

# REGULAR MEETING OF THE UNIVERSITY FACULTY SENATE

November 6, 1972

## MINUTES

The regular meeting of the University Faculty Senate was called to order at 4:05 PM. Senators not in attendance were:

Karen Chando	Charles D. Marler	James O'Mara
William D. DeColigny	William E. McDaniel	Robert E. Sheridan
Ralph V. Exline	Kevin Mitchell	Robert W. Stegner
John W. Gould	Daniel C. Neale	Ann S. Thompson
Dennis Klinzing	Robert M. Nielsen	Edward A. Trabant

The agenda was adopted by general consent, as were the minutes of October 2, 1972.

- 1 Mr. Smith welcomed the student members back to voting membership in the Senate now that the Constitution has been amended.
- 2 Mr. Smith informed the Senate of the following committee changes: Library Committee - V. Franklin (two-year term) to replace L. Pulliam; Committee on Student Life - M. Anapol, Chairman (one-year term) to replace F. Scarpitti; and A. Branca (one-year term) to replace J. Soles.
- 3 Several undergraduate student members have been appointed to committees (attached) and remainder should be available in the very near future.
- 4 In its February and December meetings in 1971, the Senate adopted and recommended changes in the tenure policies of the University as stated in the 1969 Handbook for Faculty, and in October of this year adopted revised procedures for promotion. (Abstracts of the proposals on tenure and promotion policies are attached to these minutes; the full reports are available in the Senate Office.) On October 24 the Senate President met with the Council of Deans, and the Council agreed to implement the faculty proposals on both tenure and promotion policies on an interim basis, pending the preparation of a coherent document for presentation to the Board of Trustees. A memorandum from Associate Provost Dilley (October 26, 1972) to Deans, Directors, and Department Chairmen announcing this action was read by Mr. Smith and is also attached to these minutes.

5 President Trabant requested and formed a committee of four administrative officers, the Executive Committee of the Senate, and one faculty member to reconcile apparent conflicts between the Trustee Bylaws, Faculty Constitution and the Senate Bylaws. This committee consists of: Dean Lippert, Dean Carl, Drs. Campbell, Worthen, Smith, McDonough, Crawford and Baxter. The committee met twice and recommendations are on the way to the President for his consideration. If the proposed changes are approved, changes in the Bylaws need approval of the Senate, and amendments to the Constitution require approval of the General Faculty.

6 The report from the Committee on Faculty Welfare and Privileges concerning evaluation of non-teaching activities was passed by the Senate on April 26, 1972, and forwarded to President Trabant. At the request of President Trabant, the Council of Deans discussed this bill, which was returned to the Senate with the Council's detailed suggestions. The Executive Committee asked for a decision by the Senate for further disposition of the bill.

Mr. Olson made a motion to return this document to the Faculty Welfare and Privileges Committee with the suggestion that it be revised in order to be implemented. Mr. Crawford seconded the motion.

Mr. Crawford made an amendment to charge the present Committee on Faculty Welfare and Privileges to seek the aid of the previous committee and to consult with the Council of Deans. Mr. Olson accepted the amendment as part of his original motion. The Senate approved by unanimous consent the return of this report to the Committee on Faculty Welfare and Privileges.

7 A resolution was submitted by the Executive Committee to dissolve the Task Force on Reading, Writing and Speech. The following resolution was approved unanimously:

"Whereas the Task Force on Reading, Writing and Speech has completed the task with which it was charged and has submitted its findings to the Senate and the Faculty of the University;

"Be it Resolved that the University Faculty Senate expresses its gratitude to the members of the Committee and thanks those who aided the Committee in the accomplishment of its charge."

This Committee was referred to as the Committee on Oral and Written Communications in the agenda for the meeting of November 6, 1972, but the committee title was corrected by Mr. Crawford before action was taken.

- 8 A conflict has existed between the Faculty Constitution and the Senate Bylaws concerning the date required for the Secretary of the Senate to notify the Units of the names of senators whose terms will expire during the academic year. The change of the date of notification in the Bylaws was approved by general consent, as follows:

"J. Election of Senators

- "1. By February 1 of each year, the Secretary of the Senate shall inform the Units of the Senate of (i) the names of senators whose terms will expire during the current academic year, and (ii) any changes in apportionment every other year, as stated in the Constitution."

- 9 Mr. Pikulski, Chairman, Committee on Undergraduate Studies, outlined the proposed curricula changes for the Bachelor of Chemical, Civil, Electrical and Mechanical Engineering degrees.

Mr. Rosenberry stated that the curriculum in Chemical Engineering lists English 110 in the first term, and that it should be in the second term. Senate members of Chemical Engineering felt this could be easily corrected. The General Education Program would be changed to first term, and English 110 would be listed for second term.

The report was adopted.

- 10 Mr. Pikulski also outlined the recommended revisions of curricula for the degree Bachelor of Science in Economics and Bachelor of Arts (Economics) emphasizing that these changes bring the College of Business and Economics into line with the requirements of the College of Arts and Science. The recommended revisions were adopted.

- 11 A proposal from the Judicial Policy Board for revision of Part VIII and addition of a new part of the Student Judicial System document was put on the floor and discussion was held by various members of the Senate and the Chairman of the Judicial Policy Board. Mr. Worthen suggested that the proposal be amended by excluding parenthetical clauses in 0-2 (page 3) and 0-5 (page 4) and be referred back to the Judicial Policy Board for reconsideration.

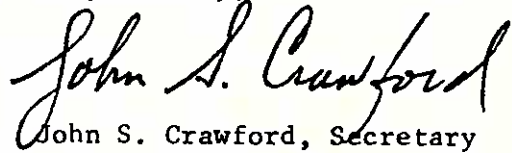
Mr. Bonner made a motion that the two parenthetical clauses be omitted from the report until the whole system is reviewed by the Committee on Student Life and to be presented as a unit. Mr. Bonner's

motion was seconded, and upon the call for question, the motion was defeated. Mr. Worthen requested the count, with count being 13 for, 22 against.

The entire document presented by the Judicial Policy Board then passed.

The meeting adjourned at 5:20 PM.

Respectfully,

  
John S. Crawford, Secretary

JSC/dpe

Attachments

UNIVERSITY OF DELAWARE  
NEWARK, DELAWARE  
19711

PROVOST AND VICE PRESIDENT  
FOR ACADEMIC AFFAIRS  
PHONE: 302-738-2101

October 26, 1972

MEMORANDUM TO: Deans, Directors, Department Chairmen

FROM: Frank B. Dilley, Associate Provost

*Frank B. Dilley*

At its meeting of October 24, the Deans Council agreed to proceed to implement the Senate recommendations on tenure and promotion policies and procedures as an interim working document, to the extent that they are feasible given the approaching deadline.

During the coming months, the Deans Council will give serious study to the proposals. In the opinion of some of the deans, there are apparent conflicts between the procedures recommended for tenure and promotion and previous procedures recommended for faculty evaluation, and some of the deans saw ways in which the tenure and promotion document might be improved. However, the deans have agreed to use the recommended procedures insofar as is feasible as a set of interim procedures for this year and will gather together their suggested improvements in the near future. In this way it is hoped that a document which is supportable by everyone can be prepared to go to the Board of Trustees.

FBD:rg

cc: Dr. F. Loren Smith  
Dr. Morton M. Denn

STUDENT REPRESENTATIVES TO FACULTY SENATE COMMITTEES

Adjunct Academic Affairs

Jane Brady

Coordinating Committee on Campus Life

Lew Silver

Computer Committee

Carol Yandziak

Cultural Activities and Public Events

Marjorie Sirkin

Jean Mulcahy

Educational Innovation and Planning

Joel Glazier

Undergraduate Admissions and Standing

Patty Kvochak

Winterim Committee

Joel Glazier

Chris Dutton

Student Life

Jane O'Brien

Ed Tracey

Dave Laucius

Undergraduate Studies

Chris Powell

Richard Brown

William Mead

11/6/72



Accepted by University Faculty Senate  
September 11, 1972

REPORT OF A STUDY BY AN AD HOC COMMITTEE OF THE SENATE  
ON CONSIDERATIONS AND APPROACHES TO INSTITUTING REVISIONS OF  
ACADEMIC TENURE AT THE UNIVERSITY OF DELAWARE

Comprised of Representatives of the Standing Committees of the Senate on  
Promotion and Tenure, and Faculty Welfare and Privileges

SUMMARY AND RECOMMENDATIONS

In summary, this Committee offers the following conclusions and  
recommendations:

1. The tenure device is an indispensable necessity for the preservation of academic freedom and must be retained in a viable form.
2. The potential costs of tenure may include:
  - a. The risk or danger of providing, incidentally, for the shelter or continuation of some "incompetent" faculty members.
  - b. "Upgrading" faculty when institutional objectives change.
  - c. Large numbers of tenured faculty in disciplines with declining enrollments may raise costs. (In the opinion of this Committee, appropriate long-range planning will tend to minimize these costs.)
  - d. A rule which limits the number of tenured contracts may require termination of contracts of some able, younger, but untenured faculty members. (This Committee is unaware of the existence of such a rule at the University of Delaware.)
  - e. Faculty salaries may be somewhat lower as a result of tenure than they would be in its absence. (Although this opinion has been expressed in some testimony, no supporting data has been found by this Committee.)
3. The Committee recommends the following general means of minimizing the costs of tenure:
  - a. Thorough and careful evaluation of faculty members prior to granting tenure.
  - b. A regular procedure for periodic review of the performance of tenured faculty to guard against the retention of "incompetents," and to identify needs for career redevelopment. The Committee

recommends that the appropriate faculty group draw up and submit for the Faculty Senate's consideration a "Code of Faculty Responsibilities."

- c. More effective use of career development programs to assure the most efficient use of faculty talents and interests.
  - d. Implementation of a voluntary early retirement program in cases where such an arrangement may benefit both the University and the individual faculty member.
  - e. The establishment of a University Ombudsman and improved complaint and grievance procedures.
4. The Committee concludes unanimously that the benefits of tenure far outweigh its costs.



RECOMMENDATIONS TO "FACULTY HANDBOOK"

1. Replace in the Faculty Handbook (on page 3-4, Section III-K, Department Chairman):

The chairman serves both as the chief representative of his department within the institution and as departmental administrator, responsible for communicating and administering policies and procedures of the University and for developing and organizing courses of study. Together with his dean and provost, he is charged with the recruiting and professional development of staff. Chairmen make recommendation to the dean for faculty appointments, promotions, leaves of absence, tenure, salary increase and termination of service. The chairman will be expected to consult in a formalized way with the appropriate departmental body on matters of faculty status, excluding at his discretion matters of individual raises and faculty course assignments. The chairman should also establish appropriate vehicles for obtaining student opinion on curricular matters.

Departmental chairmen are appointed by the President for five-year terms upon the recommendation of the college dean and the Vice President for Academic Affairs. These appointments are renewable for like periods. Except in most unusual circumstances, he should be selected only after consultation with members of the department and in conformity with their judgment. The President has the authority to replace a department chairman at any time, after consultation with the Vice President for Academic Affairs and the appropriate dean, if he deems such action to be in the best interests of the department or the University. His tenure as a faculty member is a separate right.

2. Add in the Faculty Handbook (page 4-5, Section IV-C, Promotion Policy, just before the heading "Rank and Tenure"):

General University criteria for appointment or promotion to given ranks are set forth below. Within these criteria, and those set by the college, individual departments may establish more explicit criteria consistent with the educational goals of the department. Faculty members are advised to consult with their department chairman or the appropriate departmental committees.

3. Delete in the Faculty Handbook (page 4-5, 4-6, 4-7, Section IV-C) all references to and descriptions of tenure (pending action on No. 5 by Committee on Promotion and Tenure).
4. Add in the Faculty Handbook (page 4-10, Section IV-F, Tenure and Academic Freedom, at the end of the next to last paragraph):

Notice of nonreappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

a. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

b. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

c. At least twelve months before the expiration of an appointment after two or more years in the institution\* with the exception of instructors and lecturers with one-year appointments, who shall be notified not later than December 15.

5. (Recommendation No. 1 - S.B. 57-a) -

Replace in the Faculty Handbook the second paragraph on page 4-11 (Section IV-F, "Tenure and Academic Freedom") with the following two paragraphs:

Assistant professors are appointed for an initial term of from one to three years; reappointments at this rank are normally for three-year terms. Appointments of assistant professors to serve beyond seven years at this University will automatically carry tenure.

Appointments and reappointments for instructors and lecturers are on an annual basis. After a faculty member has served a six-year probationary period as an instructor or lecturer at this University, he must receive tenure, or receive notice of termination before December 15 of his seventh year.

(Recommendation No. 2 - S.B. 57-b) -

Replace the word "normally" with "automatically" in the first paragraph, last line, on page 4-11 (Section IV-F, "Academic Freedom and Tenure") of the Faculty Handbook.

(Recommendation No. 3 - S.B. 57-c) -

Delete all references to and descriptions of tenure on pages 4-5, 4-6, and 4-7 (Section IV-C, "Promotion Policy, Rank and Tenure.")

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\*Taken from the 1964 Standards for Notice of Nonreappointment of the AAUP.

(Recommendation No. 4 - S.B. 57-d) -

Recommended procedure for implementation:

The decision to continue with tenure, or to terminate instructors, lecturers and assistant professors with six or more years at the University as of September 1, 1971, may be postponed for one year after approval of Recommendation No. 1 by the Board of Trustees.

(Recommendation No. 5 - S.B. 57-e) -

Add in the Faculty Handbook under section "Academic Freedom and Tenure:"

Those members of the faculty who are hired with the understanding that fifty percent or more of their salaries are derived from nonrecurrent funds with a specified cut-off date shall not be eligible for tenure. However, should a faculty member initially financed with nonrecurrent funds be given a contract financed with regular recurring funds, she/he shall become eligible for tenure and may count all years at the University toward such eligibility. Faculty members on nonrecurring funds shall be notified of this fact and shall have an appropriate notation to that effect on all subsequent contracts.

6. Add in the Faculty Handbook a new Section IV-G entitled "University Policy Regarding Recommendations for Renewal, Promotion or the Award of Tenure" (this will necessitate changing the letter headings of the subsequent sections in IV):

- a. Any recommendation regarding renewal, promotion or tenure should be reached by an appropriate faculty group in accordance with established procedures agreed to by the faculty.

- b. The faculty member should be advised, early in his appointment, of the substantive and procedural standards generally employed in decisions affecting renewal, promotions and tenure. Any special standards adopted by his department or school should also be brought to his attention.

- c. The faculty member should be advised of the time when decisions affecting renewal and tenure are ordinarily made, and he should be given the opportunity to submit material which he believes will be helpful in an adequate consideration of his circumstance.

- d. In the event of a decision not to renew his appointment, the faculty member should be informed of the decision in writing, and if he so requests, he should be advised of the reasons which contributed to that decision. He should also have the opportunity to request a reconsideration by the decision-making body. If the faculty member alleges that his academic freedom has been violated by the decision-making body, or that the

decision-making body did not give adequate consideration to his circumstances, he should have the right to petition a grievance committee or other appropriate committee. Under ordinary circumstances, the grievance committee should issue a report to the appropriate administrative offices within one month of the filing of the grievance. The grievance committee will consist of tenured faculty members elected at large but no department chairman or administrative officer shall serve on the committee.

7. Change in the Faculty Handbook (page 4-26, Section IV-U, Resignations) so that the whole section shall read:

Accepted professional practice requires that resignations be submitted by letter to the department chairman no later than April 1, or 30 days after receiving notification of the terms of his continued employment the following year, whichever date occurs later. Except by mutual agreement with the appropriate University administrator, resignations by the teaching faculty to become effective during the academic year cannot be accepted.

Also, for consistency, delete in the Faculty Handbook (page 4-4, Section IV-B-1), the second paragraph.

8. Delete on the inside cover of the Faculty Handbook, the term "Confidential."
9. Change in the preface to the Faculty Handbook the second sentence in the first paragraph, in one of two ways:
  - a. If the verbatim rule and resolution from which the various policies and regulations were derived are so complex and lengthy as to interfere with a general understanding, they should be attached as an appendix, to which reference should be made at appropriate points throughout the Handbook; or
  - b. They should be presented verbatim in the appropriate sections.

Items 1 through 4 and 6 through 9 - Report submitted by Faculty Personnel Policy Committee and approved by Faculty Senate February 22, 1971.

Item 5 - Report submitted by Committee on Promotion and Tenure and approved by Faculty Senate December 13, 1971.

October 2, 1972

REPORT TO THE UNIVERSITY FACULTY SENATE  
ON PROMOTION PROCEDURES BY THE UNIVERSITY FACULTY SENATE  
COMMITTEE ON PROMOTION AND TENURE

INTRODUCTION

\* \* \*

SECTION I - PRESERVING DEPARTMENTAL AUTONOMY AND  
UNIVERSITY-WIDE STANDARDS IN THE PROMOTION PROCESS

\* \* \*

1. Each department shall establish its own promotion procedures and shall state, as specifically as possible, the criteria required for promotion to each rank.
2. These departmental promotion documents shall then be submitted to the University Committee on Promotions and Tenure which will be charged to study them carefully, compare them with those established by other departments throughout the University and, where appropriate, certify them as satisfying the necessary requirement of "rough comparability" with the rest of the University.
3. Once a department has submitted an accepted promotion document, the University Promotion and Tenure Committee's role in the promotion process would be to compare the evidence submitted in a candidate's dossier with the department's own criteria to see that they are fulfilled.

SECTION II - PROMOTION PROCEDURES AND POLICIES

AT THE DEPARTMENTAL LEVEL

\* \* \*

1. That these policies and procedures be formalized in a written statement and distributed to all members of the department or division and filed with the University Committee on Promotion and Tenure which may make it available for inspection, on request, to any members of the University community;



2. That the procedures be democratic; (While the nature and extent of democracy in personnel procedures will certainly vary among departments, a department or division will be regarded as failing to meet this standard if the Chairman or Director alone makes promotion decisions, or if they are made by a committee appointed by him, or if the recommendations of a faculty committee are not forwarded to the Dean (or next higher official) when they are at variance with the Chairman's or Director's recommendations.)
3. That the results of the procedures in each case, including the reasons or justifications for the decision, be fully disclosed in writing to the candidate and be signed by all members of the group which reviewed the application for promotion.
4. That the criteria on which recommendations are based be publicly stated and included in the formal statement of policies and procedures mentioned above: (This test is failed if a department or division has not informed candidates for promotion and tenure and the University Committee on Promotion and Tenure—and through it the whole University Community—as to the qualities, characteristics, attainments, and behaviors it takes into consideration when making personnel decisions.
5. That the weighting of criteria also be publicly stated as provided above; (That is, the department or division should make it clear that if outstanding performance in, say, teaching is required for promotion and a lesser performance is accepted in research or service, this differential weighting should be made known. Similarly, if all areas of performance are equally weighted this fact, too, should be stated as policy.)
6. That the kinds of evidence by which the attainment of stated criteria is judged (student evaluations of teaching, outside evaluations of published research, etc.) shall be written and distributed by each department or division as provided for in paragraph 1 above.

\* \* \*

### SECTION III - PROMOTION PROCEDURES AT THE COLLEGE LEVEL

In order to assure due process in promotion procedures and to assure roughly comparable treatment to candidates for promotion in all colleges and divisions, we recommend the following:

1. That a Promotion and Tenure Committee be selected by an elected faculty group or by the faculty of the college or division as a whole, to review and make recommendations on all faculty members nominated for promotion by their departmental Promotion and Tenure Committees, by the department chairman, and/or by the faculty member himself.



2. That in cases where the College Promotion and Tenure Committee recommends promotion and the College Dean does not recommend promotion, the candidate's dossier, the vote of the College Promotions and Tenure Committee, and the reasons for disapproval by the Dean shall all be forwarded for consideration by the University Promotion and Tenure Committee.
3. That in cases where the College Dean recommends promotion, and the College Promotion and Tenure Committee votes not to recommend, the candidate's dossier, the College Dean's statement and the College Promotion and Tenure Committee vote, and reasons for disapproval be forwarded for consideration by the University Promotion and Tenure Committee.
4. That in cases where both the College Dean and the College Promotion and Tenure Committee recommend against promotion, the candidate be advised of the reasons for disapproval and be given the option to decide whether to withdraw his dossier at this point, or have it submitted for consideration by the University Promotion and Tenure Committee.
5. That in cases where both the College Dean and the College Promotion and Tenure Committee recommend promotion, the candidate's dossier, the College Dean's statement and the College Promotion and Tenure Committee vote be forwarded for consideration by the University Promotion and Tenure Committee.
6. That all candidates for promotion be informed promptly of the action taken by the College Dean and by the College Promotion and Tenure Committee and of the reasons for any negative action.
7. That the role of the University Promotion and Tenure Committee be:
  - (a) to determine that approved and published criteria and procedures have been adhered to
  - (b) to attempt to resolve conflicts between departmental recommendations and those of the Dean or Director where College or Division committees have been unable to reach agreement.
8. That the University Senate Committee on Promotion and Tenure forward to the Provost the names of all faculty members considered by them for promotion together with the record of actions taken by the department or division committee, the Dean or Director, the College committee, and the University Senate Committee on Promotions and Tenure.
9. That when the Provost rejects recommendations made by the University Senate Committee on Promotion and Tenure, it will be expected that he will report the reasons for his rejection to that Committee.

SECTION IV - A RECOMMENDED TIME SCHEDULE

FOR THE PROMOTION PROCEDURE

\* \* \*

...elementary justice to the involved faculty member requires that he be informed of the status of his promotion request promptly at every step in the proceeding.

We recommend that the following time schedule be adhered to in future years:

1. Department recommendations to Dean - No later than December 1.
2. Dean's recommendation to Provost and University Promotions and Tenure Committee - No later than January 15.
3. University Promotion and Tenure Committee and Provost's recommendations - No later than March 1.

UNIVERSITY OF DELAWARE  
NEWARK, DELAWARE  
19711

OFFICE OF THE PRESIDENT  
132 HULLIHEN HALL  
PHONE: 302-738-2111

August 21, 1972

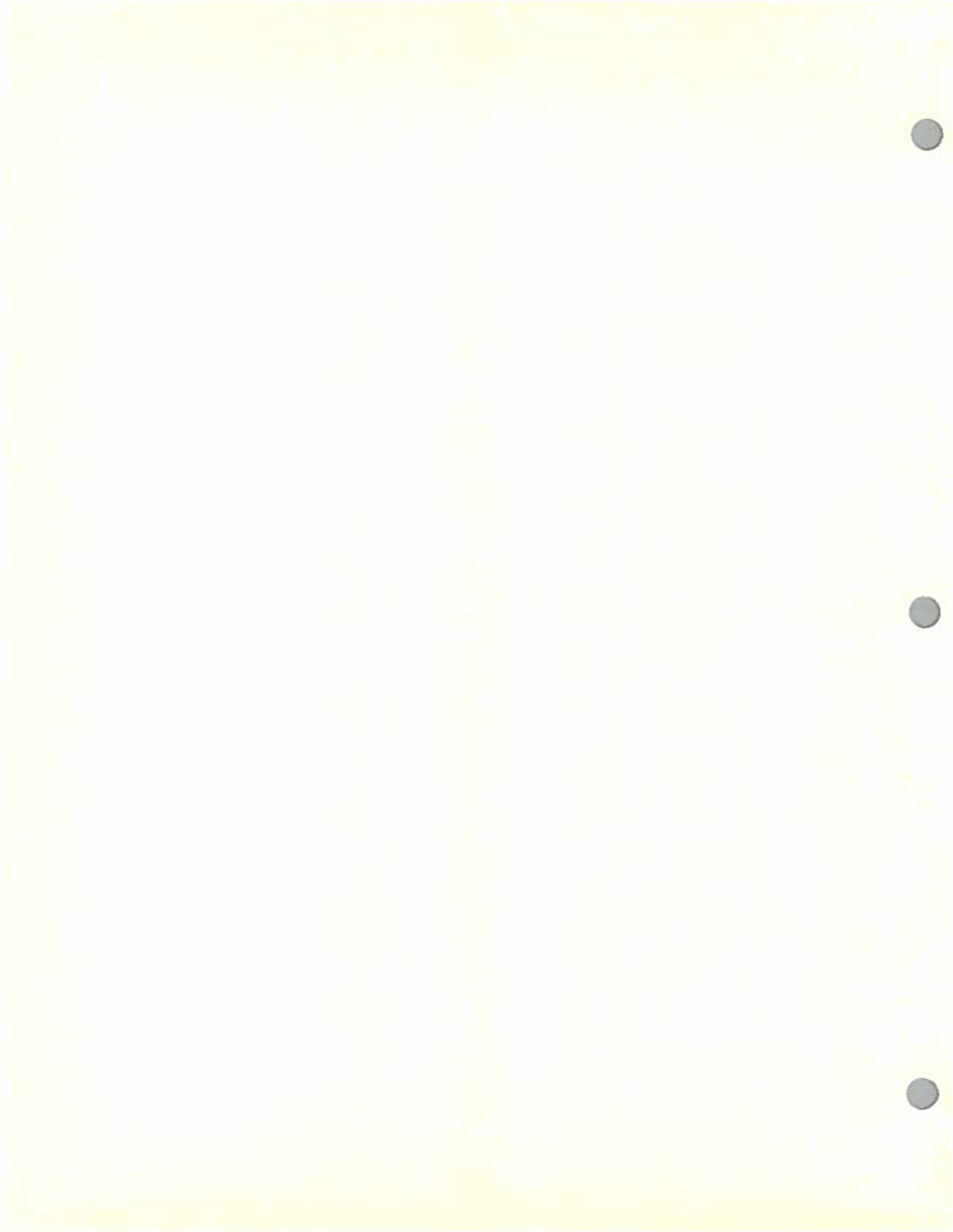
Professor F. Loren Smith  
President  
Faculty Senate

Dear Professor Smith:

On April 26, 1972 the Senate approved a recommendation on a new set of procedures and criteria for faculty evaluation. Subsequently, these recommendations were forwarded to me. I asked the Council of Deans to give me their opinion on them and they have done so. They did this in the form of emendations on a copy of the original document. The attached is what was received.

As further explanation of the concerns of the Deans' Council the following additional notes were submitted to me.

1. The wording is ambiguous. "Besides" can mean "exclusive of" or "in addition to". The Deans' Council prefers the latter because it keeps clear the current policy that the chairman is expected to make an independent judgment on the matter. In addition it is the Council's belief that this meaning is what was intended by the Senate.
2. If not redundant, this constitutes an undersirable restriction on the ability to act. The current legal and policy safeguards against capricious action are sufficient.
3. The Deans' Council does not agree with the consent requirement. The Council believes that should a chairman use the procedure to harass, either the Dean or the Welfare and Privileges Committee can be consulted for redress.
4. The added sentence, in the Council's opinion makes it specific that nontenured associate professors should be reviewed a year in advance of a recommendation for tenure.
5. The Deans' Council believes that this addition makes clear the chairman's responsibility for faculty development and evaluation.



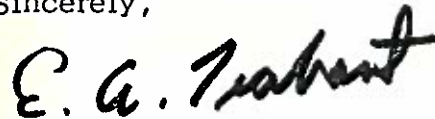
Professor F. Loren Smith  
August 21, 1972  
Page 2

6. The Deans' Council recommends that reports be provided only upon request. In their judgment many faculty members may choose to be satisfied with the interview.
7. It is the Deans' Council's opinion that although this item has been given considerable editing the recommendation has not been altered in substance. The new statement says that grievances under this policy go to the Welfare and Privileges Committee.
8. The Deans' Council is of the opinion that the deleted statement is redundant because of the next listed principle.
9. The Deans' Council feels that items four and five are unnecessary and is of the opinion that statement five is "preachy".
10. The Deans' Council informs me sections are shown as deleted for a variety of reasons. It is their judgment that parts are "preachy", parts are out of place in a policy statement, other items arrogate powers not delegated to the Senate and that the annual written negotiation process is unwieldy. Furthermore, the Deans' Council feels the suggestion that the Board of Trustees review each department's criteria is not a sound one.

As you can see there appears to be a considerable difference between what was recommended by the Senate and what the Deans' Council feels would improve evaluation of faculty.

I would be pleased to discuss with you these differences and examine ways and means to possibly reconcile them.

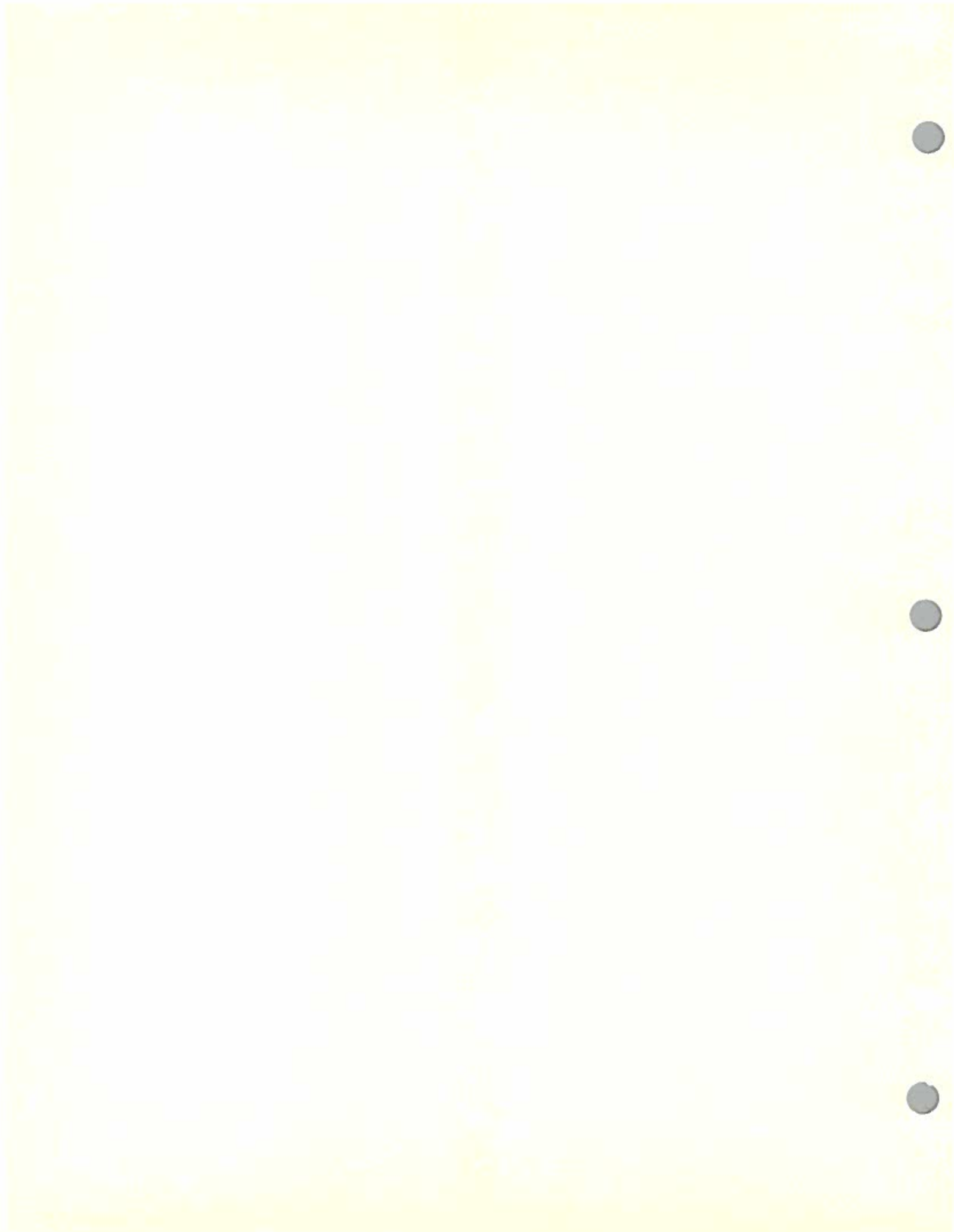
Sincerely,



E. A. Trabant  
President

Encl.

cc: Provost  
Members of Deans Council



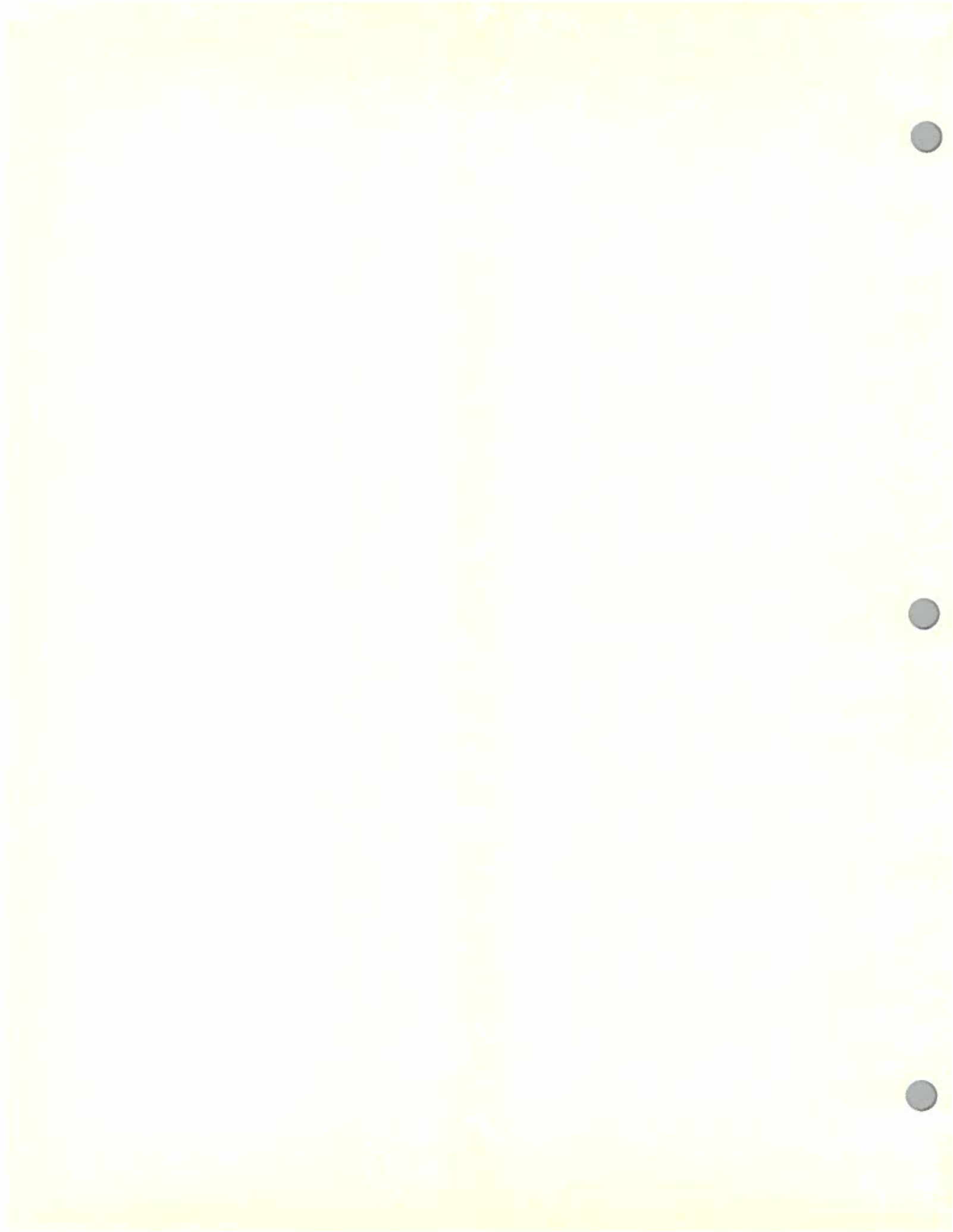


## PREAMBLE

The Committee on Faculty Welfare and Privileges has been charged to recommend "equitable guidelines for the evaluation of non-teaching activities" by President Trabant and his Advisory Committee made up of officers of the University Senate and other faculty members. Our investigation of the matter has shown that any guidelines that do not take into account all areas of evaluation and the full implications of such evaluation would not be very useful. Pursuant also to our standing charge to assist in developing policy regarding promotion, tenure, and salary, we have in cooperation with several members of the Committee on Promotions and Tenure, developed a series of comprehensive, general guidelines which we respectfully submit to the Faculty through its duly elected Senate.

The form in which we offer these revised proposals differs considerably from the earlier one. At the beginning of each section, a statement of principles is presented. Then follow recommendations for implementing the principles. Presumably, other measures for implementation are possible without doing violence to the principles.

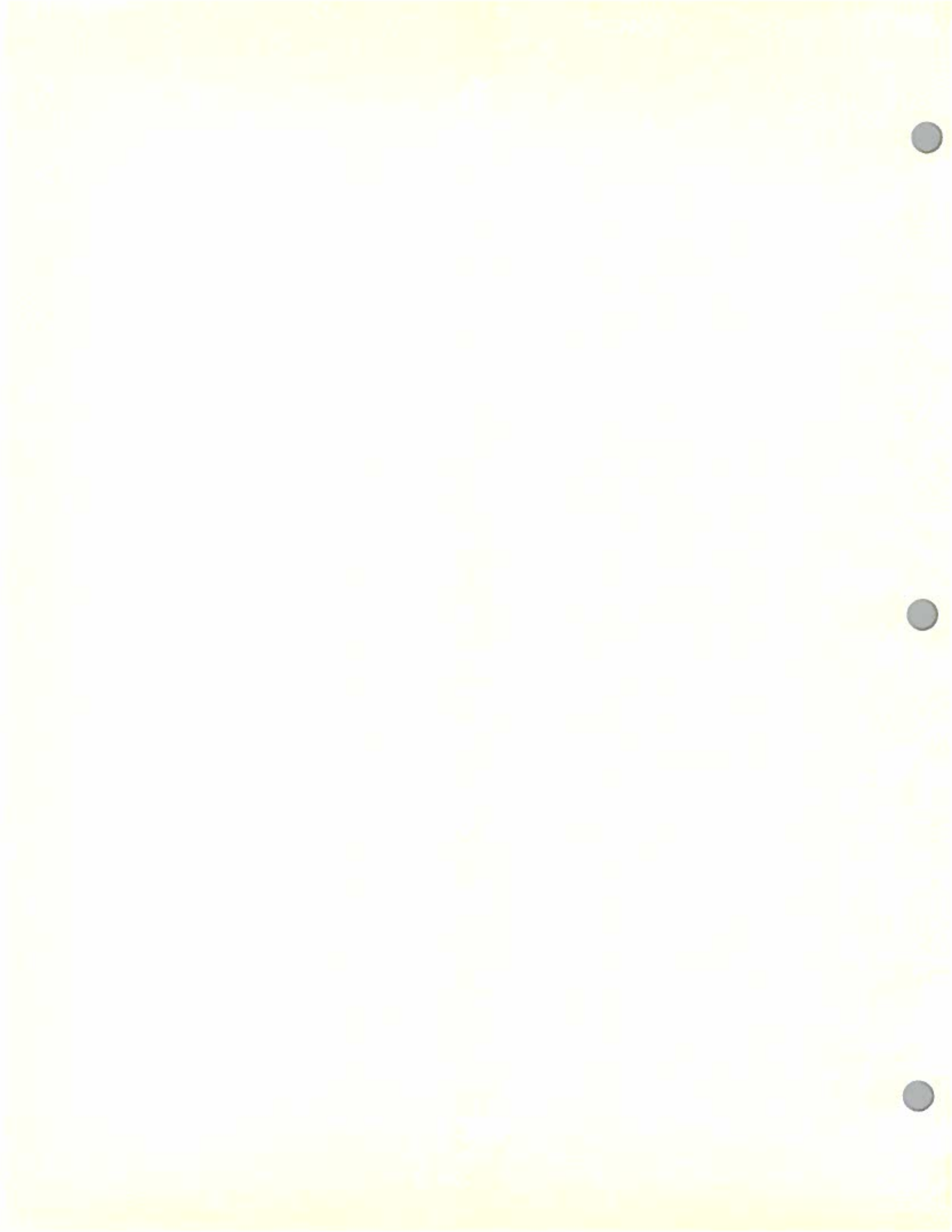
At the first Senate debate, the consensus quite clearly seemed to be that faculty evaluation through periodic reviews at all ranks was both necessary and desirable. It is on this premise that the Committee has proceeded with its revisions. It is also clear that for any tenure system to remain viable and strong, particularly one such as the Senate voted last fall, a well-defined system of faculty evaluation is essential.



I. EVALUATION OF FACULTY MEMBERS

Principles:

- A. Faculty members at all ranks should be subject to periodic reviews at reasonable intervals of time.
- B. Faculty reviews should originate with the individual department and should involve a substantial number of faculty members besides the chairman in the process.
- C. Faculty members under review have the right to supply such evidence that they feel may be necessary to a fair evaluation of their merits. This should not preclude departments or others properly involved in the review process from soliciting and using other evidence, but in every such instance the faculty member should be informed of the source of that evidence.
- D. Appropriate administrative officers may make independent evaluations within the review process.
- E. Upon completion of the review, the faculty member should be apprised of the results.
- F. Faculty members are fully entitled to the rights of appeal and no actions adversely affecting the standing of a faculty member can be taken until such rights of appeal have been exhausted.
- G. Departmental reviews would not be a substitute to competency hearings of tenured faculty. They may serve, however, as a basis for instituting such hearings. In the event of a competency hearing, due process would be observed, with the burden of proof residing with those instituting the hearing.



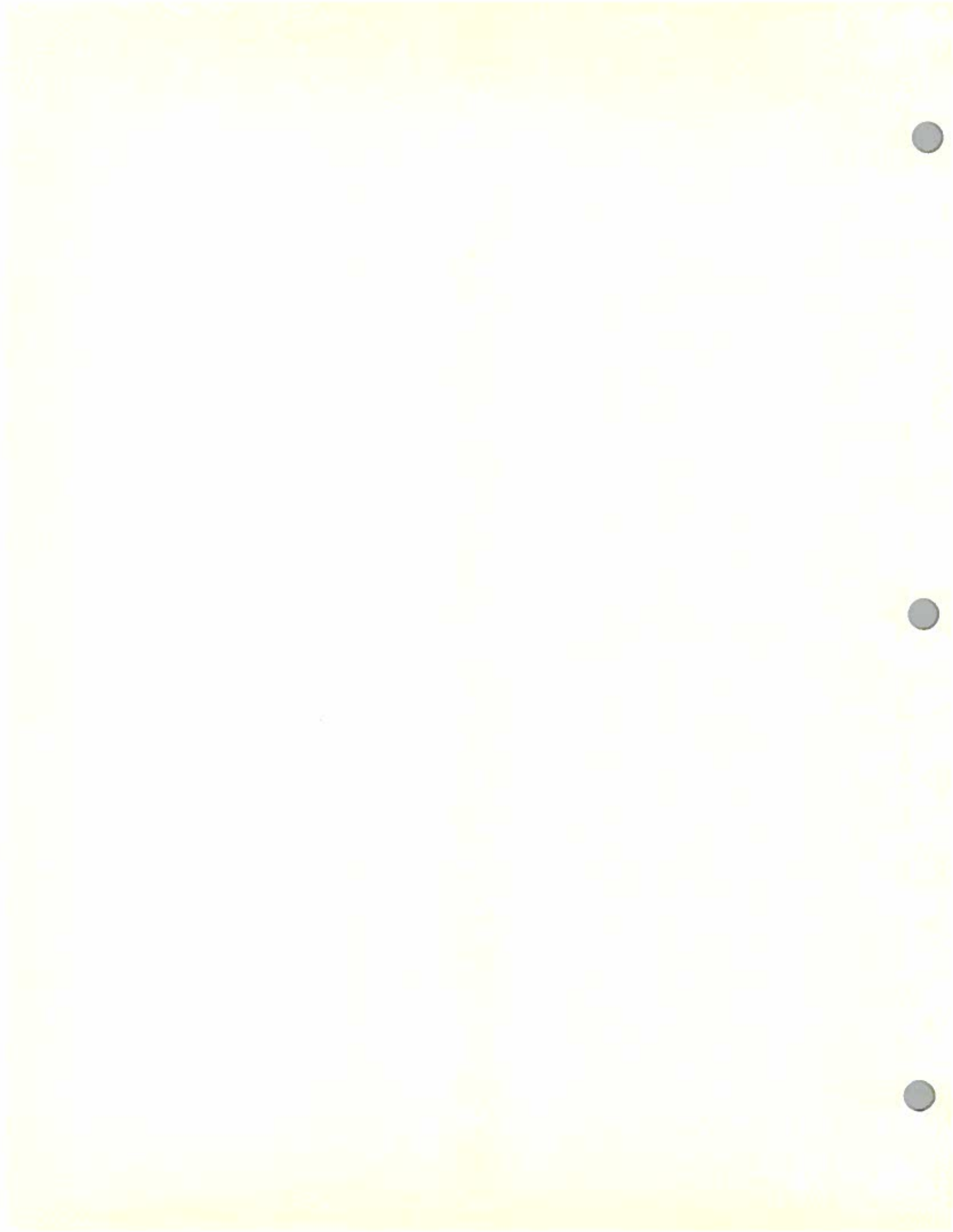
Specific Procedures:

A. Periods of evaluation:

1. Every instructor and assistant professor should be reviewed at least every two years but, except with his consent or request, no more often than once a year. Not later than the fall of the sixth year of service, instructors and assistant professors should be reviewed for promotion and/or tenure.
2. Every associate professor should be reviewed at least once within every three to five year period of service, but not more often than every two years, except at his request or with his consent.
3. Every full professor should be reviewed at least once within every five to seven year period of service, but not more often than every two years, except at his request or with his consent.

B. Departmental Responsibility:

1. Reviews of instructors and assistant professors should be conducted with the participation of at least all associate and full professors (or their elected representatives) in the department as well as by the chairman. In no case should a faculty member be reviewed without the participation of at least three members of his department, not including the chairman, one of whom must be at a rank at least one step higher than the person under review.
2. Associate professors should be reviewed by at least all professors (or their elected representatives) in the department. In those departments where fewer than three professors are available to conduct such a review (not including the chairman),





the chairman of the department in consultation with the dean of the college may request professors from other related departments to serve on the review body.

3. Full professors should be reviewed by a committee of at least three of their peers. In small departments, professors from other related departments may be asked to serve at the request of the chairman in consultation with the dean of the college.
4. These provisions specify minimum requirements. Under its own prerogatives, a department may choose to constitute the whole department, or any other designated authority, to serve as a review body. (This Committee, however, cautions departments against undue use of junior members on review bodies without adequate protection.)

C. Submission and Evaluation of Documents and other Evidence:

1. The faculty member under review should assemble a dossier of materials that he regards as appropriate and convincing evidence of his abilities in the three major areas of evaluation (see below). He should be notified of the date that his dossier is required by the chairman in sufficient time before the review date, which should also be specified. Emphasis should be on concrete and objective evidence.
2. The review committee and/or the chairman of the department may request additional evidence from: a) the faculty member under review: b) other sources within the University, such as experts in related fields, committee chairmen, and colleagues; c) similar sources outside the University. In all instances under (b) and (c), the faculty member should be informed that such evidence is being requested. If any evidence is requested

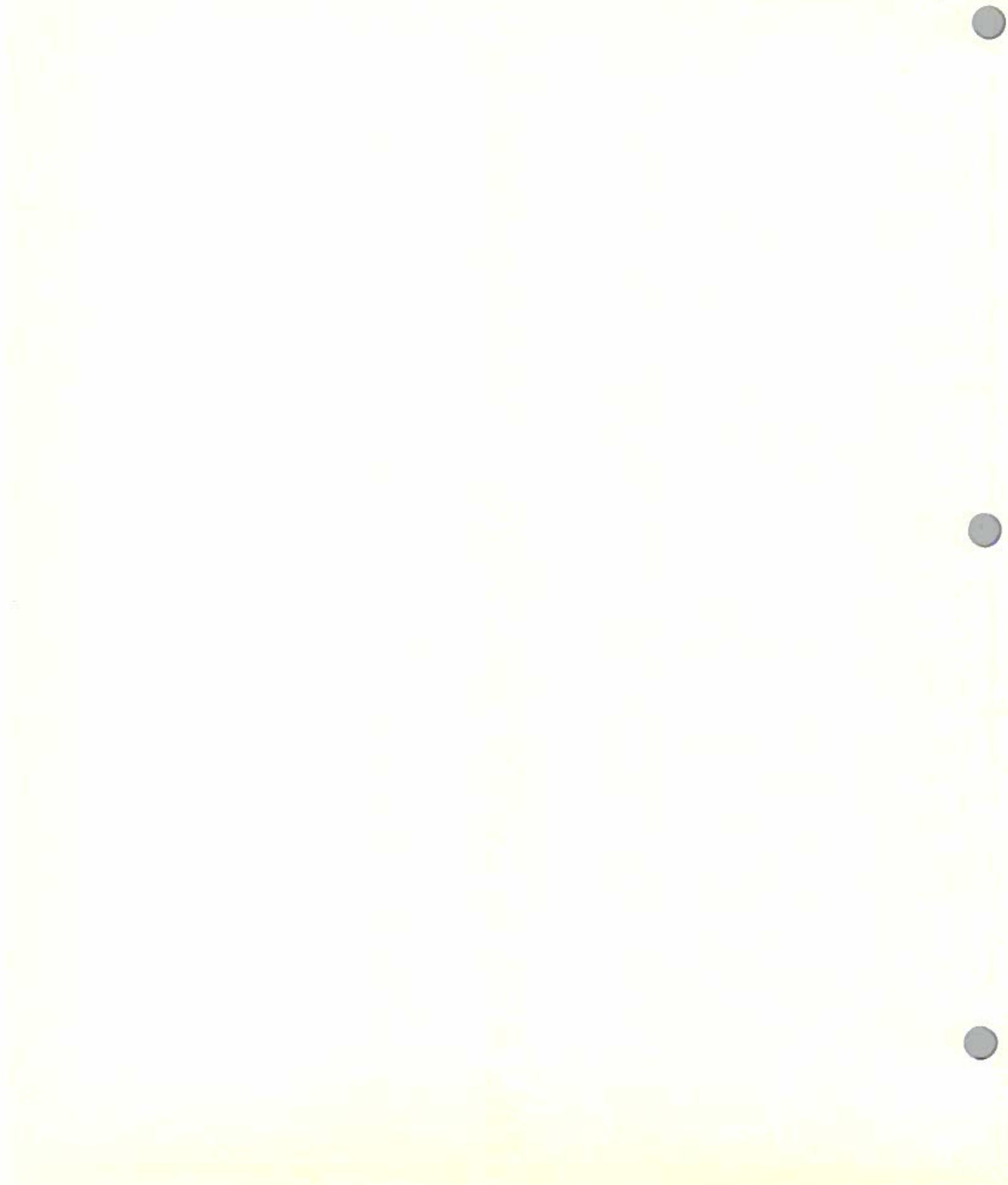


in confidence, the faculty member must be told the source of such confidential information. It should then be his privilege to communicate to the review committee in writing his position as to the qualifications of the source providing confidential information.

3. After all necessary materials are gathered, the review committee should make a serious and substantial evaluation of them. A vote should then be taken on an overall positive or negative judgment of the candidate's abilities in each of the three major areas, and the reasons for or against a favorable judgment should be summarized. This report should then be forwarded to the dean of the college along with the chairman's independent evaluation, which may be substantially different or nothing more than an endorsement of the review committee's report. A full copy of both the report of the review committee, and of the chairman and any other administrative evaluations, must also be delivered to the faculty member under review.

D. Administrative Evaluations:

1. Appropriate administrative officers, such as chairmen, deans, and the academic vice president, may review the dossier of each faculty member reviewed whenever a recommendation for promotion and/or tenure is made by the department, or whenever there is a significant and substantial change in the status or conditions of employment of any faculty member. Further evidence may be solicited in accordance with the same procedures stipulated under C-2 above.
2. All recommendations for promotion and tenure must be reviewed by the Senate Committee on Promotion and Tenure before final action may be taken.



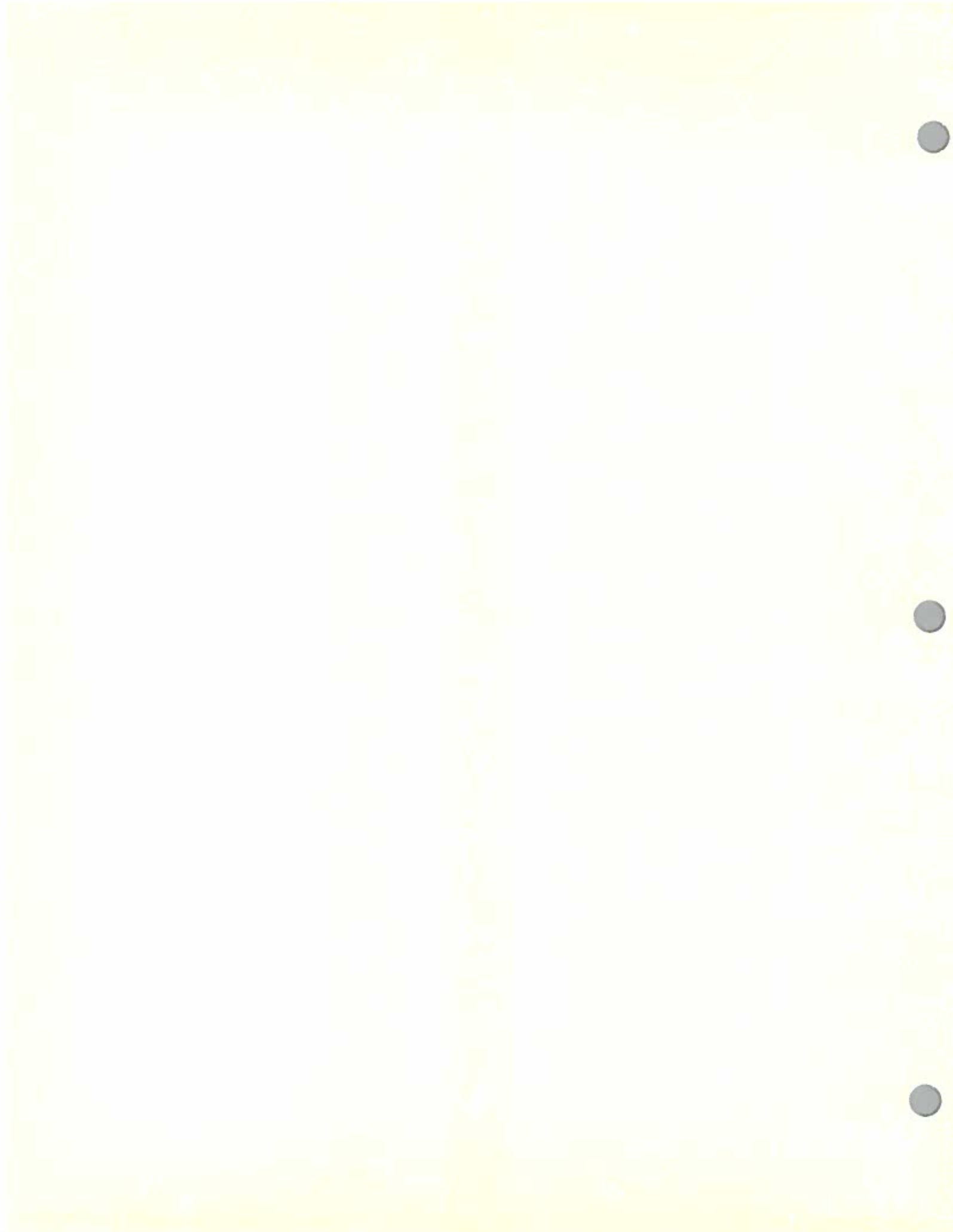
E. Reporting Results of Reviews:

1. Each faculty member is fully entitled to an adequate report of his review both in written summary of the findings and in a personal interview with the chairman of the department. Wherever possible, the reports should carry specific indications where evidence has been satisfactory or, when it has not been, specific recommendations for improvement before the next review.

F. Appeals:

1. Standing committees of the Senate, such as the Committee on Faculty Welfare and Privileges, the Committee on Promotion and Tenure, and the Committee on Academic Freedom have, as part of their charge, the responsibility to hear grievances from individual members of the faculty.
2. A faculty member who feels that an error in judgment has been committed by a review committee has the inviolable right to ask for another review within a semester of the first review.

If he feels that the review committee was improperly or unfairly constituted to judge his qualifications, he further may request the chairman for a different composition of the committee. The request for a different composition of the committee may be rejected by vote of the department or its committee on promotion and tenure. In this instance a specific appeal upon the composition of the review committee may be made to the Senate Committee on Faculty Welfare and Privileges or the Committee on Promotion and Tenure.





## II. CATEGORIES OF FACULTY ACTIVITY

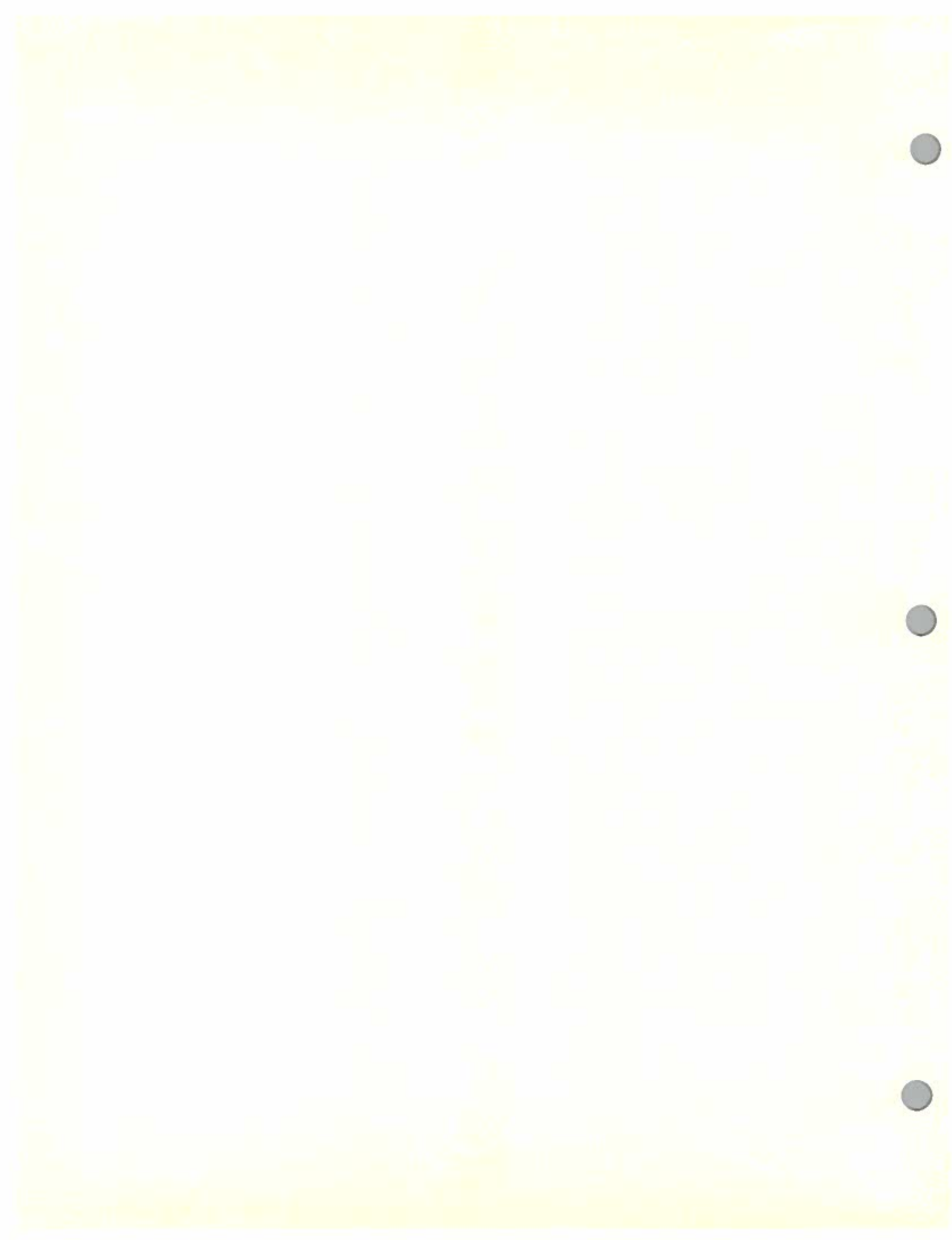
### Principles:

1. The three major areas of faculty activity are: 1) Teaching;  
2) Scholarly, Creative, and/or Professional Development; and  
3) Service.
2. Precise demarkation between the three major areas is often difficult and sometimes impossible; in any case, all activities of a faculty member must be considered as an integrated whole, and their evaluation must be based upon a distribution of the faculty member's time which is recognized by and acceptable to all parties concerned.
3. Faculty activity in each of the areas may vary from year to year, or even semester to semester, according to the interests and developing abilities of the faculty member, or the needs of his department, college, or the University.
4. The first two major areas of faculty activity are recognized as primary; the third, while very important, is recognized as subordinate to the other two.
5. Just as higher education is more than ever concerned with development of the whole student, and students increasingly look to faculty members as role models, the activities of faculty members outside the range of their normal professional spheres, as in advisorships to student organizations, or in certain types of community service or creative work, may be accepted as part of the total evaluation picture, but only as supportive, not sufficient, evidence.

### Specific Definitions

#### A. Teaching

Under this category shall be included all scheduled classes (and advising involved therein), seminars, laboratories,



thesis and research supervision, field activities and any other credit-bearing activity involving contact between faculty and students for which formal credit is given to the student.

B. Scholarly, Creative, and/or Professional Development

Under this category shall be the following:

1. Research leading to publication of books, articles, published reports, or to appropriate colloquia, seminars, conferences, or lectures in which research results are revealed.
2. Creative development in those fields in which the faculty member receives public recognition for his professional contributions to society or to the University. Included are such activities as plays (composition or production), music (composition or performance), art exhibitions, etc.
3. Professional development involving the presentation of papers or chairing sessions at professional meetings, serving as an officer or committee member of a professional organization, editorial duties, consulting in a professional capacity (paid or unpaid), Agriculture and Home Economics Extension, and other similar activities.

C. Service

Included in this category shall be:

1. Advisement (Career, professional, or personal):
  - a. Undergraduate
  - b. Graduate
  - c. Post-doctoral
  - d. Sponsorship of activities, such as living/learning experiences, for which no academic credit is given.



2. University service:
  - a. Departmental committees and special assignments
  - b. College Senates, committees, and special assignments
  - c. University Senate, committees, and special assignments
  - d. Administrative and quasi-administrative appointments
  - e. Participation in student-affairs related activities
3. Community service (local, state, regional, national, international), such as election or appointment to boards, commissions, committees, legislative bodies, or the like outside the normal professional calling of the faculty member in his teaching function.
4. Creative activities outside the normal professional calling of the faculty member; for example, participation in orchestras or ensembles, one-man shows of paintings, musical or literary productions, and the like, which enhance or improve the University as a community of learning.

### III. EVALUATION CRITERIA

#### Principles:

1. The most harmonious conditions are those in which both faculty and administration have the clearest possible picture of the expectations regarding the faculty member's activities, particularly regarding the balance between teaching and non-teaching activities and the criteria that may be used in judging them.
2. There is a false sense of security in deriving quantitative evaluations from essentially non-quantifiable activities; hence, qualitative criteria are extremely important in evaluations.

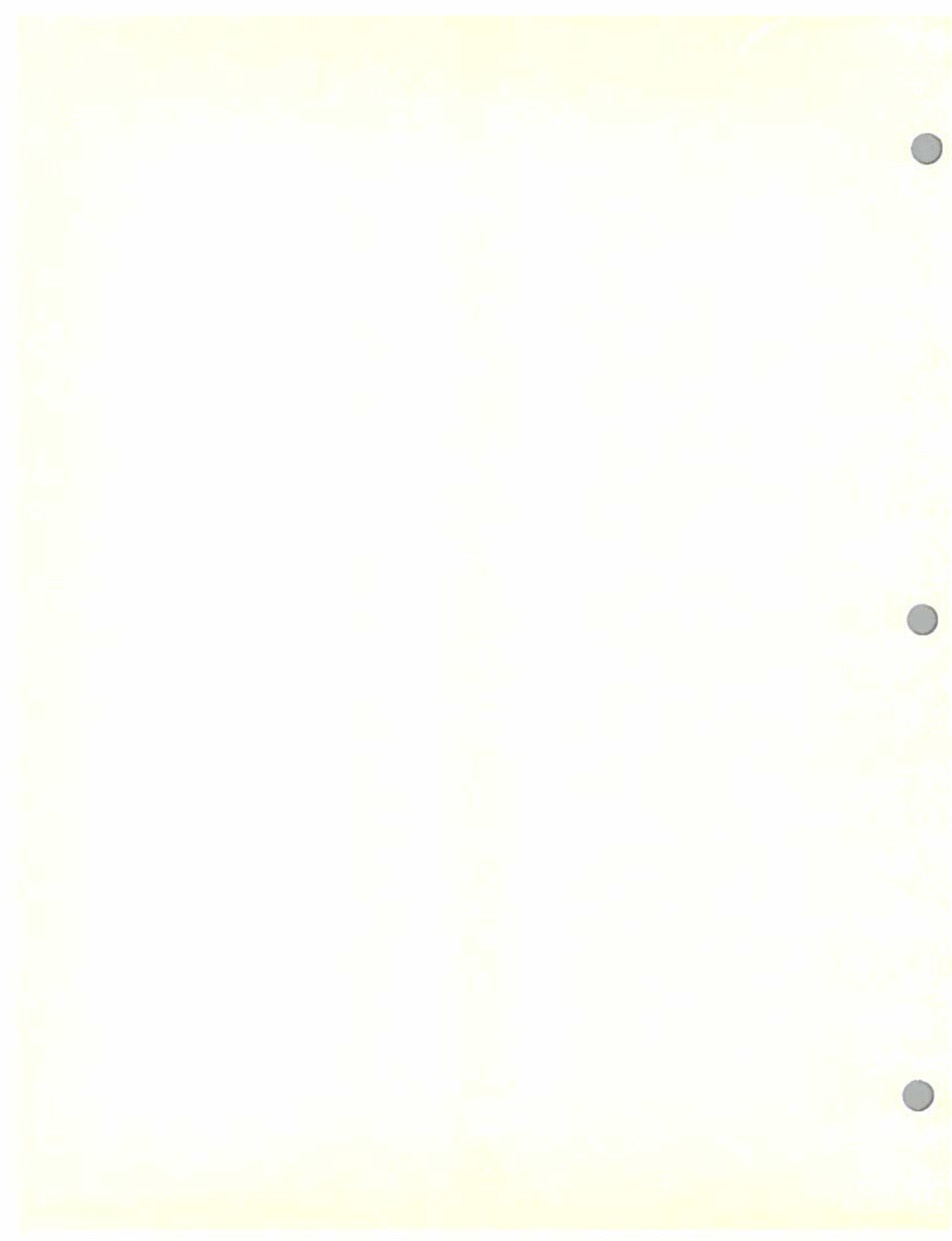


3. It is not University policy to encourage the development of purely homogenous or monolithic departments or colleges, or to inhibit or stifle in any way the professional growth and competencies of individual faculty members. On the contrary, diversity as well as excellence is urged in the overall pattern of development for faculty members, as for departments and colleges.
4. The criteria for evaluation must be publicly stated or otherwise made known to faculty members in each department and college through formal, written statements. Transmission of these documents to faculty members in each department (college) is an essential responsibility of the chairman (dean).
5. The University Senate should formulate general criteria or guidelines, and send them for approval to the Board of Trustees. Within these general guidelines, colleges and departments have the responsibility of defining the criteria more specifically, and, subject to Faculty Senate and Trustee approval, assigning varying weights to each criterion. The department (college) must participate democratically in the formulation of specific criteria and their weighting.
6. The evidence by which the attainment of stated criteria will be judged should be known to the faculty member, and in sufficient time so that he may prepare the best possible case for himself before each evaluation review.

Recommended Implementation:

1. Each year, the faculty member and his department chairman (dean) should come to an agreement upon the distribution of the faculty





member's time regarding the various areas of faculty activities, both recognizing that emphasis may vary from one area to another in successive periods of negotiation. A written summary of these agreements should be made available to the faculty member, if requested.

2. Negotiations similar to those between a faculty member and his chairman should occur annually between each chairman and his dean regarding the activities of the department taken as a whole, and between each dean and the Vice-President for Academic Affairs regarding the activities of the college taken as a whole. A written memorandum of these agreements should be provided to all parties, including the members of each department and college.

#### Appendix - General Criteria

As an aid to departments and colleges, the Faculty Welfare and Privileges Committee believes the following seven definitions constitute a set of qualities which are identifiable in a scholarly and creative mind. Units should develop classifications which fit their own areas with greater utility.

- a. Originality and independence of mind: Breaking new ground, providing new perspectives--these are among the best contributions any faculty member can make to his discipline and through his discipline or service to his university and the society which supports it. Evidence of such contributions is usually not difficult to accumulate, although it may be slow to appear.



- b. Critical awareness, incisiveness, and insight: These qualities in a faculty member, regardless of his particular activity, are of course closely related to the kinds of contributions mentioned under (a) but may be more difficult to demonstrate through concrete evidence. They are also closely related to the kinds of sensibility and sensitivity we should expect among our faculty. At the opposite extreme, the least desirable qualities are critical obtuseness, plodding and routine habits of mind, and vision obscured through bias.
- c. The analytical or acutely intuitive mind: These different but complementary functions of intellect are not often found operating to the same degree in a single mind, although they may be. Both functions, however, are extremely valuable in many fields, and a properly diversified faculty should provide the necessary balance in any discipline and in ways that may be objectively demonstrated.
- d. The ability to synthesize or evaluate: Not everyone may be a strikingly original thinker, but he may otherwise contribute to his discipline or university by bringing together the work of others in new patterns or organizations of thought, or through sorting out valuable from less valuable contributions. In an era of rapidly expanding knowledge, these abilities are becoming increasingly useful and important.
- e. Effectuality: Regardless of the area of activity, a faculty member should be able to demonstrate his effectiveness--



his ability to carry through to successful fruition the activity in which he is engaged. Moreover, the impact of his work upon others is a measure of its value. (For example, in research, do his findings lead to further research and discoveries? Are they referred to by others in his field? In service activities, do his contributions lead to requests for further involvement?)

- f. Growth and maturity: Every faculty member over a period of years ought to be able to demonstrate significant personal development and growth in the field of his professional competence. Nor need the field remain the same from the time of taking his highest degree to the age of retirement. While dilettantism must always be eschewed, exploration in new or related fields of endeavor should be encouraged if it demonstrates true broadening of interest, competence, and vision.
- g. Recognition: The recognition awarded a faculty member by his peers both within and especially outside of his university is usually a measure of his usefulness to other scholars, teachers, and workers in his field. To some extent, bias and backscratching may influence honors, awards, offices, and the like, and evaluators must accordingly measure the true nature of such recognition. In any sort of assessment, things cannot be taken simply at face value, but neither should undue or unfair discounting of values become the rule.

Committee on Faculty Welfare and Privileges:

J. L. Halio, Chairman.	C. Trumbore
E. E. Schweizer	P. M. Weil
B. H. Settles	





UNIVERSITY OF DELAWARE  
NEWARK, DELAWARE  
19711

UNIVERSITY FACULTY SENATE  
303 HULLIHEN HALL  
PHONE: 302-738-2829

October 24, 1972

MEMORANDUM

TO: Professor Robert N. McDonough, Vice President  
University Faculty Senate

FROM: John S. Crawford *JSC/dpe*

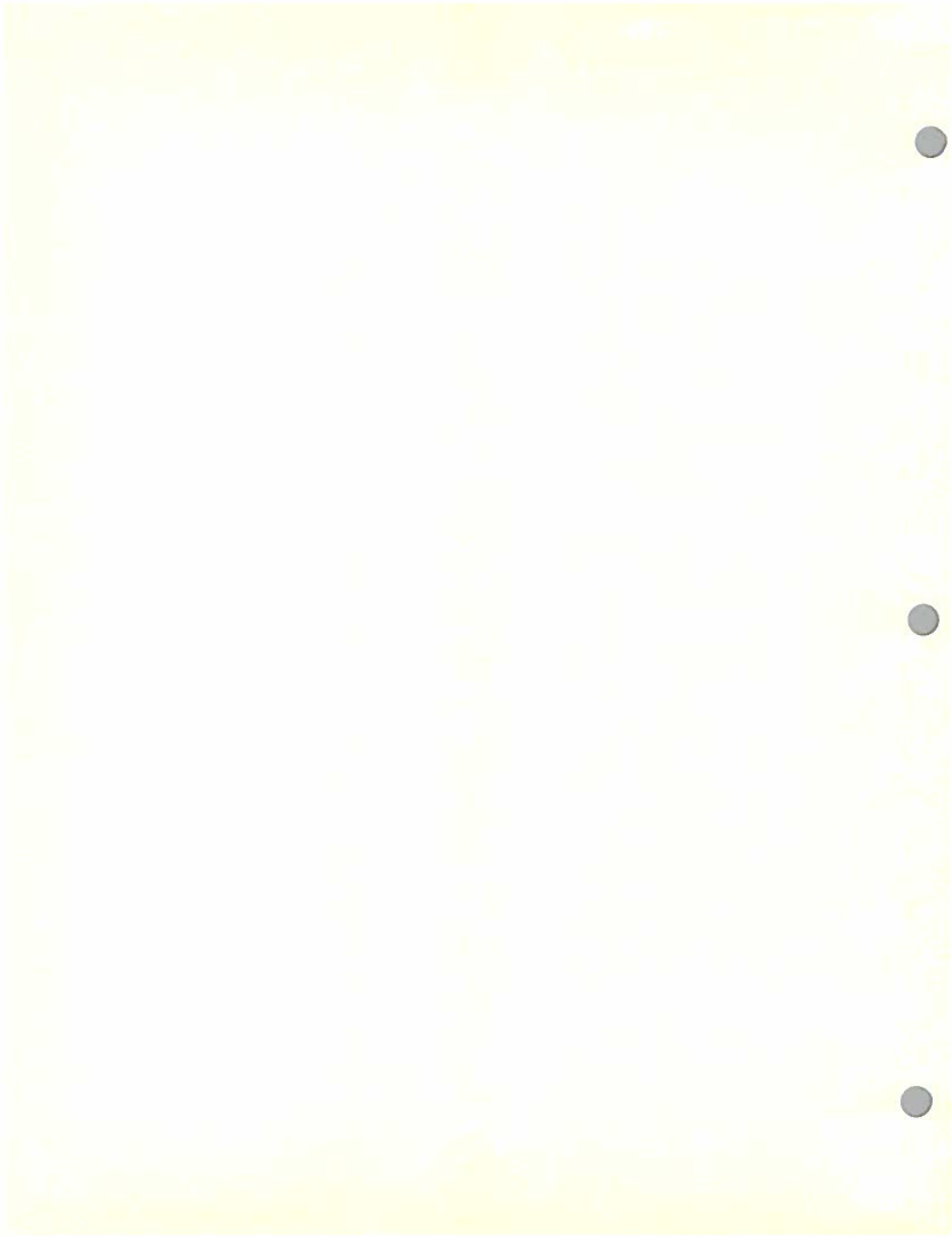
Professor Gordon R. Bonner has informed me that the Committee on Oral and Written Communications was never officially dissolved or thanked for its efforts. I, therefore, wish to correct this situation.

Consideration of a Resolution Dissolving the Ad Hoc Committee  
on Oral and Written Communications

Whereas the Ad Hoc Committee on Oral and Written Communications has completed the task with which it was charged and has submitted its findings to the Senate and the Faculty of the University;

Be it Resolved that the University Faculty Senate expresses its gratitude to the members of the committee and thanks those who aided the committee in the accomplishment of its charge.

JSC/dpe



UNIVERSITY OF DELAWARE  
NEWARK, DELAWARE  
19711

UNIVERSITY FACULTY SENATE  
303 HULLIHEN HALL  
PHONE: 302-738-2829

September 21, 1972

MEMORANDUM

TO: Prof. Robert N. McDonough, Vice President  
University Faculty Senate

FROM: John S. Crawford, Chairman *JSC*  
Committee on Rules

It has been noted that there is a conflict in the date required by the Secretary of the Senate to notify the Units of the names of senators whose terms will expire during the academic year. We, therefore, wish to change the date of notification so that it will be in agreement with the Constitution.

Resolution to amend Section J, paragraph 1 of the Bylaws of the University of Delaware Faculty Senate to read:

"J. Election of Senators

"1. By February 1 of each year, the Secretary of the Senate shall inform the Units of the Senate of (i) the names of senators whose terms will expire during the current academic year, and (ii) any changes in apportionment every other year, as stated in the Constitution."

The Bylaws now read "In March of each year...."

JSC/dpe



UNIVERSITY OF DELAWARE  
NEWARK, DELAWARE  
19711

UNIVERSITY FACULTY SENATE  
303 HULLIHEN HALL  
PHONE: 302-738-2829

October 23, 1972

MEMORANDUM

TO: Robert N. McDonough  
Vice President, University Faculty Senate

FROM: John J. Pikulski  
Chairman, University Undergraduate Studies Committee

Attached are the revised requirements for the Bachelor of Science in Economics and Bachelor of Arts Degrees awarded by the College of Business and Economics. The proposed changes for the Degrees were unanimously approved by the Committee on Undergraduate Studies on April 26, 1972.

It is my understanding that they have not, as yet, been submitted for consideration by the University Faculty Senate. I request that the changes be considered by the Faculty Senate at a forthcoming meeting. The Committee on Undergraduate Studies recommends approval for the two Degree Programs.

Attach.  
JJP:bc



Bachelor of Science in Economics  
College of Business and Economics

The Bachelor of Science in Economics is awarded to those students who complete a minimum of 124 credits including general University requirements, group requirements, and concentration requirements.

Students must meet the general University requirements given under Academic Regulations in the undergraduate catalog.

Students must also complete the indicated number of credits in Groups I, II, and III below. These group requirements may be satisfied with specified courses offered by the departments below and with approved courses offered by any of the Colleges of the University. The Department of Economics shall approve and determine which courses satisfy group requirements.

- Group I. Humanities and Arts (15 credits with at least 6 credits from one department and at least 3 from each of two others): Art, Art History, Dramatic Arts, English, Languages and Literature, Music, Philosophy (except Logic).
- Group II. History and Social Science (15 credits with at least 6 credits from one department and at least 3 from each of two others): Anthropology (social and cultural), Black Studies, Economics, Geography (social), History, Political Science, Psychology (social), Sociology, Speech-Communication.
- Group III. Natural Science and Mathematics (14 or 15 credits in at least two departments): Astronomy, Anthropology (Physical), Biological Sciences, Chemistry, Geography (Physical and meteorology), Geology, Mathematics, Philosophy (Logic), Physics, Physical Science, Psychology (physiological), Statistics and Computer Science.

To meet the concentration requirements, students elect a department major. Requirements for the department major are set by the Department of Economics.

Proficiency in quantitative skills is required. This proficiency may be demonstrated by 12 credit hours of specified courses in Accounting, Mathematics, Computer Science, and Statistics. The specific courses fulfilling the quantitative requirements are approved by the Department of Economics.

Students may meet any requirement by demonstrating proficiency following the accepted practice of Credit Without Formal Course Registration.

.....

Students may be awarded the Bachelor of Science degree as described above at the first graduation following the adoption of these requirements by the University Faculty Senate.



The Bachelor of Arts Degree  
College of Business and Economics

The degree of Bachelor of Arts will be awarded by the College of Business and Economics to those students meeting concentration requirements in Economics and who follow a broad course of study designed to provide a liberal education. For this degree a student must complete a minimum of 124 credits including general University requirements, group requirements and concentration requirements.

Students must meet the general University requirements given under Academic Regulations in the undergraduate catalog.

Students must also complete the indicated number of credits in Groups I, II, and III below. These group requirements may be satisfied with specified courses offered by the departments below and with approved courses offered by any of the Colleges of the University. The Department of Economics shall approve and determine which courses satisfy group requirements.

- Group I. Humanities and Arts (15 credits with at least 6 credits from one department and at least 3 from each of two others): Art, Art History, Dramatic Arts, English, Languages and Literature, Music, Philosophy (except Logic).
- Group II. History and Social Science (15 credits with at least 6 credits from one department and at least 3 from each of two others): Anthropology (social and cultural), Black Studies, Economics, Geography (social), History, Political Science, Psychology (social), Sociology, Speech-Communication.
- Group III. Natural Science and Mathematics (14 or 15 credits in at least two departments): Astronomy, Anthropology (Physical), Biological Sciences, Chemistry, Geography (Physical and meteorology), Geology, Mathematics, Philosophy (Logic), Physics, Physical Science, Psychology (physiological), Statistics and Computer Science.

To meet the concentration requirements, students elect a department major. Requirements for the department major are set by the Department of Economics

Proficiency in a foreign Language (ancient or modern) is required. This proficiency may be demonstrated by one of the following:

- (a) Completing four years of high school study of one language of two years of study of each of two languages with an average grade of "C" or better.
- (b) Achieving scores on the language placement tests which indicate intermediate level proficiency.
- (c) Passing the appropriate intermediate language course.

Students may meet any requirement by demonstrating proficiency following the accepted practice of Credit Without Formal Course Registration.

.....

Students may be awarded the Bachelor of Arts degree as described above at the first graduation following the adoption of these requirements by the University Faculty Senate.

UNIVERSITY OF DELAWARE  
NEWARK, DELAWARE  
19711

UNIVERSITY FACULTY SENATE  
303 HULLIHEN HALL  
PHONE: 302-738-2829

October 23, 1972

MEMORANDUM

TO: Prof. Robert N. McDonough, Vice President  
University Faculty Senate

FROM: John J. Pikulski, Chairman  
University Undergraduate Studies Committee

Attached are copies of proposed curricula changes for the Bachelor of Chemical, Civil, Electrical and Mechanical Engineering degrees. The proposed curricula were unanimously approved by the Committee on Undergraduate Studies on October 5, 1972; however, two changes were recommended. One addressed itself to technical elective requirements and the other to general studies requirements. These recommended changes are included in the attached October 9 memorandum to Dean Comings.

Since these changes have been accepted by the College of Engineering (see October 12 memorandum), the Committee on Undergraduate Studies recommends Senate approval of these curricula changes.

JJP/dpe

Attachments



UNIVERSITY OF DELAWARE  
CAMPUS MAIL

COLLEGE OF ENGINEERING  
OFFICE OF THE DEAN

October 2, 1972

MEMORANDUM

TO : Dr. John Pikulski, Chairman, Committee on Undergraduate Studies

FROM : Dean E. W. Comings

SUBJECT: Proposed Changes in Engineering Curricula

Attached are copies of proposed curricula for the Bachelor of Chemical, Civil, Electrical and Mechanical Engineering degrees. We have two objectives, reduction in credit hour requirement and increased flexibility. The changes reflect a trend started by some of the most distinguished engineering schools. We hope to attract more students and to enable them to graduate in less time.

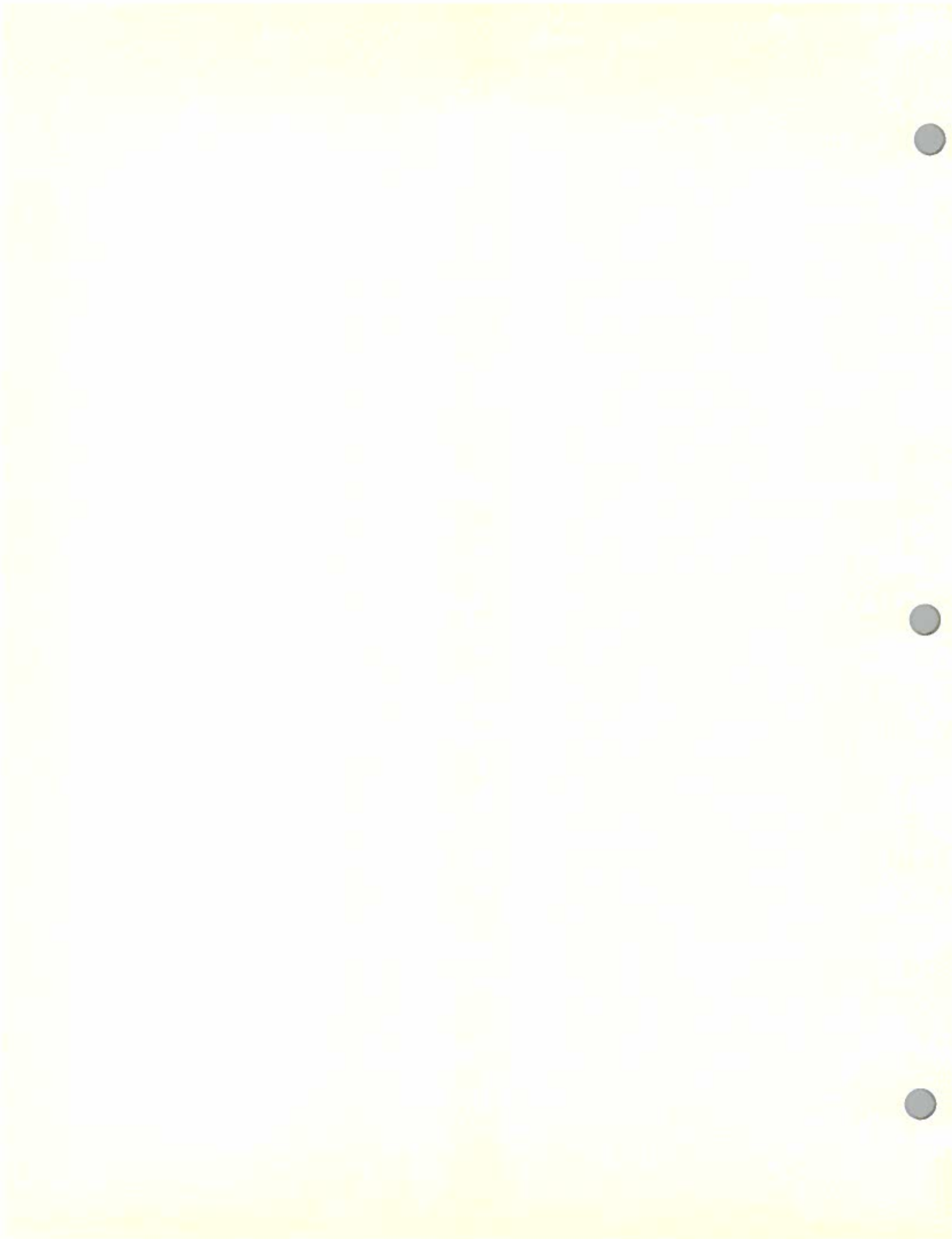
The credit hours in General Education remain the same. However, we propose to permit two credit hours of Physical Education to be taken as part of the twenty-five credit hour requirement. Four credit hours of Free Electives have been deleted. Also, the third course in the physics sequence 207-208-209 has been eliminated as a required subject. No doubt many students will continue to enroll for PS 209. Others may select a subject in biology, computer science, chemistry or mathematics.

Discussions with the Physics Department have been held and will continue. Some changes in the physics sequence for engineers will be initiated at a later date. It is not feasible, however, to further delay the new curricula pending the development of these changes.

A comparison of the attached curricula with the 1970-72 Undergraduate Catalog will show the substantial number of engineering subjects that we propose to make elective.

With reference to Engineering Administration we wish to reduce the credit hour requirements from 135 to 125. This would be accomplished by eliminating Physical Education (2), Chemistry 104 (4), and removing 4 hours of Military Science from the Elective Requirements.

TWB:EWC:fr  
Attachments



<u>First Term</u>	<u>Credit</u>	<u>Second Term</u>	<u>Cred</u>
**General Chem., C111	3	**General Chem., C112	3
*General Chem. Lab., C119	2	**Qualitative Anal., C120	3
English, E110	3	Anal. Geom. & Calc.B, M242	4
Anal. Geom. & Calc. A, M241	4	General Physics PS207	4
Introd. to Engrg. EG125	2	General Education Program	3
General Education Program	3		
	<u>17</u>		<u>17</u>

SOPHOMORE YEAR

General Physics, PS 208	4	History & Gov't. of Dela. H203	1
Anal. Geom. & Calc. C, M243	4	Intro. to Chem. Eng. Anal. II,	
Intro. to Chem.Eng.Anal., I, ChE230	3	ChE231	3
Physical Chemistry, C543	4	Physical Chemistry, C544	4
General Education Program	3	General Education Program	3
		Technical Elective Program	6 or 7
	<u>18</u>		<u>17 - 1</u>

JUNIOR YEAR

*Organic Chemistry, C331	3	Chem. Engrg. Kinetics ChE332	3
Organic Preparations, C333	1 or 2	Heat&Mass Trans., ChE342	3
Chem. Engrg. Thermo, ChE325	3	Chem. Eng. Lab., II, ChE345	3
Fluid Mech. for Chem. Eng.,		General Education Program	3
ChE341	3	Technical Elective Program	3 or 4
Technical Elective Program	3		
	<u>13-14</u>		<u>15-16</u>

SENIOR YEAR

Transfer Operations, ChE443	2	Chem. Process Anal., ChE432	3
Chem. Eng. Lab. II, ChE445	3	General Education Program	3
General Education Program	3	Technical Elective Program	6
Technical Elective Program	6	Free Elective	3
	<u>14</u>		<u>15</u>

Total Credit Hours  
Required for Graduation = 127

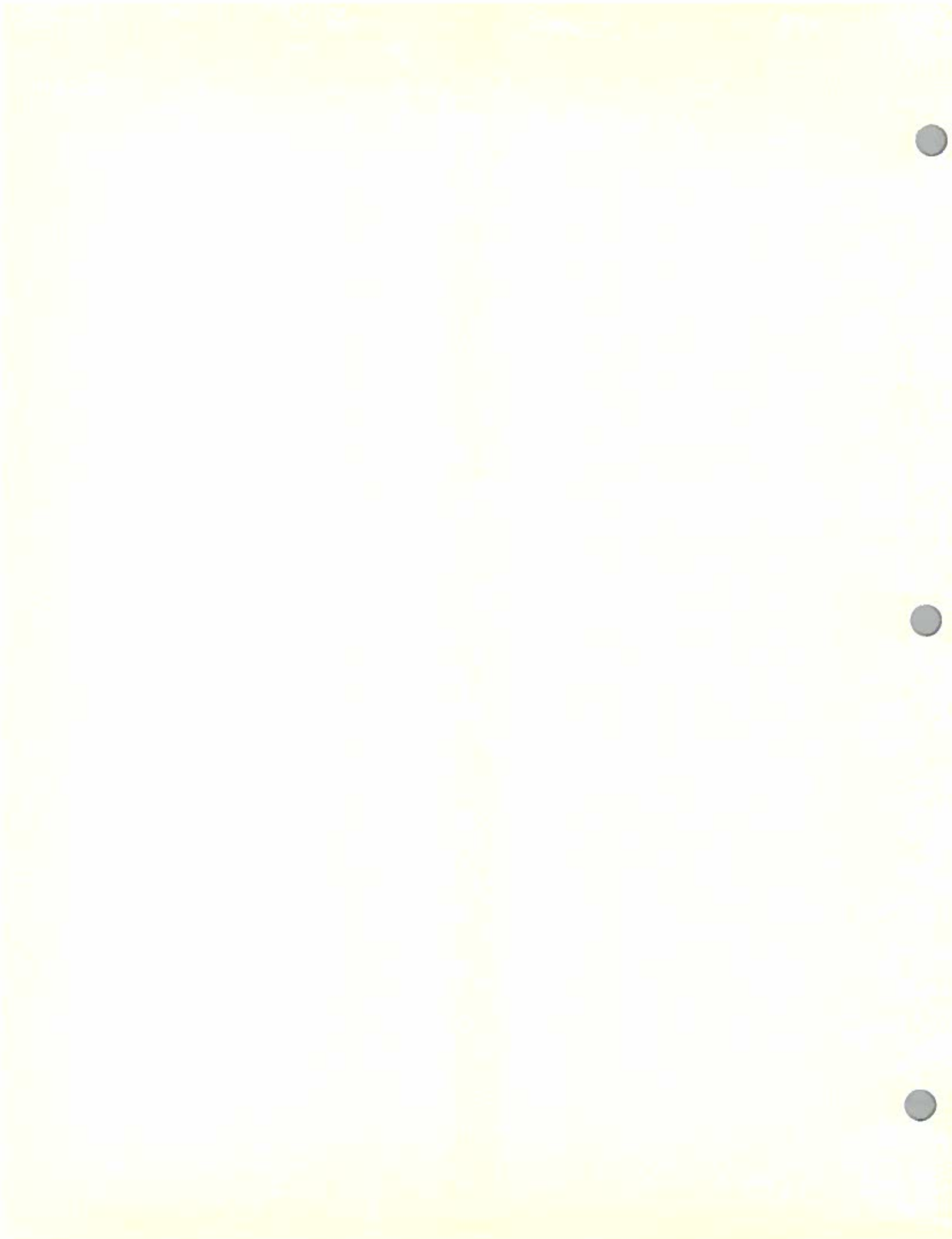
\*Students not taking the second semester of Organic Chemistry must take a 2 credit hour lab with chemistry majors.

\*\*C 103 and C 104 will be accepted in lieu of C 111, 119, 112, 120. The 3 hours difference in credit must be made up in Chemistry.

APPROVED ENG. COLLEGE MAY 4/72

April 25, 1972

72/71





Approved by Civil Engineering Faculty April 17, 1972  
To be effective for all students in the Department on or after June 1, 1972

## FRESHMAN YEAR

16 CREDITS				16-17 CREDITS			
FIRST TERM				SECOND TERM			
Genl. Chem.	C 103	4		Chem. 104 or Sci. Elec.*		3-4	
Intro. to Econ.	EC 101	3		Writ. & Graphic Comm.	EG 132	2	
Anal. Geom. & Calc. A	M 241	4		Anal. Geom. & Calc. B	M 242	4	
Intro. to Engr.	EG 125	2		General Physics	PS 207	4	
General Education		3		Crit. Reading & Writ.	E 110	3	

## SOPHOMORE YEAR

15 CREDITS				16 CREDITS			
FIRST TERM				SECOND TERM			
Anal. Geom. & Calc. C	M 243	4		Diff. Equ. (Alt. Stat. or Prob.)	M 302	3	
Theor. & Appl. Mechs. I	MEC 211	3		Theor. & Appl. Mechs. II	MEC 212	3	
General Education		3		General Physics	PS 208	4	
Engg. Geometry	EG 133	2		Surveying	CE 223	3	
Trans. Engr. I	CE 251	3		General Education		3	

## JUNIOR YEAR

15 CREDITS				16 CREDITS			
FIRST TERM				SECOND TERM			
Mechs. of Matls.	MEC 301	3		Fluid Mechs.	MEC 305	3	
Mechs. of Matls. Lab	MEC 302	1		Fluid Mechs. Lab	MEC 306	1	
Elem. Structl. Anal.	CE 301	4		Struc. Theo. & Des. I	CE 302	3	
Environ. Engr. I	CE 331	3		Systems Anal.	CE 382	3	
Tech. Elective**		3		Tech. Elective**		3	
Hist. & Gov. of U.S.	H 203	1		General Education		3	

## SENIOR YEAR

15 CREDITS				15 CREDITS			
FIRST TERM				SECOND TERM			
Soil Mech. & Geotech.	CE 420	3		Found. & Substruc.	CE 421	3	
Struc. Theo. & Des. II (or Mech. Elec.)	CE 403	3		Tech. Elective**		3	
Tech. Elective**		3		Tech. Elective**		3	
Tech. Elective**		3		Tech. Elective**		3	
General Education		3		General Education		3	

\* At least 15 hours of basic science shall be taken; this may be Biology, Chemistry, Geology, Physics or other laboratory science approved by the Department.

\*\* TECHNICAL ELECTIVES: Upper level courses in Engineering, Biology, Chemistry, Geology, Mathematics, Physics, Statistics and Computer Sciences, etc. as appropriate to provide a coherent but personalized program, requested by the student and approved by the Department. Normally from the list of recommended technical electives, two (or more) courses will be selected which are taught outside the Department of Civil Engineering.

## GENERAL EDUCATION REQUIREMENTS (25 HOURS)

A		B		C		D	
History	1	Pol. Sci.,	1	Anthr., Am. Stud., Hist.,	1	Any Arts & Sci. or Bus.	1
Lit.	7	Psy., Soc.,	6	Lang., Art Hist., Dram. Art &	6	& Econ. other than Math	6
Philosophy	1	Anthro.	1	Speech <sup>a</sup> , Econ., Engl., Music <sup>b</sup>	1	or Sci., including Mil.	1
				Phil., Pol. Sci., Psy., Soc.	1	Sci., Speech	1
	3		3	Econ. 101	3	Engl. 110	3
	3		3		3		3
Hist. 203	1						

<sup>a</sup> (Excluding courses in theatrical & speaking skills)      <sup>b</sup> (Excluding vocal and instrumental)

A course in Parts A, B or C may be taken Pass/Fail only if student does not have adequate background to compete fairly. Any course in Part D other than 100 level courses may be taken P/F.

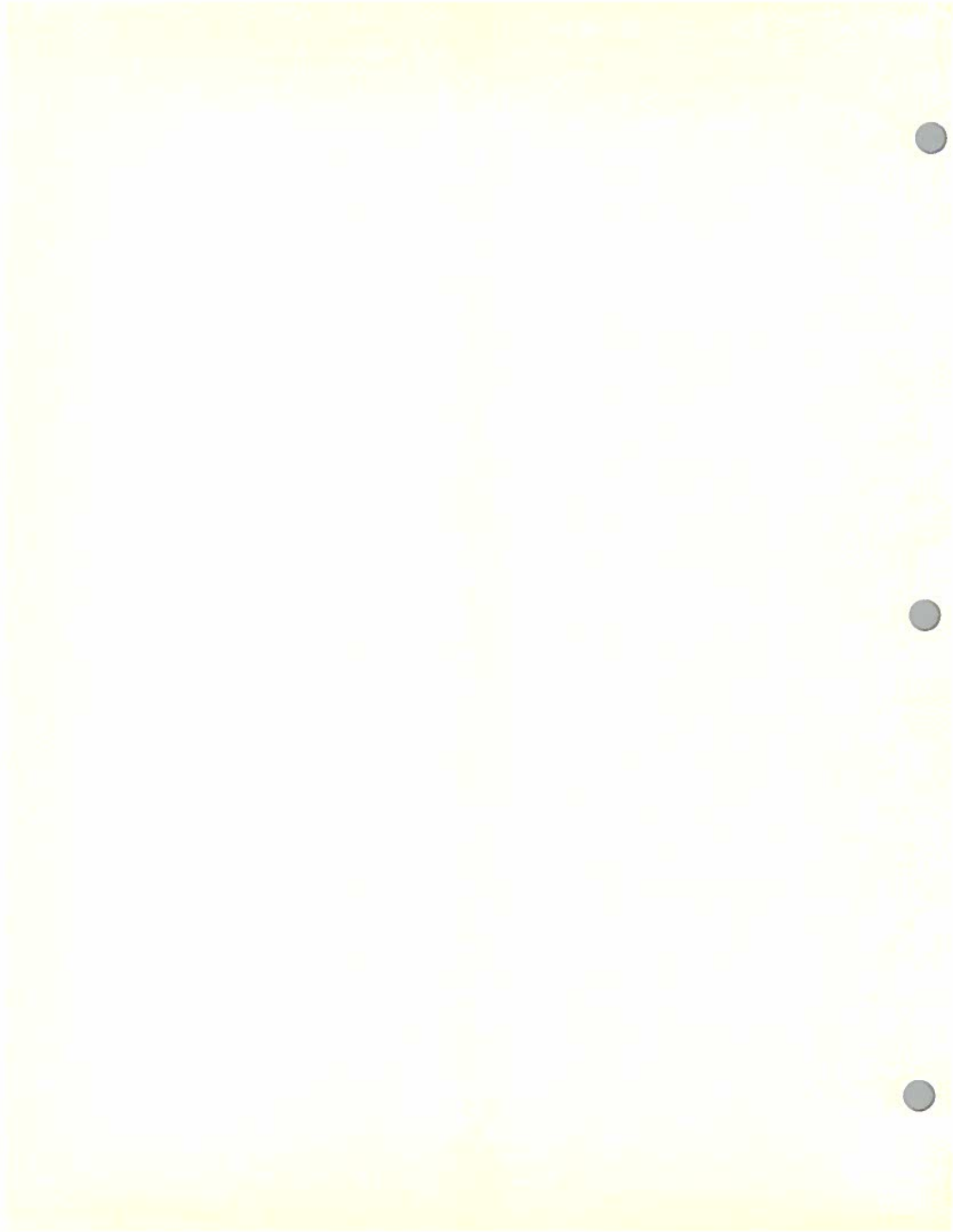
SYMBOLS: Pre-Registered ☒

Course in Progress ☒

Completed and Passed ☒

Not Required ☐

Transfer Credit ☐



## UNIVERSITY OF DELAWARE

10/2/72

## DEPARTMENT OF ELECTRICAL ENGINEERING

## PROPOSED ELECTRICAL ENGINEERING CURRICULUM

FRESHMAN YEAR

First Term	Credits	Second Term	Credits
General Education Program	3	Critical Reading & Writing, E 110	3
Analytic Geom. & Calc A, M 241	4	Analytic Geom. & Calc B, M 242	4
General Chemistry, C 103	4	General Physics, PS 207	4
Introduction to Engg. EG 125	2	General Chemistry, C 104	
Freshman Seminar EE 167	1	or	3-4
		Science Elective+	
	14		
			14-15

SOPHOMORE YEAR

General Education Program	3	General Education Program	3
Intro. to Digital Sys., EE 202	3	Linear Circuit Theory I, EE 205	4
Analytic Geom. & Calc C, M 243	4	Ordinary Diff. Equation I, M 302	3
General Physics, PS 208	4	Science of Solids, MET 302	4
Theo. & Applied Mec. II, MEC 212	3	General Physics, PS 209 or	
		Technical Elective+	3
	17		17

JUNIOR YEAR

General Education Program	3	General Education Program	3
Linear Ckt. Theory II, EE 307	4	Linear Ckt. Theory III, EE 318	3
Electronic Ckt. Anal. I, EE 309	4	Electronic Ckt. Anal. II, EE 312	4
Field Theory I, EE 320	3	EE Elective	3
Technical Elective+	3	Thermodynamics, MAE 307	3
		Hist. & Govt. of Delaware, H 203	1
	17		17

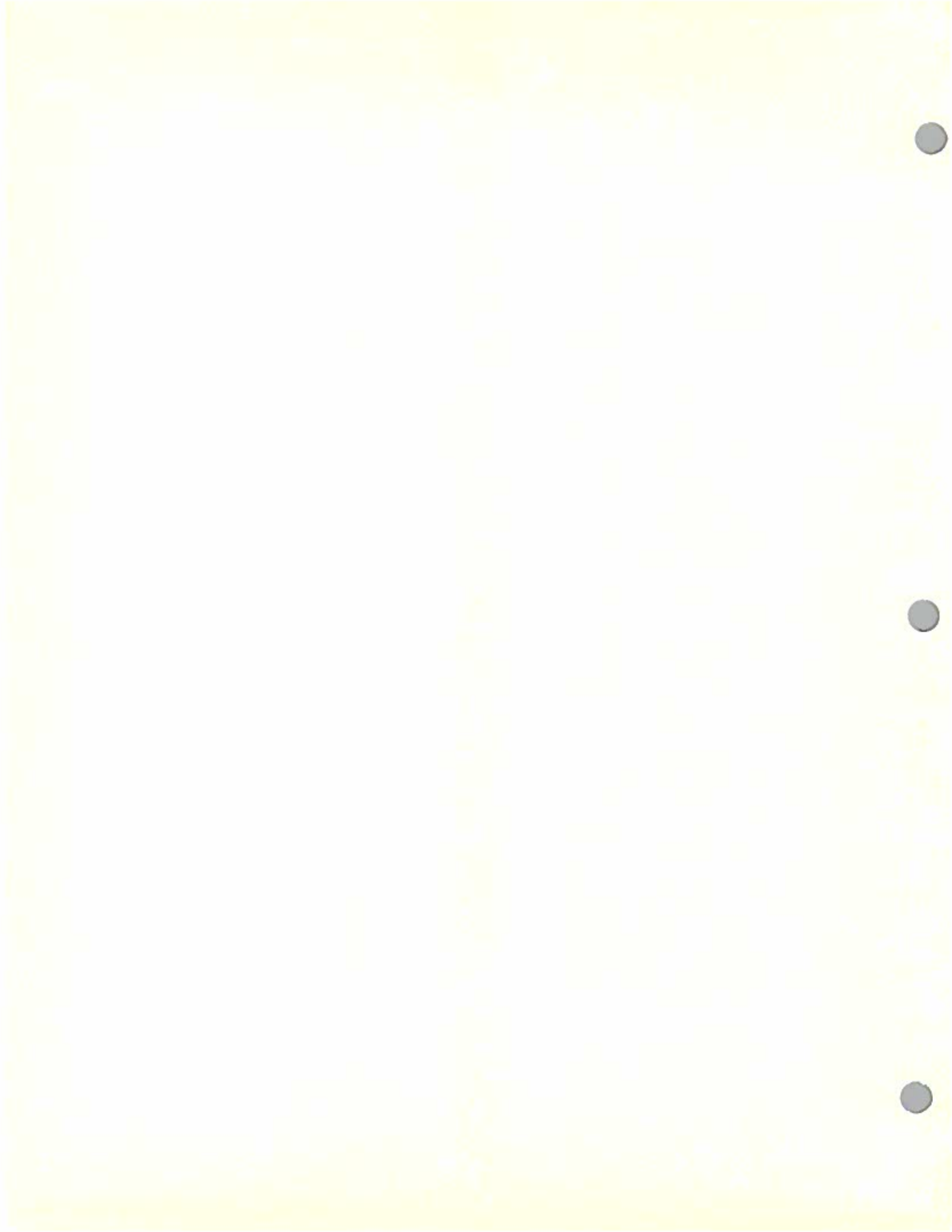
SENIOR YEAR

General Education Program	3	General Education Program	3
EE Electives	6	EE Electives	9
Technical Elective+	6	Technical Elective+	3
	15		15

Total Credit Hours . . . . . 126-12

+ Elective Courses are selected by the student with the approval of his adviser. It is intended that Technical Electives taken in the Junior and Senior years be 300-level or above. Suggested elective areas include Mathematics, Physics, Chemistry, Computer Science, Biology, and Engineering. At least 6 credit hours must bear non-EE numbers.

6/21/72



10/2/72

# MECHANICAL ENGINEERING CURRICULUM

May 23, 1972 (Supersedes May 3, 1972 )

## FRESHMAN YEAR

Anal.Geom.and Calc. M 241 .....	4	Anal.Geom.and Calc. M 242 .....	4
General Chemistry C 103 .....	4	General Physics PS 207 .....	4
Intro.to Engineering EG 125 .....	2	Crit. Reading & Writing E 110 .....	3
Engineering Communications EG 132 .	2	*General Chemistry C104 .....	4
General Education Elective .....	3		15
	15		

## SOPHOMORE YEAR

Anal.Geom.and Calc. M 243 .....	4	Diff. Equations M 302 .....	3
Theo.and Appl.Mech. MEC 211 .....	3	General Physics PS 208.....	4
Intro.to Prop.of Mat'ls. MAE 215 .	3	Intro.to Prop. of Mat'ls. MAE 216 ..	3
Hist.and Gov. of Delaware H 203 ..	1	Theo.and Appl.Mech. MEC 212 .....	3
General Education Elective .....	3	General Education Elective .....	3
	14		16

## JUNIOR YEAR

Thermodynamics I MAE 307 .....	3	Applied Eng'g. Anal. MAE 361 .....	3
Engineering Sci.Lab. I MAE 391 ...	3	Engineering Sci.Lab. II MAE 392 ....	2
Fluid Mech. MEC 305 .....	3	Mechanics of Mat'l/ MEC 301 .....	3
Fluid Mech. Lab. MEC 306 .....	1	Mech. of Mat'l/ Lab. MEC 302 .....	1
Electrical Engineering EE 314 ...	4	+Technical Electives .....	6
General Education Elective .....	3		15
	17		

## SENIOR YEAR

Eng'g Design MAE 441 .....	3	Eng'g Design MAE 442 .....	3
Senior Research MAE 445 .....	2	Senior Research MAE 446 .....	2
+Technical Electives .....	9	+Technical Electives .....	6
General Education Elective .....	3	General Education Electives .....	6
	17		17

Minimum Credit Hours - 126

+At least 15 credit hours of the technical electives must carry MAE or MET designation.

\* This can be replaced by another Science Elective

OK



October 9, 1972

MEMORANDUM

TO: Dean E. W. Comings  
College of Engineering

CAMPUS

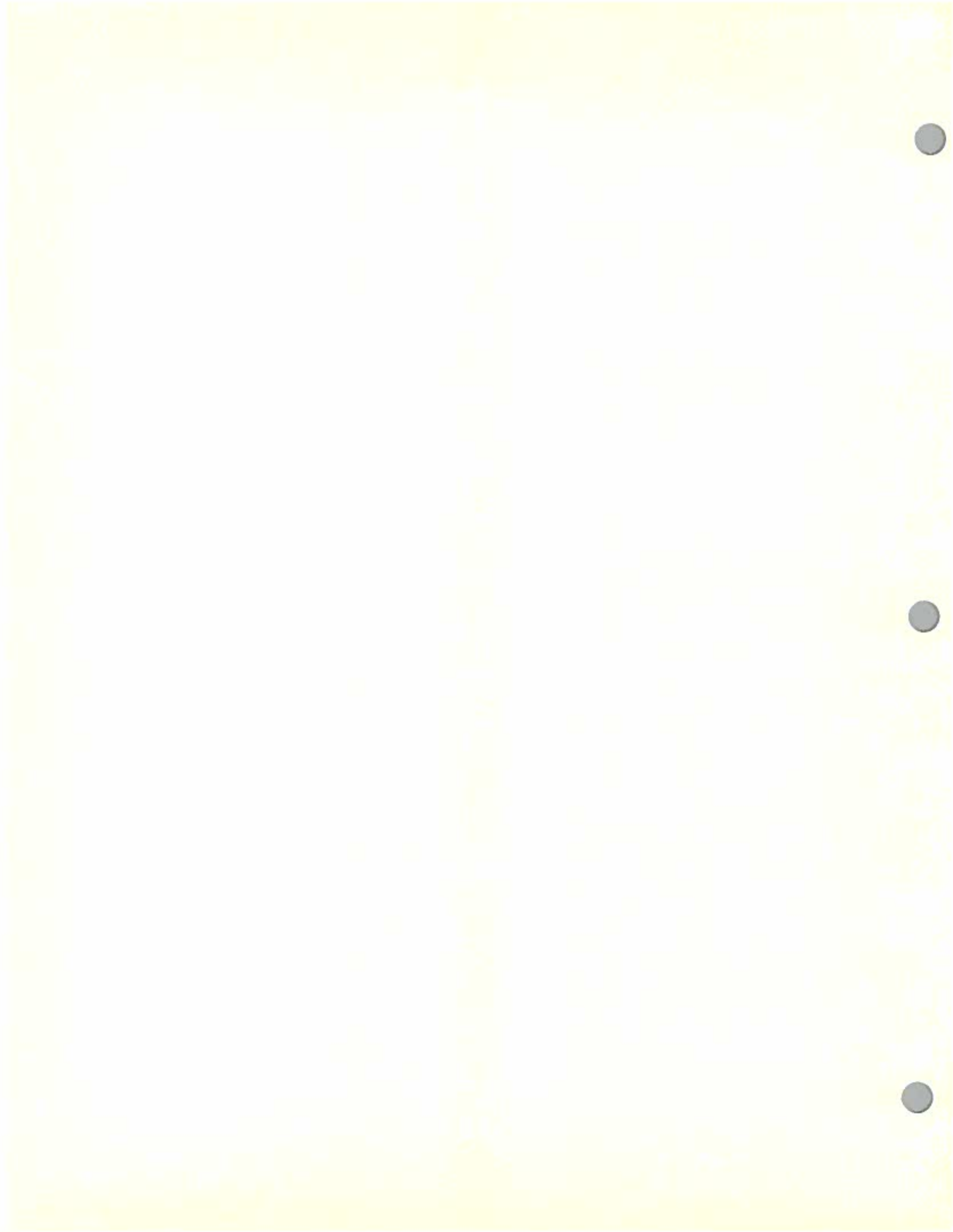
FROM: John J. Pikulski, Chairman  
Committee on Undergraduate Studies

The Undergraduate Studies Committee has reviewed the proposed curricula changes for programs in Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering and Engineering Administration. Two recommendations for changes were made by the Committee. The purpose of both of them was to broaden student choices in satisfying degree requirements.

The first recommended change would follow the term **TECHNICAL ELECTIVES** at the bottom of page on which the Civil Engineering Program is outlined. It is recommended that it be changed to read as follows:

"Upper level courses in the College of Engineering, the College of Arts and Science (such as Biology, Chemistry, Geology, Mathematics, Physics, Statistics and Computer Sciences, etc.), and the other Colleges of the University as appropriate to provide a coherent but personalized program, requested by the student and approved by the Department. Normally from the list of recommended technical electives, two (or more) courses will be selected which are taught outside the Department of Civil Engineering."

The second recommendation is that the College of Engineering Committee concerned with general studies contact the other Colleges in the University and secure lists of additional courses that might be suggested under Headings A, B, C, and D of the General Education Requirements. The purpose of this would be to allow greater flexibility in meeting the general studies requirements. The Committee on Undergraduate Studies requests a report of this activity in one month.



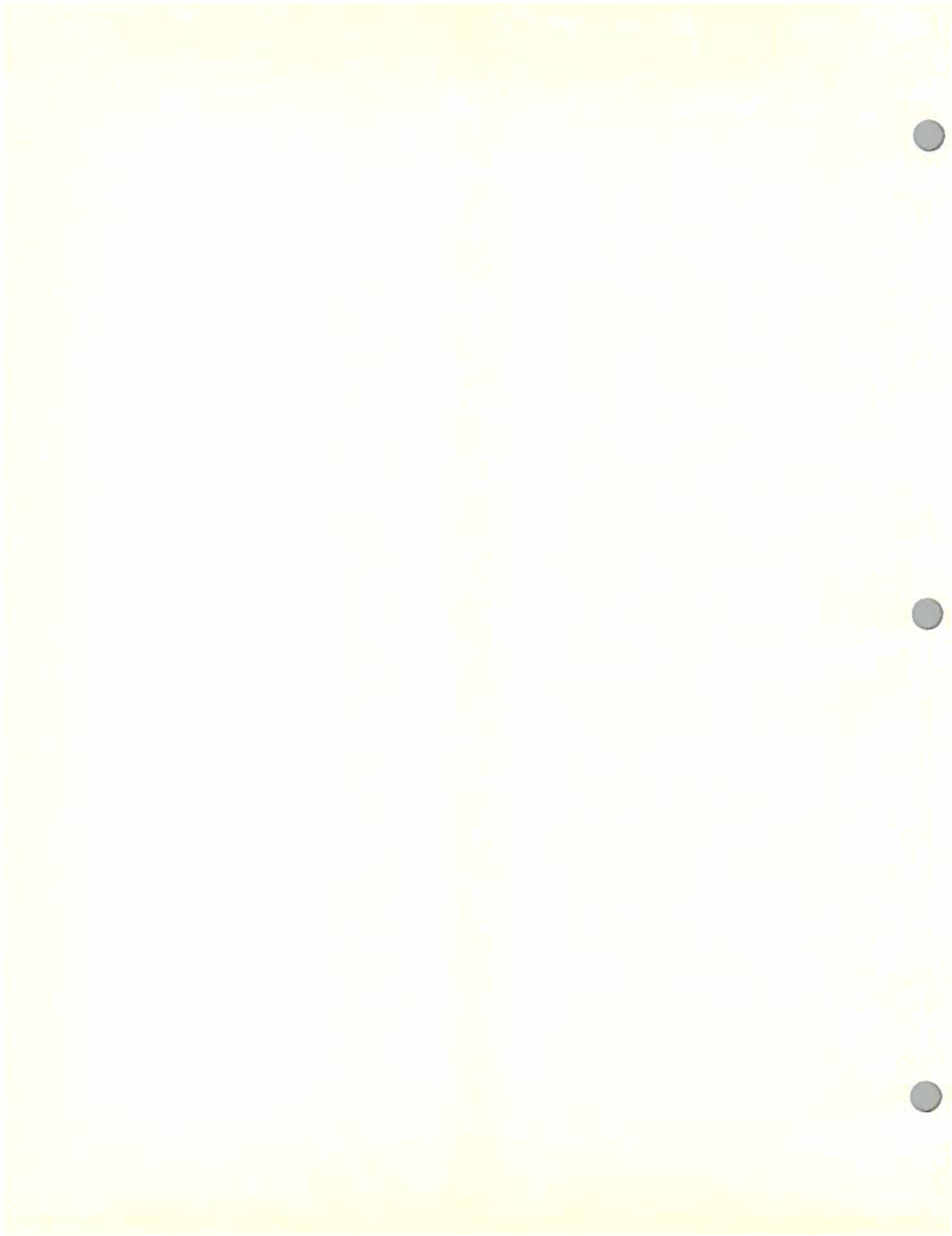


If the two recommended changes are agreeable to the College of Engineering, the programs stand approved by the Committee on Undergraduate Studies.

The Committee commends the College of Engineering for the steps taken toward allowing greater flexibility in its programs. The changes seem quite positive from the Committee's point of view.

Our recommendations will be forwarded to the University Senate for their action.

JJP:bc



UNIVERSITY OF DELAWARE  
CAMPUS MAIL

COLLEGE OF ENGINEERING  
OFFICE OF THE DEAN

October 12, 1972

M E M O R A N D U M

TO : John J. Pikulski, Chairman  
Committee on Undergraduate Studies

FROM : Dr. E. W. Comings, Dean *E. W. Comings*  
College of Engineering

SUBJECT : Senate Approval of Engineering Curricula Changes

Relative to the two items in your memorandum to me of October 9, the College of Engineering Faculty took the following actions at its meeting on October 10, 1972.

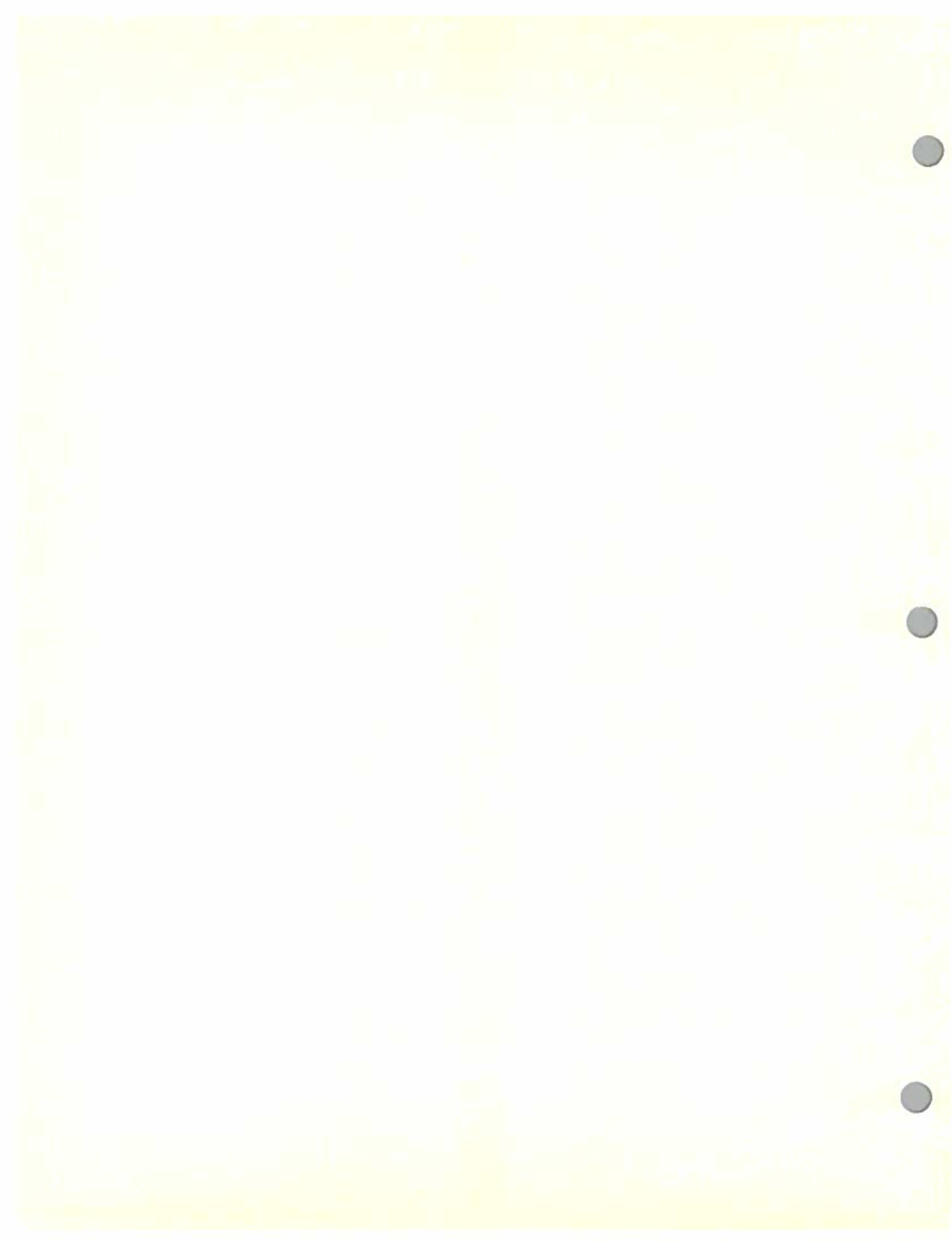
The first recommendation of the Committee on Undergraduate Studies had to do with the note following the term "Technical Electives for the Civil Engineering Program." The correction suggested conforms to the intent of the note and was accepted as an editorial change.

The second recommendation was to "secure lists of additional courses that might be suggested under Headings A, B, C and D of the General Education Requirements." The Engineering Faculty instructed the College of Engineering General Education and Teaching Committee to take the step recommended and report on this activity within the next two weeks.

This action conforms to the recommendations of the Committee on Undergraduate Studies and is such as to support final approval by the University Senate of the curriculum changes proposed by the College. The results of the action by the College Committee will be reported to the Committee on Undergraduate Studies within the month. The need for prompt action by the Senate is apparent in order that the College may properly advise and register its students.

EWC/km

cc: Dr. H. B. Kingsbury  
Dr. F. Loren Smith



JUDICIAL POLICY BOARD

PROPOSED REVISIONS OF THE STUDENT JUDICIAL SYSTEM DOCUMENT  
SUBMITTED FOR REVIEW TO THE FACULTY SENATE

1. Addition to Section B of Part VIII (Hearing Procedures and Student Rights before the Judiciary) of the document:

Approved by the Judicial Policy Board on October 7, 1971:

(Considered to be immediately effective)

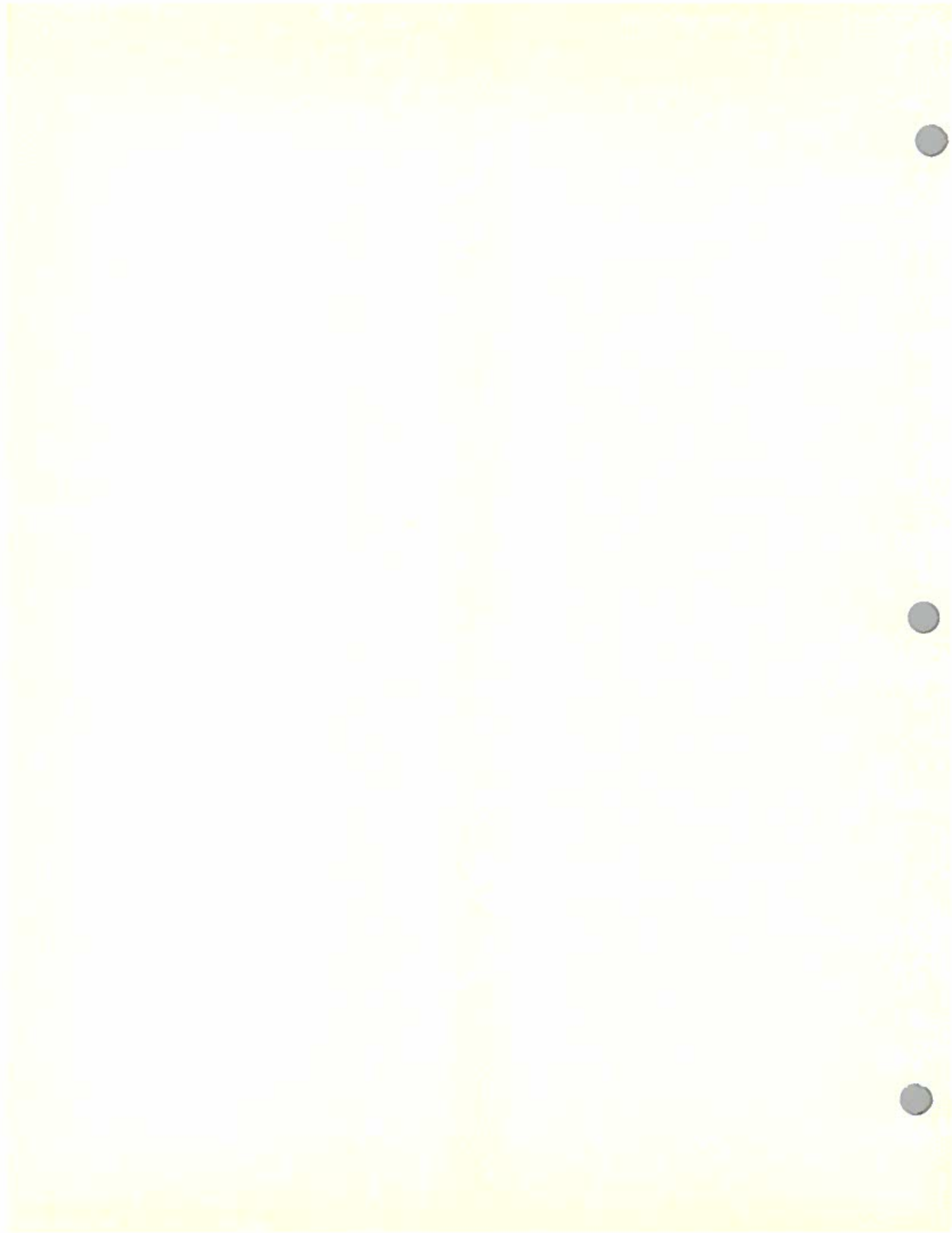
A letter of charges to a person accused of violating University standards for a case under the jurisdiction of the Student Court or its equivalent administrative hearing should be sent from the person bringing the charges (either the Office of Student Affairs or a member of the University community) requesting that charges be brought. A document outlining the rights of the accused and specifically stating where the complete judicial document can be obtained should be sent to the accused from the Student Court or in cases being heard administratively, from the administrative officer hearing the case.

2. Revision of the last sentence of Section H of Part VIII (Hearing Procedures and Student Rights before the Judiciary) of the document:

Approved by the Judicial Policy Board on October 14, 1971:

(Considered by the JPB to be immediately effective)

Only evidence introduced during the hearing shall be considered by Court or Board in its deliberations.



3. Addition to Section K of Part VIII (Hearing Procedures and Student Rights before the Judiciary) of the document:

Approved by the Judicial Policy Board on December 11, 1971:

(Considered to be immediately effective)

Director of Residence Life is to receive notification of the outcome of Judicial Board/Court's decision when the students involved are residential students.

4. Revision of Sections N through R of Part VIII (Hearing Procedures and Student Rights before the Judiciary) of the document:

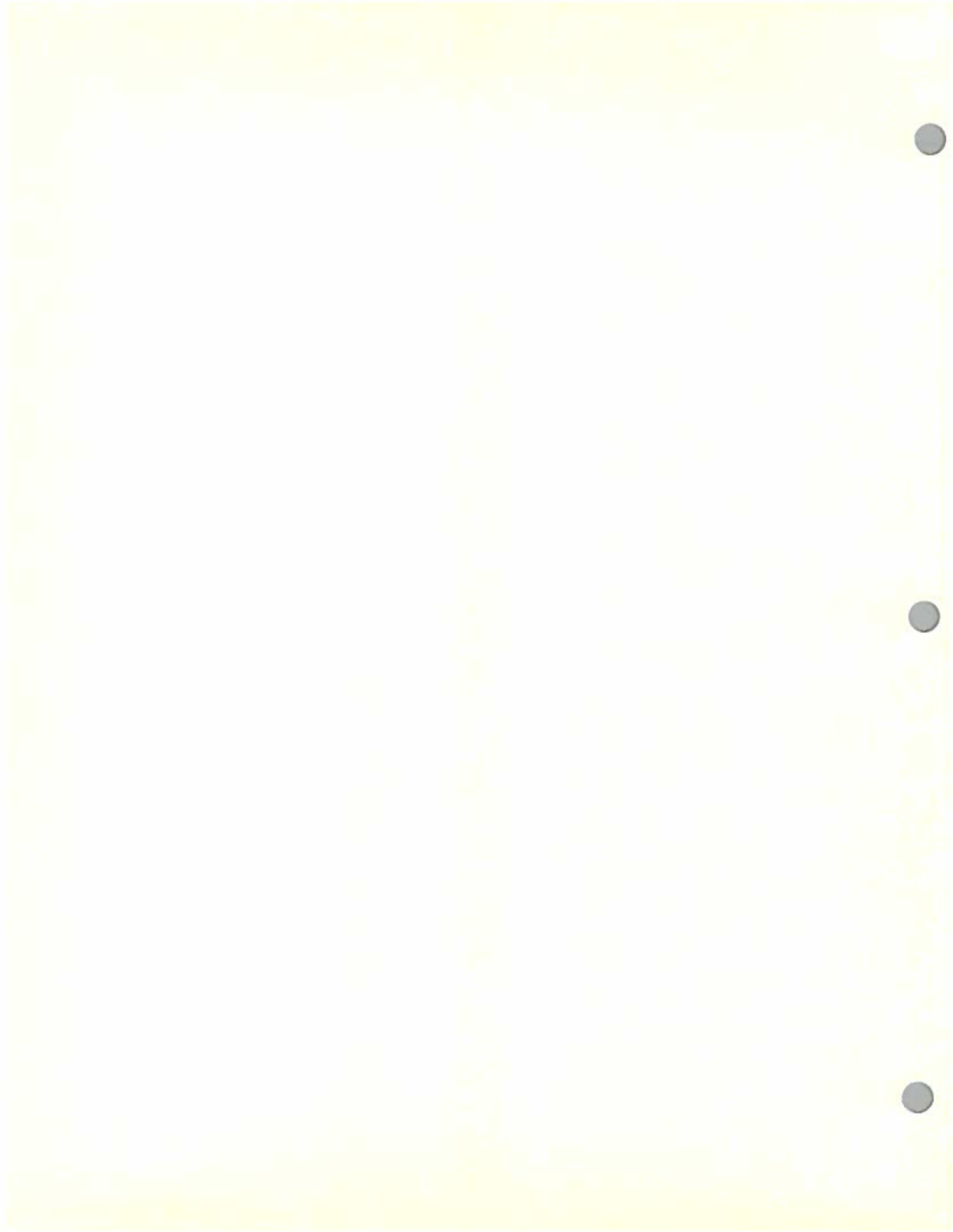
Foundation unanimously approved (7-0) by the Judicial Policy Board on November 4, 1971, with the following present: Dr. E. Brucker, Dr. W. Moody, Dr. R. Rothman, Dean J. Madson, J. Corradin, M. Novello and R. Otteni.

Revisions to the foundation unanimously approved by the Judicial Policy Board on October 5, 1972, with the following present: Dr. E. Brucker, Dr. W. Moody, Dr. R. Rothman, W. Ewing, S. Lewis, and, later on in the meeting, G. DeCowsky.

N. Decision of the court/board shall become effective immediately.

(See Section P.)

O. Petition for appeal should be presented in writing (from either the accused or the person who brought the charges) within fourteen (14) days to the chairman of the court/board having appellate jurisdiction over the case. Appellate jurisdiction is confined to the next higher court/board except in extraordinary circumstances, as indicated in III-B. The written appeal should present the reasons for the appeal and factual information to substantiate those reasons. Upon receipt of the written petition for appeal, the chairman of the





appeals court/board shall send copies of the appeal petition to the other party involved in the case being appealed and to the chairman of the court/board from which the case is being appealed. The chairman of the court/board and/or the other party then may file an answer to the appeal petition with the chairman of the appeals court/board. This answer must be returned within five days. After five days, but before ten class days, the chairman of the appellate court/board and at least two of the members of that court/board shall meet and examine the information presented to it (the appeal petition and the answers.) Appeals shall be granted when and if the written petition and answers to that petition present reason to believe that any of the following have occurred:

1. Procedures outlined in the Student Judicial Document may not have been followed.
2. Additional information not available at the first hearing may be available which could alter the outcome of the case.  
(Only in cases of appeal petition from the accused.)
3. The penalty imposed may be inappropriate. (Only in cases of appeal petition from the accused.)

P. The chairman of the appellate court/board or his representative shall, if the petition for appeal is granted, defer the imposition of the penalty pending the decision on the appeal. If the chairman of the appeals court/board feels that it would create an irrevocable



hardship or penalty for the student who is appealing the case if the penalty is not suspended upon receipt of the appeal, the chairman may (under these extraordinary circumstances) defer imposition of the penalty prior to the hearing on the appeal petition.

Q. The appellate court/board will notify the appellant of the acceptance or denial of the petition for appeal within ten days after the review of such a request.

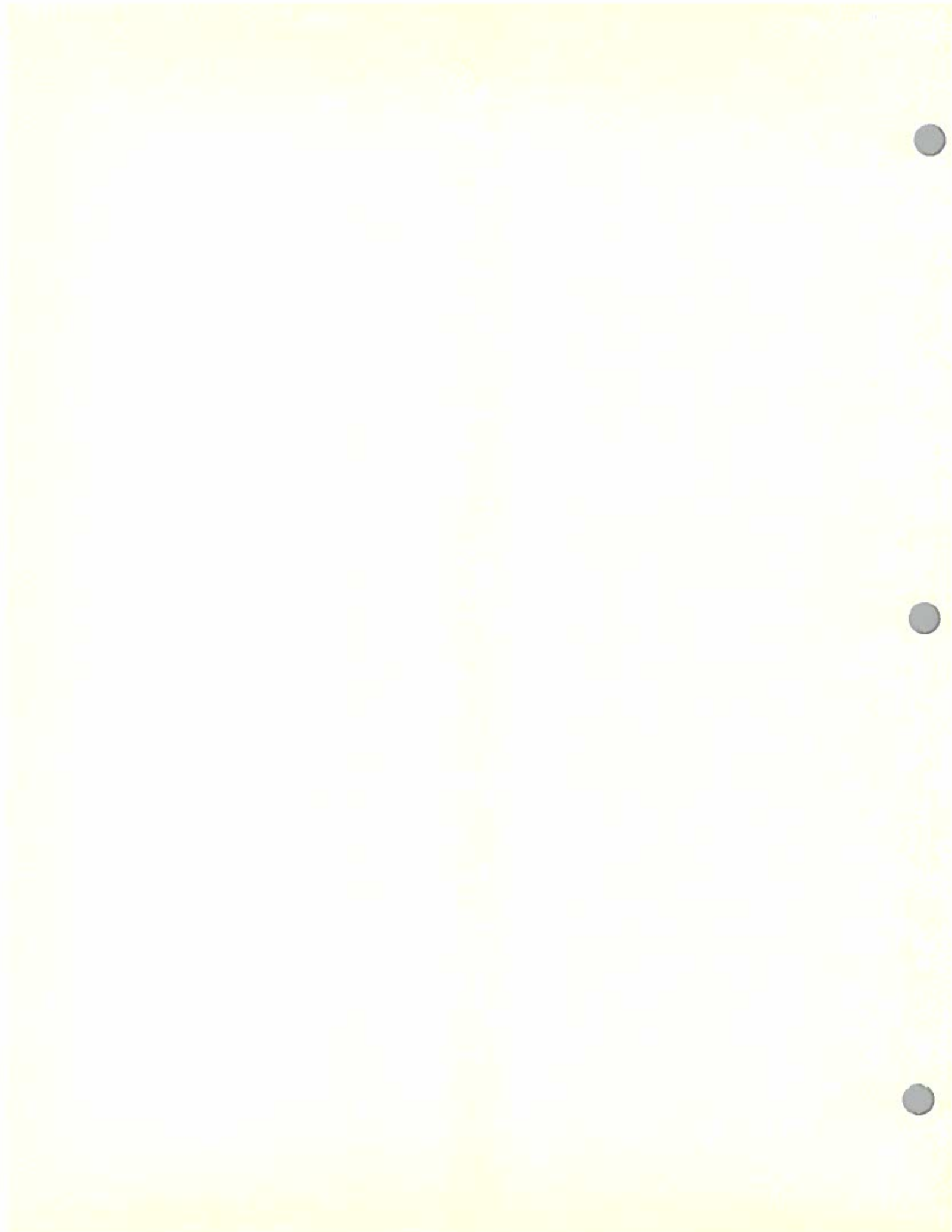
R. No student shall be tried twice for the same act except on remand after an appeal. (Being tried means the taking of evidence/ testimony in a hearing.)

5. Proposed new Part IX (Hearing Procedures for Appellate Cases) for the document, to follow the forementioned Part VIII:

Unanimously approved (7-0) by the Judicial Policy Board on November 4, 1971, with the following present: Dr. E. Brucker, Dr. W. Moody, Dr. R. Rothman, Dean J. Madson, J. Corradin, M. Novello, and R. Otteni.

#### IX. HEARING PROCEDURES FOR APPELLATE CASES

A. If the appeal petition is granted, the major parties involved in the case being appealed including the person(s) bringing the appeal, the other party(ies) (litigants) involved in the hearing being appealed and the chairman and the advisor(s) of the court/board which heard the original case, will be notified in writing at least three class days prior to the scheduled appellate hearing



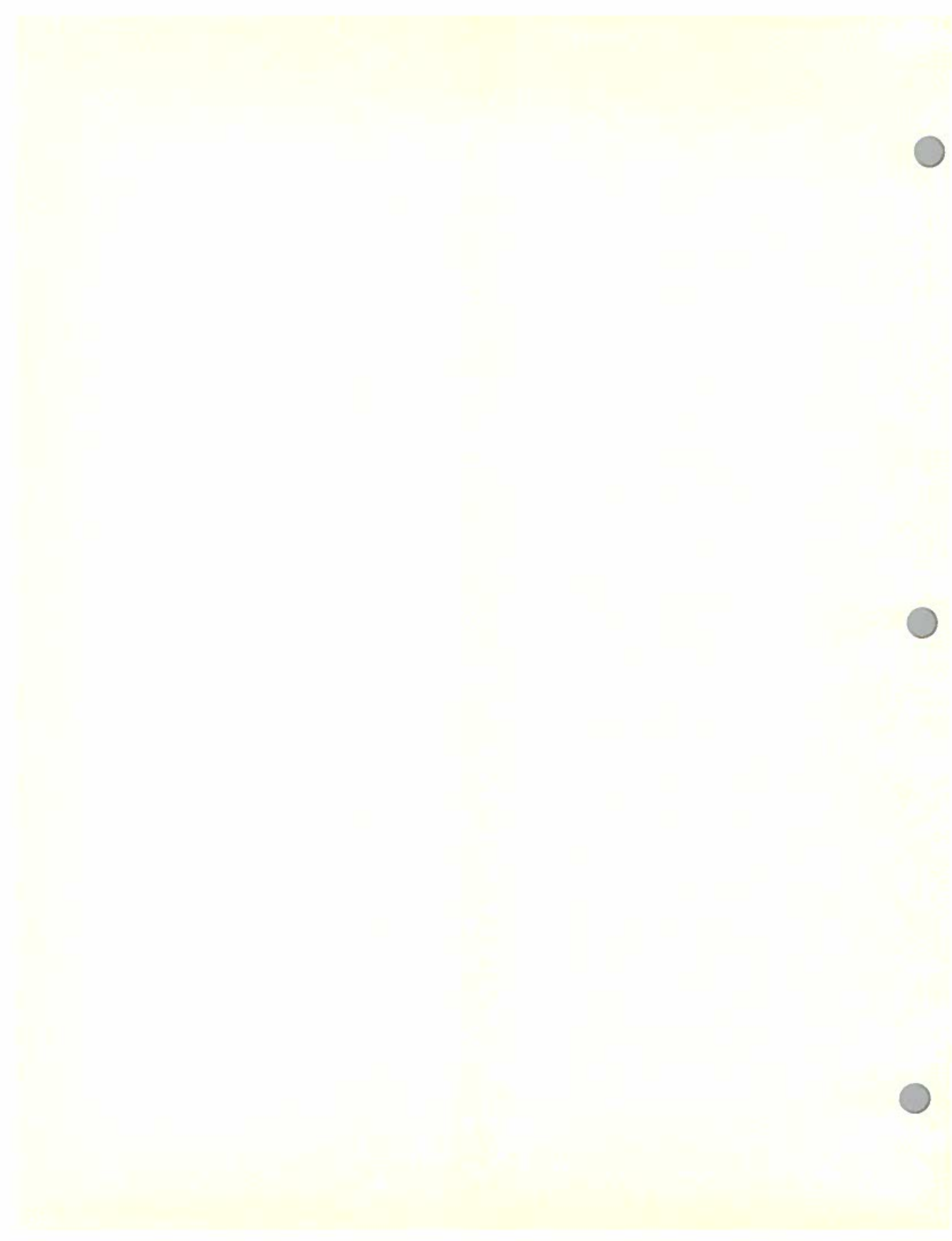
of the time and place of the hearing and procedures of the appellate hearing.

B. The chairman of the appellate board/court shall open the hearing by reading the petition of appeal and informing the persons involved in the appeal of the jurisdiction of the court/board and its procedures. He shall ascertain that all of the parties involved are aware of their rights and shall answer any questions they have in regards to these matters.

C. Members of the appellate court/board who have conflicts of interest in the case shall not sit in judgment. The validity of alleged conflict is to be determined by the appellate board/court.

D. The major parties involved in the original hearing including the person(s) who was charged, the person(s) who presented the charges, the chairman and the adviser(s) of the board/court who heard the original case, shall have the opportunity to be present to hear all testimony presented to the court/board. The person who was charged in the original case may also have his faculty adviser and another adviser from the University community invited and present at the appellate hearing. The person presenting the charges may also have a member of the University community present at the appellate hearing as his/her adviser.

E. The appellant(s) (persons bringing the appeal) shall be required to attend the appellate hearing. The hearing shall be opened only to members of the appellate court/board including the



adviser(s), and the persons listed in (D) above. Witnesses shall be present only during the time that they are testifying.

F. All of the major parties involved in the case being appealed (D) shall have the right to respond to all information and charges presented, and to present evidence and call witnesses on their behalf providing such evidence and testimony affords information relevant to the basis of the appeal.

G. The hearing shall be conducted as a discussion between members of the court/board and parties involved in the original case. The party who petitioned for the appeal and the other party involved in the original charges have the right to refuse answers to any questions presented to them at the hearing. A representative of the court/board with original jurisdiction over the case shall be required to answer questions regarding the confidential deliberations on the case being appealed only before members of the appellate court/board.

H. After all evidence has been presented, the parties involved in the original case shall be given the opportunity to make a final statement with the person responsible for bringing the appeal presenting last. The chairman shall then dismiss all individuals who are not members of the appellate court/board in order to deliberate on the appeal. The decision of the court/board shall be based on a majority vote of the quorum sitting.





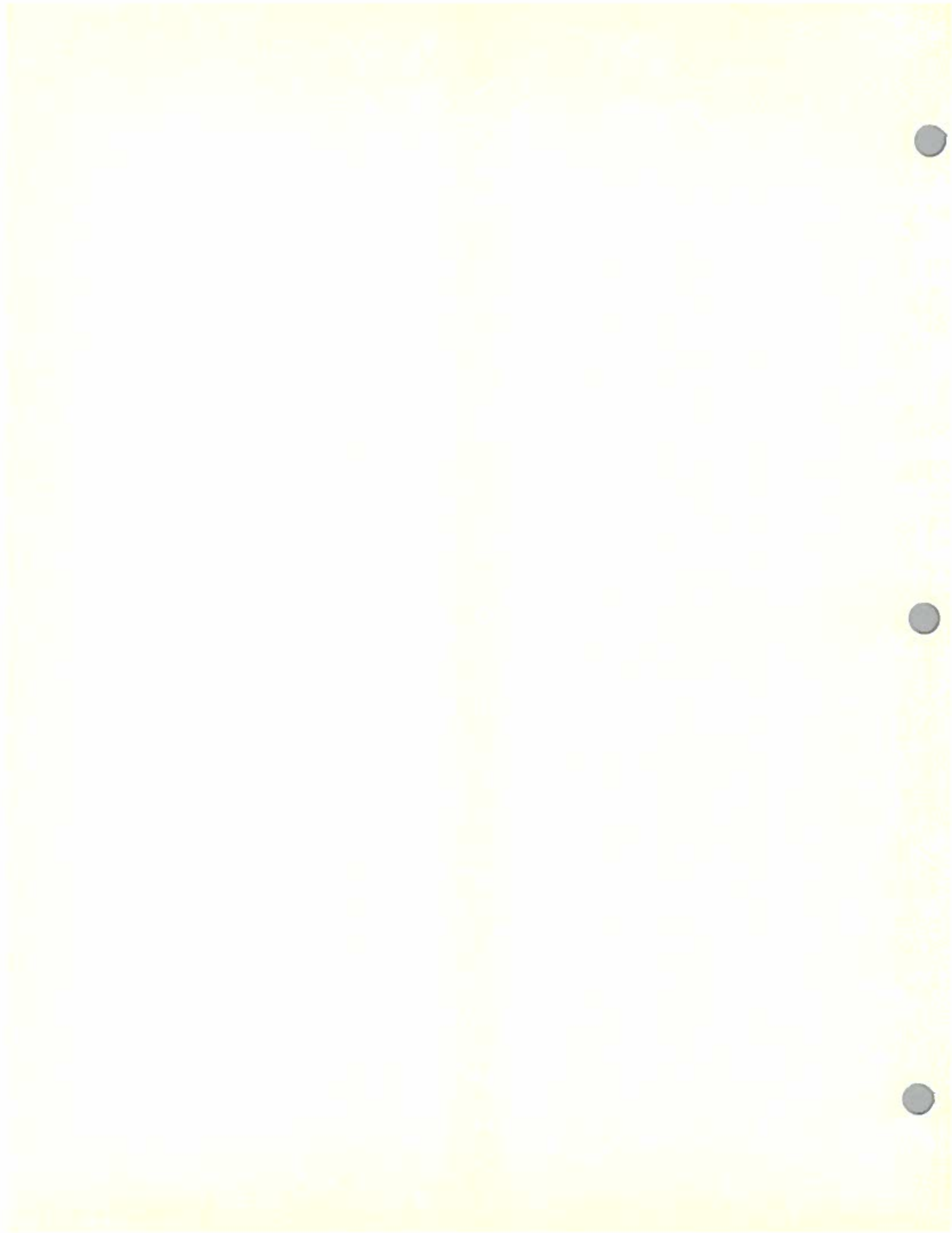
I. If the decision of the appellate court/board is to grant the appeal on the basis that the procedures as outlined in the Student Judicial System Document may not have been followed or on the basis that information is now available which was not available at the first hearing, then the appellate court/board must request a reconsideration of all the facts of the case by either the appellate court/board or the court/board which had original jurisdiction. If the appellate court/board feels that a review or rehearing of the case cannot be held by the original hearing court/board without bias, the reconsideration of the case must be held before the appellate court/board.

J. If the decision of the appellate court/board is to grant the appeal, the appellate court/board may direct the lower court/board:

1. To have a complete rehearing. (In absence of other direction from the appellate court/board, a complete rehearing must be held.)
2. To consider new information along with the previously heard information.
3. To disallow previous testimony.
4. To follow other appropriate directions.

K. If the appellate court/board grants an appeal on the basis that the penalty imposed was inappropriate, the appellate court/board may:

1. Alter the penalty imposed by the lower court/board.
2. Remand the case to the lower court/board with instructions.



L. Within forty-eight hours following the conclusion of the hearing, the chairman shall send written notification of the court/board's decision to the person bringing the appeal, the Office of the Dean of Students, the other party involved in the original case, and the chairman of the court/board from which the appeal was made.

M. The decision of the appellate court/board shall become effective immediately.

N. The court/board shall keep a written summary of the proceedings of the hearing.

O. All information relating to the hearing shall be confidential, and not for public discussion by persons involved in the hearing.

NOTE: As a result of these revisions, the former Part IX (Procedures for Administrative Disciplinary Hearings) of the document would become Part X (Procedures for Administrative Disciplinary Hearings) of the document.

10/13/72

