



1-3-1963

## January 3, 1963

University of North Dakota

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MINUTES OF THE UNIVERSITY SENATE MEETING  
January 3, 1963

(NOT TO BE MADE AVAILABLE TO NON-FACULTY MEMBERS)

1.

A meeting of the University Senate was held at 4:00 p.m. on Thursday, January 3, 1963, in the Memorial Room of the Student Union. Mr. Tomasek presided.

2.

The following members of the Senate were present:

Boehle, William R.	Henderson, J. Donald	Reeves, Mary Elizabeth
Bullard, Charles W.	Heyse, Margaret F.	Reiten, Palmer J.
Caldwell, Robert A.	Jackson, Ronald	Robertson, D. J.
Clifford, Thomas J.	Jorgensen, Roy H.	Robinson, Elwyn B.
Curry, Myron M.	Kannowski, Paul B.	Rowe, John L.
Facey, Vera	Kolstoe, Ralph H.	Severson, Roland G.
Ford, Donald H.	MacKiehan, Ruth J.	Tisdale, Ross C.
Fossum, Guilford O.	McKensie, Ruby M.	Tomasek, Henry
Gillmor, Donald M.	Myers, Roger A.	Wheeler, George C.
Hamre, Christopher J.	Nething, Marjorie J.	White, James P.
Harwood, Theodore H.	Pearce, Donald J.	

The following members were absent:

Starcher, George W.	Hatfield, Charles	Penn, John S.
Brumleve, Stanley	Koenker, William E.	Wills, Bernt L.
Cash, William L.	Koth, Arthur	Witmer, R. B.
Cushman, Martelle L.	Lium, E. L.	

3.

Mr. Tomasek explained that there was a conflict in the Academic Calendar for the second semester of 1962-63 and asked for a motion to refer the matter to the Administrative Procedures Committee and grant that committee the authority to change the date of the second deficiency period. The motion was made by Mr. Kolstoe, seconded, voted upon, and carried.

4.

Mr. Clifford presented the attached statement on tenure and moved that it be accepted for submission to the State Board of Higher Education. The motion was seconded, voted upon, and carried.

5.

Mr. Kolstoe nominated Mr. Wheeler to the Codification Committee. It was moved that nominations be closed and the Secretary cast a unanimous ballot for Mr. Wheeler. The motion was seconded, voted upon, and carried.

6.

Mr. Bullard moved that the attached attendance policy be the policy of the University on attendance and that it be published in the Student Handbook. The motion was seconded. Mr. Bullard moved to amend the motion by removing the word "primary" in the fourth line of the first paragraph, and omitting "he has notified a faculty member, adviser, director or coach" from No. 2 in the second paragraph. The motion was seconded, voted upon, and carried. Mr. Wheeler moved to amend the motion by removing the word "however" in the second line of the first paragraph. The motion was seconded, voted upon, and carried. The original motion, as amended, was then voted upon and carried.

7.

Miss McKenzie presented the attached list of candidates for degrees for January, 1963, with a list of additions and deletions, and moved the approval of the list as corrected for submission to the State Board of Higher Education. The motion was seconded, voted upon, and carried.

8.

Mr. White moved that the following Admission and Retention Standards of the School of Law, to go into effect the fall semester of 1963-64, be approved for submission to the State Board of Higher Education:

Admission Standards

In general, the following persons are eligible for admission to the School of Law:

First. Persons who have received a satisfactory bachelor's degree from the University of North Dakota or any other accredited institution and a satisfactory score on the Law School admission test.

Second. Persons who have completed 90 semester credits acceptable for a bachelor's degree at the University of North Dakota with an average of 1.2 (or its equivalent) and a satisfactory score on the Law School admission test.

Retention Standards

Every law student, at the completion of 30 hours, or two semesters in residence, must have compiled a minimum average of 1.0 before permission will be granted to register for additional hours or a third semester in the School of Law.

The motion was seconded, voted upon, and carried.

9.

The meeting adjourned at 4:40.

R.M. McKenzie  
Secretary

## PROPOSED TENURE STATEMENT

Tenure is defined to mean the permanent or continuous appointment of teaching faculty members and professional staff excluding presidents and deans. Tenure shall be granted to all eligible persons, including professors, associate and assistant professors, and instructors, upon satisfactory completion of six academic years of service to the institution except that at the two universities instructors shall be appointed for one year and may be reappointed for additional years up to a maximum of six years. At the end of six years, if not before, an instructor shall either be promoted to a higher rank or his service shall be automatically terminated except that in the case of special instructors, part-time instructors, and lecturers, the dean and president may consider other action and so recommend to the Board of Higher Education. Individuals with previous professional experience at other institutions may, at the discretion of the dean and president, be given certain credit for this experience not to exceed five years. Persons with seven or more years of previous professional experience at other institutions shall be granted a minimum of three years of credit.

### 2.

The services of a person with tenure shall be terminated only for adequate cause. The specific reason for the termination of the appointment of a person with tenure shall be made by notice in writing by the president and presented to the person involved and to the North Dakota Board of Higher Education. The date of termination shall be twelve months from the date of final approval of the dismissal action by the Board of Higher Education. Final approval shall not be given by the State Board of Higher Education until the procedures delineated in Section 3 have been completed.

If the faculty member's continued presence in the classroom is shown to be clearly harmful to the institution, suspension by the president may take place immediately subject to the approval of the State Board of Higher Education.

When final approval of a decision to dismiss is given by the State Board of Higher Education in accordance with the provisions and procedure delineated in Section 3, the faculty member's annual salary, as stated in his last previous salary notice, will be paid to him within the year following the date of final approval by the State Board.

In the event a reduction in staff becomes necessary because of financial stress, legislative action, loss in enrollment, consolidation of departments, or dropping of courses, the termination of the appointment of a person with tenure shall be bona fide; consideration shall be given to departmental seniority in the retention of faculty members. The faculty member's annual salary, as stated in his last previous salary notice, will be paid to him within the year following his notice of termination of appointment. The position shall not be filled for at least two years unless the person dropped from the position has been given an opportunity to return to it.

Notice of termination of services of faculty members, including those holding probationary appointments, shall be according to the following schedule:

1. At least three months before the end of the faculty member's duties during the first academic year of service exclusive of the summer session;
2. At least six months before the end of the second academic year of such service;

3. At least twelve months before the expiration of an appointment after more than two years of academic service.

3.

A person with tenure who has been recommended for dismissal shall, if he desires, be granted a hearing by the Tenure Committee upon written request to the president. His request must be made within twenty (20) days after receipt of the notice of intent of termination of appointment from the president. A person who has been recommended for dismissal may appear with counsel and witnesses before the Tenure Committee.

The Tenure Committee shall consist of five members with tenure status elected for a three-year period by members of the faculty holding tenure. The Committee shall consist of two persons holding administrative positions and three teachers. The Tenure Committee will elect its own chairman from within its membership.

The person against whom charges are made shall be informed in writing of the charges against him at least ten (10) days before the hearing.

At the hearing, the person against whom charges have been made will be given the opportunity to present evidence and witnesses in support of his position. He may be assisted by counsel and shall also be given the opportunity to cross-examine witnesses or any persons submitting evidence against him. Hearings may be public at the discretion of the Tenure Committee.

The person against whom charges have been made shall have the right to be present at all hearings and appellate procedures where evidence is offered or where argument is heard relating to his case.

After the completion of the hearing the Committee shall submit in writing to the person being discharged, the president of the institution, and the Board a careful evaluation of the evidence and the Committee's recommendation, together with a complete record of the hearing. The Tenure Committee shall submit this evaluation, recommendation, and record as soon as possible after the completion of the hearing.

In the event that the Board does not concur with the recommendation of the Tenure Committee, a joint meeting of the Tenure Committee, the Board, and any others deemed advisable by the Board shall be held before final action is taken by the Board.

4.

All persons shall be notified of their tenure status upon appointment or upon any change of status by the president in writing and shall be so certified to the North Dakota State Board of Higher Education.

5.

The period of satisfactory service to the institution necessary to acquire tenure, as set forth in Section 1, shall not apply to those persons commencing service at the institution prior to adoption of this policy by the State Board of Higher Education. The tenure policy which shall apply to these persons shall be that in existence in the period in which their service commenced.

## ATTENDANCE POLICY

It is the University policy that students are expected to attend their classes. In recognition of the fact that the primary learning contact takes place in the teacher-student relationship, the principle governing class attendance is that the student must adhere to the particular policies of his individual instructor. (Absences may, at the discretion of the instructor and the academic dean, be deemed prime facie justification for cancelling the student's enrollment in the course.) From this it follows that the student must satisfy the attendance requirements of his instructors. Except for University approved functions such as athletic trips, Departmental field trips, etc., a student may be excused for absences from class only by his instructor.

The Dean of Students will notify instructors when:

1. He learns students are or will be confined to a hospital.
2. A trip or public performance has been officially approved, such as: a departmental field trip, musical activity, athletic trip, or ROTC parade.

Instructors will:

1. Ask the Dean of Students to follow up, for possible counseling, cases in which a student misses several class periods.
2. Explain their attendance policy in initial class meetings.



TENTATIVE

NOT FOR PUBLICATION

University of North Dakota  
Office of the Registrar

LIST OF CANDIDATES FOR DEGREES

January 26, 1963

COLLEGE OF SCIENCE, LITERATURE, AND ARTS

Degree of Bachelor of Arts

David Ronald Bishop	Harlan Dwight Nelson
Esther Fredholm Conway	Perry O'dell Orwick
Anita Gay Dolan	Doris Christina Schell
Carol Diane Erickson	Marvin Eric Sheldahl
Mary Kathleen Hubbard	Anthony John Skalenda
Verna Mae Johnson	Margaret Diane Upham
John Cecil Lervick	Terry Jene Wolf

Degree of Bachelor of Science

Karen Leila Caswell	Earl Louis Goven
Lee Edward Christianson	Walter Harold Knipe
Donald Robert Muir	

Degree of Bachelor of Philosophy

Jerome George Bernauer	William Orvis Johnson
Jack Dennis Brustad	Ronald John Miller
Paul Jerome Dietz	William Emmanuel Nelson
Robert Walter Domrese	Jerome Kay Pascoe
Ordeen J. Flom	Thomas John Peterka
Dean Allen Gimmetad	Judith MacLean Ranz
Morley David Glicker	John Christian Resell, Jr.
Ione Marie Ingebrigtsen	Tracey Allen Thompson
George Gary Tosh	

Degree of Bachelor of Science in Medical Technology

Martha Marie Compton	Dalores Elaine Stiles
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Degree of Bachelor of Science in Occupational Therapy

Loretta Jane Hoffmann Bloomquist	Bonnie Gay Johnson
Patricia Reiton Dietrich	Linda Maija Skroms
Joan Louise Ungerecht Thralow	

## GRADUATE SCHOOL

Degree of Master of Arts

Marlene Theresa Bondy  
Hizekiel Israel Isaac

Paul Allan Larson  
Jere Darryl Paddack

Degree of Master of Science

Koker D. Al-Assady  
Dwight Jerome Holter  
James Bruce Lehr  
Jerald Bruce Lydeen  
Ernest LeRoy Multhaup  
Frederick Francis Plankey

Clark A. Rundell  
William Robert Stapleton  
John MacKay Voss  
George Roan Ward, Jr.  
Richard Karl Weddle  
Donley James Winger

Degree of Master of Education

Aubrey Marcus Brenner  
Charles Henry Howard, Jr.

R. Phil Littell, Jr.  
Lawrence John Peterson, Jr.

Charles L. Schoenborn

Degree of Doctor of Education

Rodrick Cameron Gillund

Gerald Francis Hamerlik

Degree of Doctor of Philosophy

Hiram Max Drache

Awad A. Ismir

William Dean Leipold