make the names available to all other Parties immediately. If the Committee decides to call additional witnesses, it will immediately communicate their names to all Parties.

e. Documents

1) Parties shall submit documents to the Committee at least 10 Working Days before the Hearing or lose the right to submit documents. Within 5 Working Days after receipt, the Committee shall make all documents available in the Senate office to all Parties and the Provost, and to no one else.

2) All documents shall be submitted in duplicate with one set being original documents if at all possible. All documents shall remain in the possession of the Committee. If original documents are in the possession of someone not a Party to the Hearing, then the Committee may request the submission of any such documents for the purpose of making a copy of such document which shall be regarded as if original. If original documents no longer exist, then copies may be accepted, subject to verification where possible.

3) All documents and correspondence received by the Committee that relate to a Hearing, or to an attempt at Mediation that precedes it, shall be made available by the Committee to the Parties to that Hearing, to the Provost, and to no one else. Parties may not remove original documents from the Senate Office, but may make and remove copies. Items made available shall be considered confidential and shall not be communicated to anyone not a Party, advisor or observer.

2. The Hearing

a. Attendance is limited to the following:

1) The Initiator(s) and the Respondent(s);

2) One advisor selected by each Initiator and one advisor selected by each Respondent;

3) One observer selected by each Initiator and one observer selected by each Respondent.

4) The members of the Committee and supporting staff;

5) Each witness during his/her testimony.
b. Conduct of the Hearing

1) It is the responsibility of the Committee and its support staff to arrange hearing space and maintain records of the Hearing.

2) The Committee Chair or his/her appointed representative shall serve as Chair of the Hearing. This Chair shall call the Hearing to order, determine all procedural questions and objections raised at the Hearing, and determine the admissibility of evidence.

3) All Parties, Advisors, Observers, and members of the Hearing Panel shall be identified for the record.

4) The record shall include both the Initiator(s)' Complaint and the Respondent(s)' response.

5) Only members of the Hearing Panel and the Parties may question a witness unless otherwise provided for pursuant to section c, below.

6) Each witness shall be present in the hearing room only during the time of his/her testimony and shall refrain from discussing the case with other witnesses.

c. Statements and Questioning of Witnesses

1) First the Initiator(s) and then the Respondent(s) may make an opening statement.

2) The order in which witnesses shall be heard is as follows: first the witnesses called by the Initiator(s), second those called by the Respondent(s), and third those called by the Committee.

3) The order in which each witness shall be questioned is as follows:

a) Witnesses called by the Initiator shall be questioned first by the Initiator, then by the Respondent and then by the Committee.

b) Witnesses called by the Respondent shall be questioned first by the Respondent, then by the Initiator and then by the Committee.

c) Witnesses called by the Committee shall be questioned first by the Committee, then by the Initiator and then by the Respondent.

4) After the Hearing Panel and the Parties have questioned a witness, members of the panel and Parties may pose additional questions at the discretion of the Chair.

5) After all witnesses have been questioned, first the Initiator(s) and then the Respondent(s) may make closing statements. After the closing statements, the Hearing Panel may further question the Parties.
d. Transcript of Hearing

A transcript of the Hearing shall be made available by the Committee to the Parties to that Hearing, to the Provost, and to no one else. The Parties shall not provide a copy of the transcript or show it to anyone other than their advisors, observers or legal counsel.

3. The Hearing Panel.

a. Membership

The Hearing Panel shall consist of five members of the Committee unless, because of conflicts of interest as defined below b, only four Committee members are eligible.

b. Conflict of Interest

1) Any member of the Committee who is a member of the department of the Initiator(s) or the Respondent(s) or who has a relationship of friendship, animosity, or some other nature that goes beyond mere personal acquaintance or professional association may not serve on the Hearing Panel unless otherwise agreed by all Parties.

2) Either Party may request that any member of the Hearing Panel be excused for cause. Such a request must be made in writing to the Committee no later than five Working Days after the Pre-Hearing Meeting. The Committee shall decide whether the alleged cause justifies excusing the member and shall notify all Parties of its decision and reasons therefore at least 5 Working Days prior to the Hearing.

4. Attendance

a. All Parties to a Complaint before the Committee must attend and fully participate in any duly scheduled Hearings on that Complaint.

b. The Committee may excuse a Party from attending under the following circumstances:

1) At least 15 Working Days prior to the Hearing, the Party notifies the Committee in writing of a significant, conflicting obligation that prevents the Party from attending; or

2) At any time prior to the Hearing, the Party notifies the Committee in writing of a serious and unexpected emergency or illness that prevents the Party from attending.
c. A Party's failure to adhere to section a above, unless excused pursuant to sections b-1 or b-2 above, constitutes a violation of the obligations of Faculty at the University of Delaware and will result in such sanctions as the administration deems appropriate. In addition, at its discretion, the Committee may proceed with a Hearing in a Party's absence.

d. If a Party is excused pursuant to sections b-1 or b-2 above, the Committee shall postpone the Hearing, reset the Hearing to the earliest possible mutually agreeable date, and officially notify all Parties and witnesses of the new hearing date within five Working Days.

5. Witnesses

a. It is the responsibility of the Parties to name their witnesses by the deadline fixed in the Parties' preliminary agreement.

b. In the event that either the Initiator(s) or the Respondent(s) discover new witnesses after the deadline agreed upon, their names shall be provided to the Committee immediately. If the Committee determines that this discovery is legitimate, then the other Parties shall be informed of the names of the new witnesses immediately. However, all new witnesses must be identified and their names communicated to all Parties at least eight Working Days prior to the Hearing.

c. Each witness duly notified of a Hearing is obliged to attend and fully participate in hearing procedures.

d. The Committee may excuse a witness from attending under the following circumstances:

1) Within seven Working Days of the date of the witness' notice to appear, the witness notifies the Committee that he/she is unable to appear; or

2) At any time prior to the Hearing, the witness notifies the Committee in writing of a serious and unexpected emergency or illness that prevents the witness from attending.

e. If a witness fails to appear or is excused from attending under the provisions in d above, the Committee shall determine whether the Hearing shall continue as scheduled or whether, in the interests of fairness, the Hearing should be rescheduled to the earliest possible mutually agreeable date. If the Hearing proceeds as scheduled, but either Party considers the absent witness' testimony to be
essential, then that Party may, at the conclusion of the Hearing, petition the Committee for a subsequent Hearing to be limited to eliciting the absent witness' testimony.

f. The Hearing Panel shall attempt to avoid inconveniencing witnesses by realistically scheduling the time each witness is expected to testify and by conducting the Hearing as expeditiously as is consonant with fairness and due process.

g. Unless excused according to d above, the failure of a witness who is a university employee to comply with sections c above constitutes a violation of his/her responsibilities as a member of the University community and will result in whatever sanctions the administration deems appropriate.

6. Advisors and Observers

a. Except in the circumstances outlined in section I above, advisors shall be employees of the University of Delaware.

b. Each advisor shall act only as an advisor unless the Hearing Panel agrees to a Party's request that his/her advisor undertake functions otherwise assigned to the Party under Section C-2-b and c above such as the presentation of opening and closing statements and the questioning of witnesses. Any such substitution by an advisor must also be agreed to by the other Party unless the Hearing Panel finds compelling reasons to agree to the substitution without the other Party's agreement. Without such agreement from the Hearing Panel, the advisor is not to take any action or make any statement either before or during the Hearing which would appear on the transcript of the Hearing.

c. Each observer selected by a Party may only observe and may not otherwise participate in the Hearing.

7. Committee Opinion

a. Upon conclusion of a Hearing, the Committee shall write an advisory opinion to the Provost that includes the Committee's conclusions about the case and any remedies the Committee may recommend. These remedies are not limited to those specified by the Initiator(s) in the Complaint.

b. The Committee shall provide a copy of its opinion to the Provost and to each Party. The Committee shall not provide a copy of, or show, its opinion to anyone else.
Provost or the Parties may disclose the contents of the opinion at their discretion.

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