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January 16, 1975

University of North Dakota

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MINUTES OF THE UNIVERSITY SENATE MEETING

January 16, 1975

1.

The January meeting of the University Senate was held at 4:00 p.m. on Thursday, January 16, 1975, in room 7, Gamble Hall. Mr. Lewis presided.

2.

The following members of the Senate were present:

Apanian, Ronald	Iseminger, Gordon	O'Kelly, Bernard
Baldwin, Joel	Jarman, Lloyd	Omdahl, Lloyd
Beck, Robert	Kaelke, Michael	Oring, Lewis
Behringer, Marjorie	Kemper, Gene	Oslund, Valborg
Bender, Myron	Koenig, Walter	Paulson, David
Brown, Russell	Koenker, William	Phillips, Monte
Bzoch, Ronald	Kraft, Larry	Potter, Gerald
Caldwell, Mary	Kraft, Lee	Reid, John
Clark, Alice	Kraus, Olen	Rowe, Clair
Curry, Mabel	Larson, Omer	Shermoen, Steve
Fletcher, Alan	Lewis, Robert	Stakston, Chuck
Ford, Donald	Lockney, Thomas	Strentz, Herbert
Grina, Mary	Lundberg, Stuart	Thorson, Playford
Hamre, Laurie	Markovich, Stephen	Tomasek, Henry
Hedahl, Beulah	McElroy, Jacqueline	Ulven, Milford
Heyse, Margaret	Nelson, Edward	Wright, Paul
Ingstad, Jack		

The following members of the Senate were absent:

Clifford, Thomas	Penn, John	Sanders, Bob
Batko, Yvonne	Perrone, Vito	Skogley, Gerald
Beach, David	Power, Paula	Stokke, Cindy
Harlow, Steven	Ramsett, David	Swanson, Loren
Johnson, A. William	Raymond, Arthur	Swenson, John
Johnson, Walter	Robertson, Donald	Tweton, D. Jerome
Knutson, Linda	Rogers, John	Van Voorhis, Robert
Krebsbach, Gregg	Rushing, Robert	Vennes, John
Murray, Stanley	Russell, LaVonne	Warner, Edward

3.

There being no corrections, the minutes of the December 5, 1974, meeting were approved as submitted.

4.

Mr. Markovich assumed the Chair as Mr. Lewis yielded in order to present the following item.

5.

Mr. Lewis presented the proposed Guidelines and Procedures for the Evaluation of Tenured and Non-Tenured Faculty. (See attachment # 1.) He moved its adoption with the following changes recommended by the Committee for Establishing Guidelines and Procedures for the Evaluation of Tenured and Non-Tenured Faculty.

On page two (2) of Guidelines, line 18d, add: "Since the primary objective of faculty evaluation is to improve the quality of the faculty" and change the first word of line 18 to a lower case "the."

On page two (2), line 22, change to read: "Each department and each academic division which does not have departments shall develop procedures for evaluation of tenured and non-tenured faculty, in accordance with these Guidelines and the following procedures:"

On page three (3), line 8, after the word, "utilization," add: "by the department or academic division without departments."

The motion was seconded. Mr. Strentz moved to amend by (1) deleting lines one through four of the Proposed Guidelines and Procedures, (2) on page two, line 21, add the words, "or the evaluations are requested by the faculty member" so that the sentence reads, "Since the primary objective of faculty evaluation is to improve the quality of the faculty, the evaluation of tenured faculty shall be conducted at least every three (3) years after their appointment with tenure; and may be conducted at other times, as well, if circumstances, determined either by the individual faculty member or the department chairperson, require it, or the evaluations are requested by the faculty member."

The motion to amend was seconded, voted upon and carried. Mr. Kraus moved to further amend by changing sentence C on page three (3) to read: "Departmental procedures and criteria for evaluation shall be subject to the review and approval of the dean of the college (or other division head) to which the department has been assigned, by a Committee elected by the faculty of the college or division, and by the Council of Deans." Mr. Koenig seconded the motion. The motion was voted upon and carried.

Ms. Hedahl moved to change page three (3), line 13, to read: "The basic criteria for evaluation shall be those criteria for promotion outlined in the faculty handbook." The motion was seconded. Ms. Heyse requested an editorial change so that the sentence would read, "The basic criteria for evaluation shall be teaching, research and creative accomplishment, professional competence and activity, and contributions to society." The editorial change was accepted and the motion was voted upon and carried. Mr. O'Kelly moved to strike the word "These," on page one (1), line five. The motion was seconded, voted upon and carried. Mr. Strentz moved that the Senate vote immediately on the main motion. This motion was seconded, voted upon and carried. The main motion, as amended, was voted upon and carried.

6.

Mr. Markovich relinquished the Chair to Mr. Lewis for the remainder of the meeting.

7.

Mr. Lewis read the following memo from the Student Policy Committee: "At its meeting of Monday, January 13, 1975, the Student Policy Committee voted approval of the Due Process Statement to be considered in the University Senate, January 16." Mr. Kaelke moved that the statement on Due Process be referred back to the Student Policy Committee and the Deans Council. The motion to refer was seconded by Mr. Ingstad, voted upon and carried.

8.

Mr. Omdahl asked for the consent of the Senate to add another item to the agenda. Since there was no objection, Mr. Omdahl read the following resolution and moved that the Chairman of the Senate forward it to the Speaker of the House, the Lieutenant Governor and the Governor.

Resolution

Whereas, escalating inflation over the past two years has seriously impaired the purchasing power of persons on fixed incomes, among whom are many public employees; and

Whereas, Legislative officials and the Governor recognized the serious consequences of inflation by preparing for prompt action by the Legislative Assembly; and

Whereas, the 44th Legislative Assembly and the Governor have acted quickly in the first days of the Session to lessen the gap between employee and faculty salaries and purchasing power by promptly enacting and implementing salary increases for the remainder of the 1973-75 biennium;

NOW, THEREFORE, BE IT RESOLVED by the University Senate, meeting this 16th day of January, 1975, that appreciation be expressed to the Legislature and the Governor on behalf of the employees and faculty of the University of North Dakota.

The motion was seconded by Mr. Tomasek and discussion followed. The motion was voted upon and carried.

9.

Mr. Koenig moved adjournment. The motion was seconded, voted upon and carried. The meeting adjourned at 5:08 p.m.

Milford Ulven
Secretary

PROPOSED GUIDELINES AND PROCEDURES FOR THE EVALUATION OF TENURED AND NON-TENURED FACULTY

Procedures and guidelines for the evaluation of tenured and non-tenured faculty are established to provide the means whereby the performance of individual faculty members and their contributions to the University community may be equitably assessed and documented.

The uniqueness of individual faculty members, and the departments of which they are a part, has been acknowledged in the development of these guidelines and procedures; and because of that uniqueness, the main responsibility for implementation of evaluation procedures has been placed in the departments. Review of the departmental procedures by the college and the Council of Deans has been established to provide equity of assessment throughout the University community.

Evaluation instruments are the means whereby information is gathered to provide a basis for evaluation. They do not constitute an evaluation in themselves. "Evaluation" in the terms of these guidelines is the process whereby the information acquired by evaluation instruments, i.e. peer and student evaluation questionnaires, administration and external comments, etc., are analyzed and evaluated to determine the quality of performance by an individual faculty member, as measured against the criteria and objectives set by the Department.

GUIDELINES AND PROCEDURES

1. Every faculty member shall be evaluated.
 - a. The evaluation of first-year non-tenured appointees shall be conducted at the end of the first semester of their first year, so that there will be some reasonable basis for a decision to reappoint in accordance with the schedule in the North Dakota State Board of Higher Education Regulations on Academic Freedom, Tenure and Due Process (Ref: Part C, par.1.a.); and they will be evaluated again at the end of their first year.
 - b. The evaluation of second-year non-tenured appointees shall be conducted toward the end of their third semester, so that there will be a reasonable basis for a decision to reappoint in accordance with the schedule in the North Dakota State Board of Higher Education Regulations on Academic Freedom, Tenure and Due Process (Ref: Part C, par. 1.b.).
 - c. The evaluation of third-year and beyond non-tenured appointees shall be conducted at the end of their third year and during the second semester of their fifth year; and may be conducted at other times, as well, if circumstances, determined either by the individual faculty member or the department chairperson require it.
 - d. Since the primary objective of faculty evaluation is to improve the quality of the faculty, the evaluation of tenured faculty shall be conducted at least every three (3) years after their appointment with tenure; and may be conducted at other times, as well, if

- circumstances, determined either by the individual faculty member or the department chairperson, require it, or the evaluations are requested by the faculty member.
2. Each department and each academic division which does not have departments shall develop procedures for evaluation of tenured and non-tenured faculty, in accordance with these Guidelines and the following procedures:
 - a. The procedures for evaluation must be developed, and approved, by a majority of the faculty in each department. The Committee on Evaluation of the Council on Teaching, augmented by individuals in the University community who have expertise in such areas as: evaluation techniques, law, analysis and interpretation of data, etc., will be available for consultation in the development of these procedures. Faculty may delegate the responsibility for evaluation to the department chairperson; a departmental committee; or in the case of small departments (up to 4 members) to the dean of the college of which the department is a part; or they may retain that responsibility; but that must be a choice made by the faculty.
 - b. Provision shall be made in these procedures for the utilization by the department or academic division without departments of student opinion in the evaluation.
 - c. Departmental procedures and criteria for evaluation shall be subject to the review and approval of the dean of the college (or other division head) to which the department has been assigned, by a committee elected by the faculty of the college or division, and by the Council of Deans.
 - d. The basic criteria for evaluation shall be teaching, research and creative accomplishment, professional competence and activity, and contributions to society, however, the ratio of their importance in the evaluation shall be determined by the Department and incorporated in the procedures. Provision shall be made in the policy on "ratio" for consideration of individual capabilities and assignments.
 - e. The procedures for evaluation shall include: (1) a clear statement about the way in which individual faculty members being evaluated are informed of such evaluations, and (2) the timetable for such evaluations.
 - f. The procedures for evaluation shall also include a statement about the use, confidentiality and disposition of the evaluation documents, including provisions for their review and use by the dean (or division head) and the Vice President for Academic Affairs, or their designated committees, in deliberations on such matters as promotion, retention, tenure and due process; and the way in which the individual faculty member is informed about the results of the evaluation.
 - g. These procedures may not abridge or nullify the general policies of the University; and employment of the resulting evaluations shall be consistent with the established policy and procedures of the University in such matters as promotion, retention, tenure and due process.

- h. Faculty shall be informed at the time of their initial appointment of the criteria for evaluation and objectives set by the Department; and whenever there is a significant change made in those criteria and objectives by the Department.
3. All formal appeals of evaluations shall be made in accordance with the same "due process" procedures, as provided for cases of non-renewal of probationary faculty in the North Dakota State Board of Higher Education Regulations on Academic Freedom, Tenure and Due Process (Ref: Part C, paras. 2., 3., and 4.).

Amended by University Senate
January 16, 1975

PROPOSED GUIDELINES AND PROCEDURES for the EVALUATION
of TENURED AND NON-TENURED FACULTY

1 The primary objective of faculty evaluation is to improve the quality
2 of the faculty, but there is a further need to document such evaluations so
3 that fair and informed consideration can be given in matters of retention,
4 promotion, tenure and due process.

5 These procedures and guidelines for the evaluation of tenured and non-
6 tenured faculty are established to provide the means whereby the performance
7 of individual faculty members and their contributions to the University com-
8 munity may be equitably assessed and documented.

9 The uniqueness of individual faculty members, and the departments of which
10 they are a part, has been acknowledged in the development of these guidelines
11 and procedures; and because of that uniqueness, the main responsibility for
12 implementation of evaluation procedures has been placed in the departments.
13 Review of the departmental procedures by the college and the Council of Deans
14 has been established to provide equity of assessment throughout the University
15 community.

16 Evaluation instruments are the means whereby information is gathered to
17 provide a basis for evaluation. They do not constitute an evaluation in them-
18 selves. "Evaluation" in the terms of these guidelines is the process whereby
19 the information acquired by evaluation instruments, i.e. peer and student evalu-
20 ation questionnaires, administration and external comments, etc., are analyzed
21 and evaluated to determine the quality of performance by an individual faculty
22 member, as measured against the criteria and objectives set by the Department.

23 GUIDELINES AND PROCEDURES

24 1. Every faculty member shall be evaluated.

1 a. The Evaluation of first-year non-tenured appointees shall be conducted
2 at the end of the first semester of their first year, so that there
3 will be some reasonable basis for a decision to reappoint in accordance
4 with the schedule in the North Dakota State Board of Higher Education
5 Regulations on Academic Freedom, Tenure and Due Process (Ref: Part C,
6 par.1.a.); and they will be evaluated again at the end of their first
7 year.

8 b. The evaluation of second-year non-tenured appointees shall be conducted
9 toward the end of their third semester, so that there will be a reason-
10 able basis for a decision to reappoint in accordance with the schedule
11 in the North Dakota State Board of Higher Education Regulations on Academic
12 Freedom, Tenure and Due Process (Ref: Part C, par.1.b.).

13 c. The evaluation of third-year and beyond non-tenured appointees shall be
14 conducted at the end of their third year and during the second semester
15 of their fifth year; and may be conducted at other times, as well, if
16 circumstances, determined either by the individual faculty member or the
17 department chairperson require it.

18 d. The evaluation of tenured faculty shall be conducted at least every three
19 (3) years after their appointment with tenure; and may be conducted at
20 other times, as well, if circumstances, determined either by the individual
21 faculty member or the department chairperson, require it.

22 2. Each department or academic division shall develop procedures for evaluation of
23 tenured and non-tenured faculty, in accordance with these Guidelines and the
24 following procedures:

25 a. The procedures for evaluation must be developed, and approved, by a majority
26 of the faculty in each department. The Committee on Evaluation of the
27 Council on Teaching, augmented by individuals in the University community

1 who have expertise in such areas as: evaluation techniques, law, analysis
2 and interpretation of data, etc., will be available for consultation in
3 the development of these procedures. Faculty may delegate the responsibi-
4 lity for evaluation to the department chairperson; a departmental committee;
5 or in the case of small departments (up to 4 members) to the dean of the
6 college of which the department is a part; or they may retain that respon-
7 sibility; but that must be a choice made by the faculty.

- 8 b. Provision shall be made in these procedures for the utilization of student
9 opinion in the evaluation.
- 10 c. Departmental procedures and criteria for evaluation shall be subject to the
11 review and approval of the dean (or other division head) and/or division
12 committee, and the Council of Deans.
- 13 d. The basic criteria for evaluation shall be "teaching, research and service";
14 however, the ratio of their importance in the evaluation shall be determined
15 by the Department and incorporated in the procedures. Provision shall be
16 made in the policy on "ratio" for consideration of individual capabilities
17 and assignments.
- 18 e. The procedures for evaluation shall include: (1) a clear statement about
19 the way in which individual faculty members being evaluated are informed
20 of such evaluations, and (2) the timetable for such evaluations.
- 21 f. The procedures for evaluation shall also include a statement about the use,
22 confidentiality and disposition of the evaluation documents, including
23 provisions for their review and use by the dean (or division head) and the
24 Vice President for Academic Affairs, or their designated committees, in
25 deliberations on such matters as promotion, retention, tenure and due pro-
26 cess; and the way in which the individual faculty member is informed about
27 the results of the evaluation.

1 g. These procedures may not abridge or nullify the general policies of the
2 University; and employment of the resulting evaluations shall be consis-
3 tent with the established policy and procedures of the University in
4 such matters as promotion, retention, tenure and due process.

5 h. Faculty shall be informed at the time of their initial appointment of
6 the criteria for evaluation and objectives set by the Department; and
7 whenever there is a significant change made in those criteria and
8 objectives by the Department.

9 3. All formal appeals of evaluations shall be made in accordance with the same
10 "due process" procedures, as provided for cases of non-renewal of probationary
11 faculty in the North Dakota State Board of Higher Education Regulations on
12 Academic Freedom, Tenure and Due Process (Ref: Part "C", paras. 2., 3., and 4.).