

UNIVERSITY FACULTY SENATE

SUMMARY OF AGENDA

November 3, 1997

- I. **ADOPTION OF THE AGENDA**
- II. **APPROVAL OF THE MINUTES:** October 6, 1997
- III. **REMARKS BY PROVOST SCHIAVELLI**
- IV. **ANNOUNCEMENTS:** Senate President Robert Carroll
- V. **OLD BUSINESS - None**
- VI. **NEW BUSINESS**
 - A. Update on Sexual Harassment Policy
 - B. Recommendation for Name Change for College of Agricultural Sciences
 - C. Recommendation for Proposal for an Interdisciplinary Graduate Program in Environmental and Energy Policy
 - D. Recommendation for Proposed Revision on Benefits Statement in Section III, J.1 of the Faculty Handbook
 - E. Introduction of New Business



UNIVERSITY FACULTY SENATE

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October 23, 1997

TO: All Faculty Members

FROM: Joann Browning, Vice President
University Faculty Senate

A handwritten signature in black ink, appearing to be "JB", written over the name "Joann Browning" in the "FROM:" field.

SUBJECT: Regular Faculty Senate Meeting, November 3, 1997

In accordance with Section IV, paragraph 6 of the Constitution, the regular meeting of the University Faculty Senate will be held on Monday, November 3, 1997 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: October 6, 1997**
- III. **Remarks by Provost Schiavelli**
- IV. **Announcements: Senate President Robert Carroll**
- V. **Old Business: - None**

VI. New Business:

- A. Recommendation from the Faculty Welfare and Privileges Committee (John McLaughlin, Chairperson) with the concurrence of the Faculty Senate Executive Committee re: the Update on the Sexual Harassment Policy (Section III, B.2) (Attachment 1)**

WHEREAS the Office of Civil Rights of the federal Department of Education reviewed and approved the University's policies on sexual discrimination and sexual harassment, its information investigative procedures and the appeal procedures under the Collective Bargaining Agreement; and

WHEREAS the Office suggested the insertion of additional time lines and a level of appeal in the procedures followed by the Committee on Faculty Welfare and Privileges in matters involving sexual discrimination and sexual harassment; be it therefore

RESOLVED that the additions and changes be incorporated into the Mediation and Hearing Procedures of the Committee on Faculty Welfare and Privileges.

- B. Recommendation from the Coordinating Committee on Education, (Michael Keefe, Chairperson) for Name Change from the College of Agricultural Sciences to the College of Agriculture and Natural Resources (Attachment 2)**

WHEREAS the mission of the College of Agricultural Sciences has broadened significantly during the past decade, as have the responsibilities of the faculty and Cooperative Extension personnel, and the interests of the students in the college; and

WHEREAS

the College maintains its long-standing support for teaching, research, and outreach programs in the agricultural sciences, but recognizes that new challenges have emerged that must be addressed if we are to maintain a strong and productive agricultural community and ensure a quality environment for all the citizens of Delaware; and

WHEREAS

many faculty and students in the College now study Delaware's natural resources--both to learn more about the fundamental processes important to sustaining natural ecosystems and to develop management strategies that can help preserve natural systems for future generations; and

WHEREAS

Cooperative Extension specialists work actively to communicate the latest advances in research to our increasingly broad clientele and to develop outreach programs that address issues of importance to both agricultural production and natural resource management; and

WHEREAS

new educational programs have arisen in the College in response to these interests and challenges including majors in Wildlife Conservation, Environmental Soil Science, Bioresources Engineering Technology, Landscape Horticulture, and Natural Resource Management; and

WHEREAS

faculty and graduate students conduct basic and applied research on how to better protect the ground and surface waters, the methods to sustain and enhance biodiversity, the principles and practices involved in the management of natural and constructed wetlands, and the approaches needed to integrate the scientific principles of modern

agriculture and natural resources with ethics, politics, and policy; and

WHEREAS to better reflect the roles and responsibilities of faculty, in both teaching and research, the outreach programs of the Cooperative Extension, and the desires of our students for a broader and more holistic education; be it therefore

RESOLVED in recognition of this broader mission, that the College of Agricultural Sciences be renamed as the “College of Agriculture and Natural Resources.”

C. Recommendation from the Committee on Graduate Studies (Robert Hampel, Chairperson) with the concurrence of the Coordinating Committee, (Michael Keefe, Chairperson) for a Proposal for an Interdisciplinary Graduate Program in Environmental and Energy Policy (Attachment 3)

WHEREAS there has been demonstrated interest by a number of different departments in environmental and energy issues; and

WHEREAS an interdisciplinary committee has met and discussed the creation and implementation of a graduate program; and

WHEREAS the College of Human Resources, Education, and Public Policy is willing and able to provide the departmental home for the proposed program; be it therefore

RESOLVED that a new graduate degree program be established provisionally, for four years, in Environmental and Energy Policy leading to the Masters and PhD degrees.

D. Recommendation from the Faculty Welfare and Privileges Committee (J. McLaughlin, Chairperson), for Proposed Revision on Benefits Statement in Section III, J.1 of the Faculty Handbook (Attachment 4)

WHEREAS the Collective Bargaining Agreement requires that Faculty Handbook charges be referred to the Faculty Senate; and

WHEREAS the University Benefits Statement currently bestows benefits to visiting faculty and visiting professionals; be it therefore

RESOLVED that Faculty Handbook Section III, J.1 be revised as stated below:

Current Policy:

For the purpose of this policy, “limited term” faculty and professional employees are defined as persons who are hired without expectation or commitment for continued employment. These individuals are appointed for a limited period of time or on a temporary basis. Typically, there are two major groups of limited term faculty/professional appointments as defined below. The benefits for these individuals are as follows:

1. Visiting Faculty includes faculty members who come from another institution to the University for a specified period of time. The expectation is that these individuals will return to the home institution at the end of the appointment period at the University of Delaware.

Benefits

- * Blue Cross
- * Dental Insurance
- * Fee Waiver

- * University I.D. card which will provide access to all facilities and associated privileges

Proposed Revision:

Benefits for Visiting Faculty and Visiting Professionals

For the purpose of this policy, visiting faculty and professional employees include individuals who come from another institution to the University for a specified period of time. The expectation is that these individuals will return to their home institution at the end of their appointment period at the University of Delaware. Benefits for visiting faculty and professionals include:

- * Blue Cross/Blue Shield
- * Dental Insurance
- * Fee Waiver
- * University ID card which will provide access to all facilities and associated privileges

- E. Introduction of new business (No motion introduced under new business, except a motion to refer to committee, shall be acted upon until the next meeting of the Senate.)**

[Note: To save expenses, attachments do not always include the complete information and supporting materials available to the committee(s). A copy of all background information is being held for review in the Faculty Senate Office, 205 Hullihen.]

JB/rpg

Attachments - Committee Activities Report

Roles and Function of the Faculty Senate

1. Mediation and Hearing Procedures
2. Name Change for College of Agricultural Sciences
3. Proposal for an Interdisciplinary Graduate Program in Environmental and Energy Policy
4. Proposed Revision on Benefits Statement in Section III, J.1 of the Faculty Handbook

Attachment 1

(Additions and Changes are set off from the original document by “bold and underline”)

II. Mediation and Hearing Procedures

1. Definitions

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

- a. **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.
- b. **Mediation** refers to the specific steps in B-2 below for resolution of faculty Complaints.
- c. **Hearing** refers to the specific steps in C below for the hearing and investigation of faculty Complaints after the failure of Mediation.
- d. **Faculty** refers to all voting and non-voting Faculty members as defined by the Faculty Constitution, I, Section I.
- e. The **Committee** refers to the Faculty Welfare and Privileges Committee.
- f. **Initiator** refers to a Faculty member who brings a Complaint to the Committee.
- g. **Respondent** refers to Faculty member(s), including administrators, against whom a Complaint is brought by Initiator(s).
- h. **Party** refers to either Initiator(s) of or Respondent(s) to a Complaint.
- i. **Hearing Panel** refers to the Committee members selected to hear a particular Complaint.
- j. **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 responses.

- k. **Designated Dean refers to the Dean of the College who is serving as the recipient of the Hearing Panel's advisory opinion and author of the decision under Section C.7. This person will have been on regular appointment as Dean for at least one year. The Designated Dean shall rotate each academic year commencing on September 1, 1997. The first Designated Dean shall be the Dean of the School of Agriculture and this position shall pass at the beginning of each academic year to successive eligible deans in alphabetical order of the colleges. If a Designated Dean is unable to serve because of unavailability, an actual or perceived conflict of interest or incapacity, then the Designated Dean for that Hearing shall be the Dean who is slated to be the successor to the then current Designated Dean.**

2. Procedures

a. General Provisions

- i. All Faculty may avail themselves of these procedures.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.

b. Procedures for Mediation

- i. 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. However, complaints of sexual discrimination, including sexual harassment, may be commenced by initiating the dispute with the Committee.
- ii. 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.
- iii. If the Complaint is not terminated through the discussion process in I 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.
- iv. 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.
- v. 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.
- vi. **Upon conclusion of Mediation, the Mediator shall report the results to the Committee within fifteen Working Days.**
- vii. 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.

3. Procedures for the Hearing

a. Preliminary Steps

i. 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.

ii. 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.

iii. Pre-Hearing Meeting

Within 15 Working Days after the Initiator(s) submit(s) the expanded written Complaint, the Chair 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 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, reasonable efforts being made to schedule the Hearing within 45 Working Days of the Pre-Hearing Meeting. Such Hearing should not be scheduled for a date greater than 65 Working Days after the Pre-Hearing Meeting;**
- (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.

iv. **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.

v. **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 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 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.

- vi. The time periods, deadlines and Hearing dates set forth in these procedures are to be adhered to by all Parties and the Committee. However, for good cause presented in writing by any Party or considered necessary by the Committee or Hearing Panel, reasonable extensions may be granted by the

Hearing Panel.

b. The Hearing

i. 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.

ii. 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.

iii. 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.

iv. Transcript of Hearing

A transcript of the Hearing shall be made available by the Committee to the Parties to that Hearing, to the Designated Dean, 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.

c. The Hearing Panel

i. Membership

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

ii. 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.
- (3) **The Designated Dean shall not serve in adjudicating a particular Complaint if he/she has a conflict of interest as defined in section 3.b.1) above or is the Dean of the College of any Party.**

d. Attendance

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

e. **Witnesses**

- i. It is the responsibility of the Parties to name their witnesses by the deadline fixed in the Parties' preliminary agreement.
- ii. 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.
- iii. Each witness duly notified of a Hearing is obliged to attend and fully participate in Hearing procedures.
- iv. 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.
- v. 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.
- vi. 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.

- vii. Unless excused according to d above, the failure of a witness who is a University employee to comply with section 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.
- f. Advisors and Observers
- i. Except in the circumstances outlined in section B.1.e. above, advisors shall be employees of the University of Delaware.
 - ii. 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.
 - iii. Each observer selected by a Party may only observe and may not otherwise participate in the Hearing.
- g. Advisory Opinion and Final Decision
- a. **Except in complaints concerning sexual discrimination or sexual harassment, the following schedule will apply.**
 - 1. **Upon conclusion of a hearing and receipt of the hearing record, including the hearing transcript and all exhibits admitted at the hearing, the committee shall write an advisory opinion to the Provost, within 14 working days, that includes the transcript and all exhibits admitted at the hearing, 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.**
 - 2. **The committee shall provide a copy of its opinion to the Provost and to each party. The Provost will issue a decision within 45 working days of receipt of the opinion. The committee shall not provide a copy of, or show, its opinion to anyone else. The provost or the parties may disclose the**

contents of the opinion at their discretion.

- b. When the complaint concerns sexual discrimination or sexual harassment, the following schedule shall apply.
1. Upon conclusion of the Hearing, the Hearing Panel shall issue an advisory opinion within 14 Working Days of receipt of the Hearing record, including the Hearing transcript and all exhibits admitted at the Hearing. The advisory opinion shall be provided to the Designated Dean and the Parties, and it shall include the Committee's conclusions about the case and any remedies the Committee may recommend. The Hearing Panel shall provide the Designated Dean the entire record of the Hearing along with its advisory opinion. The Designated Dean shall render to the Parties and Committee a decision within 14 Working Days of receipt of the Committee's advisory opinion and Hearing record. The remedies which may be included in the advisory opinion and decision are not limited to those specified by the Initiator(s) in the Complaint. The Committee shall not provide a copy of, or show, its opinion to anyone except for the Designated Dean and the Parties.
 2. Should the Initiator(s) or Respondent(s) be dissatisfied with the decision of the Designated Dean, that Party may appeal the decision to the Provost by sending the Provost and all other Parties a memorandum setting forth the objections to the decision and the basis for the objections within 14 Working Days of issuance of the decision. Any other Party may respond to the appeal by written memorandum sent to the Provost and all other Parties within 14 Working Days of receipt of a timely appeal submitted to the Provost. Should any Party not wish to respond, that Party shall inform the Provost of such in writing within the 14 Working Day response period. Should no timely appeal be taken, the decision of the Designated Dean shall become final 15 Working Days after issuance.
 3. Should an appeal be taken within the 14 Working Day period, the Provost shall consider the Hearing record, the advisory opinion, the decision of the Designated Dean and the appeal and responsive memoranda of the Parties. The Provost shall issue the final decision on appeal to the Parties within 45 Working Days of issuance of the decision of the Designated Dean.

4. **The Designated Dean, Provost and the Parties may disclose the contents of the final decision at their discretion after the period for appeals has run.**

COMMITTEE ACTIVITIES REPORT

NOVEMBER 1997

Committees and Nominations, CTE, ON (Jon Olson)

1. Filled vacant positions on Standing Committees.
2. Found faculty observers for the Fall Committee meetings of the Board of Trustees.
3. Continued review from last year of the Academic Priorities Committee and the Budget and Space Priorities Committee.

Graduate Studies, CTE, ON (Robert Hampel)

1. Currently before the committee is the Consolidation of concentrations in the Ph.D. in the Department of Educational Studies.
2. Also before the committee are revisions in the MA Program in ESL/Bilingualism.
3. Minor wording changes made in the Department of Nutrition and Dietetics Master's Degree Program Policies & Procedures and the Graduate Studies Manual. No longer the College of Human Resources.

Undergraduate Studies, CTE, ON (William Idsardi)

1. Policies regarding F's retakes and GPA are currently before the committee.
2. 1-year extension for BA in Latin American Studies.
3. Permanent status for BA in Theatre Productions.
4. 5-year extension for BA in Classics Education (not recommended).
5. Professional guidelines for conduct during Clinical Experiences.

Trustee Committee on Education and Training
of the
Board of Trustees
October 22, 1997
Roles and Functions of the Faculty Senate

The University Faculty Senate retains for the Faculty (and by Faculty consent) the ultimate responsibility in the general areas of curriculum, admissions, degree requirements, awards, etc: that is, the collective powers of the Faculty granted by the Trustee Bylaws. The committee structure of the Senate reflects the retention of the responsibility of the Senate in these areas:

1. Committee on Academic Appeals
2. Academic Priorities Review Committee
3. Committee on Budgetary and Space Priorities
4. Committee on Committees and Nominations
5. Committee on Cultural Activities and Public Events
6. Committee on Diversity and Affirmative Action
7. Coordinating Committee on Education
8. Executive Committee
9. Committee on Faculty Welfare and Privileges
10. Committee on Graduate Studies
11. Faculty Advisory Committee on Honorary Degrees
12. Committee on Instructional, Computing, and Research Support Services
13. Committee on International Studies
14. Library Committee
15. Committee on Promotion and Tenure
16. Committee on Research
17. Subcommittee on Retiring, Retired, and Emeriti Faculty
18. Committee on Rules
19. Committee on Student and Faculty Honors
20. Committee on Student Life
21. Committee on Undergraduate Studies

Although the final or ultimate responsibility resides with the Senate, the colleges retain the responsibility to initiate matters of:

- curriculum design
- admission policies
- degree requirements
- awards and ceremonies

and the responsibility to make recommendations concerning:

- new degrees
- changes in University organization
- policies governing appointments or promotions and tenure

Faculty initiatives and recommendations are brought forward to the appropriate college. Decisions made at the college level are then presented through committee to the University Faculty Senate. Substantive changes in such decisions are referred back to the colleges in question. Senate decisions are then presented as recommendations to the Board of Trustees for final action.



COLLEGE OF AGRICULTURAL SCIENCES

OFFICE OF THE DEAN

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Date: September 3, 1997

 TO: Melvyn D. Schiavelli
 Provost

 Robert B. Carroll
 President
 Faculty Senate

 FROM: John C. Nye, Dean
 College of Agricultural Sciences

A handwritten signature in black ink, appearing to read "John C. Nye".

SUBJECT: Name Change for the College of Agricultural Sciences

Over the past decade numerous colleges of agriculture at land grant universities across the country have changed their name to reflect the broaden scope of research, teaching and extension programs offered by contemporary agricultural colleges. An ad-hoc committee of faculty and extension professionals in the College of Agricultural Sciences at the University of Delaware was appointed to evaluate the feasibility of making such a change at the University of Delaware. The committee evaluated numerous alternatives and selected COLLEGE OF AGRICULTURE AND NATURAL RESOURCES.

Attached is a memo from the ad-hoc committee chaired by Dr. J. Thomas Sims. The majority of faculty, professionals and staff recommended the name change. The ad-hoc committee held several open hearings within the college and the agricultural community. We have discussed this name change with prominent agricultural leaders in the state. We believe that this name change more accurately reflects the breadth of activities within the college.

We request that this name change be approved and forwarded to the Board of Trustees for final action.

cc. Members, Ad-hoc Committee
 Department Chairs, College of Agricultural Sciences



DEPARTMENT OF
PLANT AND SOIL SCIENCES

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March 18, 1997

TO: ✓ Dean John C. Nye
College of Agricultural Sciences

FROM: *Ad-hoc Committee for Renaming the College of Agricultural Sciences*
Dr. Tom Sims (Chair), Department of Plant and Soil Sciences
Dr. Carmine Balascio, Department of Agricultural Engineering
Dr. Marlene Emara, Department of Animal and Food Sciences
Dr. Dallas Hoover, Department of Animal and Food Sciences
Dr. Roland Roth, Department of Entomology and Applied Ecology
Dr. Steve Hastings, Department of Food and Resource Economics
Dr. Sherry Kitto, Department of Plant and Soil Sciences
Joy Sparks, Cooperative Extension
Dr. Dean Shippy, Associate Dean for Academic Programs

The ad-hoc committee to consider the issue of renaming the College of Agricultural Sciences has sought input on this matter from throughout the College, the University, and the state of Delaware. We have also conducted a ballot of the faculty, professionals, and staff of the College with the following results:

Voting Group	Yes, for College of Agriculture and Natural Resources	Yes, but prefer to see "Sciences" in the name	No, don't change name
Faculty	33	10	10
Professionals	36	25	9
Staff	23	12	3
Total	92	47	22

Based on the fact that 86% of the College faculty, professionals, and staff who voted on this matter support the concept of a name change (note that 161 of 218 eligible voters returned ballots), and the consistently positive responses that we have received at each step in this process, we make the following recommendations:

- 1) That the name of the College of Agricultural Sciences be changed to "*The College of Agriculture and Natural Resources*"
- 2) That you initiate action in the near future to institute this change in College's name. Dr. Sims will provide you with information he has received on the role of the faculty senate in this matter.
- 3) That the Ad-hoc committee be dismissed as its functions have been completed.

Thank you.

cc: Members, Ad-hoc committee

***Proposal to Rename the College of Agricultural Sciences to the
College of Agricultural Sciences and Natural Resources¹***

The mission of the College of Agricultural Sciences has broadened significantly during the past decade, as have the responsibilities of the faculty and Cooperative Extension personnel, and the interests of our students. While the College maintains its long-standing support for teaching, research, and outreach programs in the agricultural sciences, new challenges have emerged that must be addressed if we are to maintain a strong and productive agricultural community and ensure a quality environment for all the citizens of Delaware. Many faculty and students in our College now study Delaware's natural resources -- both to learn more about the fundamental processes important to sustaining natural ecosystems and to develop management strategies that can help preserve natural systems for future generations. Cooperative Extension works actively to communicate the latest advances in research to our increasingly broad clientele and to develop outreach programs that address issues of importance to both agricultural production and natural resource management. New educational programs have arisen in our College in response to these interests and challenges. Students can now major in Wildlife Conservation, Environmental Soil Science, Landscape Horticulture, and Natural Resource Management. Faculty and graduate students conduct basic and applied research on how we can better protect our ground and surface waters, the methods to sustain and enhance biodiversity, the principles and practices involved in the management of natural and constructed wetlands, and the approaches needed to integrate the scientific principles of modern agriculture and natural resources with ethics, politics, and policy. Cooperative Extension specialists now focus both on the sustainability of agriculture and on the preservation of the vitally important natural resource base that sustains all of Delaware's citizens.

In recognition of this broader mission, we recommend that the College of Agricultural Sciences be renamed the "*College of Agricultural Sciences and Natural Resources*". This new name better reflects the roles and responsibilities of our faculty, in both teaching and research, the outreach programs of Cooperative Extension, and the desires of our students for a broader and more holistic education.

¹Recommendation of the "Ad-Hoc Committee on Re-Naming the College of Agricultural Sciences" appointed by Dean John Nye. The committee chairman is Dr. Tom Sims, Department of Plant and Soil Sciences, University of DE, Newark, DE 19717-1303.


 INTERDEPARTMENTAL
MEMORANDUM

May 21, 1997

TO: Robert Carroll
Chair, Coordinating Committee

FROM: John Byrne, Director *JB*
Center for Energy and Environmental Policy
College of Human Resources, Education and Public Policy

SUBJECT: Proposal for a New Graduate Program in Environmental and Energy Policy

On December 22, 1995 the Provost requested that I prepare a proposal for a new graduate program in energy and environmental policy that built upon existing programs in my College. The proposal was submitted to the Graduate Studies Committee on May 6, 1997 and was recommended for approval on May 16, 1997. Professor Robert Hampel, chair of the Graduate Studies Committee, has asked me to forward it to you with the revisions requested by the GSC. Please find attached the revised proposal.

While the process took longer than I had anticipated, I am happy to report that the proposal has the support of a 26-member faculty group drawn from across the campus who have long-standing interests in the energy and environmental field. A nine-member steering committee represented the larger faculty group in developing the proposal. The recommendation of the faculty steering committee for support of this proposal is attached. In addition, I am very pleased to report that the deans of the five participating colleges have endorsed the proposal (their letters are also attached).

Susan Brynteson, Director of Libraries, was of great assistance in preparing an inventory of journal, book and electronic holdings available for graduate study in this field. Her evaluation of the Library's resources in this field is attached.

I have worked closely with John Cavanaugh, Associate Provost for Graduate Studies, in the preparation of the proposal. He has reviewed two drafts and has kindly provided helpful criticisms, all of which have been acted upon in this version.

I believe the proposal builds on the strengths of our University and will advance its reputation in this field. I would be pleased to meet with the Coordinating Committee and discuss any questions members may have. I will leave for Asia on June 3 to continue research projects with partners in Taiwan, China and Korea. I will return on July 10. I look forward to hearing from you.

slm

Attachments

cc: Professor Robert Hampel, Chair, Graduate Studies Committee
Associate Provost John Cavanaugh, Office of Graduate Studies
Dean Daniel Rich, College of Human Resources, Education and Public Policy



INTERDEPARTMENTAL
MEMORANDUM

December 12, 1996

TO: John Cavanaugh
Interim Associate Provost for Graduate Studies

FROM: John Byrne, College of Urban Affairs and Public Policy (Chair) *J. Byrne*
Janet Johnson, Political Science *Janet B. Johnson*
Gerard Mangone, Marine Studies *Gerard Mangone*
John D. Meakin, Mechanical Engineering *John D. Meakin*
Joanne Nigg, Sociology *Joanne Nigg*
William Ritter, Agricultural Engineering *William Ritter*
Yda Schreuder, Geography *Yda Schreuder*
Rick Sylves, Political Science *Rick Sylves*
Young-Doo Wang, College of Urban Affairs and Public Policy *Young-Doo Wang*

SUBJECT: Proposal for an Interdisciplinary Graduate Program in Environmental and Energy Policy

We recommend your support of the attached proposal for an Interdisciplinary Graduate Program in Environmental and Energy Policy.

slm


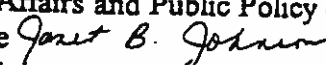
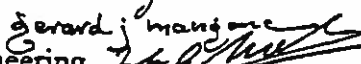



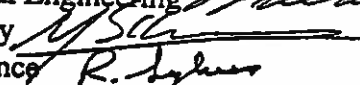
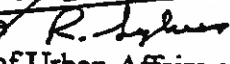

Attachment



INTERDEPARTMENTAL
MEMORANDUM

December 12, 1996

TO: Graduate Studies Committee

FROM: John Byrne, College of Urban Affairs and Public Policy (Chair) 
 Janet Johnson, Political Science 
 Gerard Mangone, Marine Studies 
 John D. Meakin, Mechanical Engineering 
 Joanne Nigg, Sociology 
 William Ritter, Agricultural Engineering 
 Yda Schreuder, Geography 
 Rick Sylves, Political Science 
 Young-Doo Wang, College of Urban Affairs and Public Policy 

SUBJECT: Proposal for an Interdisciplinary Graduate Program in Environmental and Energy Policy

We recommend your support of the attached proposal for an Interdisciplinary Graduate Program in Environmental and Energy Policy.

slm

Attachment

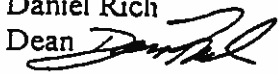


COLLEGE OF URBAN AFFAIRS AND PUBLIC POLICY

University of Delaware
Newark, Delaware 19716-7301
Ph: 302/831-2394
Fax: 302/831-1587

May 8, 1997

TO: John C. Cavanaugh
Associate Provost for Graduate Studies

FROM: Daniel Rich
Dean 

SUBJECT: Endorsement of Environmental and Energy Policy Proposal

It is a great pleasure to offer my enthusiastic and unqualified support for the proposed interdisciplinary graduate program in Environmental and Energy Policy. The proposal was prepared under the leadership of Professor John Byrne, Director of the Center for Energy and Environmental Policy in our College. He solicited the assistance of 26 faculty across the campus and has succeeded in putting together a first-rate proposal.

The proposal builds upon and benefits from an already strong infrastructure to support graduate work in this area. The Center for Energy and Environmental Policy (CEEP) has supported major graduate concentrations in this area for over 15 years. There are now 59 graduate students (25 at the master's level and 34 at the doctoral level) supported by CEEP within the Urban Affairs and Public Policy M.A. and Ph.D programs and a related graduate specialization in the Master of Public Administration program.

The proposed program will be administered by the College of Urban Affairs and Public Policy with support of its Center for Energy and Environmental Policy and interested faculty and research centers of the Colleges of Agricultural Sciences, Arts and Science, Engineering and Marine Studies. Because the program builds upon an already extensive graduate program in this area and takes advantage of faculty from across campus, the initiation of the program does not require substantial additional resources. Indeed, the program was designed with the expectation that there would be no major infusion of new resources in the early stages of development. Even so, some resources will be needed to provide administrative and program support and to support faculty participation. I see the new college as being primarily responsible for providing this support. I expect to take the initiative in making these resources available by working with the Center for Energy and Environmental Policy, the deans of other colleges and chairs and directors of contributing programs.

The proposed program offers a wonderful opportunity to extend and enhance our national and international leadership in the area of energy and environmental policy research and graduate education. I look forward to working with my colleagues from across the campus in bringing to fruition the exceptional potential of this program.



COLLEGE OF AGRICULTURAL SCIENCES

OFFICE OF THE DEAN

Townsend Hall
University of Delaware
Newark, Delaware 19717-1303
Ph: 302/831-2501
Fax: 302/831-3651

MEMORANDUM

April 21, 1997

To: Faculty Senate Graduate Studies Committee

John C. Cavanaugh
Associate Provost
Graduate Studies

From: John C. Nye 
Dean
College of Agricultural Sciences

Re: Support of Environmental and Energy Policy Graduate Program

The College of Agricultural Science supports the proposed Environmental and Energy Policy Graduate Program. Bill Ritter, Chair of the Department of Bioresource Engineering has worked with the committee in developing the proposal and other faculty members in his Department and the College will take advantage of the new opportunity to attract and train graduate students in the area of environmental and energy policy. Students working with faculty in the College of Agricultural Sciences would be eligible for graduate assistantships in the participating departments.

4/22/97



COLLEGE OF ARTS AND SCIENCE

OFFICE OF THE DEAN

201 Elliott Hall
University of Delaware
Newark, Delaware 19716-2501
Ph: 302/831-2351
Fax: 302/831-6398

April 23, 1997

Professor John Byrne ✓
Urban Affairs and Public Policy
292 Graham Hall
CAMPUS

Dear John,

I'm writing to endorse the proposal for a graduate program in Environmental and Energy Policy offering both the Master of Environmental and Energy Policy and the Ph.D. in Environmental and Energy Policy degrees. These degree programs fill a public need by allowing the University to make better use of faculty, curriculum, and research resources. Criteria for admission and progression, and degree requirements are appropriate for graduate-level work. I strongly support the contribution of Arts and Science faculty members to these initiatives and believe they will make a strong addition to the graduate programs of the University of Delaware.

Yours sincerely,

A handwritten signature in cursive script that reads "Mary P. Richards".

Mary P. Richards
Dean

MPR/acd

cc: Dean Daniel Rich
Professor Joseph Pika
Professor Robert Rothman
Professor Cort Willmott



COLLEGE OF ENGINEERING

OFFICE OF THE DEAN

University of Delaware
Newark, Delaware 19716-3101
Ph: 302/831-2401
Fax: 302/831-8179

April 17, 1997

Dr. John Byrne
College of Urban Affairs and Public Policy
Graham Hall
University of Delaware
Newark, DE 19716

Dear John:

I am very pleased to write in support of the establishment of the graduate degree program in Environmental and Energy Policy. The development of policy in many areas has suffered from inadequate appreciation of relevant science and engineering, a situation certainly true in the fields of the environment and energy. The College of Engineering welcomes the inclusion of the engineering faculty to support such topics as power conversion and environmental controls which are part of the degree requirements. We look forward to a constructive interaction with your faculty and students, which I am confident will benefit both our Colleges.

Sincerely,

A handwritten signature in cursive script that reads "Stuart L. Cooper".

Stuart L. Cooper
H. Rodney Sharp Professor
of Chemical Engineering and Dean

SLC:sls



THE GRADUATE COLLEGE OF MARINE STUDIES

OFFICE OF THE DEAN

Robinson Hall
University of Delaware
Newark, Delaware 19716-3501 U.S.A.
Ph: 302/831-2841
Fax: 302/831-4389
E-Mail: C.Thoroughgood@mvs.udel.edu

April 28, 1997

Dr. John Byrne
College of Urban Affairs and
Public Policy
University of Delaware

Dear Dr. Byrne:

I have reviewed with the Marine Policy faculty in our college the Graduate Program Policy Statement for the Interdisciplinary Program in Environmental and Energy Policy, which we endorse enthusiastically.

The need to provide an interdisciplinary graduate program focused on environmental policy at our University has been evident for some years. In the Graduate College of Marine Studies we took some early steps in providing courses and undertaking research in environmental and energy policy, but we were pleased to participate in the committees that led to this Policy Statement, recognizing that a number of colleges and departments must be coordinated to ensure an advanced degree program of high academic merit.

We regard this program to be attractive for students intending to specialize in environmental and energy policy issues, and others, both in the United States and overseas, already in public agencies or private organizations, who may seek advanced degrees for expertise in their work. We expect that the enrollments for courses and seminars will be not only in the College of Human Resources, Education, and Public Policy, but in other departments and colleges of the University, like Marine Studies, which have pertinent courses and research competence in the environmental and energy field.

Above all, we recognize that the administration of the program must be centered in one college under one dean for efficiency, but we join in strongly recommending this new program for implementation because its academic program will be monitored by an interdisciplinary admissions committee and an interdisciplinary program committee, ensuring representation of all faculty with a demonstrated interest in environmental and energy policy.

Sincerely yours,

A handwritten signature in cursive script that reads "Carolyn A. Thoroughgood".

Carolyn A. Thoroughgood
Dean



COLLEGE OF ARTS AND SCIENCE

DEPARTMENT OF SOCIOLOGY
AND CRIMINAL JUSTICE

322 Edward Laurence Smith Hall
University of Delaware
Newark, Delaware 19716-2580
Ph: 302/831-2581
Fax: 302/831-2607

May 1, 1997

Memo to: John Byrne

From: Robert Rothman, Chair ^{RAR}
Sociology and Criminal Justice

Subject: Energy & Environmental Policy

I am pleased to be able to lend my support to the creation of EEP. I will make every effort to accommodate the scheduling of core courses, and provide other resources that will assist the program.

The program rightly builds upon current initiatives and brings together faculty in a number of disciplines. It is clear that this program has great promise, and will stimulate collaborative research and teaching, and enhance the status of the university in the professional community.

However, it is also important to note that if the program is to flourish over the long term it will be necessary for the university to allocate additional resources.

cc: Dean Richards
Dean Rich



Attachment
Approved JML

UNIVERSITY FACULTY SENATE

205 HULLIHEN HALL
UNIVERSITY OF DELAWARE
NEWARK, DELAWARE 19716-1050
Ph: 302/831-2921
Ph: 302/831-2922
Fax: 302/831-8198

October 9, 1997

UNIVERSITY FACULTY SENATE

MEMORANDUM

TO: John McLaughlin, Chair
Committee on Faculty Welfare and Privileges

FROM: Robert Carroll, President *R. Carroll /rg*
University Faculty Senate

SUBJECT: Proposed Revision on Benefits Statement in Section J.1 of
Faculty Handbook

At the monthly luncheon meeting of the Executive Committee with the Administration, Provost Schiavelli submitted a proposed revision (copy attached) to section J.1 of the Faculty Handbook which deals with benefits for visiting faculty and visiting professionals. He pointed out that the Handbook does not agree with the current University Benefits brochure and that this currently affects only five faculty (none of which are "grant funded"). It appears to be a very straight forward and logical change.

Please have your committee examine this and provide a recommendation to the Executive Committee as soon as possible.

RBC/rpg

cc: M. Schiavelli, Provost

Attachments (2)

