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CNC CHRONICLE

1982-83

February 4th
#4 of 1983

MON.
February 7

2:00 - FAC - W109

2:00 - VPAA/Deans

TUE.
February 8

Women's Basketball - (away) - 7:30 pm - W&M

9:00 - President/VP's

Step 7 - Evaluation to FPC
1st Year Faculty

WED.
February 9

THU.
February 10

Men's Basketball - (away) - 7:30 pm - U. of N.C. - Greensboro

FACULTY MEETING - N125 - 3:00 pm

FRI.
February 11

2:00 - F&P Arts - G143

2:00 - Biology - G133

2:00 - English - N203

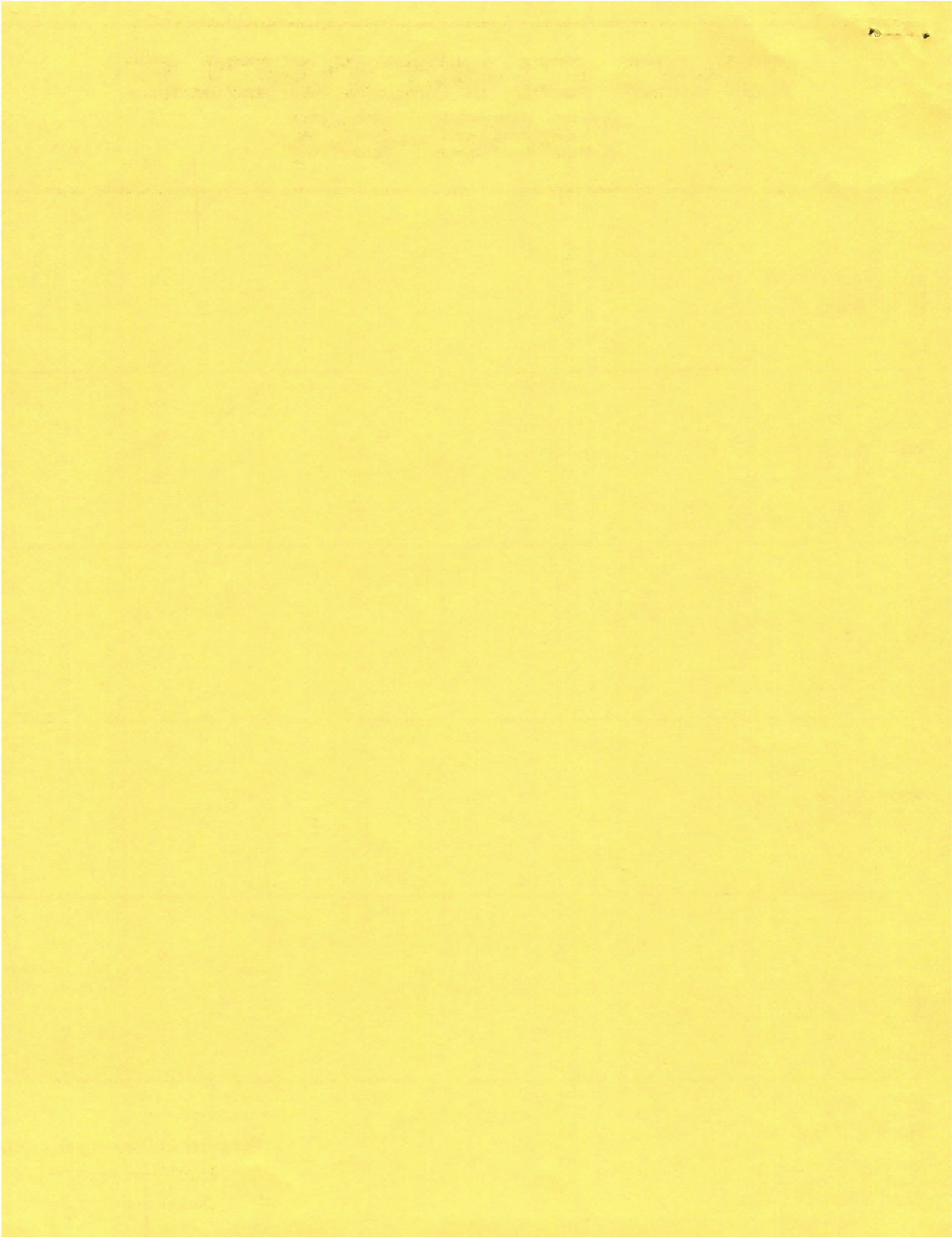
Women's Basketball - (away)
5:30 pm - UNC-Greensboro

SAT.
February 12
SUN.
February 13

Men's Basketball - (away) - 2:00 pm - Greensboro College

Women's Basketball - (away) - 4:00 pm - Greensboro College

**Published weekly by the
Vice President for
Academic Affairs**



OFFICIAL ANNOUNCEMENTS

Agenda for February Faculty Meeting

The regular Faculty Meeting for February will be held Friday, February 11, 1983 in N125 at 3:00 pm.

- I. Remarks by President Anderson.
- II. Approval of the minutes of the regular December Meeting of the Faculty (p. 4)
- III. Approval of the minutes of the Special January 28 Meeting of the Faculty (p. 6)
- IV. Committee Reports:
 - A. Faculty Advisory Committee - Dr. Daly
 - B. Academic Status Committee - Dr. Buoncristiani
 - C. Admissions Committee - Professor Butchko
 - D. Curriculum Committee - Dr. Hammer
 - E. Degrees Committee - Dr. Paul
 - F. Faculty Evaluation Committee - Dr. Coker
 - G. Nominations Committee - Dr. Herrmann
- V. New Business
 - A. Consideration of recommendations on two student petitions from the Degrees Committee (p. 7)
 - B. Consideration of a proposal from the ad hoc Committee on By-Laws (p. 7)
 - C. Consideration of a proposal from the Faculty Advisory Committee on a policy dealing with the retraining of faculty (p. 8)
 - D. Consideration of a proposal from the Faculty Advisory Committee on a modified policy dealing with College support of Faculty development (p. 12)
- VI. Adjournment.

All members of the Faculty are requested to bring this issue of the Chronicle with them to this meeting.

-- Vice President for Academic Affairs

NEWS & GENERAL INFORMATION

Virginia View Career Search

The Virginia Occupational Information Coordinating Committee has made a set of microfiche available which describes the occupations pursued by ninety-five percent of all Virginians. In addition to the characteristics of a particular occupation, the microfiche includes data about the number of annual openings anticipated, average salary, typical avenues of career entry and advancement, Virginia educational institutions offering programs/majors in the field and a list of names of closely related occupations.

In order to direct individuals into this information, a career search method has been developed. Individuals select from among a number of career preference variables and, in the process, create a code. The list of variables includes personal interests, different areas of work (Business, Medical, Scientific, Human Relations, etc.), physical capability, education level required, and personal temperament. The code which a person selects then may be used to identify a number of occupations whose characteristics match those being sought by the individual.

Faculty and staff, as well as students, are invited to give the system a trial run. Most individuals could produce a list of occupations in 15-20 minutes. Our Virginia View materials will be set up in the Campus Center front lobby between 11:30 a.m. and 1:00 p.m. on the following dates in February: 3-4, 9-10, 15-16, and 21-22.

The Basic Studies Department has consented to allow us the use of their Apple II micro computer for this demonstration. The computer provides one means of accessing the career lists. Come on over and try it out!

-- Glen Vought
Associate Director of Counseling
Services

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Dear Faculty and Staff,

Because of our mutual interest in Education, the members of the Student Education Association are inviting you to participate in a fundraiser for the exceptional learners' activity fund at Eastern State Hospital. The fundraiser we are presently planning is a basketball game between the Girls' Basketball Team and the Faculty and Staff. The tentative date scheduled is Tuesday, April 5th at 7:30 pm in Radcliffe gymnasium. At least one representative from each department will be necessary to make this project a success; however, we hope to see more than one. For those of you who do not wish to be a player, your participation as a cheerleader or fan in the faculty and staff rooting section will be greatly needed.

Please help to encourage educational programs for exceptional learners, such as those at Eastern State, by contributing your time and talent in this fundraiser for the children.

-- Julie P. Thomas, CNC-SEA President

Please Return by March 11, 1983 to Mr. John Jenkins - Education Department
(Please check one of the below blanks)

Basketball player ____ Cheerleader ____ Fan ____

Name _____ Office Phone No. _____

Department _____

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CNC on TV

Linda Roe, Production Director of Hampton Roads Cablevision, and I are taking a new tack with the CNC TV show "FOCUS." We are condensing it to a 15 minute segment which we feel will make a more vital show and also will take less preparation time for our stars, the faculty. We hope to get a bigger response from faculty with a new approach to the show. The half hour show was a terrific burden on those who starred.

We are making the show a segment of Linda's show, "Reflections of You" for several reasons. We are using the same "FOCUS" logo and the same CNC Campus lead-in. The show will be offered as often as we have a topic but no less than once a month. This gives everyone a little breathing room.

The show will be aired in Hampton, Poquoson and Williamsburg. These out-of-town stations would accept only one one-half hour show from Hampton Roads Cablevision, so by reducing ours to fifteen minutes and sharing billing with "Reflections" we will be broadcast to a greater audience.

The next "FOCUS" will be February 10 with Jane and George Webb and Robert Burgess. It will be aired at 5:30 pm, 6:30 pm, 7:30 pm, and 8:30 pm. on Cable Channel 12.

CNC owes a debt to Dr. Rita Hubbard, who took countless hours out of her schedule to make FOCUS a reality and an excellent piece of informative film.

-- Paula Delo
Director of Public Relations

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Garden Plots

Members of the Faculty and Staff wishing to have one or more 25'x 25' garden plots should call or see Tim Morgan, 7024, to reserve such. The plots, located at the corner of Moore's Lane and Prince Drew, have been plowed and will be staked in 25'x 25' parcels. Please let me know by April 1, if you wish one or more plots.

-- Tim Morgan

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Menu for the Week of February 7-11

Mon.	Fried Chicken		Thurs.	Beef Stew	Lasagna	
	Mashed Potatoes			Ham Salad Sandwich	Garlic Bread	
	Corn	\$2.15		Apple Crunch	Apple Crunch	\$2.15
Tues.	Salisbury Steak		Fri.	Spaghetti w/Meat Sauce		
	Scalloped Potatoes			Garlic Bread		
	Green Beans	\$2.15		Peaches	\$2.15	
Wed.	Lasagna			Clam Chowder	.85 per bowl	
	Garlic Bread					
	Salad	\$2.15				

-- Cafeteria Manager

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HH Club

The first HH Club meeting of the spring 1983 semester will be held Friday, February 4, 1983 from 3-5 pm in the Faculty Lounge. Dues are still \$5 for the semester. Members with guests - \$1.00. All Faculty and Staff are invited to join.

-- HH Club Board of Directors

FACULTY/STAFF NEWS

Sang O. Park attended the annual meeting of the American Economic Association which was held in New York City, December 27-30, 1982, and participated in Economic Education sessions.

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Clyde Brockett has an article, "Modal and Motivic Coherence in the Music of the Twelfth-Century Fleury Playbook," published in the most recent issue of Comparative Drama.

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Priscilla Woodley, instructor of music, was awarded the degree Doctor of Musical Arts in Vocal Performance by the University of Missouri-Kansas City Conservatory of Music December 18, 1982 upon defense of her dissertation, Nineteen Settings of Five Emily Dickinson Poems by Thirteen Composers.

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Dr. James C. Windsor, Professor of Psychology, will serve as Chairman of a Southern Association Evaluation Committee to Georgia Southwestern College at Americus, Georgia, February 27-March 2.

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Tim Morgan's office is now in Newport 214. No phone yet; so call Mary Roy, Secretary - English and History, 7024.

COMMITTEE INFORMATION & FACULTY BUSINESS

Minutes of the December Meeting of the Faculty

10 December 1982

The regular December meeting of the Faculty was called to order at 3:00 pm. In the absence of Vice President Summerville, Vice Chairman of the Faculty Jean Pugh presided.

- I. The minutes of the November meeting as printed in the Chronicle of 3/12/82 were approved as written.
- II. There were the following committee reports.
 - A. Faculty Advisory Committee: Professor Daly reminded everyone of the party immediately following the meeting.
 - B. Curriculum Committee: Since transactions are now being printed in the Chronicle, Professor Hammer had no report.
 - C. Degrees Committee: Professor Paul had no report.
 - D. Academic Status Committee: Professor Buoncristiani reported that the committee had received 18 requests for reinstatement; accepted 15 and denied 3. Two extraordinary petitions for reinstatement were turned down. Ten requests for overloads were approved.
 - E. Admissions Committee: Professor Butchko reported that the Admissions Committee, in conjunction with the Admissions Office Staff, has identified a problem in information flow between faculty and Departments, and the Admissions Office. On occasion, the Admissions Office has found themselves knowing less about new program developments than community people because of the more direct link between faculty and the community that sometimes exists.
 In this regard, the Admissions Committee has requested that faculty help keep the Admissions Office abreast of new information from your various areas. Please inform the Admissions Office of any changes in course offerings, new majors, new programs, scholarship or other award offerings, etc.
 - F. Faculty Evaluation Committee: Professor Coker had no report.
 - G. Nominations Committee: Professor Schell had no report.
 - H. Faculty By-Laws: Professor Morris asked that the survey distributed yesterday please be returned by next Friday so the rewriting process could begin. The committee intends to go in January to the FAC for feedback, to present a complete proposal by February 4th, and to ask the faculty to vote on February 11. Surveys returned after December 17 will have to be ignored.

The Chairman announced that she would now take up item IV on the agenda.

IV. New Business.

- A. Degrees Committee recommendation: Professor Paul moved that the faculty approve the recommendation as it appears in the December 3 issue of the Chronicle page 8. Motion was seconded and approved without discussion.
- B. On behalf of the Degrees Committee, Professor Paul moved that the list of students published in the December 3 Chronicle be accepted, with the following additions:

Elementary Education
 Sylvia Virginia Adkins
 Esther Shenk Buckwalter
 Donna Denise Hartless
 Gary Pratt

Bachelor of Arts
Leisure Studies
 Ronald Wray Garner

Psychology
 Hipolito Dominguez
 Margaret Arbuckle Hake

Bachelor of Science in Governmental Administration

David Coston Cobb

Dale A. Costedbader

Bachelor of Science in Accounting

Victoria Nebinger

Bachelor of Science in Business AdministrationFinance

William L. Cunningham

Management

Patricia D. Saady

Bachelor of ScienceMathematics

James L. Miller

Professor Sacks moved and it was seconded that the faculty endorse and recommend to the FAC the material appearing in the December 7th Chronicle concerning termination of appointments.

Professor Mollick moved and it was seconded to table the motion.

Motion to table was defeated and discussion continued.

Professor Hubbard moved and it was seconded that at this session the sense of the faculty with regard to this document is developed but that the faculty not give formal approval until the document has been duly reviewed by proper legal counsel.

A motion offered by Professor Daly on behalf of the FAC was ruled out of order by the Parliamentarian.

Professor Hubbard amended her original motion so that the first and second halves of the motion are to be considered separately.

The first part of Professor Hubbard's motion, to get the sense of the faculty at this meeting, was voted on. It passed.

Professor Butchko moved to amend the second part of Professor Hubbard's amended motion to appoint a three-person ad hoc committee to decide 1: who the lawyer will be and 2: how to pay him.

The amendment to the amended motion was voted on and defeated.

The second part of the amended motion was voted on and defeated.

Professor Daly, on behalf of the FAC, moved to send the proposal back to the committee for incorporation of the guidance given at this faculty meeting and any open meeting which has been held or will be held, and by the faculty in the form of written input. The revised proposal will be brought back to the Faculty for action in January.

Parliamentarian Morris ruled discussion out of order.

Discussion followed.

Professor Daly's motion was voted on and passed.

V. There were no new announcements.

Meeting adjourned at 4:10 pm.

17 January 1983

Respectfully submitted,
Jane Carter Webb
Assistant Secretary to the Faculty

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Minutes of the Christopher Newport College Faculty

January 28, 1983

A special meeting of the Christopher Newport College Faculty was held January 28, 1983 in room 125 of Christopher Newport Hall. The meeting was called by the Vice President for Academic Affairs, Richard Summerville, for the purpose of consideration of proposals from the Handbook Committee's Task Force on Policies Affecting the Faculty; Section V-C-5 (Termination of Appointments) and Section V-D (Recourse). Vice President for Academic Affairs, Richard Summerville, presided.

CALL TO ORDER

The meeting was called to order at 3:06 PM.

ANNOUNCEMENT

The Chairman announced that, at the next regular meeting of the Faculty (February 11) the first item on the agenda will be a presentation by the President of the College, Dr. John Anderson, who will discuss important financial affairs pertaining to the College.

Motion by Mr. Sacks on behalf of the Task Force that: "The Faculty endorses and recommends to the Handbook Committee the revision of the 1982 CNC College 'Handbook' as presented in the CNC Chronicle, January 21, 1983.

Discussion followed.

Mr. Miller, on behalf of the Handbook Committee, outlined the agenda the Committee will be required to adhere to in order to complete its task.

Motion by Ms. Daly and seconded as follows: "On page 10, delete lines 20 through 23."

Action The motion failed by voice vote.

Motion by Mr. Mollick and seconded as follows: "On page 10, line 21, insert knowingly following...employment;"

Action Motion carried by voice vote.

Motion by Mr. Van Pelt that: "On line 23, page 18 insert, parenthetically, the following phrase after VPAA 'but not their counsels and advisors'."

Action The motion failed by voice vote.

Motion by Mr. Van Pelt and seconded that: "On page 18, line 23, following VPAA insert, parenthetically, 'including their counsels and advisors'."

Action Motion passed by voice vote.

Motion by Mr. Papageorge and seconded as follows: "On page 12, line 21, strike 2, insert three."

Action Motion carried by voice vote.

Motion by Ms. Daly and seconded: "On page 12, line 17, strike ad hoc, insert standing."

Action Motion failed by standing vote (33 "yes", 35 "no").

Motion by Mr. Moore and seconded as follows: "On page 16, lines 23, 24, and 25 make the following changes: 1) Strike following appropriate on line 23 to notifies in line 24. 2) Insert he on line 24 preceding notifies. 3) In line 25 delete the VPAA's, insert his."

Action Motion carried by voice vote.

Motion by Ms. Daly and seconded: "Strike from page 14, line 29, to page 20, line 7. Insert, from the "pink pages", page 54 beginning with 2) Dismissal... and continuing to page 58, C-Administrative... .

Action Motion failed by voice vote.

Motion by Mr. Miller and seconded: "On page 23, line 4, delete period, insert or to the Board of Visitors when the grievance is filed against the President. Also on line 4, following officer insert or the Board... .

Action Motion carried by voice vote.

Motion by Mr. Fellowes and seconded to close debate on the main motion.

Action The necessary two-thirds vote to approve the motion was given. Voice vote.

Action The main motion as amended was approved by voice vote.

ADJOURNMENT

The meeting was adjourned at 4:25 PM.

Aletha S. Markusen
Secretary of the Faculty

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Committee on Degrees

The Committee on Degrees met at 12 noon on January 28, 1983 with Dr. Paul presiding. The committee considered the following petitions:

- Case 1: The student petitioned to be allowed to take 3 elective courses during the summer of 1983 at Lewis and Clark College.
Committee Action: Recommend approval based upon departmental recommendation and that all other coursework has been at CNC.
- Case 2: The student petitioned to be allowed to present a non-sequence in psychology to satisfy one-half of the social science distribution through CLEP.
Committee Action: Recommend approval of the subject CLEP exams based upon the recommendation of the Department of Psychology.

Meeting adjourned.

-- Dr. J. S. Paul, Chairman

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Handbook Bylaws Committee

Despite our best efforts to complete our assigned tasks on Section IV of the Handbook and get the suggested revisions to you in today's Chronicle for discussion at next

week's faculty meeting, we find that some additional work remains--including further discussions with the FAC--and our target date is simply impossible to meet.

Therefore, we will attempt to get all materials to you in next week's Chronicle and will schedule an open meeting for the week of February 14-18. I will also ask at next week's faculty meeting that you agree to hold a special faculty meeting on Friday, February 25, to discuss these very important documents. This will allow ample discussion of these vital issues and hopefully a recommendation of the faculty without waiting until the regular faculty meeting on March 11. The longer we wait, the greater the chance of these issues not being resolved this year.

Thank you.

James M. Morris
Chairman, Handbook Bylaws Committee

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Faculty Advisory Committee

1. Faculty Development Grant Application Period

Faculty development grant applications will be accepted from now until the deadline of February 28. Full-time faculty members are encouraged to apply. Guidance is contained in the current CNC Handbook 1982-83 (pink) pages V-34-36 Section 5. The completion of two forms, available from W. Casey in the office of the Vice President for Academic Affairs, constitutes the complete application package.

1. Application - Category I Instructional Improvement & Professional Development
OR
Category II Dissertation Grant

Submit one copy to your academic department, one to Dr. Summerville and 8 copies to the Chairman of FAC.

2. Departmental Recommendation Form - to be forwarded by the department chairman directly to the chairman of FAC.

2. Faculty Retraining Policy

The FAC will move the acceptance of a faculty retraining policy as printed below at the February meeting of the Faculty.

1 Recommended Policy on Retraining of Faculty

2 Rationale

During a period in which the College must undergo curricular change to meet student needs within the context of limited resources, a plan must be implemented by which personnel as well as material resources, may be reallocated. Prior to reallocation of faculty members, an assessment of credentials, skills, and knowledge must be made in order to define the retraining which is necessary. This reallocation must be effected in an academically sound and efficient manner and must take cognizance of the unique relationship which exists in higher education between a tenured faculty member and an institution.

Overall objective of retraining: to utilize the services of tenured, full-time faculty members to the best advantage of the students, institution, and the professional well-being of the faculty.

14 Specific objectives:

1. to prepare a faculty member to teach a course(s) in another academic department when his/her own department is overstaffed and the latter department is understaffed by regular full-time faculty.

2. to prepare a faculty member to make a permanent change to another department, part-time or full-time.
3. to prepare a faculty member to assume a T&R position within the College.

Policy guidelines:

1. Retraining is separate from faculty development in policy, procedures, and funding as it is:
 - a. training in another discipline or function other than one's own academic discipline.
 - b. implemented only when an academic department is overstaffed with tenured, full-time faculty whereas faculty development is an ongoing, continuous process.
2. The concept of retraining encompasses activities ranging from a relatively informal process to an academic degree program.
3. The academic integrity of the educational program at CNC is the top priority and principal activity by which all retraining is measured and implemented.
4. The expertise of the retrained faculty member must be equal to that found to be minimally acceptable when hiring an adjunct faculty member to teach the same course OR a T&R administrator to perform a certain set of functions. This is to be determined by the receiving department.
5. The discussion of retraining may be initiated by any of the following:
 - faculty members
 - department chairmen
 - academic administrators
6. During the decision-making process relative to retraining, the participation of the following constituencies is assured:
 - the faculty member
 - chairman and faculty of the department whose member is a candidate for retraining, the overstaffed department
 - chairman and faculty of the department, either academic or administrative, which will utilize services of the retrainee, the receiving department
 - appropriate dean(s)
 - appropriate vice president(s)
 - president, in instances where the position to be filled report directly to the president.
7. Retraining begins only after a "retraining agreement" has been developed and approved by all concerned parties. This agreement stipulates the following:
 - a. person to be retrained, present department affiliation, reason for retraining
 - b. specific competencies and level of skill attainment to be reached, particularly when an applied skill, as well as knowledge, is involved
 - c. specific retraining tasks to be performed to include formal courses, degrees to be earned, informal learning, apprenticeships
 - d. a time schedule

- e. locus(i) for the retraining
- f. compensation mode for the retraining process i.e., payment of tuition, textbooks, relevant fees, services of retrainers. Tuition and such payments will be made directly by CNC to the servicing institution.
- g. the financial obligation of the retrainee to CNC if he/she fails to meet the conditions of the retraining program. In all instances, the obligation will be limited to the direct costs incurred by CNC.
- h. release time and/or compensation to the retrainee during the period of the retraining

In turn, the agreement specifies the obligation of the receiving department, subject to the retrainee's completion of the required retraining.

- i. the courses or position for which the retrainee is an acceptable instructor or incumbent.
- j. the approximate number of sections in each semester which will be staffed by the retrainee. This is subject to student demand semester to semester. At no time will a full-time, tenured member of the receiving department be given a lower priority than the retrainee to teach in the receiving department
- k. the status of the retrainee in the receiving department upon completion of the requirements of the retraining will be specified, i.e., adjunct, part-time, joint appointment, full-time

Documentation

To insure academic integrity or professional qualification, the retrainee is responsible for documenting his/her formal retraining and expertise. This documentation may take the form of:

- demonstration
- documentation of past, relevant experience
- transcripts of course/degree work
- other credentials deemed relevant to the parties to the agreement

Part-time or joint appointments to academic departments

In cases where the retrainee will become a part-time member of the receiving department or be appointed jointly to the receiving department, the full membership of the receiving department will participate in the decision-making relative to the retraining agreement.

Each retrainee will be expected to keep current in his new as well as old academic field.

3. Department Chairmen

The FAC has reviewed a description of the role of department chairmen forwarded to the committee for its review by Dr. Summerville. Printed below is one FAC recommendation:

Department Chairman

A. Responsibility

The department chairman is responsible to the Dean of the School and the academic department for the organization, administration, and fiscal management of the department.

B. Selection

The chairman is elected for a three-year term by the members of the department, subject to the approval of the Dean. A simple majority vote of department members constitutes the department's choice of a chairman. The chairman is eligible for re-election.

1. Eligibility

To be elected chairman, a faculty member must have a full-time teaching appointment at the rank of assistant professor or higher. At the request of the department, or at the initiative of the Dean, a department may recruit a chairman from outside if a faculty position is authorized for the department. The recruited chairman has a three-year term and is eligible for re-election.

2. Procedures

The election of chairmen takes place at the beginning of the Spring semester, with the terms officially commencing July 1. The election procedures are as follows:

- a. The Dean notifies the department of the election, indicates eligible members, and issues paper ballots;
- b. The election is by secret ballot and is supervised by the Dean;
- c. The ballots are sent in sealed envelopes to a locked ballot box in a location determined by the Dean within three academic days of their issuance;
- d. The voting is verified by a member of the FAC and by a representative of the department;
- e. The Dean approves of the department's choice or informs the department of the decision not to approve; at the request of the disapproved electee, the Dean provides written reasons for the disapproval to the requestor.
- f. If the Dean does not approve the choice, a new election takes place;
- g. If, after three ballots, the department members are unable to agree on a chairman who is acceptable to the Dean, the Dean may appoint a chairman for one year.

C. Functions

The department chairman directs and manages the activities of the academic department. These activities include general administrative activities, curriculum management and development, personnel management, and fiscal management. The following listing is illustrative rather than exhaustive.

1. General administrative activities:

- a. Calls and chairs department meetings;
- b. Organizes department committees;
- c. Maintains department records, correspondence;
- d. Serves as the spokesman and liaison for the department;
- e. Administers the directives of the Dean within the time schedule designated by the Dean;
- f. Maintains administrative office hours.

2. Curriculum management and development:

- a. Directs the development of new programs or courses within the department and prepares proposals to be sent to the Curriculum Committee through the appropriate channels;
- b. Submits course schedules within the allocation of the Dean;
- c. Approves course status changes during the registration process;
- d. Decides whether to award transfer credit for courses taken elsewhere comparable to those offered by the department when the decision to award is disputed or in doubt.

3. Personnel management:

- a. Provides orientation and direction to the department members, especially new members;
- b. Coordinates the assignment of instructors to courses;
- c. Coordinates the assignment of advisors;
- d. Chairs or appoints chairmen of search committees;
- e. Recommends overload teaching assignments to the Dean;
- f. Monitors the required College activities of department members to assure compliance and equity;
- g. Facilitates the professional development activities within the department.

4. Fiscal management:

- a. Submits budget requests to the Dean;
- b. Maintains fiscal control over expenditures within the budget allocated by the Dean;
- c. Distributes resources within the department in a manner consistent with a stated departmental policy which assures fairness.

D. Evaluation

The chairman's services, as chairman, is evaluated in accordance with stated criteria in May of each year by the Dean with the participation of department members. The chairman who receives an unsatisfactory evaluation may be removed from office.

E. Compensation

The compensation for the chairman's service takes the form of (1) a reduced teaching load during the academic year and (2) an administrative stipend as determined by the Dean.

4. As announced in the Chronicle of January 14, 1983, FAC will move acceptance of a modified faculty development policy as printed below at the February meeting of the Faculty.

College Support of Faculty Development

- 1 The objectives of the faculty development program are to improve instructional effectiveness and promote the professional development of faculty members.

3 a. Development Categories

4 1) Professional Development

Activities to be supported in this category are those designed to expand the academic expertise of faculty members. This category includes such activities as research, writing, delivering academic papers, additional training, supplemental travel funds for academic activities, and support of course reductions from the College to allow for research time.

2) Instructional Development

Activities to be supported in this category are those designed to increase teaching effectiveness and improve course content. This category includes such activities as innovations in pedagogy, application of EDP to course content, and activities directed at improving course content.

3) Dissertation Grants

Grants may be awarded to help offset the expenses incurred in preparing doctoral dissertations.

b. Grant Priorities

- 1) Awards will be considered first, taking into account the amount and recency of previous grants received by applicants.
- 2) Within the restrictions of 1) above, grants will be considered on the basis of the following priorities:
 - a. Professional Development
 - b. Instructional Development
 - c. Dissertation Grants

c. Guidelines for Levels of Support

- 1) Normally, dissertation grants will be made up to \$500.00.
- 2) Normally, professional and instructional development grants will be made in an amount of up to \$1,000.

d. Procedures

- 1) The Faculty Advisory Committee (FAC) is responsible for initial College-wide review of faculty development and dissertation grants. Applications for grant support are made on the appropriate form available from the VPAA's office. The completed application form is submitted to the FAC, the Department, and to the VPAA. The Department's recommendation--positive, negative, or mixed--is an important part of the screening process. The entire Department should participate in the recommendation. The Department's recommendation is forwarded directly to the FAC by the Department Chairman. The FAC will consider only those applications accompanied by departmental recommendations.
- 2) Normally, the FAC will schedule Fall and Spring application periods. Applications for Summer grants will be considered during the Spring application period.
- 3) Applications are reviewed by the FAC and recommendations for approval or rejection will be forwarded to the VPAA. If recommendations are negative, reasons for rejection will accompany the recommendation.
- 4) Faculty members who receive dissertation grant awards are required to execute a promissory note at 5% interest compounded annually for the amount

1 of the expenses paid by the State. The note and interest are cancelled in
2 their entirety if the employee continues in the employment of the College
3 for a period equal to at least twice that of the period covered by the
4 grant. If the employee serves for a lesser period, he must repay on a
5 pro rata basis the proportion of the note and interest which has not been
6 fulfilled by employment. The note is to be executed at the date of the
7 initial payment, with interest to accrue at the date study is terminated;
8 the principal is to be listed at the amount of the approved award.

- 9 5) Each recipient of a Faculty Development Grant is required to submit a writ-
10 ten report on the progress of the project or research at the end of the
11 grant period to the Vice President for Academic Affairs with copies to the
12 academic department, the Faculty Advisory Committee, and the Dean of the
13 appropriate School. Future grant applications will not be considered from
14 faculty members who fail to file a report regarding a previous grant.

-- Elizabeth Daly
Chairman, FAC