

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



INTERDEPARTMENTAL
MEMORANDUM

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.

and

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 PTPP
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

→ = *change*

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 costuming, 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:

THEA103 Intro. to Performance 3 CRS.
THEA104 Intro. to Theatre 3 CRS.
THEA200 Intro. to Theatre Production 3 CRS.
THEA202 Intro. to Theatre Design 3 CRS.
THEA203 Intro. to Costuming for the Stage 3 CRS.
THEA207 Theatre Practicum for Majors 10 CRS.
Dramatic Literature
ENGL208 Intro. to Drama, 3 CRS.
ENGL228 Shakespeare, 3 CRS.
for other courses as approved by advisor 6 CRS.
→ TOTAL CORE: 31 CRS.

Electives:

→ Select TWO (2) CT courses
minimum 1 cr. concurrent registration in THEA 407
Practicum for Majors is required with each course:
Practicum credits applied in core above.

THEA100 Fundamentals of Stagecraft 3 CRS.
THEA102 Fundamentals of Stage Lighting 3 CRS.
THEA105 Fundamentals of Costume Production 3 CRS.
for other courses as approved by advisor

→ TOTAL ELECTIVES: 6 CRS.

TOTAL MAJOR CREDITS: 37 CRS.

For more information, contact Associate Chair Joann Browning, Theatre Department, 811-2201.

B.S. IN CHEMISTRY, WITH CONCENTRATION IN ENVIRONMENTAL STUDIES

All existing requirements for the (American Chemical Society-certified) B.S. in Chemistry must be met (see pp. 96-97 in 1992-1993 Undergraduate Catalog).

II. Basic Environmentally Related Science (one of the following two-semester sequences is required):

BISC 201/208 Introductory Biology I/II (8 cr.)
CIOC 132/220 Climate and Life/Meteorology (7 cr.)
CIOC 104/107 General Geology (8 cr.)

III. Advanced Courses in Chemistry of the Environment (two of the following 3 credit courses are required):

BISC 302 General Ecology (prerequisite: BISC 208)
CIEG 433 Hazardous Waste Management
(prerequisite: CIEG 331)
CIEG 435 Industrial Wastes Management
CIEG 437 (or 637) Water and Waste Water Quality
(prerequisite: CIEG 331)
CIEG 432 Chemical Aspects of Environmental Engineering
CIEG 434 Physical Aspects of Environmental Engineering
CIEG 436 Biological Aspects of Environmental Engineering
(prereq: CIEG 331)
CIOC 417 Physical Climatology (prerequisite: CIEG 250)
CIOC 420 Atmospheric Physics (prerequisite: CIEG 220)
CIOC 423 Atmospheric Dynamics (prerequisite: CIEG 220)
CIOC 425 Atmospheric Dynamics (prerequisite: CIEG 220)

CIOC 421 Environmental and Applied Geology

MAST 646 Chemical Oceanography
MAST 647 Physical Chemistry of Seawater
MAST 648 Remote Sensing of Environment
MAST 649 Soil Chemistry (prerequisite: BISC 204)

NUTRITION AND DIETETICS • COLLEGE OF HUMAN RESOURCES

MAJOR REQUIREMENTS

External to the College

Humanities 9³⁴
 Minimum of nine credits selected from Art, Art History, Communication, English, Foreign Languages and Literatures, Linguistics, Museum Studies, Music, Philosophy, Theatre.

Sciences

CHEM 101 General Chemistry 4¹
 or
 CHEM 103 General Chemistry 4¹
 CHEM 102 General Chemistry 4¹
 or
 CHEM 104 General Chemistry 4¹
 CHEM 213 Elementary Organic Chemistry 4²
 CHEM 214 Elementary Biochemistry 3²
 CHEM 216 Elementary Biochemistry Laboratory 1²
 BISC 103 General Biology I 3¹
 BISC 113 General Biology Laboratory 1¹
 or
 BISC 207 Introductory Biology I 4¹
 and
 BISC 208 Introductory Biology II 4¹
 BISC 106 Elementary Human Physiology I 3²
 BISC 116 Elementary Physiology Laboratory 4²
 or
 BISC 406 Human Physiology 3¹³
 BISC 416 Human Anatomy and Physiology Laboratory 1¹³
 BISC 571 Introduction to Microbiology 4³

Social Sciences

ECON 151 Introduction to Microeconomics 3¹
 PSYC 201 General Psychology 3¹
 Sociology course 3¹
 BUAD 309 Management and Organizational Behavior 3¹
 Social Science course selected from 3⁴
 Anthropology (cultural/social), Black American Studies, Criminal Justice, Economics (including FREC 120), Geography (economic and social), History, Political Science and International Relations, Psychology, and Sociology

Food Science

FOSC 301 Food Principles 2²
 FOSC 311 Food Principles Laboratory 1²
 FOSC 306 Food Science 2²
 FOSC 306 Food Science Laboratory 1²

Other

Statistics course 3²
 MATH 114 Elementary Mathematics and Statistics 3¹
 or
 Equivalent competency (math placement exam and free electives)

Within the College

IFST course 3¹⁴
 TDCE course 3¹⁴

Within the Department

A minimum grade of C must be achieved for credits to count toward the fulfillment of 41 credits in NTD and FOSC; a minimum grade of C in 300-level courses must be achieved to proceed to upper-level courses; only 300-level courses and a maximum of four credits of Special Problems/Independent Study (NTDT 466) 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 103	Introduction to Nutrition Professions	1 ¹
NTDT 200	Nutrition Concepts	3 ¹
NTDT 240	Introduction to Clinical Dietetics	2 ²
NTDT 321	Quantity Food Production and Service	3 ¹
NTDT 322	Food Service Systems Management	4 ³
NTDT 325	Laboratory in Quantity Food Production and Service	1 ¹
NTDT 330	Nutrition Counseling	2 ³
NTDT 400	Macronutrients	3 ³
NTDT 401	Macronutrients	3 ³
NTDT 403	Dietetics Seminar	1 ⁴
NTDT 421	Nutrition Research Methods	2 ⁴
NTDT 440	Nutrition and Disease	6 ³
NTDT 445	Nutrition Education	3 ¹⁴
NTDT 460	Community Nutrition	3 ⁴

ELECTIVES

Electives

May include Military Science, Music, or Physical Education. (Only two credits of activity-type Physical Education and four credits of Music organization credits 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

REVISIONS UNDER TECHNICAL SPECIALIZATION FOR AET PROGRAM

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 adviser. Course selection depends on one'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 FOSC305/306 (3), and any 3 other FOSC courses.
3. Successful completion of mathematics courses are required prior to taking food science courses for the minor.

MATH221/Calculus I (3) and
MATH222/Calculus II (3)

Number of credits required: 15

FOSC305/306 Food Science & Laboratory 3 credit hours

Select any 3 courses (12 credits) from:

FOSC409 Food Processing I 4 credit hours

FOSC410 Food Processing II 4 credit hours

FOSC428 Food Chemistry 4 credit hours

FOSC429 Food Analysis 4 credit hours

FOSC439 Food Microbiology 4 credit hours

FOSC445 Food Engineering Tech. 4 credit hours

FOSC446 Food Process Eng. Techn. I 4 credit hours

FOSC449 Food Biotechnology 4 credit hours

Prerequisites may be waived. Permission of instructor to register is based on individual student academic record, and major. See a food science faculty member for advisement on readiness for specific FOSC courses and course selection for the minor.

Specific Requirements are:

EGTE 331	Mechanical Power Units	4 ³
EGTE 431	Machine Systems for Agriculture	4 ⁴
EGTE 321	Storm Water Management	4 ³
EGTE 445	Food Engineering Technology	4 ⁴

and two of the following:

EGTE 328	Agricultural Waste Management Systems	3 ³
EGTE 421	Soil and Water Management Systems	4 ⁴
EGTE 440	Plant Layout and Materials Handling	3 ⁴
EGTE 443	Instrumentation	3 ⁴
EGTE 456	Fundamentals of HVAC	3 ⁴
EGTE 444	Programmable Logic Control Systems	3 ⁴
AGTE 528	Land Application of Wastes	3 ⁴

MAJOR REQUIREMENTS

Technical Science..... 18 1/2

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 218 Fundamentals of Hydraulic Systems.....	4 1/2
EGTE 244 Electricity for Engineering Technology.....	4 1/2
EGTE 311 Fundamentals of Thermodynamics.....	3 1/2
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 435 Machinery Design and Development.....	3

Technical Skills..... 12 1/2

Twelve credits selected to provide skills and knowledge of appropriate methods, procedures and techniques and may include computer use, graphics, problem solving, process 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 115 Land Surveying.....	2
EGTE 209 Computer Aided Drafting.....	2

Elective:	
EGTE 344 Electronics and Microprocessors.....	3

or	
EGTE 445 Instrumentation.....	3

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

Technical Seminars.....	22 1/2
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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 335 Power and Machinery Management I.....	4 1/2
EGTE 336 Power and Machinery Management II.....	4 1/2
EGTE 321 Steam Water Management.....	4 1/2
EGTE 440 Plant Layout and Materials Handling.....	3 1/2
EGTE 443 Fluid Engineering Technology.....	4 1/2
EGTE 456 Fundamentals of HVAC.....	3 1/2

Technical Support..... 19

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

Specific requirements:

PLSC 204 Introduction to Soil Science.....	4 1/2
Select one of the following.....	3 1/2
ENTO 301 Wildlife Conservation.....	3
FLEC 201 Records and Accounts.....	3
FOSC 301/311 Food Principles and Lab.....	2 1/2
ANSC 101 Introduction to Animal Science.....	3
FLEC 408 Research Methods.....	3

The remaining twelve credits may be selected in part or in total by additional course work in the Agricultural Engineering department or three related subject matters, a double major within the College of Agricultural Sciences or relevant University-approved minors.

To graduate with a major in Agricultural Engineering Technology, students must attain a 20 credit in Agricultural Engineering Technology courses.

Electives..... 12 1/2

Electives

After required courses, sufficient elective credits must be taken to meet the minimum number of 120 credits. May include Military Science, Music, or Physical Education (Club level credits of at least one Physical Education and at least credits of performing Music organization credits may be counted toward the degree).

CREDITS TO TOTAL A MINIMUM OF..... 130

to be replaced by revised list


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.

} to be replaced by


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 to 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; 16 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 FLIP AND MASTER OF INSTRUCTION

MASTER OF INSTRUCTION
MA IN FOREIGN LANGUAGES & PEDAGOGY

ADMISSION REQUIREMENTS

Show current employment as a teacher

Not required

Letters of Recommendation must address "instructional competencies," "personal characteristics," and "attitudes toward teaching"

Letters of Recommendation on applicant's academic qualifications

Statement of professional goals approved by supervisor

Letter of application written in the foreign language

Undergraduate GPA of 2.5 overall (no foreign language GPA required)

Undergraduate GPA of 2.75 overall, 3.25 in the foreign language

No interview required

Interview, partly conducted in the foreign language. 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

9 credits in FL pedagogy/certification courses (if already taken as undergraduate, other FLIT pedagogy courses)

6 courses in language, literature, FL pedagogy, or related areas (e.g., linguistics, English, Educational Development or Educational Studies)

COMPREHENSIVE EXAM

Portfolio required

(See comparison with MAFLI)

COMPARISON OF REQUIREMENTS OF MAFLP AND MA IN ESL/BILINGUALISM

MA IN ENGLISH AS A SECOND LANGUAGE/BILINGUALISM

MA IN FOREIGN LANGUAGES & PEDAGOGY

ADMISSION REQUIREMENTS

Letters of Recommendation on academic qualifications

Letters of Recommendation on academic qualifications

Undergraduate GPA of 3.0 overall (no foreign language GPA required)

Undergraduate GPA of 2.75 overall, 3.25 in the foreign language

GRE Quantitative and Verbal scores

Interview, partly conducted in the foreign language, and letter of application written in the foreign language

COURSE REQUIREMENTS

12 credits in Core Areas (none related to foreign languages or foreign language teaching)

15 credits in French or German or Spanish

15 credits in the following courses: EDST, LING 476, EDST, LING 477, LING 498, FLIT, LING 422, LING, (FLIT) and latter two courses are FL pedagogy certification courses

9 credits in FL pedagogy certification courses (if already taken as undergraduate, other FLIT pedagogy courses)

3 credits in electives

6 courses in language, literature, FL pedagogy, or related areas (e.g., linguistics, English, Educational Development or Educational Studies)

3 credits 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 MAFLI)

COMPARISON OF GRADUATION REQUIREMENTS OF MA in FLL AND MA in FLP		COMPARISON OF MA in FLP and MA in ENGLISH (Pedagogy Option)	
FOREIGN LANGUAGES & LITERATURES		FOREIGN LANGUAGES & PEDAGOGY	
1. Language/Literature Courses	1. Language/Literature Courses	1. Language/Literature Courses	1. Language/Literature Courses
8 courses minimum	5 courses minimum	5 courses minimum	5 courses minimum
2. FL Pedagogy Courses	2. FL Pedagogy Courses	2. English Pedagogy Courses	2. FL Pedagogy Courses
0 courses required	3 courses minimum	2 courses minimum	3 courses minimum
3. Elective Courses	3. Elective Courses	3. Elective Courses	3. Elective Courses
2 (MAY include FLL pedagogy)	2 (MAY include major literature)	3 (in literature, linguistics or professional education)	2 (in literature, language, foreign language pedagogy or related fields (e.g., linguistics, English, Educational Studies or Development!))
4. Comprehensive Exams	4. Comprehensive Exams	4. Comprehensive Exams	4. Comprehensive Exams
Written in literature (based on reading list of 80-100 books - courses)	Written in literature (based on reading list of 30-60 books - courses)	Written in literature (identical to literature concentration)	Written on literature (based on reading list of 50-70 books - courses)
Oral on literature	Oral on literature	Written on pedagogy	Oral on literature
			Written on pedagogy

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.

Honors B.S. in Business Administration

**(Applies 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.

low 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. Tutorial and Thesis bring this minimum to 45. The Business Administration major has numerous specified or unspecified elective course slots that can be used for upper division credits, to bring the total up to 60.
2. Twelve Honors credits in the major.
Easily obtained from ACCT 207-208, ECON 151-152, 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 course 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 of 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

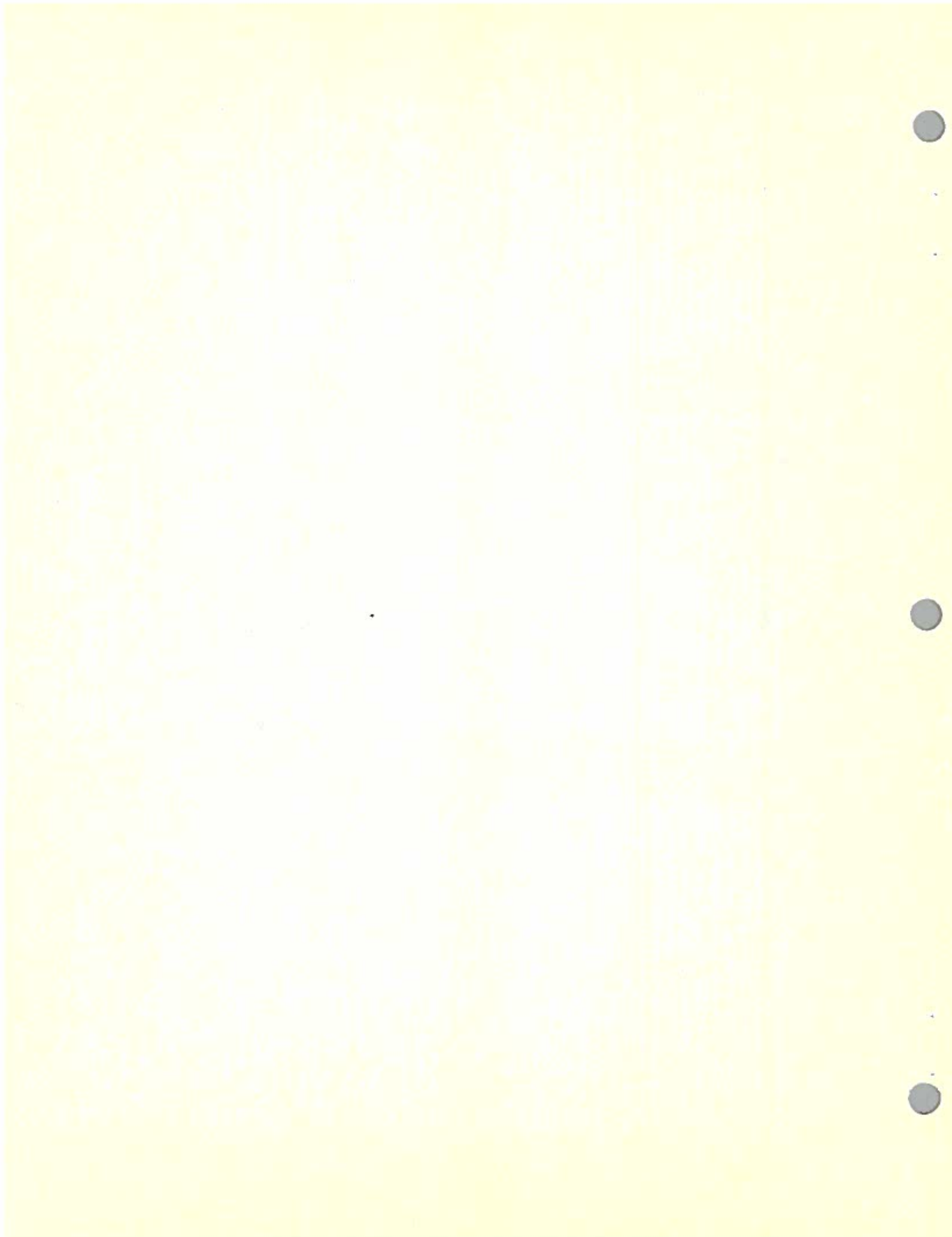
the freshman year. Even someone who takes no Honors credits as freshman could, if he or she is determined to do so, manage to thirty Honors credits into the remaining three years while pursuing one of these majors.

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

Accounting majors can use the six credits of "ACCT etc. elective" 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 and 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 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 senior year with a solid topic and much of the investigation of it already accomplished. The UNIV 401-402 six credit bloc 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.



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.

- 1 2. **Hearing** refers to the specific steps in C below for the hearing
2 and investigation of termination cases.
- 3 3. **Faculty** refers to all voting and non-voting Faculty members as
4 defined by the Faculty Constitution, I, Section I.
- 5 4. **The Committee** refers to the Faculty Welfare and Privileges
6 Committee.
- 7 5. **Initiator** refers to an administrator who sends a letter of intent
8 to terminate.
- 9 6. **Respondent** refers to Faculty, including administrators, against
10 whom an Initiator(s) files a letter of intent to terminate.
- 11 7. **Party** refers to either Initiator(s) of or Respondent(s) to a
12 termination case.
- 13 8. **Hearing Panel** refers to the Committee members selected to hear
14 a particular termination case.
- 15 9. **Working Day** refers to the days when the University conducts
16 regular business, normally Monday through Friday and excluding
17 all University holidays. Winter and Summer session days are
18 included. To count Working Days, Parties exclude the day of
19 the receipt of materials or notice requiring response.
- 20 10. **Response** refers to the Respondent's written reply to the
21 Initiator's letter of intent to terminate.

22 **B. General Provisions**

- 23 1. A Faculty member receiving a letter of intent to terminate has
24 the right to refuse a hearing. The decision for or against a
25 hearing should be set forth in the Response to the letter of
26 intent to terminate. All reference below to a Respondent's
27 rights and obligations are subject to his/her right to withdraw
28 from the hearing procedures at any time.
- 29 2. The burden of proof rests with the Initiator seeking to
30 terminate a Respondent.
- 31 3. Each Party has the right to be represented by an advisor of his
32 or her own choosing.
- 33 4. Each Party has the right to have an observer present of his or
34 her own choosing.
- 35 5. All Faculty may avail themselves of these procedures.

- 1 6. All Parties to a Termination Case before the Committee must
2 comply with the Committee's procedures. In particular, all
3 Parties must attend and participate fully in any duly scheduled
4 Committee Hearings on the Case to which they are Parties,
5 unless they are excused from attending in accordance with
6 C-4 below.
- 7 7. A Party's failure to attend or participate fully in a duly
8 scheduled Committee Hearing constitutes a violation of the
9 obligations of Faculty at the University of Delaware and will
10 result in such sanctions as the administration deems
11 appropriate.
- 12 8. A Party's failure to comply with a provision of Committee
13 procedures will result in that Party's loss of those rights
14 provided by that part of the procedure (for example, documents
15 not submitted within specified time limits will not be admitted
16 as evidence at the Hearing). One Party's failure to comply
17 with Committee procedures does not abrogate the other Party's
18 responsibility to comply.

19 **C. Hearing Procedures**

20 1. Preliminary Steps

21 a. Written Letter of intent to terminate

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

28 b. Written Response

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

34 c. Expanded Written Charge

35 Within 15 Working Days after the date the Respondent(s)
36 file a Response, the Initiator(s) shall file with the
37 Committee and the Respondent(s) an expanded written charge
38 that lays out the Initiator(s)' case in some detail and
39 sets out the process of investigation leading to the
40 decision to terminate.

1 d. Pre-Hearing Meeting

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

- 9 1) Fix an expeditious and mutually agreeable time for the
10 Hearing no sooner than four weeks after the letter of
11 intent to terminate;
12 2) Review Hearing procedures, including the Parties'
13 obligations, the roles of advisors and observers, the
14 rules for submitting documentary evidence, and possible
15 limits on the number of witnesses;
16 3) Set deadlines for submission of documentary evidence
17 and names of witnesses to be called;
18 4) Identify advisors and observers selected by the Parties
19 and;
20 5) Tentatively name the Hearing Panel, pursuant to any
21 Party's claims of conflict of interest under Section
22 3-b or other cause for excusing a Hearing panel member.

23 e. Witness Lists

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

30 f. Documents

- 31 1) Parties shall submit documents to the Committee at
32 least 10 Working Days before the Hearing or lose the
33 right to submit documents. Within 5 Working Days after
34 receipt, the Committee shall make all documents
35 available in the Senate office to all Parties and the
36 Provost, and to no one else.
37 2) All documents shall be submitted in duplicate with one
38 set being original documents if at all possible. All
39 documents shall remain in the possession of the
40 Committee. If original documents are in the possession
41 of someone not a Party to the Hearing, then the
42 Committee may request the submission of any such
43 documents for the purpose of making a copy of such
44 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.

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

- 3 a) Witnesses called by the Initiator shall be
4 questioned first by the Initiator, then by the
5 Respondent and then by the Committee.
6 b) Witnesses called by the Respondent shall be
7 questioned first by the Respondent, then by the
8 Initiator and then by the Committee.
9 c) Witnesses called by the Committee shall be
10 questioned first by the Committee, then by the
11 Initiator and then by the Respondent.

- 12 4) After the Hearing Panel and the Parties have questioned
13 a witness, members of the panel and Parties may pose
14 additional questions at the discretion of the Chair.
15 5) After all witnesses have been questioned, first the
16 Initiator(s) and then the Respondent(s) may make closing
17 statements. After the closing statements, the Hearing
18 Panel may further question the Parties.

19 d. Transcript of Hearing

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

26 3. The Hearing Panel.

27 a. Membership

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

32 b. Conflict of Interest

- 33 1) Any member of the Committee who is a member of the
34 department of the Initiator(s) or the Respondent(s) or
35 who has a relationship of friendship, animosity, or some
36 other nature that goes beyond mere personal acquaintance
37 or professional association may not serve on the Hearing
38 Panel unless otherwise agreed by all Parties.
39 2) Either Party may request that any member of the Hearing
40 Panel be excused for cause. Such a request must be made
41 in writing to the Committee no later than five Working
42 Days after the Pre-Hearing Meeting. The Committee shall

1 decide whether the alleged cause justifies excusing the
2 member and shall notify all Parties of its decision and
3 reasons therefore at least 5 Working Days prior to the
4 Hearing.

5 4. Attendance

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

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

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

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

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

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

31 5. Witnesses

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

35 b. In the event that either the Initiator(s) or the
36 Respondent(s) discover new witnesses after the deadline
37 agreed upon, their names shall be provided to the Committee
38 immediately. If the Committee determines that this
39 discovery is legitimate, then the other Parties shall be
40 informed of the names of the new witnesses immediately.
41 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.

1 7. Committee Report

- 2 a. Upon conclusion of a Hearing, the Committee shall write
3 its recommendations to the appropriate administrative
4 officer within 14 working days after the hearing. The
5 Report shall address two questions: 1) Does the evidence
6 provide clear and convincing proof of the Initiator's
7 charges? 2) If so, do the charges constitute a terminable
8 offense, i.e., gross irresponsibility, incompetence, or
9 moral turpitude?
- 10 b. The Committee shall provide a copy of its Report to the
11 Provost and to each Party. The Committee shall not provide
12 a copy of, or show, its report to anyone else. The Provost
13 or the Parties may disclose the contents of the Report at
14 their discretion.

15 **II. Mediation and Hearing Procedures**

16 **A. Definitions**

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

- 19 1. **A Complaint** is any question within the jurisdiction of the
20 Faculty Welfare and Privileges Committee brought by a Faculty
21 member for mediation or hearing. Note that a "Complaint" is
22 not the same as a "grievance". A grievance is an alleged
23 violation of the AAUP bargaining agreement and is pursued
24 through the AAUP Grievance Procedure.
- 25 2. **Mediation** refers to the specific steps in B-2 below for
26 resolution of faculty Complaints.
- 27 3. **Hearing** refers to the specific steps in C below for the hearing
28 and investigation of faculty Complaints after the failure of
29 Mediation.
- 30 4. **Faculty** refers to all voting and non-voting Faculty members as
31 defined by the Faculty Constitution, I, Section I.
- 32 5. **The Committee** refers to the Faculty Welfare and Privileges
33 Committee.
- 34 6. **Initiator** refers to a Faculty member who brings a Complaint to
35 the Committee.

- 1 7. **Respondent** refers to Faculty member(s), including
2 administrators, against whom a Complaint is brought by
3 Initiator(s).
- 4 8. **Party** refers to either Initiator(s) of or Respondent(s) to a
5 Complaint.
- 6 9. **Hearing Panel** refers to the Committee members selected to hear
7 a particular Complaint.
- 8 10. **Working Day** refers to the days when the University conducts
9 regular business, normally Monday through Friday and excluding
10 all University holidays. Winter and Summer session days are
11 included. To count Working Days, Parties exclude the day of
12 the receipt of materials or notice requiring response.
- 13 11. **Response** refers to the Respondent's written reply to the
14 Initiator's Complaint.

15 **B. Procedures**

16 1. General Provisions

- 17 a. All Faculty may avail themselves of these procedures.
- 18 b. All Parties to a Complaint before the Committee must comply
19 with the Committee's procedures. In particular, all
20 Parties must attend and participate fully in any duly
21 scheduled Committee Hearings on the Complaint to
22 which they are Parties, unless they are excused from
23 attending in accordance with C-4-b below.
- 24 c. A Party's failure to attend or participate fully in a duly
25 scheduled Committee Hearing constitutes a violation of the
26 obligations of Faculty at the University of Delaware and
27 will result in such sanctions as the administration deems
28 appropriate.
- 29 d. A Party's failure to comply with a provision of Committee
30 procedures will result in that Party's loss of those rights
31 provided by that part of the procedure (for example,
32 documents not submitted within specified time limits will
33 not be admitted as evidence at the Hearing). One Party's
34 failure to comply with Committee procedures does not
35 abrogate the other Party's responsibility to comply.
- 36 e. Parties engaged in a Hearing (Section C below) may enlist
37 the help of any employee of the University of Delaware who
38 shall act as an advisor (Section C-2-a-2 below). In cases

1 of non-renewal or termination of employment, or other
2 cases the Committee deems appropriate, a Party's advisor
3 may be any non-employee of the University of Delaware.

4 2. Procedures for Mediation

- 5 a. Before bringing a dispute to the Committee by communicating
6 a Complaint to the Committee Chair, a faculty member is
7 expected to have exhausted all other reasonable means of
8 resolving the dispute, including, where appropriate,
9 discussion with the faculty member's Chair and/or Dean.
- 10 b. An Initiator(s) begins the Mediation process by
11 communicating a Complaint to the Chair of the Committee.
12 If, after discussion with the Chair, the Initiator(s)
13 decides to withdraw the Complaint, or if the Initiator(s)
14 and the Chair mutually agree to drop the Complaint, then
15 the matter is closed and no record of the Complaint is
16 kept.
- 17 c. If the Complaint is not terminated through the discussion
18 process in 1 above, the Initiator(s) may present a
19 preliminary Complaint in writing to the Chair of FWP and
20 to the person(s) against whom the Complaint is directed.
- 21 d. The Chair shall, with the concurrence of the Committee,
22 refer the Initiator(s) to a member of the Faculty whom
23 the Chair has appointed to act as Mediator. The Mediator
24 shall work with the Initiator(s) and Respondent(s) to
25 investigate the Complaint and effect a resolution agreeable
26 to all Parties.
- 27 e. Mediation is concluded when:
- 28 1) The Complaint is withdrawn; or
- 29 2) The Complaint is resolved to the satisfaction of all
30 Parties; or
- 31 3) The Mediator determines that no informal resolution is
32 possible; or
- 33 4) After 30 Working Days (or after any extension agreed
34 to by the Initiator(s), Mediator, and the Chair of
35 FWP), the Complaint has not been resolved.
- 36 f. Upon conclusion of Mediation, the Mediator shall report
37 the results to the Committee.
- 38 g. If a majority of the Committee determines that the
39 Complaint falls within its purview, the Chair shall advise

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

6 **C. Procedures for the Hearing**

7 1. Preliminary Steps

8 a. Written Complaint

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

14 b. Written Response

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

19 c. Pre-Hearing Meeting

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

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

1 d. Witness Lists

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

8 e. Documents

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

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

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

34 2. The Hearing

35 a. Attendance is limited to the following:

- 36 1) The Initiator(s) and the Respondent(s);
37 2) One advisor selected by each Initiator and one advisor
38 selected by each Respondent;
39 3) One observer selected by each Initiator and one observer
40 selected by each Respondent.
41 4) The members of the Committee and supporting staff;
42 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.

1 d. Transcript of Hearing

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

7 3. The Hearing Panel.

8 a. Membership

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

12 b. Conflict of Interest

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

27 4. Attendance

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

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

- 33 1) At least 15 Working Days prior to the Hearing, the
34 Party notifies the Committee in writing of a
35 significant, conflicting obligation that prevents the
36 Party from attending; or
37 2) At any time prior to the Hearing, the Party notifies
38 the Committee in writing of a serious and unexpected
39 emergency or illness that prevents the Party from
40 attending.

- 1 c. A Party's failure to adhere to section a above, unless
2 excused pursuant to sections b-1 or b-2 above, constitutes
3 a violation of the obligations of Faculty at the University
4 of Delaware and will result in such sanctions as the
5 administration deems appropriate. In addition, at its
6 discretion, the Committee may proceed with a Hearing in a
7 Party's absence.
- 8 d. If a Party is excused pursuant to sections b-1 or b-2
9 above, the Committee shall postpone the Hearing, reset
10 the Hearing to the earliest possible mutually agreeable
11 date, and officially notify all Parties and witnesses of
12 the new hearing date within five Working Days.

13 5. Witnesses

- 14 a. It is the responsibility of the Parties to name their
15 witnesses by the deadline fixed in the Parties' preliminary
16 agreement.
- 17 b. In the event that either the Initiator(s) or the
18 Respondent(s) discover new witnesses after the deadline
19 agreed upon, their names shall be provided to the Committee
20 immediately. If the Committee determines that this
21 discovery is legitimate, then the other Parties shall be
22 informed of the names of the new witnesses immediately.
23 However, all new witnesses must be identified and their
24 names communicated to all Parties at least eight Working
25 Days prior to the Hearing.
- 26 c. Each witness duly notified of a Hearing is obliged to
27 attend and fully participate in hearing procedures.
- 28 d. The Committee may excuse a witness from attending under
29 the following circumstances:
- 30 1) Within seven Working Days of the date of the witness'
31 notice to appear, the witness notifies the Committee
32 that he/she is unable to appear; or
33 2) At any time prior to the Hearing, the witness notifies
34 the Committee in writing of a serious and unexpected
35 emergency or illness that prevents the witness from
36 attending.
- 37 e. If a witness fails to appear or is excused from attending
38 under the provisions in d above, the Committee shall
39 determine whether the Hearing shall continue as scheduled
40 or whether, in the interests of fairness, the Hearing
41 should be rescheduled to the earliest possible mutually
42 agreeable date. If the Hearing proceeds as scheduled, but
43 either Party considers the absent witness' testimony to be

1 essential, then that Party may, at the conclusion of the
2 Hearing, petition the Committee for a subsequent Hearing
3 to be limited to eliciting the absent witness' testimony.

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

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

15 6. Advisors and Observers

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

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

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

33 7. Committee Opinion

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

40 b. The Committee shall provide a copy of its opinion to the
41 Provost and to each Party. The Committee shall not provide
42 a copy of, or show, its opinion to anyone else. The

1 Provost or the Parties may disclose the contents of the
2 opinion at their discretion.

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